



Trustees' Annual Report



CHARITY COMMISSION
FOR ENGLAND AND WALES

For the period

From (start date) 0 6 0 4 2 3 to end date 0 5 0 4 2 4

Section A

Reference and administration details

Charity name

25th Southampton (Northam) Sea Scouts

Other names the charity is known by

Registered charity number (if any)

3 0 2 3 0 9

HQ registration number

Charity's principal address

Crosshouse Road

Southampton

Hampshire

Postcode S O 1 4 5 G Z

Names of the charity trustees who manage the charity

(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	John Antony Bradley	Chair	
2	David Simpson	Secretary	28/07/2023
3	Kara Congreve	Treasurer	
4	David Bowers	General Scout Leader	
5	Kevin Heslop	Beaver Section Leader	
6	Amber Dadswell	Cub Section Leader	19/08/2023
7	Adrian Norton	Scout volunteer	
8	Henry Hick	Explorer Section Leader	
9	Clive Aylett	Water Activities Coordinator	
10	Sarah Granger	Cub volunteer	19/09/2023
11	Oliver McLaggan	Beaver volunteer	19/09/2023
12	Judith Stevens	Parent representative	19/09/2023
13			
14			
15			

Names and addresses of advisers (optional information but encouraged as best practice)

(These will be published in the annual report of the charity)

Type of advisor	Name	Address
District Chairman	Veronica Radford	
District Commissioner	Joshua Smith	
Independent Examiner	Richard Jacob	
Architect	Monika Litowska	

Section B	Structure, governance and management
-----------	--------------------------------------

Description of the charity's trusts

Type of governing document (e.g. trust deed, constitution)	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 (e.g. trust, association, company)	The Group is a trust established under its rules which are common to all Scouts.
Trustee selection methods (e.g. appointed by, elected by)	The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

Additional governance issues (optional information but encouraged as best practice)

<p>You may choose to include additional information, where relevant, about:</p> <p>Policies and procedures adopted for:</p> <p>a) the induction and training of trustees;</p> <p>b) trustee' consideration of major risks and the systems and procedures to manage them</p>	<p>The Group is managed by the Group 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.</p> <p>The Trustee Board meets every 2 months and consists of the Chair, Treasurer and 12 Trustees (including 2 Ex Officio Trustees, and 2 co-opted Trustees).</p> <p>Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 months of joining the Board.</p> <p>This Group Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that gives young people skills for life.</p>
---	---

Section B	Structure, governance and management (continued)
-----------	--

Risk and Internal Control

The Group 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 building, 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 membership (capitation) fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all 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 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 all young people aged 6 to 18. If there was a reduction in membership in a particular section or the group as 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.
Internal financial controls are in place which include 2 signatories for all payments whether by cheque or online.

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p>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.</p> <p>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.</p>

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 objects

Each Section meets weekly during school term time and sometimes during holidays. The Section Leaders organise age appropriate indoor and outdoor activities so that the young people learn new skills and life lessons all within a fun and safe environment. Badges are earned for specific achievements in all Sections. As a Sea Scout Group, activities may be linked to the water particularly in the summer months. This year, including the many and varied water activities (sailing, kayaking, powerboating), the Group have had trips to Portsmouth Dockyard, Paultons Park, Injoy activity centre, Rock Up climbing, Christmas Panto and have been on various camps and taken part in activities such as bonfire night and an archery competition.

Additional details of the objectives and activities (optional information but encouraged as best practice)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- contribution made by volunteers;
- policy on investments.

The Group continually strives to provide a challenging, interesting, safe and fun environment where young people can excel. The Group is run on an entirely voluntary basis and the Section Leaders and helpers give their time and experience to inspire young people to challenge themselves, achieving personal goals by receiving badges whilst also having fun and allowing them to be part of a group where they can grow and take responsibility outside their normal daily life. Other volunteers are also key to the Group's success; the Headquarters and Marine equipment need to be maintained, the funds looked after, meetings organised, future plans made and activities supported. The Trustee Board review current and future requirements of the Headquarters and the marine equipment so that any investment is made as and when required to ensure the safety and future of the Group. Currently the Trustee Board is involved in the redevelopment of the building and the site.

