

Cabot Scout District Trustees' Annual Report

For the period

From 1.04.23 to 31.03.24

Section A Reference and administration details

Charity name	169 th Bristol Scout Group
Other names the charity is known by	
Registered charity number (if any)	302179
HQ registration number	
Charity's principal address	Tranmere Avenue Bristol BS10 7JL

Names of
the charity
trustees
who
manage the

charity

	Trustee Name		Office (if any)	Dates acted if not for whole year
1	GRAHAM	COOPER	CHAIR	
2	KIM	MILWARD	GSL	
3	JO	GREEN	TREASURER	
4	MATT	WAITE	SECRETARY	APR 23 – FEB 24
5	ANTONY	MILWARD	SL	
6	DANIELLA	JAMES	AGSL	
7	JULIE	WEBBER	BSL	
8	ADRIAN	FRY	CSL	
9	NICKY	GREGORY	CSL	APR 23- FEB 24
10	Emma	Laird	Parent Rep	
11	Matt	Barrett	Parent Rep	
12	Christine	James	Guide Rep	
13	Matt	Waite	SL	
14	Jess	Gale	Parent Rep	
15	Nikki	Gregory	CSL	
16	Paul	Webber	IND	
17	Kyle Sharon	Fox Merritt	Parent Rep Squirrels Lesder	

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

Type of advisor	Name	Address
Financial Scrutineer	Martin Horton	29 Barleycroft. Bristol BS9 3TG

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
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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: 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	<p>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.</p> <p>The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every 6/8 weeks. The Secretary's position is currently vacant.</p> <p>Members of the Executive Committee complete 'Essential Information for Executive Committee' training within the first 5 months of joining the committee.</p> <p>This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:</p> <p>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; Appointing Group Administrators and Advisors other than those who are elected.</p> <p>The Transition to the new requirements of POR and to meet the requirements of Charity Commissioners for the appointment of Trustees and operation of the Scout Group will take place following our September AGM.</p>

Risk and Internal Control

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 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 4 to 18. 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. Where the beneficiary is also one of the signatories, an independent second signatory to be used. The Group also has a comprehensive insurance policy 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

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.

Summary of the main activities in relation to these objects

A busy programme of camps and activities is undertaken by the group as detailed in the section reports.

Additional details of the objectives and activities (optional information but encouraged as best practice)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- contribution made by volunteers;
- policy on investments.

The Group have successfully applied for a number of grants
Community Resilience Fund for new building
Youth Investment Fund for refurbishment
Various grants for Solar panels and battery storage.
It is hoped that most work will be done in 2024.25
Total grants so far in excess of £220,000

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

Summary of the main achievements of the charity during the year

See separate reports from the sections

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 an average sum equivalent to 12 months running costs, circa £9,000.

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);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives

Investment Policy (Specimen 1)

The Group's Income and Expenditure is modest with much inward and outward movement 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 using only a mainstream bank.

Section F Other Optional Information

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

Following installation of the new alarm system the next major projects will be some major maintenance projects for the building and the Grounds plus an additional building.

In February this year the Group were extremely saddened to loose through death our much loved cub leader Nicky. Her loss has left a massive hole and we acknowledge her huge contribution to the Group and her lasting legacy she in the development of so many young people. Our GSL will speak in more detail at our AGM

Section G Declaration

The trustees declare that they have approved the trustees' report above
Signed on behalf of the charity's trustees

Signature(s)	<input type="text"/>	<input type="text"/>
Full name(s)	Graham Cooper	Kim Milward
Position (eg Secretary, Chair)	Chair	GSL
Date	<input type="text" value="1.07.22"/>	

169th Bristol (Brentry) Scout Group (Charity no. 302179)

Receipts and payments account

	Year start date		Year end date
For the year from	01.04.2023	To	31.03.2024

Receipts and payments

	2023.24	2022.23
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	14,853	14,095
Donations	2,149	2,046
Clothing	1,348	1,263
Gift Aid (22.23 paid June 23)	2,622	1,777
Other similar income	588	147
Sub total	21,560	19,328
Grants		
Maintenance grant (Building Works)	5,379	-
Other grants (Roof Repair)	1,500	2,000
Sub total	6,879	2,000
Fundraising events (gross)		
Detail 1	2,911	1,854
Detail 2	-	-
Detail 3	-	-
Other fundraising activities	-	-
Sub total	2,911	1,854
Scout hut income		
Hire of building	4,143	3,106
Hire of equipment	-	-
Other Scout hut income	-	-
Sub total	4,143	3,106
Investment income		
Bank interest	-	-
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Other investment income	-	-
Sub total	-	-
Total Gross Income	35,492	26,288
Asset and investment sales, etc.	-	-
Total receipts	35,492	26,288

169th Bristol (Brentry) Scout Group (Charity no. 302179)

Receipts and payments account

	Year start date		Year end date
For the year from	01.04.2023	To	31.03.2024

Receipts and payments

	2023.24	2022.23
	Unrestricted funds	Unrestricted funds
	£	£
Payments		
Charitable Payments		
Membership subscriptions paid on (National/County/Area/District)	7,535	7,314
Youth programme & activities(Net)(Exp £8897.88/Inc £6677.6)	2,220	2,784
Adult support and training	-	199
Buildings Work (from Grants)	3,196	-
Water and Sewerage	387	224
Electricity and Gas	2,602	3,097
Insurance	2,891	2,513
Repairs and Renewals (need to split out hall maint)	2,644	5,566
Miscellaneous	456	626
New Alarm Installation	-	-
Equipment	-	106
Uniforms and Badges	2,992	4,146
AGM and trustee expenses	-	-
Hall Maintenance and Cleaning expenses	1,976	2,486
Telephone and Internet	756	964
Go Cardless Fees	758	807
Sub total	28,413	30,832
Fundraising expenses		
Detail 1	504	599
Detail 2	-	-
Detail 3	-	-
Other fundraising costs	-	-
Sub total	504	599
Total Gross Expenditure	28,916	31,431
Asset and investment purchases, etc.	-	-
Total payments	28,916	31,431
Net of receipts/(payments)	6,576	- 5,143
Cash funds last year end	8,588	13,731
Cash funds this year end	15,164	8,588

169th Bristol (Brentry) Scout Group (Charity no. 302179)

Receipts and payments account

	Year start date		Year end date
For the year from	01.04.2023	To	31.03.2024

Statement of assets and liabilities at the end of the year

	2023.24 Unrestricted funds £	2022.23 Unrestricted funds £
Cash funds		
Bank current account	15,164	8,588
Bank deposit account	-	-
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
Total cash funds	15,164	8,588
(agree balances with receipts and payments account)	ok	ok
Other monetary assets		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
Sub total	-	-
Investment assets		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
Sub total	-	-
Non monetary assets for charity's own use		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings (as per insurance valuation)	541,368	509,763
Motor vehicles	-	-
Scouting equipment, furniture etc (as per insurance valuation)	63,061	59,046
Other	-	-
Sub total	604,429	568,809
Liabilities		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
Sub total	-	-
Total net assets	619,593	577,397

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on Xth X 200X (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

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Print Name

Chair

Treasurer

Scrutineer's Report to the Trustees of the

169th Bristol Scout Council

I report on the accounts of the Group for the year ended 31 March 2024

Respective responsibilities of Trustees and Scrutineer

As the Group's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

Basis of Scrutineer's Statement

In accordance with the directions given in the Group's constitution, I have scrutinised the records and the accounts set out on pages 1 to 5.

Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and

comply

Signed



27 Barley Croft

Westbury-on-Trym

Bristol

BS9 3TG

Date 21 July 2024