

Fenland Scouts Association
(Registered Charity 300724)

Trustees' Annual Report for the year ended 31st March 2021

Charity's Principal Address: Oldfield Lane, Wisbech PE13 2RJ

Correspondent Address: 3 Mills Gardens, March PE15 9FB

Section A – Reference & Administration Details

Names of the Charity Trustees who manage the charity

Trustee Name	Office (if any)	Dates acted if not for whole year	Elected unless Otherwise stated
Ian Bullard	District Commissioner (appointed 8 th January 2020)		Ex-Officio
Anne Appleby		From 14 th November 2020	
David Driver		From 14 th November 2020	
Linda Edwards	Secretary		Ex-Officio
Clinton Elkin			Nominated
Norman Flatt		From 14 th November 2020	Nominated
Andy Fox	District Explorer Scout Commissioner		Ex-Officio
Jonathan Harwood	Chairman		Nominated
John Lattimore		Until 14 th November 2020	Nominated
Katie Leach		From 14 th November 2020	
Graham Martin			Nominated
Chris Morcel		Until 14 th November 2020	Nominated
Gavin Philpott		Until 14 th November 2020	
Godfrey Smith	Treasurer		Ex-Officio
Caroline Spaxman		From 14 th November 2020	Nominated
Richard Wingfield			

Subsequent to 31st March 2021, Grant Barlow was co-opted as a Trustee effective 20th May 2021.

Principal Bankers

Barclays Bank PLC – March Branch, Cambridgeshire. Following the closure of the March branch in July 2021, local facilities are now at Wisbech, Cambridgeshire.

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Section B – Structure, Governance & Management

The District is a trust established under its rules which are common to all Scouts. The District's governing documents are those of 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.

Trustees:

Some Trustees are appointed by the District Commissioner. Others are appointed in accordance with the Policy, Organisation and Rules ("POR") of The Scout Association.

District Executive Committee

The District is managed by the District Executive Committee, the members of which are the Charity Trustees of the Scout District, 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.

The District Executive Committee consists of 13 representatives comprising, Chair, Treasurer and Secretary together with nominated, elected, co-opted and ex-officio members and normally meets bi-monthly. The Executive Committee exists to support the District Commissioner in meeting the responsibilities of the appointments and is responsible for:

- The maintenance of District property;
- The raising of funds and the administration of the District's finances;
- The insurance of persons, property and equipment;
- District public occasions;
- Appointing any sub committees that may be required.

Risk and Internal Control

The District Executive Committee has identified the major risks to which they believe the District 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 District would seek the use of buildings, property and equipment from neighbouring organisations. The District has adequate buildings and contents insurance in place to mitigate against permanent loss.
- Injury to leaders, helpers, supporters and members. The District, through the membership fees, contributes to the Scout Association's national accident insurance policy. Risk assessments are undertaken before all activities.
- Reduced income from fund raising. The District is primarily reliant upon income from subscriptions, fundraising and rental income. The District 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 District on an ongoing basis, either temporarily or permanently.

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- Reduction in number or loss of leaders. The District is totally reliant upon volunteers to run and administer the activities of the Scout Groups within the District. 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 concerned.

The District 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 a comprehensive insurance policy to ensure that insurable risks are covered.

Section C – Objectives & Activities

The objective of the District is to oversee the Groups and District Explorer Scout Units within the District. The District meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

PURPOSE, VALUES & METHOD from POR

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.

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.

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

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Fenland Scouts Association oversees Scouting in Fenland.

The following Scout Groups were active in the District at 31st March 2021:

1st Doddington, 1st March, 1st Whittlesey, 2nd Chatteris, 2nd March, 3rd Wisbech (St Augustine's), 12th Wisbech (Upwell & Outwell), 14th Wisbech, 15th Wisbech (North Level Parishes) and 47th Peterborough, Thorney Abbey.

Explorer Units: Mercian Unit (Whittlesey), Stonecross (March) and Alpha Unit (Wisbech St Mary).

The January 2021 census showed that the number of young people regularly involved in Scouting activities across the District numbered 359 (2020 507).

A subscription is levied for membership which supports Scouting at National, County & District levels. For 2021 the amount has only been levied on youth members (not leaders or adult volunteers) and was £42.00 (2020 - £44.00) of which £Nil (2020 - £4.50) is retained by District. The District owns land and buildings comprising a camp site at Gaul Road, March and its headquarters at Oldfield Lane, Wisbech. Whilst their prime purpose is for Scouting within the District, these properties are available for private hire, the income from which is used to offset the costs associated with the sites' maintenance and helps to maintain reasonable levels of membership subscriptions.

Section D – Achievements & Performance

Trustees Update

During the year, the Trustees have agreed to amend the District Constitution. This will involve voting on removing the current Constitution and reverting to POR alongside various resolutions. This will be put to the District Scout Council for adoption at the AGM 2021.

Subsequent to the year end, the Trustees created a Fenland Adult Appointment Sub-Committee and recruitment team as a mandated sub-committee of the Executive. The Appointments Sub-Committee has a chair and secretary and it will be able to pro-actively manage the appointments process.

