

# Trustee's Annual Report

**For the period 1<sup>st</sup> January 2022 to 31<sup>st</sup> December 2022**

Registered with the Charity Commission for England and Wales, number 302291.

## Trustees for the period

Name	Role	Dates acted (if not entire period)
Debbie St. John	Group Chairperson (ex-officio)	01.01.22-15.10.22
Hayley Simes	Group Chairperson (ex-officio)	18.10.22-
Julie Mair	Group Scout Leader (ex-officio) until August Deputy Group Scout Leader (ex-officio) from August	
Steven Osborn	Beaver Scout Leader (ex-officio) until August Deputy Group Scout Leader (ex-officio) until August Group Scout Leader (ex-officio) from August	
Mel Green	Group Secretary (ex-officio)	
Lynne Patience	Group Treasurer (ex-officio)	01.01.22-08.11.22
Steven Ball	Group Treasurer (ex-officio)	08.11.22-
Faye Osmond	Beaver Scout Leader (ex-officio)	20.07.22-
Sarah Challis	Cub Scout Leader (ex-officio)	
Craig Challis	Cub Scout Leader (ex-officio)	
Joe Simes	Scout Leader (ex-officio) and Quartermaster	
Max Simes	Assistant Scout Leader (nominated)	
Kerie Wallace	Explorer Scout Leader (ex-officio)	
Heather Ball	Beaver Scout parent representative (elected)	
Jessica Barraclough	Beaver Scout parent representative (elected)	
Katrina Seddon	Cub Scout parent representative (elected)	
Kelly Willoughby	Cub Scout parent representative (elected)	



## Structure, Governance and Management

The charity's governing documents are those of the Scout Association. The Scout Association's governing document is a royal charter which gives authority to the Bye-laws of the Association and the *Policy, Organisation and Rules* of the Scout Association. The group is a trust established under these rules which are common to all Scout groups. At the AGM for the 2021 year, we reconfirmed our use of the model constitution as laid out in *Policy, Organisation and Rules* (5.3-5.5, January 2023 edition).

The trustees are appointed in accordance with the *Policy, Organisation and Rules* of the Scout Association (POR).

**5<sup>th</sup> Testwood Scout Group**  
Garland Lodge  
Blackwater Drive, Calmore  
Southampton, SO40 2QJ

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The group is managed by an elected executive committee, or board of trustees, comprising a Group Chairperson, Group Scout Leader, Group Treasurer and Group Secretary along with individual section leaders, parent's representatives and others nominated onto the committee for their knowledge or skills. The committee meets every two months on average.

The Group Executive committee exists to support the Group Scout Leader in meeting the responsibilities of their role. Members are legally and financially responsible for the running of the Scout Group. Their responsibilities include:

- Maintaining group property so that it is safe to use.
- Raising funds and administering the group's finances.
- Insuring persons, property and equipment linked to the group.
- Ensuring good relations between the group, our local community and the wider public.
- Assisting to recruit leaders and other supporting volunteers.
- Appointing any sub-committees that may be required.

The group has systems that are designed to provide reasonable assurance against material mismanagement and loss. These include requiring two signatories for all payments made by any section within the group, expenditure of a certain amount going through the full executive committee and insurance policies to ensure that insurable risks are covered.

## Objectives of the group

The objectives of the group are as part of the wider Scout Association. The purpose of the Scout Association is "to actively engage and support young people in their personal development, empowering them to make a positive contribution to society."

This is achieved through the Scout Method which states that "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;
- and make and live by their Promise."

We are guided by the Values of Scouting which are:

- 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.

In line with the Scout Association, our goals are based around achieving:

- Growth; enabling more young people and adult volunteers to benefit from scouting and the skills it gives them.
- Inclusivity; ensuring barriers to inclusion are removed and working to build tolerance.
- Community impact; making a difference in our local and global community.
- Youth-shaped; ensuring our young people get a voice in scouting, share their experiences and take on leadership roles.

## Activities

In 2022 the 5<sup>th</sup> Testwood Scout Group celebrated its 60<sup>th</sup> anniversary, initially founded in 1962 as the 23<sup>rd</sup> Romsey (Testwood) Scout Group. To celebrate, the group's members of all ages joined for a big group camp at Ferny Crofts Scout Activity Centre in May. As well as a packed programme of activities, involving both current and former members of the group throughout its 60 year history, volunteer Kerie Wallace was presented his Silver Wolf award and an artwork for the HQ was created.

In addition to this camp, all sections had other opportunities to undertake nights away as part of the programme including a sleepover for Beavers, Parent and Child and Summer camps for Cubs and the 'Return of the Camp' for Scouts. Additionally, many of the Explorer Scouts from the linked Unit Cerberus were involved in a large trip organized by Hampshire Scouts to Kandersteg International Scout Centre in Switzerland where they undertook a wide variety of activities including river rafting, mountain walking, climbing and many more.

