

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

Trustees' Annual Report and Accounts
For the financial year 1 April 2022 to 31 March 2023

Registered charity 302205

Trustees' Annual Report

For period 01/04/2022 to 31/03/2023

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
Charities 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	
4	Ralph Bolton	Treasurer	
5	Richard Pyecroft	Parent representative	
6	Heather Moore	Parent representative	Resigned 14 August 2022
7	Hayley McCallion	Parent representative	Appointed 30 November 2022

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	Hedge End Branch, St John's Road, Southampton SO304QU

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 (POR) of The Scout Association.

How the charity is constituted
The Group is a charitable unincorporated association governed by the rules set out in section 5.4 of POR which are common to all Scout Groups. These rules provide for:

- The Group to be managed and administered by a Trustee Board.
- The Trustee Board to be accountable to the Scout Council.

Trustee selection methods
The Trustees are appointed in accordance with POR.

Additional governance issues
The Group is managed by a 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.

The Trustee Board consists of a Chair, Treasurer and Secretary, the Group Scout Leader, parent representatives and independent members. It meets at least three times per year (once every school term).

Trustees complete 'Essential Information for Executive Committee' training within the first 5 months of joining the Trustee Board.

The Trustee Board must act collectively in the charity's best interests, acting with reasonable care and skill and taking steps to be confident that:

- The charity is:
    - well managed;
    - carrying out its purposes for the public benefit;
    - complying with the charity's governing document and the law;
    - managing the charity's resources responsibly; and
    - operating compliant with POR.
- Young people are meaningfully involved in decision making at all levels.
- There are sufficient resources (funds, people, property and equipment) available to meet the planned work of the Group, including delivery of the high-quality programme and resource requirements of the training programme.
- Scouting has a positive image in the local community.

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

Risk and Internal Control

The 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 Scout Hut, property and equipment** - the Group would request the use of buildings, property and equipment from neighbouring organisations such as the church, Parish Council and other Scout Groups. The Trustee Board considers that the Group has sufficient buildings and contents insurance in place to mitigate against permanent loss. Regular safety checks are carried out at the Scout Hut. The fire safety equipment and gas appliances in the Scout Hut are serviced annually.

- **Injury to leaders, helpers, supporters and members** - the Group, through the capitation fees, contributes to the Scout Association's national accident insurance policy. All leaders undertake compulsory training and risk assessments are undertaken in respect of the Group's activities. A qualified first aider is present at Group activities.

- **Reduced income from fund raising** - the Group is primarily reliant upon income from subscriptions and fundraising. The Group holds a reserve to ensure the continuity of activities should there be a major reduction in income. The Trustee Board 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 young people aged 6 to 14 years. 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.

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

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, Trustees and parent helpers.

Public benefit statement

The Group advances both education and citizenship and community development for the benefit of the public. Our principal beneficiaries are:

- Young people aged 6 to 14 years resident in Bishop's Waltham and the surrounding area, who participate in our Scouting activities.
- Adults resident in the Bishop's Waltham and the surrounding area, who volunteer for leadership roles within the Group and receive training and support from the Scouting network.

In planning the Group's activities, the Trustee Board 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

2022/23 was another successful year for the Group.

As at March 2023, the Group had a total of 180 **young people** as members (compared to 195 in January 2022):

- 57 Beavers:
  - Hawkeye: 20
  - Malak: 21
  - Ringtail: 16
- 62 Cubs:
  - Diamond: 33
  - Wolf: 29
- 61 Scouts:
  - Gunners: 32
  - Admirals Own: 29

The Group also operates a waiting list for places.

As at Christmas 2022, the decision was made to close Platinum Cub Pack. This was a new Pack opened in 2021 to cope with unprecedented demand. It ran alongside Diamond Cub pack on a Wednesday evening and operated for two terms. A lack of new volunteers meant that too much strain was being placed on leaders and resources to run sessions safely. Diamond Cub pack continues to operate on a Wednesday evening with a maximum of 36 young people and five leaders.

The Trustees consider that a reduction in the number of young people attending sessions was prudent to ensure that the Group continued (and will continue) to operate safely within its resources and without overstretching its leaders and other volunteers.