The Trustees have agreed to the creation of a Fenland website and have set aside a small amount of funds to enable an initial site to get set up with the intention of going live before the end of the current financial year.

As part of the ongoing premises review within the District, the Trustees asked an independent Health and Safety professional to be the District Health and Safety adviser. This individual has been helpful with undertaking advice on the state of our current property and is working with the property sub-committee to ensure our premises are safe for use by both Scouting and third parties. As part of this effort, work had to be undertaken at its premises to ensure compliance with various pieces of health & safety legislation. This included placing new warning signs on buildings as well as having our Scouting risk assessments approved by Cambridgeshire Scouts. This was accomplished subsequent to the year end.

A District Development Plan has been started by the District Commissioner. However owing to the lack of face to face meeting time due to the Covid restrictions, this has not formally been reviewed by the Trustees. The intention is to review and adopt a formal District Executive Development Plan by the end of the current financial year.

The Trustees (acting through the District Executive) met twelve times during the year. It sets policies, monitors progress and controls the management of the charity. The Annual General Meeting in respect of the 2019/20 financial and administrative year was held on 14th November 2020.

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Uniformed Update

Due to the Covid 19 pandemic and subsequent lockdown restrictions, this year has seen significant challenges to Scouting across the whole District. Virtually every aspect of Scouting has had to adapt and adjust to constantly changing situations and regulations.

For a large part of the year the only way to continue program delivery was via digital format, Zoom or Microsoft Teams. This has posed significant challenges to leadership teams particularly due to varied IT knowledge and capabilities with many leaders having to learn a completely new skill/discipline from scratch.

In addition to this leaders have had to completely re-invent program delivery and in many cases content in effect switching from the great outdoors to the great indoors.

This process has been supported by County but in particular by the District team improving communication and support to Groups. GSL and AGSL meetings were held on a regular basis, at times monthly, to provide guidance, support and share ideas.

Most Groups have been able to provide and deliver programs however it must be mentioned some have been unable to do so. In these instances, the Groups have had to suspend all activities until face to face Scouting can return.

Beaver section membership has been particularly hit with some Groups down to only one or two. It is however expected that this section will see a springboard effect as face to face Scouting returns whereupon numbers can recover due to the commencement of the provision of hands on program activities.

As the Scout Association readiness levels changed allowing for differing levels of face to face activity to resume, comprehensive and detailed Covid risk assessment had to be carried out supported by an extensive approval process. As part of this process the District leadership team conducted significant consultation and training with Groups either via GSL/AGSL meetings or individually.

This was heavily supported by the District Executive who facilitated the approval process and supported with feedback and advice to enable risk assessments to be amended accordingly. This process was a truly joint effort between the District Executive and the uniformed leadership team.

Due to reductions in subscriptions many Groups have been significantly impacted financially. District provided financial support in the form of a grant to alleviate the pressure of meeting capitation requirements. In addition to this extensive support has been provided identifying and assisting with individual grant applications to third parties, for example Fenland District Council.

Virtual Camp – During the summer of 2020 the District facilitated a Virtual District camp, organized by Caroline Spaxman. The concept of a virtual camp was a totally alien concept to many.

The camp was very well attended providing all the young people and leaders, who attended, with a weekend of fun activities.

The camp was a resounding success.

Adult Training – During this year the District carried out a major drive to reduce the number of mandatory training non-compliance instances from 80% to below 8%. The result of this is that mandatory non-compliance now stands at less than 8% which is a major achievement.

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Great efforts have been made under exceptionally difficult circumstances to encourage leadership teams across the whole of the District to begin to effectively work together. This is an on-going process which is beginning to show very positive signs with District led activities being pro-actively planned for next year.

During the coming year priority will be focused on recruitment of adults in particular. This should be helped by the creation of the Fenland Website by the small support team, who will also administer it. As mentioned above this should go live by 31st March 2022.

Overall, the individual Groups have continued to provide Scouting in their towns and villages albeit as best they can.

Looking forward to the next twelve months, the District will be reviewing its property and governance arrangements. In addition to this we will be aiming to engage further with the ten Scout Groups across the District and will be supporting the District Commissioner and his team to enable Scouting hopefully as we come out of the Covid-19 restrictions.

Section E – Financial Review

Reserves Policy

The District's policy on reserves is to hold sufficient resources to continue the charitable activities of the District should income and fundraising activities fall short. The District's unrestricted carried forward balance (including debtors for membership fees from Fenland Scout Groups) amounted to approximately £139,000. This has increased from the previous year, due to Covid -19 related grants being received. The Executive believe that whilst approximately £35,000 is considered necessary to be held as a general reserve, the District may have to support Groups to return to normal scouting over the coming years and therefore the current level of reserves is required.

Section F – Other

Nothing to report.

Section G – Declaration

The Trustees declare that they approved this report at the Executive Meeting held on 25th August 2021 and authorised the Chairman to sign on its behalf.



Jonathan Harwood – Chairman

Independent examiner's report to the trustees of Fenland Scouts Association

I report to the trustees on my examination of the accounts of the Fenland Scouts Association for the year ended 31st March 2021.

