

Trustees Annual Report for the year ending 31st March 2023

Reference and Administration Details

Charity Name: **1st Hatfield Peverel Scout Group**
Charity Number: **302065**
Principal Address: **The Scout and Guide HQ
Church Road
Hatfield Peverel
Essex
CM3 2LD**

Trustees

Vacant	Group Chair
Clare Drain	Group Secretary
Jayne Reed	Group Treasurer
Kim McLaren	Public Relations (Resigned 30/03/2023)
Nick Nicholas	Group Scout Leader
Carol Fischer-Hill	Deputy Group Scout Leader
Sarah Ferguson	Cub Section Leader
Jo Jarvis	Cub Section Leader
Colin Hill	Scout Section Leader

Structure, Governance and Management

Governing Document

The Group'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. The Group also have their own constitution.

Group Scout Council

The Group Scout Council is the electoral body to which the Group Executive Committee is accountable. Membership of the Group Scout Council is open to:

- Scouters
- Group Active Support Managers and members
- Colony Pack and Troop Assistants
- Skills Instructors
- Administrators
- Advisers
- Patrol Leaders
- All Parents of Beavers, Cubs and Scouts
- Any other supporters, including former Scouts and their parents, admitted by the Group Scout Leader, the Group Executive Committee, or the Group Scout Council
- Explorer Scout Leaders (if stated in a Partnership Agreement)
- the District Commissioner and District Chair are ex-officio members of the Group Scout Council.

Constitution

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

Trustee Selection

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

Additional governance issues

The Group comprises five individual sections: Beavers, two Cub Sections, Scouts, and Explorers. The Group are 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.

The Group Executive Committee is made up of the following roles: Chair, Treasurer, Secretary, Public Relations and with the Group Scout Leader, his Assistant and individual Section Leaders. They meet every two months to discuss the running of the Group and comply with any issues raised from the Charity Commission. In addition, the Chair, Group Scout Leader and his Deputy sit on the Headquarters Committee along with four members of the local Guide association to manage the maintenance and general running of the headquarters.

The Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of his appointment and is responsible for:

- The maintenance of group property
- The raising of fund and the administration of Group finances
- The insurance of persons, property, and equipment
- Group Public occasions
- Assisting in the recruitment of volunteers and adult support
- Appointing sub committees where required.
- Appointing group administrators and advisors other than those who are elected.

Risk and Internal Control

The Group Executive Committee has identified the major risks to which they believe the Group is exposed which are:

Injury to Leaders, Helpers, Supporters or Members

The Group supports compliance with the Safety Policy and ensures appropriate risk assessment; elimination, reduction and control measures are taken to reduce the likelihood of any injuries.

In addition, through membership fees, the Group contributes to the Scout Association's national accident insurance policy.

Damage to Buildings, Property or Equipment

The Group would request the use of buildings, property, and equipment from neighbouring organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

Reduced Income from Subscriptions and Fund Raising

The Group is primarily reliant upon income from subscriptions and fund-raising, including income from wastepaper recycling. The Group holds adequate reserves to ensure the continuity of activities should there be a major reduction in income. The committee could also raise the value of subscriptions to increase the Group income either temporarily or permanently. The headquarters is used by various local organisations who pay to hire the building.

The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss; these include two signatories for all banking expenditure, separation of the jointly held headquarters accounts and the main scout group accounts, good separation of duties,

comprehensive insurance policies to ensure that insurable risks are covered and annually audited accounts by an independent examiner.

Reduction or Loss of Leaders

The Group is totally reliant upon volunteers to run and administer the activities of the Group. If there were a reduction in the number of volunteers to an unacceptable level, there would have to be a contraction, consolidation or closure of activities or sections.

Reduction or Loss of Members

If there were a reduction in membership of a particular section or the Group as a whole, there would have to be a contraction, consolidation, or closure of a section. In the worst-case scenario, the complete closure of the group.

Objectives and Activities

The primary objective of the Group is that of the Scout Association which is '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 cooperate 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.

The activities of the Group are:

- The provision of the Scouting programme for 6–14-year-old members.

