1st Bishop's Waltham (St Peter's) Scout Group

Trustees' Annual Report and Accounts
For the financial year 1 April 2020 to 31 March 2021

Registered charity 302205

Trustees' Annual Report

For period 01/04/2020 to 31/03/2021

Section A – Reference and Administration details

Charity name	1st Bishop's Waltham (St Peter's) Scout Group
Also known as	Bishop's Waltham Scout Group
Registered charity number	302205
Scout HQ registration number	10012665
Charity's principal address	19 Edington Close, Bishop's Waltham, Southampton, SO32 1LX

Names of charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Adrian Pashley	Chair	
2	Nicholas Woollett	Group Scout Leader	
3	Anna Rolfe	Secretary	From 26 September 2020
4	Ralph Bolton	Treasurer	From 7 December 2020
5	Richard Pyecroft	Parent representative	
6	Sean Beech	Maintenance	
7	Heather Moore	Parent representative	

Names and addresses of advisors

Type of advisor	Name	Address
Independent Examiner	Colin Outlaw (Chartered Accountant)	Harvest Barn, Hoe Road, Bishop's Waltham, SO32 1DS
Bank	Lloyds Bank	The Square, Bishop's Waltham, SO32 1GS

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

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

Additional governance issues
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.

The Executive 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 parents' representation. It meets at least three times per year (once every school term).

During the global Coronavirus (COVID-19) crisis, meetings of the Executive Committee were held virtually using meeting software (Microsoft Teams or Zoom). During these meetings, all Executive Committee members were able to access the system and participate fully.

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.
- Raising 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.

All members of the Group Executive Committee gave of their time freely and received no remuneration or expenses for carrying out their duties as charity trustees in the year. No member of the Group Executive Committee received any benefit by way of financial assistance from the Group to pay subscriptions or activity fees in the year.

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 Scout hut, 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. Similar reciprocal arrangements exist with these organisations. 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 Association's national accident insurance policy. Risk Assessments are undertaken.

- **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 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.

COVID-19 risks

In respect of risks associated with the COVID-19 pandemic:

- The Executive Committee ordered the Group to cease all face-to-face activities on 15 March 2020, as instructed by the Scout Association.
- The Group then followed the Scout Association's COVID-19 guidance and framework for returning to face-to-face Scouting.
- A COVID-19 action plan (which included detailed risk assessments) was completed by leaders, signed off by the Executive Committee and approved by Meon Valley District. This enabled the Group to return to face-to-face meetings outdoors in small groups, following the easing of national lockdown restrictions in September 2020. The action plan was reviewed prior to returning to face-to-face meetings following the easing of further periods of national lockdown.
- The Group introduced a Code of Conduct, which its young people and families were required to agree to as a condition of taking part in face-to-face meetings outdoors. This included expectations on social distancing and other behaviour to reduce the COVID-19 infection risk.

- The Group registered for, and displayed at its meetings, an official QR code, for NHS Test and Trace purposes.
- Sanitising and other equipment was purchased, and measures put in place (such as, social distancing, regular handwashing, quarantining equipment, and splitting sections into smaller groups ("bubbles") to enable face-to-face meetings to take place outdoors as safely as reasonably possible.
- No face-to-face Executive Committee or other adult meetings were held during the year. The Group held its 2020 Annual General Meeting virtually using the Zoom meeting platform.
- The risks associated with holding online section meetings were assessed and reviewed.
- From the outset of the crisis, the Executive Committee considered the potential impact of suspending face-to-face Scouting activities on the financial position of the Group. The Group's core ("stand still") operating costs were assessed and its finances kept under close, regular review.
- The Executive Committee reviewed the Group's membership fee structure and introduced increases to ensure that the Group's core costs could be met. COVID-19 grant funding was pursued.
- Prompt action was taken to prepare the Scout Hut for prolonged periods of non-use. Regular inspection visits were made to ensure that the Scout Hut continued to be safe and secure while unused.

Section C – Objectives and activities

Summary of the objectives 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 objectives

The Group promotes the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local national and international communities.

