

# Trustees' Annual Report

For the period

From (start date) 

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 to end date 

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## Section A

## Reference and administration details

Charity name

7th Bristol (Christchurch Clifton) Scout Group

Other names the charity is known by

Registered charity number (if any)

3 0 2 1 4 9

HQ registration number

Charity's principal address

Pavey House, Waterloo Street

Clifton

Bristol

Postcode

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Names of the charity trustees who manage the charity

(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Carlton Jefferis	Treasurer	23/05/24-14/01/25
2	Carlton Jefferis	Chair	14/01/25 onwards
3	Chris Gavriel	Group Lead Volunteer	
4	David De Silva	Treasurer	14/01/25 onwards
5	Paul Jagroop	Advisor, Land & Property	
6	Alex Mulroy	Assistant Scout Leader	
7	Phil Monks	Assistant Lead Volunteer	
8	Jon Bonnick	Bookings Administration	
9	Kate Hewitt	Waiting List	
10	Mark Moran	Parent Representative	23/05/24-28/02/25
11	Keith Osborne		
12	Pete Bateman		
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Names and addresses of advisers (optional information but encouraged as best practice)

(These will be published in the annual report of the charity)

Type of advisor	Name	Address

**Section B****Structure, governance and management**

Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

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.

How the charity is constituted

(e.g. trust, association, company)

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

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 Trustee Board, 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 Trustee Board consists of the Chair, Treasurer and 9 Trustees (including 4 Ex Officio Trustees, and 5 co-opted Trustees) and meets every 3 months.

Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 months of joining the Board.

This Group Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that gives young people skills for life.

**Risk and Internal Control**

The Group Trustee Board 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 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, property rental and fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Board could raise the value of subscriptions or rental rates 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 4 to 14. If there was a reduction in membership in a particular section or the group as 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.

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 a 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><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> 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	
Additional details of the objectives and activities (optional information but encouraged as best practice)	
<p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul>	
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.

Section D	Achievements and performance
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Summary of the main achievements of the charity during the year	<div> 1. Increased the numbers of young people in the Group to 84 (64 in 2024). 2. Opened a Squirrels Drey (4-6 year old provision) in January, only the second such section serving this age group in the local District. 3. Provided exceptional scouting across all age sections, providing young people with new experiences and gaining skills for life. 4. 16 scouts achieving the Top Awards in their respective section, the highest in many years (2 Gold, 7 Silver, 7 Bronze) 5. Acquired new equipment and furniture to serve the Group. Maintained existing equipment and premises to a high, modern standard. 6. Carried out Transformation activities across the Group in line with Scout Association directives, including adoption of the new Digital Platform. 7. Migrated subscriptions to a new payment provider. Improved financial reporting and processes. 8. Commenced the Stiles Campsite reonvation project with completion due in mid-late June. </div>
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Section E	Financial Review
Brief statement of the charity's policy on reserves	<div> <b>Reserves Policy</b> <p>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 Trustee Board considers that the group should hold a sum equivalent to 12 months running costs, circa £5,000. Additionally, as the Group owns its headquarters it holds funds to allow for routine maintenance plus a contingency, totalling up to £5,000.</p> <p>The Group held reserves of approximately £6,000 against this at year end. This is below the lebvel required. However this is because the Group has directed some of these reserves towards the planned renovation of its Stiles Campsite this year. The reserves will be 'topped up' in the coming year from increased rental income.</p> </div>
Quantify and explain any designations	<div> Reserved funds £18,860 - Stiles Campsite (donations specifically towards this project) </div>
Details of any funds materially in deficit (circumstances plus steps to eliminate)	

Further financial review details (optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"><li>the charity's principal sources of funds (including any fundraising);</li><li>how expenditure has supported the key objectives of the charity;</li><li>investment policy and objectives;</li></ul>	<p><b>Investment Policy</b></p> <p>The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.</p> <p>The Group Trustee Board regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Trustee Board considers the cash flow requirements.</p>
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Section F	Other Optional Information
<p>Plans for future periods (details of any significant activities planned to achieve them)</p>	<p>1. Purchase of new equipment to be permanently located at Stiles Campsite, enabling camps with minimal transportation needs.</p> <p>2. Replacement ride-on mower for Stiles Campsite.</p> <p>3. Acoustic soundproofing at Pavey House.</p> <p>The Group will carry out a series of fundraising and grant initiatives aimed at funding these requirements.</p>

