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

Trustees' Annual Report and Accounts For the financial year 1 April 2023 to 31 March 2024

Registered charity 302205

Trustees' Annual Report

For period 01/04/2023 to 31/03/2024

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	Resigned September 2023
4	Ralph Bolton	Treasurer	
5	Richard Pyecroft	Parent representative	
6	Caroline Brownlie	Parent representative	
7	Hayley McCallion	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	Hedge End Branch, St John's Road, Southampton SO304QU

Property held by custodian trustee

The Group operates from the Scout Hut, Hoe Road Recreation Ground, Bishop's Waltham, SO32 1DU. The Group occupies the land on which the Scout Hut is constructed under the terms of a lease with Bishop's Waltham Parish Council. The lease is for a maximum term of 20 years commencing from 3 January 2020.

The Scout Association Trust Corporation (a company limited by guarantee and registered charity number 306102) holds the leasehold title as custodian trustee on trust for the Group.

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 Group 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 maximum of 12 and a minimum of 5 Trustees:

- Group Scout Leader (ex officio).
- Group Chair (as approved by the Group Scout Council).
- Group Treasurer (as approved by the Group Scout Council).
- Appointed Trustees (as appointed by the Group Scout Council).
- Co-opted Trustees (as co-opted annually by the Trustee Board)

The Denewulf District Commissioner, Denewulf District Chair and Hampshire County Commissioner each have the right to attend the Trustee Board's meetings.

The Trustee Board meets at least three times per year (once every school term).

The Trustees support the Group's volunteers to run high-qualify and safe programmes that give young people skills for life.

All Trustees are required to complete mandatory Scout Association training (Module 1: Essential Information, Safety, Safeguarding and GDPR).

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 in compliance 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

The purpose of Scouting 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 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 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 managing and administrating the Group's resources, operations and 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

2023/24 was another successful year for the Group.

On 8 January 2024, the Group had a total of **177 young people** as members (compared to 180 in January 2023):

- 47 Beavers:
  - Hawkeye: 18
  - Malak: 17
  - Ringtail: 12
- 67 Cubs:
  - Diamond: 36
  - Wolf: 31
- 63 Scouts:
  - Gunners: 32
  - Admirals Own: 31

The Group also operates a waiting list for places.

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

- **Scout Summer Camp**, Peak District (12 to 19 August 2023).

- **Jamboree on the internet** (JOTI)(20 to 23 October 2023).

- **Cubs weekend trip to London** (24 to 26 November 2023).

- **Group sleepover** at Winchester Science Centre (13 January 2024) – attended by 124 young people across all sections.

- **Scout Monopoly Run** in London (2 March 2024) – attended by 51 Scouts and adults.

- **Ferny Crofts Mud Run** (16 March 2024) – attended by 30 young people across all sections.

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

- District St George's Day Parade, Fareham (23 April 2023).
- Bishop's Waltham Coronation Party (7 May 2023).
- District Cub Camp (July 2023).
- Denewulf District Beavers Fun Day, Lyon's Copse (23 September 2023).
- Everett's Copse Working Day (24 September 2023).
- Laying up of Royal British Legion Standard, Bishop's Waltham (15 October 2023).
- Remembrance Day Parade, Bishop's Waltham (12 November 2023).

Other notable achievements in the year included:

- Leaders awarded Mayor of Winchester’s Community Award 2024
- Beaver and Cub leaders completed nights away permits.
- Recruitment of new leaders for Beavers, Cubs and Scout sections.
- Four Scout leaders completed MiDAS training for minibus drivers.
- Articles published regularly in the Bishop's Waltham Parish Magazine highlighting the Group's activities and achievements.
- A successful Scout Hut maintenance morning (25 June 2023).
- Holding the Group's Annual General Meeting and family quiz (17 September 2023).
- Fundraising initiatives:
    - Plant and Cake sale, Red Lion Street (14 May 2023).
    - Bishop's Waltham Carnival and Country Fayre (10 June 2023).
    - St Peter's Church Autumn Fair (23 September 2023).
    - Bishop's Waltham Junior School Community Fireworks (4 November 2023).
    - Bishop's Waltham Christmas Fayre (7 December 2023).

Section E - Financial review

Treasurer's report

The Group's financial position at the end of the 2023/24 financial year was robust.