As part of the new larger New Forest district, our leaders continue to attend and develop district events for the benefit of our young people. A number of our sections took part in the Soap Box Derby go-cart race, the Beavers attended a district Campfire (in the rain) and a picnic in the National Park and our award holders took part in an Awards day. Additionally, our Beavers took part in the County's day to Paulton's Park and our Cubs participated in Ferny Croft's Fright Night both in October. In November, the group's adults and young people were able to safely meet and attend the Remembrance Day Service in Totton as part of one of the widest community gatherings seen of late.

The Totton Santa Run and Christmas Fayre saw competition from new and competing events this year however still saw a good number of runners and a good showing at the fayre despite cold weather. Focusing on the core event from last year made for a much easier-to-organise event and with a firmer base to build from in the future. We were also approached this year by 4<sup>th</sup> Eling Sea Scouts about running the Annual Totton and Eling Donkey Derby in 2023 as they were unable to do so; the Group agreed to do so and planning was well underway by the time of year end.

In August, Steven Osborn stepped down as Beaver Scout Leader and took on the role of Group Scout Leader. New adult volunteers in the Scout troop and Beaver colonies has made for a more stable situation in these sections and recruitment remains active in all sections. Young Leader development within the group has been very positive with them helping the young people make their voice heard too.

After the bumper works in 2021, maintenance and development of our HQ focused on more general improvements and tree works with plans afoot for more.

## Achievements

By the end of the year, the group had grown its number of young people to its highest levels in recent decades, representing the hard work of many of our volunteers over years. Satisfaction with the group remained high and volunteer turnover was low during the year. Training compliance was significantly improved with our volunteers now sufficiently prepared for their roles. The Totton Santa Run made a modest profit, despite needing to restock a great deal of the supplies needed for this year's event.

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.

## Financial overview

With an increase in membership within the group, income through membership subscriptions rose substantially by around £5,000 with a £7,000 increase in activity fees as all sections embarked on grander and more numerous camps and events as restrictions eased sufficiently to allow that to happen.

Income from the Santa Run and Christmas Fayre was around £2,700 more than the previous year, however as noted last year this included some raffle income from 2021 as this was not banked until 2022. Income from other sources such as donations and streams such as through Easy Fundraising, Amazon Smile or donations of clothing fell this year with plans to advertise these to new parents in the future.

With more users of our hall, income from this rose to £3,001 and the group was able to take advantage of a grant from Hampshire Scouts to cover the necessary costs of replacing materials associated with the creation of the New Forest Scout District and the associated renaming of the group to 5<sup>th</sup> Testwood. **In total, income for 2022 was £39,022**, near double the income for 2021.

Charitable expenditure compared to last year saw an increase of around £5,000. This was primarily driven by a much higher expenditure on youth programme and activities as Group camp, section events and camps and more adventurous section meetings following the pandemic fed through. There were significant reductions in the amount spent on repairs and renewals and materials and equipment as the lockdown projects were completed with more minor reductions in cleaning and stationery. There were increases for insurance, badges as a number of notable national events occurred this year for which memorial badges were produced and utilities. We are expecting significant increases to some costs such as utilities in 2023 and rent, which was paid for 2022 in January 2023.

Payments associated with the Totton Santa Run and Christmas Fayre were slightly higher than a normal year as various supplies were topped up, however many of these remain in place for the 2023 event. **In total, expenditure was £36,023**, around £9,000 more than the year before.

Overall, the group contributed around £3,000 to the reserves of the group which will help buffer the group from the cost-of-living crisis and associated price rises affecting all areas of the group and the upfront costs required to host the Annual Totton and Eling Donkey Derby.

## 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's Board of Trustees considers that the group should hold the following reserves:

- a sum equivalent to 24 months running costs (£8,000).
- a fund for the replacement/maintenance of assets such as the hall and equipment (£1,500)
- Section support (by request) (£500)

These reserves were last reviewed and agreed at the Exec meeting on 22nd February 2018.

## Investment Policy

The Group does not have sufficient funds to invest in longer term investments and therefore has adopted a risk-averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks and The Scout Association's Short Term Investment Service.

## Future plans

Following the rapid growth of the group in 2022, we plan to ensure all our new members are welcome and we are able to sustain them as they move up through the group in the following years. Recruitment of volunteers and ensuring all volunteers remain trained and in the right roles is important during this time so a full and balanced programme can be offered to all.

All ages of the group are planning an ambitious array of events and residential activities and the group intends to invest in training of leaders to ensure more hold the permits needed to run activities safely and in equipment to bring some activities closer to home such as tomahawk throwing.