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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The main achievement this year has been the continuation of a stable Group environment which has allowed the Sections to flourish and the formation of the Trustee Board with parent representatives. The Section Leaders continued

organising an array of wonderful activities and there was as much time on the water as possible. Several Scouts attended the World Scout Jamboree in South Korea. The site development progressed with planning application approvals, further discussions with the architect and clearing of rubbish from the Headquarters and the site.

Section E	Financial Review
<p>Brief statement of the charity's policy on reserves</p> <p>Quantify and explain any designations</p>	<p>Reserves Policy</p> <p>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 Trustee Board considers that the group should hold a sum equivalent to 12 months running costs, circa £20,000.</p> <p>The Group had a legacy donation that the Executive Board at the time decided to put towards development of the Headquarters and site. In last year's accounts the Site Development Fund was designated at £220,000. This financial year after consideration of the reserves for running costs and the balance of the Site Development Fund there are additional reserves of £13,434. This is above the level required for operating expenses and will be discussed by the Trustees.</p>
<p>Details of any funds materially in deficit (circumstances plus steps to eliminate)</p>	<p>NA</p>
Further financial review details (optional information)	
<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> the charity's principal sources of funds (including any fundraising); 	<p>The Group's Income is predominantly from monthly membership subscriptions and fundraising. The bulk of the fundraising is from supplying a local business with car parking facilities as well as the Group Leaders offering training and water activities to young people outside the Group. Other fundraising is generously given by donations from previous 25th Scouts. The Group adopted a low risk strategy to the investment of its designated funds so all funds are held in cash using only mainstream banks (Lloyds and Cambridge & Counties), building societies (Nationwide) and The Scout Association's Short Term Investment Service until it closed in May 2023. This financial year saw continued high interest rates which led to higher levels of interest as income. Expenditure is predominantly on Scout membership (capitation) fees, insurance and utilities, all of which allow scouting activities to take place. The Scout membership fees cover the national programme and support for the Group. Various insurance policies cover the building, land, contents, marine equipment and personal and accident medical expenses for non members (members are insured under the Scout Association membership fees). Volunteer purchases for activities are refunded and accounted for.</p> <p>Planning application approval means that the site development can progress.</p>

- how expenditure has supported the key objectives of the charity;
- investment policy and objectives;

RYA training was paid for 3 volunteers across the Sections and this ensures the young people can continue with water based activities. Insurance and maintenance of the Headquarters and marine equipment allows for weekly activities in a safe environment. The purchase of prepaid cards allows Section Leaders to not use their own funds before having expenses reimbursed and also allows for budgeting. Whilst expenditure on camps and events is covered by parent payments, upfront payments are made to suppliers such as campsites and activity centres.

The Trustees regularly monitor the account balances and the interest rates received to ensure the group obtains the maximum value and income from its banking arrangements. This has meant using accounts that require a period of notice before funds may be withdrawn and therefore monitoring cashflow is required. The large amount of funds has meant it has also been required to follow the Financial Services Compensation Scheme guidelines.

Section F

Other Optional Information

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

Since receiving the large legacy the plan has always been to revamp or rebuild the Headquarters. This year the plans were drawn up by an architect and approved by Southampton City Council. Following the investment criteria mentioned earlier, the designated funds will remain invested to ensure security and accessibility until such time as they are needed. Smaller investments will always be made in capital equipment to allow the young people to continue enjoying being a Sea Scout. The 75th anniversary of the Group will be held in June 2025.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

KJC

Full name(s)

Kara Jane Congreve

Position (eg Secretary, Chair)

Treasurer

Date

1 5 0 6 2 4



CHARITY COMMISSION
FOR ENGLAND AND WALES



25th Southampton (Northam) Sea Scout Group (Charity no. 302309) Receipts and payments account

Year start date

Year end date

For the year from	06-Apr-23	To	05-Apr-24
-------------------	-----------	----	-----------

Receipts and payments

	2023/24	2022/23
	Unrestricted funds	Unrestricted funds
	£	£
Receipts (A1)		
Membership		
Membership subscriptions (gross)	6,665	5,492
Explorer Partnership Fee	1,062	-
Canoe club rental	2,800	-
Sub total	10,527	5,492
Camps & Events		
Camps and events (gross)	4,213	2,909
Sub total	4,213	2,909
HQ income, Donations, Courses		
Hire of car park to St James Society	7,280	7,280
Hire of hall	-	-
Hire of toilet block	-	-
Hire of equipment	-	-
Donations	1,045	965
Gift Aid	-	-
Legacies	-	-
Grants	-	-
Training courses and water activities provided to 3rd parties	400	-
Other	-	636
Sub total	8,725	8,881
Investment income		
Bank interest	3,494	192
Building Society interest	3,065	1,422
Investment income	451	152
Sub total	7,010	1,766
Total Gross Income	30,474	19,047
Asset and investment sales, etc. (A2)	-	
Total receipts	30,474	19,047