Achievements and Performance

The number of members in the Group have continued to increase. Each section has undertaken a successful camp including the Cubs attending the Mega camp. A varied programme of events has been provided including Scuba diving, a Monopoly run and a Beaver fun day. Three fund raising events were undertaken:

Party in the Park, Allotment refreshments and a Christmas fundraiser. This has been in addition to our continued collection of wastepaper in the village.

Public benefit statement

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.

Financial Review

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 twelve months average income or peak recent spend, circa £10,000.

The Group held reserves of £31,712.37 against this at year end. This is above the level required for operating expenses. The Group's trustees believe the excess reserves are justified to ensure the long-term financial viability of the Group and the sustainability of its premises which are currently halfway through a refurbishment project.

There are no funds currently in deficit.

Investment Policy

The Group's Income and Expenditure is very small and therefore, 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 using only mainstream banks or building societies or The Scout Association's Short Term Investment Service.

Optional section for any future significant activities or major projects

Fundraising for the continued use of the headquarters is being planned. It will be jointly funded by the scouts and the guides who have equal responsibility for the HQ under the terms of the lease.

Declaration

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

Signed on behalf of the charity's trustees:

Signature:

Date: 31 October 2023

Full Name:

Nick Nicholas

Position:

Group Lead Volunteer

Signature:

Date: 31.10.23

Jayne Reed

Full Name: **Jayne Reed**
Position: Group Treasurer

Independent Examiner's Report to the Trustees of

1st Hatfield Peverel Scout Group

Registered Charity Number 302065

I report on the accounts of the Charity for the year ended 31st March 2023.

Respective responsibilities of trustees and examiner

The Charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year and that an independent examination is needed.

It is my responsibility to:

- . Examine the accounts;
- . To follow procedures laid down by the Charity Commissioners; and
- . To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination:

- (1) Nothing has come to my attention which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records and to prepare accounts which accord with accounting requirements have been met,
- (2) No matter has come to my attention to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Name: Richard Foulds

Relevant Professional Qualification or Body: ACIS / ACC

Address: 27 Laburnum Way, Hatfield Peverel, Chelmsford.

Essex, CM3 2LP

Date: 24/7/23

1st Hatfield Peverel Scout Group
Registered Charity Number 302065

Receipts and Payments Account for the year ended 31 March 2023

	General Unrestricted funds £	2022/23 Total funds £	2021/22 Total funds £
Receipts			
Donations, legacies and similar income			
Membership subscriptions (Joining fees and Subs)		13,464.06	10,567.98
Less: Membership subscriptions paid to Maldon & East Essex District Scout Council		(4,802.50)	(3,195.50)
Net membership subscriptions retained	0.00	8,661.56	7,372.48
Donation from Equinix/Benevity Causes	0.00	0.00	399.84
Gift Aid		2,185.86	1,040.44
Part Refund of Broadband payents		69.41	0.00
Sub total	0.00	10,916.83	8,812.76
Grants			
Maintenance Grant	0.00	0.00	0.00
Other Grants		0.00	0.00
Sub total	0.00	0.00	0.00
Fundraising (gross)			
Waste Paper		1,968.40	2,382.00
Other fundraising activities		1,126.64	775.60
3rd Party Fundraising	0.00	0.00	0.00
Badges	0.00	0.00	0.00
Uniform	0.00	7.00	0.00
Other income	0.00	0.00	0.00
Sub total	0.00	3,102.04	3,157.60
Activities			
Youth Programme		17,338.41	7,389.29
Sub total	0.00	17,338.41	7,389.29
Investment income			
Bank interest		144.63	3.53
Sub total	0.00	144.63	3.53
Total Gross Income	0.00	31,501.91	19,363.18
Sale of assets		219.85	40.00
Total Receipts	0.00	31,721.76	19,403.18