In September 2022, the group was offered the opportunity to deliver the Annual Totton and Eling Donkey Derby, previously run exclusively by the 4<sup>th</sup> Eling Sea Scouts as their main fundraising event. As a well established and respected community event, and given that Eling felt unable to deliver the event themselves this year, we were honored to take on this event and plan to deliver a successful and profitable event in May 2023. This will be run in addition to the Christmas Fayre and Totton Santa Run which will return in December 2023.

Excitingly, the group plans to introduce Squirrel Scouts for 4-6 year olds within 2023 introducing a new programme, young people and parents into the group for the first time. While this will require some investment in terms of time and volunteer time, we believe this will be justified in the longer term.

In addition to regular maintenance tasks, in the following year we aim to bring forward plans to fundraise and deliver a renovation to our hall toilets as the area most in need of improvement and how to ensure the safe and suitable storage of all the group's equipment.

The Trustees declare that they have approved the trustee's report above.

Signed on behalf of the trustees of the 5<sup>th</sup> Testwood Scout group:

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Date:

# 5th Testwood Scouts

## Receipts and payments account

Year start date

Year end date

For the year from	Jan-22	To	Dec-22	
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### Receipts and payments

	2022		2021	
	Unrestricted funds	Restricted funds	Unrestricted funds	Restricted funds
	£	£	£	£
<b>Receipts</b>				
<b>Donations, legacies and similar income</b>				
Membership subscriptions	£ 15,655	-	£ 10,903	-
Activity fees and receipts	£ 11,096	-	£ 4,038	-
Donations	£ 70	-	£ 491	-
Legacies	-	-	-	-
Gift Aid	-	-	-	-
Group membership fees from Cerberus	£ 900	-	£ 537	-
Miscellaneous	£ 122	-	£ 1,177	-
<b>Sub total</b>	<b>£ 27,844</b>	<b>-</b>	<b>£ 17,145</b>	<b>-</b>
<b>Grants</b>				
Maintenence grant	-	-	-	-
Other grants	£ 437	-	-	-
<b>Sub total</b>	<b>£ 437</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fundraising events (gross)</b>				
Santa run/Christmas Fayre	£ 6,485	-	£ 3,797	-
Other fundraising activities	£ 142	-	£ 261	-
Fundraising for External charities	£ 1,072	-	-	-
<b>Sub total</b>	<b>£ 7,699</b>	<b>£ -</b>	<b>£ 4,058</b>	<b>£ -</b>
<b>Scout HQ income</b>				
Hire of building	£ 3,001	-	£ 2,203	-
Hire of equipment	£ 20	-	-	-
Other Scout hut income	-	-	-	-
<b>Sub total</b>	<b>£ 3,021</b>	<b>-</b>	<b>£ 2,203</b>	<b>-</b>
<b>Investment income</b>				
Bank interest	-	-	-	-
Bank Account 51333368	£ 3	-	£ 1	-
The Scout Association Short Term Investment Service	£ 18	-	£ 62	-
Other investment income	-	-	-	-
<b>Sub total</b>	<b>£ 21</b>	<b>-</b>	<b>£ 63</b>	<b>-</b>
<b>Total Gross Income</b>	<b>£ 39,022</b>	<b>-</b>	<b>£ 23,468</b>	<b>£ -</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>£ 39,022</b>	<b>-</b>	<b>£ 23,468</b>	<b>£ -</b>

Note 1

# 5th Testwood Scouts

## Receipts and payments account

Year start date

Year end date

For the year from	Jan-22	To	Dec-22	
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### Receipts and payments

	2022		2021	
	Unrestricted funds £	Restricted funds £	Unrestricted funds £	Restricted funds £
<b>Payments</b>				
<b>Charitable Payments</b>				
Membership subscriptions paid on	£ 5,143	-	£ 4,178	-
Youth programme and activities	£ 15,455	-	£ 7,942	-
Adult support and training	-	-	-	-
Rent	-	-	£ 230	-
Utilities	£ 1,027	-	£ 906	-
Insurance	£ 1,584	-	£ 1,438	-
Repairs and Renewals	£ 1,610	-	£ 4,717	-
Materials and equipment	£ 991	-	£ 1,455	-
Stationery and Printing	£ 299	-	£ 374	-
Contribution to camp costs	-	-	-	-
Uniforms/badges/clothing	£ 2,416	-	£ 2,125	-
AGM and trustee expenses	-	-	£ 21	-
Cleaning	£ 340	-	£ 500	-
Gift Aid paid to Explorers	-	-	-	-
Sundries	£ 20	-	£ 19	-
<b>Sub total</b>	<b>£ 28,886</b>	<b>-</b>	<b>£ 23,905</b>	<b>-</b>
<b>Fundraising expenses</b>				
Santa Run/Christmas Fayre	£ 5,848	-	£ 3,064	-
Donkey Derby	£ 200	-	-	-
Other fundraising costs	-	-	-	-
Monies raised for external charities	£ 1,089	-	-	-
<b>Sub total</b>	<b>£ 7,137</b>	<b>-</b>	<b>£ 3,064</b>	<b>-</b>
<b>Total Gross Expenditure</b>	<b>£ 36,023</b>	<b>-</b>	<b>£ 26,970</b>	<b>-</b>
<b>Asset and investment purchases, etc.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>£ 36,023</b>	<b>-</b>	<b>£ 26,970</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>£ 2,999</b>	<b>-</b>	<b>-£ 3,501</b>	<b>-</b>
Cash funds last year end	£ 33,606	£ 1,328	£ 37,107	£ 1,328
<b>Cash funds this year end</b>	<b>£ 36,605</b>	<b>£ 1,328</b>	<b>£ 33,606</b>	<b>£ 1,328</b>

