

Trustees' Annual Report

For the period

From (start date)

0 1 0 4 2 0

to end date

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Section A

Reference and administration details

Charity name

12TH CAMBRIDGE GROUP BOY SCOUTS

Other names the charity is known by

Registered charity number (if any)

3 0 0 7 1 1

HQ registration number

Charity's principal address

40A Gilbert Road

Cambridge

Postcode

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Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Colin Sills	Group Scout Leader	
2	John Cornish	Treasurer	
3	Alison Vinnicombe	Secretary	
4	Sebastian Barker	Chairman	
5	Dr Glenn Vinnicombe		to 27/09/2020
6	Sam Wright		
7	Stephen Longden		
8	Karrie Fuller		to 27/09/2020
9	Phil Garrett		
10	Naomie Griffith		
11	Dave Potts		to 27/09/2020
12	Robin Standring		
13	Hugh Massam		
14	Eona Bell		to 27/09/2020
15	Fiona Llewelyn-Beard		from 27/09/2020
16	Gill Bunting		
17	Gareth Peters		from 27/09/2020
18	Neil Hemingway		from 27/09/2020
19	Jamie McPherson		from 27/09/2020

Names and addresses of advisers (optional information but encouraged as best practice)

Type of advisor	Name	Address

Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document

The Group's governing documents are those of the The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association.

(e.g. trust deed, constitution)

How the charity is constituted

The Group is a trust established under its rules which are common to all Scouts.

(e.g. trust, association, company)

Trustee selection methods

(e.g. appointed by, elected by)

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

The Group is managed by the Group Executive Committee, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

Policies and procedures adopted for:

- a) the induction and training of trustees;
- b) trustee' consideration of major risks and the systems and procedures to manage them

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every 2 months.

Members of the Executive Committee complete '*Essential Information for Executive Committee*' training within the first 5 months of joining the committee.

This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:

- The maintenance of Group property;
- The raising of funds and the administration of Group finance;
- The insurance of persons, property and equipment;
- Group public occasions;
- Assisting in the recruitment of leaders and other adult support;
- Appointing any sub committees that may be required;

Risk and Internal Control (Specimen 1)

The Group Executive Committee has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

Damage to the building, property and equipment: The Group would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Groups. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

Injury to leaders, helpers, supporters and members: The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

Reduced income from fund raising: The Group is primarily reliant upon income from subscriptions and fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.

Reduction or loss of leaders: The group is totally reliant upon volunteers to run and administer the activities of the group. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

Reduction or loss of members: The Group provides activities for all young people aged 6 to 18. If there was a reduction in membership in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

Risk and Internal Control (Specimen 2)

The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p>The Purpose of Scouting Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p>The Values of Scouting As Scouts we are guided by these values: Integrity - We act with integrity; we are honest, trustworthy and loyal. Respect - We have self-respect and respect for others. Care - We support others and take care of the world in which we live. Belief - We explore our faiths, beliefs and attitudes. Co-operation - We make a positive difference; we co-operate with others and make friends.</p> <p>The Scout Method Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and: - enjoy what they are doing and have fun - take part in activities indoors and outdoors - learn by doing - share in spiritual reflection - take responsibility and make choices - undertake new and challenging activities - make and live by their Promise.</p>
Summary of the main activities in relation to these objects	<p>Group Sections meet weekly during term time. The Section Leaders organise a variety of team based activities. These are designed to develop the skills and capabilities of the young people. Each term there are camps organised, usually at the weekend, where young people stay for one or two nights with lots of outdoor activities.</p>
<p>Additional details of the objectives and activities (optional information but encouraged as best practice)</p> <p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grantmaking; • contribution made by volunteers; • policy on investments. 	
Public benefit statement	<p>The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.</p>

Section D**Achievements and performance**

Summary of the main achievements of the charity during the year

The Group faced the challenges of COVID-19, with face-to-face meetings prohibited for much of the time. Volunteer leaders adapted their programmes to run many activities virtually. This helped to maintain membership numbers and provide much-needed continuity of scouting benefits to nearly 100 young people. These efforts provided a solid base for gradual return to normality, which continues.

Section E**Financial Review**

Brief statement of the charity's policy on reserves

Reserves Policy

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Executive Committee considers that the group should hold a sum equivalent to 18 months running costs, circa £30k.

The Group held reserves of just over £32k against this contingency at year end.

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);

Income in 2020-21 totalled £31,684. The COVID-19 pandemic had a significant impact on our sources of income during the year. Membership subscriptions totalled £7,470 down 40% from 2019-20. We reduced the level of subs charged to parents during Summer 2020 and Spring 2021 to reflect the fact that section meetings were held over Zoom rather than face-to-face. We paid membership subscriptions and Explorer funds of £5,586 to Cambridge District Scout Council. We received £1,880 of donations, and claimed Gift Aid of £4,140 from HMRC. We received COVID-19 grants from Cambridge City Council totalling £20,708. We raised £616 from an online raffle held in December 2020, and received bank interest of £57. Parental contributions for activities totalled just £199 reflecting the switch to online section meetings. Due to the pandemic the hut was out of use for most of the year and we generated no rental income. The organisers of the Essex Jamboree (originally scheduled for August 2020) refunded our deposit of £2,200.