1st Hatfield Peverel Scout Group
Registered Charity Number 302065

Receipts and Payments Account for the year ended 31 March 2023


	2022/23		2021/22
	General Unrestricted funds	Total funds	Total funds
	£	£	£
Payments			
Youth Programme			
Youth programme - weekly programme non card payments		2,434.82	2,574.98
Youth programme - weekly programme Equals card transfer amounts		1,636.00	2,574.98
Youth programme - weekly programme card payments		1,388.22	2,574.98
Youth programme - weekly programme Equals card balance as at 31/3/23		247.78	2,574.98
Sub Total Youth programme payments		3,823.04	
Group Payments			
Non card Youth Programme Camps and other events		19,453.11	
Non card Uniforms and badges		3,226.05	849.20
Non card Insurance		1,019.45	638.38
Non card Fund Raising		193.51	228.00
Non card Repairs and Renewals		435.96	62.00
Non card COVID 19 Expenses		0.00	63.84
Non card AGM and trustee expenses		59.30	0.00
Non card Refund of Subs		40.00	0.00
Non card Sundry costs		217.90	502.25
Non card Other Costs		312.41	254.12
Sub Total Non card group payments		24,957.69	
Money transferred to Card for Group Purchases		1,423.80	5,117.24
Group card payments for Group Purchases		1,110.26	5,117.24
Group card balance as of 31/3/23		313.54	5,117.24
Total Group Payments		26,067.95	
Sub total		29,890.99	10,290.01
HQ expenses	0.00	0.00	0.00
2018/2019 HPSG interest in the HQ Management Committee (note1)	0.00	0.00	0.00
Sub total	0.00	0.00	10,290.01
Total Gross Expenditure	0.00	29,890.99	10,290.01
Asset and investment purchases		2,382.85	2,792.03
Total Payments	0.00	32,273.84	13,082.04
Net of receipts/(payments)	0.00	(552.08)	6,321.14
Cash funds last year end		32,264.45	25,943.31
		31,712.37	32,264.45

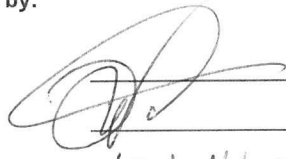
1st Hatfield Peverel Scout Group
Registered Charity Number 302065

Statement of Assets and Liabilities

	31 March 2023		31 March 2022
	General Unrestricted funds	Total funds	Total funds
	£	£	£
Cash funds			
Bank current account		6,051.09	11,261.44
Bank deposit account (see note 4)		25,099.96	21,003.01
Residual balance on Equals Money Card	0.00	561.32	0.00
Cash/Floats	0.00	0.00	0.00
Total cash funds	0.00	31,712.37	32,264.45
Investment assets			
Other investments	0.00	0.00	0.00
Sub total	0.00	0.00	0.00
Non monetary assets for charity's own use			
Land and buildings (Note 2)	0.00	0.00	0.00
Sub total	0.00	0.00	0.00
Liabilities			
Hatfield Peverel Guides interest in the HQ Management Committee	-	0.00	0.00
Sub total	0.00	0.00	0.00
Balance of monetary assets available to	0.00	31,712.37	32,264.45

The above Receipts and Payments Account and Statement of Assets and Liabilities were approved on 24th July 2023 by the Trustees and signed on their behalf by:

Signature

 TREASURER


 Lead Volunteer

Notes to the Accounts

Note 1 - HQ Expenses

In June 2018 a new HQ Committee Constitution was agreed and signed by all parties (HPSG & HPGG). There is no longer an equal payment of surplus funds from the HQ Committee to be paid to each party at the end of the financial year. The new Constitution confirms all work presented on a budget will be invested in by both parties equally, any future surplus will be retained by the HQ Committee for further investment to the HQ Building.

Note 2 - Land & Buildings

The Group benefits from a lease dated 19 September 2013 between Strutt & Parker (Farms) Ltd and The Scout Association Trust Corporation over specified land on the south side of Church Road, Hatfield Peverel. The term of the lease is until 31 May 2033. The lease is subject to various restrictive covenants which essentially restrict the value of lease and buildings thereon to the current purpose only. Therefore no monetary value is attributed in the

Note 3 - Equals Money Cards

In September 2022 the Group agreed to purchase Equals Money Cards. These are pre-loaded debit cards that enable the leaders to purchase equipment or consumables that are used within their programme cost budget. The GSL also holds a card that is used for purchase of group equipment. The residual balance held in total on the cards on 31st March 2023 is stated on the accounts

Note 4 - CAF Deposit Account

In September 2022 CAF Bank withdrew their CAF Gold Deposit Account. The Group agreed to invest the money into a Nationwide Business Savings Account with a 35 day notice period for withdrawals.