Note 2

# 5th Testwood Scouts

## Receipts and payments account

Year start date

Year end date

For the year from	Jan-22	To	Dec-22	
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### Statement of assets and liabilities at the end of the year

	2022		2021	
	Unrestricted funds £	Restricted funds £	Unrestricted funds £	Restricted funds £
<b>Cash funds</b>				
Bank current account (Group)	£ 10,857	1,328	£ 10,358	1,328
Bank current accounts (Sections)	£ 8,018	-	£ 5,974	-
Savings account	£ 5,843	-	£ 5,840	-
The Scout Association Short Term Investment Service	£ 10,726	-	£ 10,708	-
Cash/Floats	£ 1,161	-	£ 726	-
<b>Total cash funds</b>	<b>£ 36,605</b>	<b>1,328</b>	<b>£ 33,606</b>	<b>£ 1,328</b>
(agree balances with receipts and payments account)	ok	ok	ok	ok
<b>Other monetary assets</b>				
Tax claim	-	-	-	-
Debts due from the County/District	-	-	-	-
Insurance claim	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>				
Investment property - detail	-	-	-	-
Quoted investments	-	-	-	-
Other investments - detail	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Non-monetary assets for charity's own use</b>				
Badge stock	£ 800	-	£ 700	-
Garland Lodge (based on 2018 insurance valuation)	£ 495,000	-	£ 495,000	-
Garage QM Store	-	-	-	-
Explorer Den Portacabin	-	-	-	-
Motor vehicles	-	-	-	-
Scouting equipment, furniture etc	£ 3,400	-	£ 2,800	-
Other	-	-	-	-
<b>Sub total</b>	<b>£ 499,200</b>	<b>-</b>	<b>£ 498,500</b>	<b>-</b>
<b>Liabilities</b>				
Accounts not yet paid	-	-	-	-
Expenses incurred but not invoiced	-	-	-	-
Subscriptions not yet paid	-	-	-	-
Loan - detail	-	-	-	-
Other liabilities	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total net assets</b>	<b>£ 535,805</b>	<b>£ 1,328</b>	<b>£ 532,106</b>	<b>£ 1,328</b>

Note 3  
Note 3

#### Notes on the accounts.

Note 1: The higher income for the Totton Santa Run and Christmas Fayre was due to some monies from the 2021 event only being banked in the 2022 calendar year.

Note 2: The rent for the 2022-23 year was paid, along with back payments, in January 2023 and will be shown on those accounts. An increase in utilities as expected has not occurred this year and following further investigation in the beginning of 2023, we anticipate much higher costs in 2023.

Note 3: Asset items shown at nil value as they have depreciated fully. No market value remaining.

The above receipts and payments account and statement of assets and liabilities were approved by the trustees on 5th June 2023 and signed by the following:

Signature


Print Name

Chair	Hayley Simes
Treasurer	Steven Ball
Group Scout Leader	Steven Osborn



## Independent examiner's report to the trustees of 5<sup>th</sup> Testwood Scout Council

I report to the trustees on my examination of the accounts of the 5<sup>th</sup> Testwood Scouts for the year ended 31 December 2022.

### Responsibilities and basis of report

As the charity trustees of the 5<sup>th</sup> Testwood Scouts you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the 5<sup>th</sup> Testwood Scouts accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### 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, giving me cause to believe that in any material respect:

1. accounting records were kept in respect of the 5<sup>th</sup> Testwood Scouts as required by section 130 of the Act; and
2. the accounts accord with those 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:



Name: Siân Winter

Relevant professional qualification or membership of professional bodies (if any): CPFA (CIPFA membership number – 18311)

Address: Birchlands, Whitemoor Lane, Winsor, Southampton. Hants. SO40 2HD

Date: 27 June 2023

## Independent examiner's report to the trustees of 5<sup>th</sup> Testwood Scout Council

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