



4TH NEW FOREST SOLENT HYTHE SEA SCOUTS

TRUSTEE REPORT 2024



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A) Reference and administration details

Charity Name: 4th Hythe Sea Scouts
Registered Charity Number: 302223
Principal Address: Shore Road, Hythe, Southampton,
SO45 6DF

TRUSTEES WHO MANAGE THE CHARITY

Chris Bench – Joint Chairperson

Nick Howe – Joint Chairperson

Duncan Lyle – Treasurer

Graham Bateson – Trustee

Roger Janson – Trustee

Tony White – Trustee

Mari Wadey – Trustee

Paul Biddlecombe – Trustee

ADVISORS TO THE CHARITY

Type of advisor	Name	Address
Bank	Lloyds	Totton, Southampton Branch



B) Structure, Governance & Management

TYPE OF GOVERNING DOCUMENT:

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:

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.

THE TRUSTEE BOARD:

The Group, which is a registered educational charity, is managed by the Trustees of the Charity. As Charity Trustees they are responsible for complying with legislation applicable to charities, including financial management, accounting and reporting to the Charity Commission as required.

The Trustees are in regular communication, and formally meet when necessary. Trustee meetings consist of the appointed roles of Chair, Treasurer and Trustees, together with the Group and Section Leaders, and youth representatives from the Scout Section. New members complete training set out by The Scout Association.

As well as being the primary body responsible under Charity Law, the Trustee Board also exists to support the Scout Leaders in meeting the responsibilities of their appointments and is responsible for:

- Raising funds and the administration of Group finance.
- The maintenance and development of Group property and equipment.
- The insurance of persons, property and equipment.
- Representing the Group at public events.
- Assisting in the recruitment of leaders and other adult support.
- Appointing any sub committees that may be required.
- Appointing Group Administrators and Advisers other than those who are elected.

B) Structure, Governance & Management (cont.)



RISK MANAGEMENT:

The Trustee Board regularly reviews the major risks to which the Group could be exposed. Systems and controls have been established to mitigate these risks where appropriate. The main areas of concern that have been identified are:

FINANCIAL MANAGEMENT:

We have internal controls in place to provide reasonable assurance against material mismanagement or loss. These include two signatories for all payments and comprehensive insurance policies to cover the insurable risks.

DAMAGE TO THE BUILDING, PROPERTY AND EQUIPMENT:

In recent years the Group has upgraded the physical security of the property. The Trustee Board continues to review the physical security and has also completed upgrades in 2023. This is in addition to buildings and contents insurance in place to mitigate against permanent or major loss. If required, we would seek the use of buildings, property and equipment from neighboring Scout Groups and organisations.

INJURY TO LEADERS, HELPERS, SUPPORTERS AND MEMBERS:

Through the capitation fees the Group contributes to the Scout Association's national accident insurance policy. Risk Assessments are undertaken before all activities.

REDUCED INCOME FROM FUNDRAISING:

The Group is primarily reliant upon income from subscriptions and fundraising. We also hold a reserve fund to ensure the continuity of activities for up to 7 months. Subscriptions could be raised to increase the income to the Group, 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, or 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 14. If the membership in a particular section or in the Group as whole were to drop below a viable level then there would have to be a contraction, consolidation or closure of that section, or in the worst-case scenario, the complete closure of the Group.

C) Objectives and activities



SUMMARY OF THE OBJECTIVES OF THE CHARITY SET OUT IN ITS GOVERNING DOCUMENT:

The objectives of the Group are as a unit of The Scout Association.

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.

C) Objectives and activities (cont.)



SUMMARY OF THE MAIN ACTIVITIES IN RELATION TO THESE OBJECTIVES

The main activities that are normally undertaken in relation to the above objectives are:

- Provision of leadership training to facilitate the delivery of excellent Scouting.
- Provision of land- and water-based Scouting activities.
- A programme of activities aimed at the young people achieving recognition through being awarded badges.
- Participation in district and county events and competitions.
- Participation in conservation projects and civic events, like the St Georges Day and Remembrance Day parades.
- Fundraising to facilitate other activities

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.



D) Achievement and Past Performance

The Group has achieved another successful year, each section leader has provided a separate report for presentation at the AGM.



E) Financial Review

FINANCIAL HIGHLIGHTS

The Group performed well during the year ending March 2024. Whilst the income from membership subscriptions did not cover the general running costs of the Group, this was subsidised by alternative income from use of the Scout Hut by community clubs and activities. The income from donations and fundraising for the year enabled investment in new camping and radio equipment and improvements to the property and left a surplus of £10,500 to fund further investment into the site and boat storage.