In the year to 31 March 2024, income exceeded expenditure by £1,326. This was primarily due to a small surplus being generated by the Scout Summer camp. This was a major logistical exercise and was prudently budgeted with a small contingency reserve. Expenditure was in line with that planned and there was no out-of-budget expenditure.

Fund raising was successful, with the Group's successful participation in the Bishop's Waltham Christmas Fayre boosting contributions in the year. Going forward, the Group has been notified that matched funding from a long-term contributor will no longer be available, with a loss of income of some £700 per annum.

An audit of the Group's equipment was carried out in March 2024, which was reflected in the valuation for Scouting equipment shown in the accounts.

Following advice from the Group's insurer, the insured/replacement value of the Group's Scout Hut at Hoe Road Recreation Ground, Bishop's Waltham has been increased to £566,000. While a significant increase on that previously reported, the value is entirely notional.

Reserves Policy

As at 31 March 2024, the Group held £5,550 in unrestricted cash funds, with a further £22,386 allocated to a separate deposit account (to benefit from a higher rate of interest).

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 £15,000).
- 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. The Group's membership subscription increased by £5 to £45 per member with effect from the autumn term 2023 (with a £10 sibling discount).

During the year, the Group successfully claimed Gift Aid on membership subscriptions (£3,555).

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 Denewulf District, Hampshire Scouts and the Scout Association (£10,209), insurance (£1,765), equipment purchases (£2,171), operating and maintaining the Scout Hut (£2,286), and badge purchases.

The Group does not have sufficient funds to invest in longer term financial 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

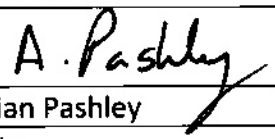
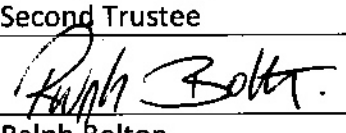
Plans for future periods (details of any significant activities planned to achieve them)

- Recruit new Trustees, leaders, Group administrator, quartermaster and regular parent helpers (succession planning).
- Plan and secure funding for acoustic treatment at Scout Hut.
- Investigate and secure alternative sources of funding.
- Complete training for and implement Scout Association Transformation programme requirements (changes to governance, volunteering experience, training, and digital strategy).

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	Secretary
Date	8 July 2024	8 July 2024

1st Bishops Waltham Scout Group
Receipts and Payments Account

For the year from	1st April 2023 to 31st March 2024		2022/2023

Receipts and payments

	2023/24 Unrestricted funds £		2022/23 Unrestricted funds £
Receipts			
Donations, legacies and similar income			
Membership subscriptions	18,514		18,645
Less:Membership subscriptions paid on	10,209		9,584
Net membership subscriptions retained	8,305		9,060
CAF Matched Giving / 200 Club	768		180
Donations	567		666
Gift Aid	3,555		3,361
Close unit accounts	-		-
Events / camps	24,148		16,959
Sub total	37,343		30,226
Grants			
Maintenenace grant	-		-
Other grants	25		-
Sub total	25		-
Fundraising	2,433		2,105
Sub total	2,433		2,105
Investment income			
Bank interest	212		48
Building Society interest			
The Scout Association Short Term Investment Service			
Property Rent income	320		305
Other investment income			
Sub total	532		353
Total Gross Income	40,332		32,684
Asset and investment sales, etc.	-		-
Total receipts	40,332		32,684

1st Bishops Waltham Scout Group

Statement of assets and liabilities at the end of the year

	31-Mar-24 Unrestricted funds £	31-Mar-23 Unrestricted funds £
Cash funds		
Bank current account	5,550	7,257
Bank deposit account	22,386	19,216
	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
Total cash funds	27,936	26,473
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)	566,000	418,700
Motor vehicles		
Scouting equipment, furniture etc (insured value)	25,150	21,178
Other		
Sub total	591,150	439,878
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 8th July 2024 (the date of the Executive Committee meeting that approved the accounts) 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

eport to the trustees	1st Bishop's Waltham (St Peter's) Scout Group		
In accounts for the year ended	31 March 2024	**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 31/03/2024.

sponsibilities and sis 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 xaminer'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: [signature] **Date:** 10th June 2024

Name: Colin Outlaw

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

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