The Group operates two Beaver colonies (Hawkeye and Malak), two Cub packs (Diamond and Wolf) and two Scout troops (Gunners and Admirals Own). Usually, sections meet weekly in the evenings during term time, with additional events and activities being run at weekends throughout the year.

However, while COVID-19 national lockdown restrictions were in place, the Group held one weekly online meeting (via Zoom) for each of the three sections (Beavers, Cubs and Scouts). These meetings continued to take place during school holidays for some sections. Many of our young people took an active part in the Scout Association's "Badges at Home" scheme, and other similar initiatives (such as, the Great Indoors).

We provide an enjoyable, balanced programme of activities, based on the Scout Promise and Law, and guided by adult leadership.

Additional details of the objectives and activities

The Group has an informal policy of providing financial assistance to families who struggle to afford either termly subscriptions or extras (such as, fees for attending camps and other events). Parents and carers are invited to discuss their circumstances (in confidence) with the relevant section leader, the Group Scout Leader or Group Chair.

The Group is run entirely by unpaid volunteers - leaders, Executive Committee members and parent helpers.

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.

In planning the Group's activities for the year, the Executive Committee kept in mind the Charity Commission’s guidance on public benefit.

Section D - Achievements and performance

Summary of the main achievements of the charity during this year

The COVID-19 pandemic had a profound effect on the Group's activities in 2020/21. As instructed by the Scout Association, the Group suspended all face-to-face Scouting activities on 15 March 2020. However, our leaders, young people and parents were resilient and resourceful in rising to the unprecedented challenges created by the pandemic and the series of national lockdowns throughout 2020/21.

In particular:

- The Group immediately switched to providing online meetings (via Zoom) once a week for all three sections (Beavers, Cubs and Scouts). These meetings were regularly attended by at least 50% of our young people. Activities included input from guests (such as, a magic show, a reptile expert, and an interactive session on hearing disability from the Elizabeth Foundation), a talent competition, cooking lessons, commemoration of important dates (such as VE Day and patron saints' days), socially distanced drive-in movie nights, an escape room and taskmaster challenges.
- Many of our young people were enthusiastic participants in the Scout Association's Badges at Home scheme, and other national initiatives, such as Camp at Home and Hike to the Moon.
- Our leaders fully embraced the challenge of planning, organising, and running fun, stimulating and educational online meetings. They showed great energy, ingenuity, creativity, patience, and adaptability in devising a successful programme of online activities that kept our young people engaged with Scouting and in contact with their friends on a weekly basis.
- To help keep our young people involved and to support their wellbeing during these difficult times, online meetings were held throughout school holidays for some sections.
- The Group followed the Scout Association's COVID-19 guidance and framework for returning to face-to-face Scouting, enabling it to obtain approval to a phased return to face-to-face activities as soon as possible when the Scout Association's readiness level for England changed from red to amber. Parent surveys showed overwhelming support for a return to face-to-face activities.
- Our leaders and young people eagerly returned to face-to-face meetings outdoors, dealing admirably with the challenges of social distancing, the need to comply with other measures put in place to help prevent the spread of COVID-19 (such as, maintaining "bubbles" of 15, increased sanitization, not sharing equipment and quarantining equipment after use) as well as the vagaries of the British weather.
- Our parents were instrumental in helping to run outdoor meetings and ensuring that supervision ratios were met, while running activities in smaller groups.
- The Group purchased equipment necessary to enable face-to-face meetings to be held safely outdoors on a regular basis (such as, gazebos, outdoor lighting, and cleaning and sanitizing equipment).
- The Executive Committee held regular online meetings to review the financial health of the Group, to support and scrutinise plans to return to face-to-face Scouting, to monitor health and safety and safeguarding issues, and to help ensure that the Group could continue to function during the pandemic and beyond.

At the January 2021 census, the Group recorded a total of 125 young people (Hawkeye (Beavers): 19; Malak (Beavers): 16; Diamond (Cubs): 30; Wolf (Cubs): 27; Gunners (Scouts): 14; and Admirals (Scouts): 19.