Alongside its regular weekly term time programme, the Group organised or took part in the following key events and activities:

- **Denewulf District "Star Wars" Camp** (2-5 June 2022).

- **Scout Hammock Sleepover** – Lyons Copse (8 July 2022).

- **Cub Camp (Camp 24)** – Woodend (16 July 2022)

- **Scout Summer Camp** – Harry's Island, Burley, New Forest (13-18 August 2022).

- **Denewulf District Leaders' Skills Day** – Lyons Copse (17 September 2022).

- **Scout visits** to RAF Odiham (28 September 2022), Watercress Line (21 October 2022) and session provided for Bishop's Waltham Gateway Club (7 November 2022).

- **Jamboree on the Internet** (October 2022).

- **Beaver sleepover** at Jubilee Hall, Bishop's Waltham (18 March 2023).

- **Scout Monopoly Run** in London (4 March 2023) – attended by 37 young people and 9 adults.

The Group was also participated in local community and Denewulf District events, including:

- District St George's Day Parade, Fareham (24 April 2022).
- Bishop's Waltham Carnival and Country Fayre (11 June 2022).
- Proclamation of Assession of His Majesty the King (11 September 2022).
- St Peter's Church Country Fair (24 September 2022)
- Remembrance Day Parade, Bishop's Waltham (13 November 2022).

Other notable achievements in the year included:

- Articles published every month in the Parish Magazine highlighting the Group's activities and achievements.

- A successful Scout Hut maintenance morning (3 July 2022).

- Holding the Group's Annual General Meeting and family quiz (17 September 2022).

- Fundraising initiatives:
    - Plant and Cake sale, Red Lion Street (14 May 2022).
    - Bishop's Waltham Junior School Community Fireworks (5 November 2022).
    - Bishop's Waltham Christmas Fayre (1 December 2022).

- Second and third prizes in the Bishop's Waltham in Bloom competition for hanging baskets.

Section E - Financial review

Treasurer's report

The Group's financial position at the end of the 2022/23 financial year was robust. Income and expenditure were in balance and the Group held significant reserves against potential major future expenditure (see further below).

Notionally, the Group's receipts exceeded its expenditure in the financial year. However, if pre-payments for summer Scout camp 2023 are taken into account, the deficit on the year was insignificant.

Face-to-face Fundraising activities resumed after the COVID-19 hiatus, resulting in income from events such as the Bishop's Waltham bonfire night, plant sale and Christmas fayre.

The Group's maintenance costs returned to a more usual levels in 2022/23 (the 2021/22 financial year saw significant expenditure on replacing the gas heaters in the Scout Hut and other unplanned maintenance costs).

During autumn 2022, a transfer was made from reserves for cash flow purposes. This accounts for the relatively high end of year current account balance. This transaction will be reversed as soon as practicable.

Reserves Policy

As at 31 March 2023, the Group held £26,473 in unrestricted cash funds, of which £19,216 was allocated to a separate reserve account.

The Group's policy on reserves is to hold sufficient resources to both:

- Continue the charitable activities of the group should income and fundraising activities fall short. The Executive Committee considers that the Group should hold a sum equivalent to at least six months' running costs (circa £5,000).
- Fund significant future Scout Hut maintenance and improvement costs.

Details of any funds materially in deficit

None.

Further financial review details

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

During the year, the Group successfully claimed Gift Aid on membership subscriptions (£3,361).

The Group's income is applied to provide or support the provision of its Scouting activities for the benefit of the public. Its main costs are the annual contribution to the Scout Association (£9,584), insurance (£1,373), equipment purchases (£3,173), operating and maintaining the Scout Hut (£5,483), and badge purchases.