25th Southampton (Northam) Sea Scout Group (Charity no.302309)

Receipts and payments account

Year start date

Year end date

For the year from	06-Apr-23	To	05-Apr-24
-------------------	-----------	----	-----------

Receipts and payments

	2023/24	2022/23
	Unrestricted funds	Unrestricted funds
	£	£
Payments (A3)		
Operational Running		
Membership fees	3,685	3,432
Youth programme and activity	523	-
Uniforms and badges	695	-
Gocardless transaction fees	416	419
Insurance	4,962	1,146
HQ Repairs and Maintenance	1,146	865
Marine Repairs and Maintenance	711	605
Marine fuel	31	-
Stationery and printing	103	-
AGM expenses	23	-
Car park permits	100	100
OSM prepaid cards x 5	50	-
Refunds	41	895
Volunteer expenses	-	3,428
Utilities	1,984	1,314
Sub total	14,468	12,204
Camps & Events		
Camp & Events	3,493	1,815
Sub total	3,493	1,815
Adult support and training		
RYA training	720	-
Sub total	720	-
Site Development	7,973	2,561
Sub total	7,973	2,561
Asset and investment purchases, etc. (A4)	-	
Total payments	26,654	16,580
Net of receipts/(payments)	3,820	2,467
Cash funds last year end (A6)	248,498	246,031
Prepaid card balance omitted last year	153	
Cash funds this year end	252,471	248,498

25th Southampton (Northam) Sea Scout Group (Charity no. 302309)

Receipts and payments account

Year start date

Year end date

For the year from	06-Apr-23	To	05-Apr-24
-------------------	-----------	----	-----------

Statement of assets and liabilities at the end of the year

	2023-2024 Unrestricted funds	2023-2024 Unrestricted funds
	£	£
Cash funds (B1)		
Lloyds Treasurers Account 00475086	18,577	16,243
Lloyds Business Bank Instant 07620812	55,805	101,122
Lloyds Business Bank Instant Online 38410468	400	396
Nationwide Business 95 Day Saver 90120204	90,397	87,332
Cambridge & Counties 95 Day Business Notice 15029536	86,807	-
Scout Short Term Investment Service 07749	-	43,405
OSM Prepaid card balance	485	
Total cash funds	252,471	248,498
(agree balances with receipts and payments account)	agreement error	ok
Other monetary assets (B2)		
Debts due from the District Canoe Club	700	2,800
Sub total	700	2,800
Investment assets (B3)		
Sub total	-	-
Non monetary assets for charity's own use (B4)		
Boats and marine equipment	60,425	60,425
	-	-
	-	-
Sub total	60,425	60,425
Liabilities (B5)		
Reserves Policy		
12 months running costs - designated funds	20,000	20,000
Site development - designated funds	219,037	220,000
	-	-
	-	-
	-	-
Sub total	239,037	240,000

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 15th June 2024 and signed on their behalf by

Signature

Tony Bradley

KJC

Print Name

JOHN ANTHONY BRADLEY Chair

KARA JANE CONGREVE Treasurer

England & Wales

Template 1: Unqualified report for a non-company charity preparing receipts and payments accounts with a gross income of £250,000 or less in the relevant financial year

Independent examiner's report to the trustees of 25th Southampton (Northam) Sea Scouts

I report to the trustees on my examination of the accounts of the 25th Southampton (Northam) Sea Scouts for the year ended 5 April 2024.

Responsibilities and basis of report

As the charity trustees of the 25th Southampton (Northam) Sea 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 25th Southampton (Northam) Sea 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 not kept in respect of the 25th Southampton (Northam) Sea Scouts as required by section 130 of the Act; or
2. the accounts do not 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: RICHARD SAROBI

Relevant professional qualification or membership of professional bodies (if any):

Address: 6 WORTHINGTON GARDENS, SOUTHAMPTON SO15 2L2.

Date: 26/05/24.