While this was a reduction in numbers compared to the 2020 census, this reduction was significantly less (at around 11%) than the average reduction for Hampshire Scout Groups during the period (25-30%). The Group has a waiting list and has experienced a significant increase in its membership since the start of 2021.

Other notable achievements in the year included:

- Recruiting a new Treasurer (Ralph Bolton) and Secretary (Anne Rolfe).
- Moving to online banking and opening a separate reserve account.
- Introducing a new membership fee structure, to better reflect the Group's cost base and meet increases in Scout Association annual membership.
- Holding a successful virtual Annual General Meeting and family quiz.

Section E - Financial review

Reserves Policy

As at 31 March 2021, the Group held £26,013 in unrestricted cash funds, of which £20,000 has been set aside in a separate reserve account.

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 at least six months' running costs (circa £5,000).

Details of any funds materially in deficit

Not applicable.

Further financial review details

The Group's main sources of funding during the year were membership subscriptions and grant funding.

In January 2021, having carefully reviewed the Group's finance, the Executive Committee introduced a new membership subscription structure to help meet the Group's core costs:

- £40 per member per term (increased from £35), with a £10 sibling discount (£30 per sibling).
- Scout Association annual membership fee payable in respect of leaders' children who are members of the Group (£49.50 in 2021). This was previously subsidised by the Group.

The Group's charitable status enabled it to qualify for business-related COVID-19 grants. It received £19,907 in total from Winchester City Council under the Retail, Hospitality and Leisure Grant, Local Restrictions Support Grant, and Closed Business Lockdown Payment.

These grants have enabled the Group to:

- Purchase additional equipment to run face-to-face meetings outdoors.
- Bring forward essential maintenance and fire safety work at its headquarters.
- Maintain a level of reserves appropriate to the enhanced risks faced by the Group due to COVID-19 (such as, the potential for reduced income should membership decrease).

The Group's income is applied to providing or supporting the provision of its Scouting activities for the benefit of the public. Its main costs are the annual contribution to the Scout Association (£6,187), insurance (£1,639), equipment purchases, operating and maintaining the Scout Hut, and badge purchases.

The Group's reported expenditure on charitable activities was significantly lower this financial year than last mainly due to the summer camp not being run due to COVID-19 restrictions. Stripping out these costs, the Group's expenditure in delivering its programme was £6,580 in 2020/21 against £7,097 the previous year.

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.

Section F – Other optional information

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

- Return to full indoor and outdoor Scouting activities, in accordance with Scout Association guidance and readiness levels.
- Opening a new Cub pack and Beaver colony.
- Recruitment of new leaders.
- Installation of new heaters and fire doors in Scout Hut.
- Re-engagement with local community events.
- Re-start fundraising activities.
- Embrace opportunities offered by plans to merge Meon Valley District, to create a larger District.

Section G – Declarations

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

Signed on behalf of the charity's trustees

	First Trustee	Second Trustee
Signature		
Full Name	Adrian Pashley	Ralph Bolton
Position	Chair	Treasurer
Date	8 September 2021	8 September 2021

1st Bishop's Waltham (St Peter's) Scout Group

Receipts and Payments Account

	Year start date		Year end date
For the year from	1st April 2020 to 31st March 2021		2019/2020

Receipts and payments

	2020/21 Unrestricted funds £		2019/20 Unrestricted funds £
Receipts			
Donations, legacies and similar income			
Membership subscriptions	11,729		10,774
Less: Membership subscriptions paid on (National/County/Area/District)	6,187		6,432
Net membership subscriptions retained	5,542		4,342
CAF Matched Giving / 200 Club	- 0		1,003
Donations	300		1,302
Gift Aid	- 0		634
Close unit accounts	320		
Events / camps	8		18,760
Sub total	6,170		26,041
Grants			
Maintenance grant	- 0		-
Other grants	19,907		-
Sub total	19,907		-
Fundraising (gross)			
Plant sale / Easy Fundraising	186		903
Picnic in Park	- 0		268
Bag Pack	- 0		480
Fireworks/sundries	- 0		1,041
Sub total	186		2,692
Investment income			