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)

- Recruit new Trustees, leaders and regular parent helpers (succession planning).
- Plan and secure funding to replace Scout Hut roof and windows (over 4 to 5-year period) and improve Scout Hut more generally.
- Increase membership subscriptions to better balance Group's income and expenditure.
- Investigate and secure alternative sources of funding.
- Further embrace opportunities offered by Denewulf 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	A. Pashley	Ralph Bolton.
Full Name	Adrian Pashley	Ralph Bolton
Position	Chair	Secretary
Date	12 JUNE 2023	12 JUNE 2023

1st Bishops Waltham Scout Group

Receipts and Payments Account

		Year start date		Year end date
	For the year from	1st April 2022 to 31st March 2023		2021/2022

Receipts and payments

		2022/23		2021/22
		Unrestricted funds		Unrestricted funds
		£		£
Receipts				
Donations, legacies and similar income				
Membership subscriptions		18,645		17,883
Less:Membership subscriptions paid on (National/County/ Area/District)		9,584		9,669
Net membership subscriptions retained		9,060		8,214
CAF Matched Giving / 200 Club		846		625
Donations				15
Gift Aid		3,361		4,410
Close unit accounts		- 0		- 0
Events / camps		16,959		7,577
Sub total		30,226		20,841
Grants				
Maintenenace grant		- 0		
Other grants		- 0		2,667
Sub total		- 0		2,667
Fundraising (gross)				
Fireworks		1,332		
Plant sale		476		43
Hist St Xmas Fair		154		
Sundries		143		
Sub total		2,105		43
Investment income				
Bank interest		48		
Building Society interest				
The Scout Association Short Term Investment Service				
Property Rent income		305		20
Other investment income				
Sub total		353		20
Total Gross Income		32,684		23,571
Asset and investment sales, etc.		- 0		- 0
Total receipts		32,684		23,571

1st Bishops Waltham Scout Group

Receipts and Payments Account

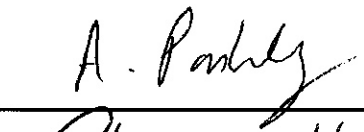
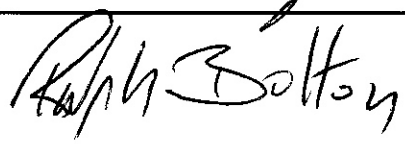
		Year start date		Year end date
	For the year from	1st April 2022 to 31st March 2023		2021/2022

Receipts and payments

		2022/23		2021/22
		Unrestricted funds		Unrestricted funds
		£		£
Payments				
Charitable Payments				
Youth programme and activities		4,503		2,367
Adult support and training				
Rent				
Water and Sewerage				
Electricity, Gas, Phones		1,612		802
Insurance		1,373		1,173
Repairs and Renewals		3,871		8,783
Materials and equipment		3,173		2,363
Printing and photocopying		- 0		
Cost of 'charged for' events &camps		14,153		5,764
Uniforms		1,958		2,031
AGM and trustee expenses				657
Fundraising expenses		281		
Misc including AGM expenses		306		
Online Youth Manager / OSM		253		372
Sub total		31,483		24,312
Fundraising expenses				
Other fundraising costs				
Sub total		- 0		- 0
Total Gross Expenditure		31,483		24,312
Asset and investment purchases, etc.				-
Total payments		31,483		24,312
Net of receipts/(payments)		1,201		- 741
Cash funds last year end		25,272		26,013
Cash funds this year end		26,473		25,272

Statement of assets and liabilities at the end of the year

	31-Mar-23	31-Mar-22
	Unrestricted funds	Unrestricted funds
	£	£
Cash funds		
Bank current account	7,257	2,604
Bank deposit account	19,216	22,669
	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
Total cash funds	26,473	25,273
Other monetary assets		
Gift Aid	-	-
Income not on statement	-	-
Insurance claim	-	-
Sub total	-	-
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)	418,700	418,700
Motor vehicles		
Scouting equipment, furniture etc (insured value)	21,178	26,190
Other		
Sub total	439,878	444,890
Liabilities		
Uncashed cheques		
Expenses incurred but not invoiced	-	-
Events / camps paid in advance	1,550	-
Loan - detail	-	-
Other liabilities	-	-
Sub total	1,550	-
Contingent liabilities and future obligations		

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 12th June 2023 and signed on their behalf by				
Signature		Print Name		
		Adrian Pashley		Chair
		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 2023	**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 31/03/2023.

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:	Colin Outlaw	**Date:**	4th July 2023
Name:	Colin Outlaw		
Relevant professional qualification(s) or body (if any):	Chartered Accountant		
Address:	Harvest Barn, Hoe Road, Bishop's Waltham, Hampshire		