- how expenditure has supported the key objectives of the charity;

Expenditure during the year totalled £37,722. We spent £2,796 on running costs for the Scout hut including ground rent, utilities, refuse collection, and insurance. Online subscriptions increased to £611 and included the cost of Zoom licenses for section meetings. With the hut out of use due to COVID-19, we took the opportunity to repair the roof, and renovate the toilets in the hut to make them wheelchair accessible. Building materials cost £14,716, equipment £1,701, and building services including asbestos removal was £14,220. In April and May 2020 at the start of the pandemic we paid refunds totalling £3,361 to parents for activities cancelled due to COVID-19. Later in the year we spent just £317 on activities including food and fuel for cooking, compasses and maps reflecting the reduced level of face-to-face Scouting.

- investment policy and objectives

The Group's Income and Expenditure is small and as a consequence does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Group has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash at Barclays Bank and The Scout Association's Short Term Investment Service.

Section F

Other Optional Information

Plans for future periods (details of any significant activities planned to achieve them)

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Section G

Declaration

The trustees declare that they have approved the trustees' report above

Signature(s)

	
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Full name(s)

Sebastian Alexander Barker	John Hector Cornish
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Position (eg Secretary, Chair)

Chair	Treasurer
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Date

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12th Cambridge Scout Group Receipts and Payments Account

Year start date		Year end date	
For the year from	1st April 2020	To	31st Mar 2021

Receipts

	2020/21 £	2019/20 £
Receipts		
Donations, legacies and similar income		
Membership subscriptions	7,470	12,450
Less: Membership subscriptions paid on to Scout Association	-5,586	-4,050
Net membership subscriptions retained	1,884	8,400
Donations	1,880	93
Legacies	0	0
Gift Aid	4,140	0
Sub total	7,904	8,492
Grants		
Scout Association	0	0
COVID-19 grants	20,708	0
Sub total	20,708	0
Fundraising (gross)		
Group fundraising	616	2,577
Sub total	616	2,577
Investment income		
Interest (Scout Assoc Trust Acct, Building Soc Accts)	57	69
Sub total	57	69
Beaver, Cub, Scout and Explorer activities		
Contributions for camp and activities etc.	199	15,984
Refunds from camp and activity payments etc.	0	
Sub total	199	15,984
Other Income		
Hut hire	0	1,675
Jamboree refund	2,200	277
Sub total	2,200	1,952
Canadian troop visit to Cambridge		
Contribution to cost of activities		3,804
Sub total	0	3,804
Total Gross Income	31,684	32,879
Asset and investment sales, etc.	0	0
Total receipts	31,684	32,879

12th Cambridge Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	1st April 2020	To	31st Mar 2021
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Payments

	2020/21 £	2019/20 £
Payments		
Headquarters costs		
Hut ground rent (paid from Bardays Trust account)	30	30
Water and Sewerage	108	169
Electricity and Gas	1,290	1,568
Refuse collection	203	246
Insurance	1,165	1,109
Materials	14,716	1,398
Subscriptions	611	303
Services	14,220	60
Equipment	1,701	2,063
Sub total	34,044	6,946
Beaver, cub, scout and explorer activities		
Camp costs	0	19,176
Other scout, cub and beaver activities	246	4,535
Badges and Beaver expenses	0	556
Miscellaneous expenses	71	748
Refunds paid to parents	3,361	275
Sub total	3,678	25,290
Total Gross Expenditure	37,722	32,236
Asset and investment purchases, etc.	0	0
Total payments	37,722	32,236
Net of receipts/(payments)	-6,038	643
Cash funds last year end	38,198	37,555
Cash funds this year end	32,160	38,198

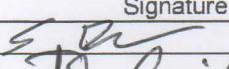
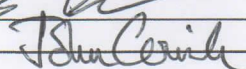
12th Cambridge Scout Group

Statement of assets at the end of the year

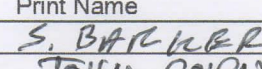
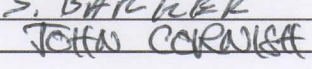
	31st Mar 2021 £	31st Mar 2020 £
Cash	0	0
Current accounts		
Bardays Group account	20,073	13,747
Bardays Scout account	2,819	3,019
Bardays cub account	100	6,054
Trust Accounts		
Bardays Trust account	760	742
Scout Association Trust account	8,200	8,200
Savings Accounts		
Cambridge Building Society Business Bond	0	5,176
Cambridge Building Society Easy Access	0	1,023
Debit Card Account		
Equals	208	237
Total	32,160	38,198

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 5 October 2021 and signed on their behalf by

Signature

 
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Print Name

 	Chair Treasurer
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