Section G	Declaration
<p>The trustees declare that they have approved the trustees' report above</p>	
<p>Signed on behalf of the charity's trustees</p>	
Signature(s)	<div></div>
Full name(s)	<div>Carlton JefferisChristopher Gavriel</div>
Position (eg Secretary, Chair)	<div>ChairGroup Lead Volunteer</div>
Date	<div>070625</div>

# Annual Accounts

## 7th Bristol Scout Group

For the year ended 31 March 2025

Registered charity number 302149

	2025	2024
<b>Balances brought forward</b>		
7th Bristol Scout Group	34,725	13,688
Stripe	14	-
Beavers Section	221	4,756
Cubs Section	246	6,885
Scouts Section	192	5,757
GBP PayPal	513	2
<b>Total Balances brought forward</b>	<b>35,911</b>	<b>31,088</b>
	2025	2024
<b>Income</b>		
Subscriptions	7,417	-
Subs - Beavers	-	1,996
Subs - Cubs	-	2,034
Subs - Scouts	-	1,590
Camps & Events Income	3,103	-
Badge Sales	29	115
EasyFundraising / PayPal Giving Commission	98	102
Rental Income - Pavey House	14,591	8,679
Rental Income - Stiles	367	1,141
Rental Income - Car Parking	1,760	1,560
Gift Aid	1,703	-
Other Donations	20	300
Stiles Project Donations	18,860	-
<b>Total Income</b>	<b>47,947</b>	<b>17,517</b>
<b>Gross Income</b>	<b>47,947</b>	<b>17,517</b>
<b>Expenditure</b>		
Annual Membership Fee (Capitation)	4,914	3,520
Activities, Camps & Events	3,416	628
Camp Expenses	-	643
Section Expenses	1,175	-
Section Expenses - Group	-	388
Section Expenses - Beavers	-	11
Section Expenses - Cubs	-	129
Badges & Uniform	1,416	868
Equipment	5,089	90

	2025	2024
Presentation items	140	83
Payment Processing Fees	424	-
PayPal Fees	-	34
Stiles Renovation Project	12,685	-
<b>Total Expenditure</b>	<b>29,260</b>	<b>6,392</b>

### Overheads

AGM Catering and Sundries	426	267
Audit & Accountancy fees	-	158
Cleaning	3,249	2,936
General Expenses	364	906
Insurance	1,664	1,442
IT Software and Consumables	177	75
Light, Power, Heating	2,610	2,401
Postage, Freight & Courier	16	-
Printing & Stationery	-	166
Rates	132	-
Repairs & Maintenance (Pavey)	2,430	844
Repairs & Maintenance (Stiles)	1,369	1,626
Volunteer Training	115	20
Telephone & Internet	449	133
Travel Expenses	23	-
Water Rates	671	372
Sundries	168	-
<b>Total Overheads</b>	<b>13,864</b>	<b>11,347</b>

<b>Operating Surplus</b>	<b>4,823</b>	<b>(222)</b>
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	2025	2024
<b>Other Assets &amp; Liabilities</b>		
Land & Buildings - Pavey House	1,000,000	1,000,000
Land & Buildings - Stiles Campsite	50,000	50,000
<b>Total Other Assets &amp; Liabilities</b>	<b>1,050,000</b>	<b>1,050,000</b>

### Treasurer's Notes to the Annual Accounts

A fund-raising appeal was launched to support the renovation of the Stiles campsite at Failland. This is noted as a restricted fund and is tracked with unique account codes. As at 31st March 2025 the Stiles fund had received £18,860 in donations and £12,685 had been spent on the renovations work, leaving a balance in the fund of £6,175. Once the fund is exhausted, any outstanding work will be funded from the Group's free reserves which, at year end, stand at £29,722.

### Carlton Jefferis

Group Chair, 7th Bristol Scout Group

### David De Silva

Group Treasurer, 7th Bristol Scout Group



## **Independent examiner's report to the trustees of 7th Bristol Scout Group**

I report to the trustees on my examination of the accounts of the 7th Bristol Scout Group for the year ended 31 March 2025.

### **Responsibilities and basis of report**

As the charity trustees of the 7th Bristol Scout Group, 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 7th Bristol Scout Group 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 7th Bristol Scout Group as required by section 130 of the Act; or
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: Nicholas Price

Relevant professional qualification or membership of professional bodies (if any):

Associate Chartered Management Accountant and Chartered Global Management Accountant.

Address: 1 Lancashire Road, Bristol. BS7 9DL

Date: 06 June 2025