Responsibilities and basis of report

As the charity trustees of the Fenland Scouts Association you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Fenland Scouts Association's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect

1. accounting records were not kept in respect of the Fenland Scouts Association as required by section 130 of the Act;
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Sandra Honeysett

Institute of Chartered Accountants in England & Wales

9 Maitland Road
Sydenham
London
SE26 5NN

Date:

20 JULY 2021


Fenland Scouts Association
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Fenland Scouts Association					
Receipts and Payments Account					
		Year start date		Year end date	
	For the year from	01 April 2020	To	31 March 2021	
Receipts and payments					
	2020-21				2019-20
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
Receipts					
Donations, legacies and similar income					
Membership subscriptions 2020	11,220	-	-	11,220	4,574
Membership subscriptions 2021	11,508			11,508	11,716
Less: Membership subscriptions paid to County 2021	(15,078)	-	-	(15,078)	(20,027)
Net membership subscriptions retained	7,650	-	-	7,650	(3,737)
Donations	-	-	-	-	-
Sale of badges & kit	49	-	-	49	502
Campsite & activities		-	-	-	1,474
District Events				-	-
Other similar income	-	-	-	-	-
Sub total	7,699	-	-	7,699	(1,761)
Grants					
Network Development	-	-	-	-	-
Other grants - Local Authority Covid-19	41,416	-	-	41,416	-
Sub total	41,416	-	-	41,416	-
Fundraising (gross)					
Other fundraising activities	-	-	-	-	-
Sub total	-	-	-	-	-
Investment income					
Bank interest	977	-	-	977	-
Building Society interest	-	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-	-
Property Rent income	930	-	-	930	4,072
Other investment income	-	-	-	-	-
Sub total	1,907	-	-	1,907	4,072
Total Gross Income	51,022	-	-	51,022	2,311
Asset and investment sales, etc.		-	-	-	-
Total receipts	51,022	-	-	51,022	2,311

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Fenland Scouts Association					
Receipts and Payments Account					
		Year start date		Year end date	
	For the year from	01 April 2020	To	31 March 2021	
Receipts and payments					
	2020-21				2019-20
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
Payments					
Charitable Payments					
Grants to Scout Groups within District	4,137		-	4,137	
Youth programme and activities				-	1,857
Campsite expenditure	677		-	677	344
Tenant rent refund	520		-	520	-
Caretaker at Headquarters	1,946		-	1,946	2,455
Headquarters running expenses	4,158		-	4,158	2,100
Improvements to headquarters	-		-	-	915
Insurance	1,158		-	1,158	1,143
Equipment purchases			-	-	189
Purchase of badges			-	-	441
Training			-	-	200
District Events			-	-	-
Miscellaneous	260		-	260	323
Sub total	12,856	-	-	12,856	9,967
Fundraising expenses					
Other fundraising costs	-	-	-	-	-
Sub total	-	-	-	-	-
Total Gross Expenditure	12,856	-	-	12,856	9,967
Asset and investment purchases, etc.	-	-	-	-	-
Total payments	12,856	-	-	12,856	9,967
Net of receipts/(payments)	38,166	-	-	38,166	(7,656)
Transfers between funds			-	-	-
Cash funds last year end	98,386	15,505	-	113,891	121,547
Cash funds this year end	136,552	15,505	-	152,057	113,891

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Fenland Scouts Association					
Statement of assets and liabilities at the end of the year					
	31 March 2021				31 March 2020
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
Cash funds					
Bank current account	65,519	15,505	-	81,024	43,782
Bank deposit account		-	-	-	-
Building society account		-	-	-	-
Fixed Term deposit with Shawbrook Bank	70,977	-	-	70,977	70,000
Cash/Floats	56	-	-	56	109
Total cash funds	136,552	15,505	-	152,057	113,891
Other monetary assets					
Rent	-	-	-	-	200
Debts due from the County/Area/District/Group	3,570	-	-	3,570	11,220
Insurance claim	-	-	-	-	-
Sub total	3,570	-	-	3,570	11,420
Investment assets					
Investment property - detail	-	-	-	-	-
Quoted investments	-	-	-	-	-
Other investments - detail	-	-	-	-	-
Sub total	-	-	-	-	-
Non monetary assets for charity's own use					
Land & Buildings					
Oldfield Lane, Wisbech	Unrestricted	-	-	Unrestricted	Unrestricted
Gaul Road, March	Unrestricted	-	-	Unrestricted	Unrestricted
Other - Rent				-	-
Sub total	-	-	-	-	-
Liabilities					
Accounts not yet paid	1,327	-	-	1,327	-
Expenses incurred but not invoiced	-	-	-	-	-
Subscriptions prepaid	-	-	-	-	-
Loan - detail	-	-	-	-	-
Other liabilities	-	-	-	-	-
Sub total	1,327	-	-	1,327	-
Contingent liabilities and future obligations					
None					
The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 28th July 2021 and signed on their behalf by					
		Jonathan Harwood Chairman			
		Godfrey Smith Treasurer			