A review of the membership subscriptions towards the end of the financial year identified a need to raise the subscription level, unchanged for the last 20 years, to cover the ever increasing running costs for the Group and to ensure the continued high quality activities the Group provides.

At the year-end the Group held cash reserves of £14,625 (excluding money held from fundraising), which is equivalent to approximately 9 months of our average operating expenditure.

THE CHARITY'S PRINCIPAL SOURCES OF FUNDS

The Group's principal sources of funds are subscriptions and non-subscription income (grants, donations and fundraising). The income from subscriptions is used solely for the provision of the Scouting programme, including the membership (capitation) fee, activities, training, and other costs to run the facility, such as the lease, maintenance, utilities and insurance. Gross subscription income in 2024 was £13,215, of which £6,612 was paid out as the annual membership fee. Non-subscription income is used to cover improvements to the facility and for the provision of new equipment. In 2024 this income comprised £14,069 from fundraising, £3,410 from donations, £5,443 from other users of the Scout Hut and £1,571 from other sources of income.

INVESTMENT POLICY AND OBJECTIVES

Although the Group's total net income is significant for the year this is short-term as the monies will be spent primarily on updating the Scout Hut and facilities. As a consequence, the Group 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 mainstream banks or building societies.

The Group Executive 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 Executive considers the cash flow requirements.

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 held reserves of approximately £14,600 against this at year end, which is equivalent to approximately 9 months operating expenses (including Scout Association fees).



E. Financial Review (Cont.)

HOW EXPENDITURE HAS SUPPORTED THE KEY OBJECTIVES OF THE CHARITY:

The Group's finances are managed and expenditure is prioritised to support the sections to deliver an exciting Scouting programme consistent with the objectives of the report.

- Funds made available to sections for spending on their programme and activities.
- Support is provided to leaders to attend training courses and to purchase uniform.
- Maintaining the facility in good condition, and making improvements as and when our finances permit.
- Following a replacement programme for boating and camping equipment to ensure all equipment is in a fit condition.
- Surplus funds are designated to the Group's priority projects, in addition to grants received for these purposes.



E) Other Optional Information

- The Group is embarking on upgrading facilities in line with an expanding Scout section.
- The Trustees wish it to be noted for future reference that the lease is due for renewal in 2036 and the documentation for this is currently held by Tony White, a Trustee of the Group.



F) Declaration

The trustees declare that they have approved the Trustee's Report above on 4th September 2024, and this report is signed on behalf of the charity trustees by:

Chris Bench
Chairperson

05th Sept 2024

Nick Howe
Chairperson

06th Sept. 2024



APPENDICIES



Receipts and Payment Accounts



2023-2024

Income

Bank Interest	240.05
Donation	3,410.00
Events	11,451.00
Events - Beavers	1,110.00
Events - Cubs	180.00
Events - Explorers	570.00
Events - Scouts	1,186.00
Events - Squirrels	285.00
Fundraising	14,069.28
Group shop	1,331.16
Meetings	5,443.00
Membership Fees	13,215.00

Expense

Activity Equipment	3,180.97
Admin	264.97
Badges	938.31
Bank Fees	752.36
Boating - Equipment	1,255.80
Boating - Fuel	141.76
Equipment	2,183.65
Events	13,746.55
Events - Beavers	860.00
Events - Explorers	885.00
Events - Scouts	120.00
Events - Squirrels	75.00
Fundraising	650.09
Insurance	5,386.72
Membership Costs	6,612.00
Rent	200.00
Training	498.20
Uniform	679.78
Utilities	341.05
Venue Maintenance	4,160.23

Account balances

Treasurers Account	2,007.16
Fundraising Account	14,213.45
Equals	990.27
Reserve Account	12,617.90

Summary

Account balance brought forward	20,270.73
Total income	52,490.49
Total expenditure	42,932.44
Net income	9,558.05
Account balance carried forward	29,828.78



Scrutineer's report to the trustees

Scrutineer's Report to the Trustees of 4th Hythe Sea Scouts

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

Respective responsibilities of Trustees and Scrutineer

As the Group's/District'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/District's constitution, I have scrutinised the records and the accounts for the year ended 31 March 2024.

Scrutineer's Statement

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

Name:Ian Briant.....

Address: .8 Talbot Road, Dibden Purlieu, Southampton, SO45 4PP.....

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