Bank interest	- 0	-
Building Society interest	- 0	-
The Scout Association Short Term Investment Service	- 0	-
Property Rent income	275	315
Other investment income	- 0	-
Sub total	275	315
Total Gross Income	26,538	29,048
Asset and investment sales, etc.	- 0	-
Total receipts	26,538	29,048

Receipts and payments

	2020/21	2019/20
	Unrestricted funds	Unrestricted funds
	£	£
Payments		
Charitable Payments		
Youth programme and activities	1,033	364
Adult support and training	- 0	130
Rent	53	13
Water and Sewerage	- 0	-
Electricity, Gas, Phones	914	992
Insurance	1,639	1,959
Repairs and Renewals	947	379
Materials and equipment	843	648
Printing and photocopying	- 0	-
Contribution to camp costs (refund deposits in 2020)	1,960	18,967
Uniforms	809	1,227
AGM and trustee expenses	- 0	-
Fundraising expenses	- 0	568
Misc including AGM expenses	11	436
Online Youth Manager / OSM	331	381

Sub total	8,540	26,064
Fundraising expenses		
Other fundraising costs	- 0	-
Sub total	- 0	-
Total Gross Expenditure	8,540	26,064
Asset and investment purchases, etc.	- 0	-
Total payments	8,540	26,064
Net of receipts/(payments)	17,998	2,984
Cash funds last year end	8,015	5,032
Cash funds this year end	26,013	8,016

Statement of assets and liabilities at the end of the year

	31-Mar-21 Unrestricted funds £	31-Mar-20 Unrestricted funds £
Cash funds		
Bank current account	**26,013**	**8,015**
Bank deposit account	**-**	**340**
	-	**-**
The Scout Association Short Term Investment Service	**-**	**-**
Cash/Floats	**-**	**-**
Total cash funds	**26,013**	**8,355**
Other monetary assets		
Gift Aid	**-**	**1,666**
Income not on statement	**-**	**224**
Insurance claim	**-**	**-**
Sub total	**-**	**1,890**
Investment assets		
Investment property	**-**	**-**
Equipment	**-**	**-**
Other investments - detail	**-**	**-**
Sub total	**-**	**-**
Non monetary assets for charity's own use		
Badge stock	**-**	**-**
Shop stock	**-**	**-**
Other stock	**-**	**-**
Land and buildings (at insured value)	**395,000**	**399,686**
Motor vehicles	**-**	**-**
Scouting equipment, furniture etc (insured value)	**26,124**	**19,770**
Other	**-**	**-**
Sub total	**421,124**	**419,456**
Liabilities		
Uncashed cheques	**40**	**1,071**
Expenses incurred but not invoiced	**-**	**-**
Events / camps paid in advance	**-**	**2,276**
Loan – detail	**-**	**-**

Other liabilities	-	-
Sub total	**40**	**3,347**

Contingent liabilities and future obligations	-	-

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 8th June 2021 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature	Print Name	
A. Pashley	Adrian Pashley	Chair
Ralph Bolton	Ralph Bolton	Treasurer

CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Report to the trustees	1st Bishop's Waltham (St Peter's) Scout Group		
On accounts for the year ended	31 March 2021	**Charity no (if any)**	302205

I report to the trustees on my examination of the accounts of the above charity (the Charity) for the year ended 31/03/2021.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (ChA 2011).

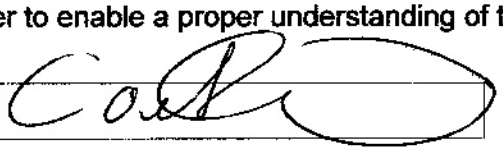
I report in respect of my examination of the Charity's accounts carried out under section 145 of ChA 2011 and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of ChA 2011.

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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of ChA 2011; or
- the accounts did not accord with the accounting 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:  **Date:** 4 August 2021

Name: Colin Outlaw

Relevant professional qualification(s) or body (if any): Chartered Accountant

Address: Harvest Barn, Hoe Road, Bishop's Waltham, Hampshire