



**TO BE FORMALLY APPROVED BY
THE GROUP EXECUTIVE COMMITTEE
AT THE AGM ON 18th MARCH 2023**

**1st Sawbridgeworth Scout Group
Annual Report 2022**

Trustees' Annual Report

For the period from (start date) **01.01.2022** to (end date) **31.12.2022**

Section A – Reference and administration details

Charity name	1st Sawbridgeworth Scout Group
Other names that the charity is known by	Not applicable
Registered charity number (if any)	302582
Charity's principle address	c/o Mr N R Jones (Group Scout Leader) 1st Sawbridgeworth Scout Group Headquarters Kecksys, Sawbridgeworth Herts Postcode CM21 9DT

Names of the charity trustees who manage the charity

Trustee Name	Office (if any)	Dates acted if not for whole year
Mr P Richardson	Group Chairman	
Mr T Bill	Group Treasurer	
Mrs K Forbes-Jackson	Group Secretary	
Mr N Jones	Group Scout Leader	
Mr D Williams	Assistant Group Scout Leader	31 st August 2022
Mrs M Bray	Assistant Group Scout Leader	1 st September 2022
Mr L Ellington	GSL Nominated Member	
Mr A Everett	Blackfoot Cub Scout Leader	
Mr T Payne	Discovery Scout Leader	
Mr E Harries	Challenger Scout Leader	

Section A – Reference and administration details (continued)

Names and addresses of advisers (optional information)

	Type of advisor	Name	Address
1			
2			
3			
4			

Section B – Structure, governance and management

Description of charity's trusts

Type of governing document (e.g. trust deed, constitution)	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 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)

You may choose to include additional information, where relevant, about policies and procedures adopted for: a) the induction and training of trustees; b) trustee' consideration of major risks and the systems and procedures to manage them	The Group is managed by the Group Executive Committee, 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 Committee consists of 3 independent representatives (Chairman, Treasurer and Secretary), together with the Group Scout Leader, individual Section Leaders and representatives of parents and normally meets approximately 4 times a year. This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for: – The maintenance of Group property; – The raising of funds and the administration of Group finance; – The insurance of persons, property and equipment; – Group public occasions; – Assisting in the recruitment of leaders and other adult support; – Appointing any sub committees that may be required; – Appointing Group Administrators and Advisors other than those who are elected.
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Section B – Structure, governance and management (continued)

Risk and Internal Control

The Group Executive Committee has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate them. The main areas of concern that have been identified are:

- Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to The Scout Association's national accident insurance policy and, in addition, the Group Executive has recently decided to take out additional insurance cover for parent helpers and others who assist the Group on an ad-hoc basis. Risk Assessments are undertaken before all activities.
- Maintenance of a safe environment which prohibits the spread of any infectious virus in line with government guidelines, while continuing to support leaders and members physical and mental wellbeing.
- Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.
- The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and insurance policies to ensure that insurable risks are covered.

Section C – Objectives and activities

Summary of the objects of the charity set out in its governing document

The objects of the Group are as a unit of The Scout Association. The Aim of The Scout Association is to promote 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 method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.

Summary of the main activities in relation to these objects

By maintaining eight sections throughout 2022 (3 Beaver Colonies, 3 Cub Scout Packs and 2 Scout Troops), the 1st Sawbridgeworth Scout Group delivered a wide range of Scouting activities throughout the year for around 200 young people.

Additional details of the objectives and activities (optional information)

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

- policy on grant making;
- contribution made by volunteers.

Section D – Achievements and performance

Summary of the main achievements of the charity during the year

BEAVER SCOUTS & CUB SCOUTS

2022 was a year when Beaver Scouts and Cub Scouts were able to get back into a full mixed indoor and outdoor programme with most restrictions of the Covid-19 pandemic removed. Risk assessment and implementation of healthy and safe activities were still as ever an important feature of the programmes, whilst working towards achieving Challenge, Stage and Activity badges for all Beaver Scouts and Cub Scouts.

Bolstered by newer, eager leaders & supported by experienced long standing leaders, the programmes for both Beaver Scouts and Cub Scouts were put together at joint planning meetings, so all 3 sections enjoyed the same opportunities for both stimulating indoor and outdoor activities. Huge thanks go to all the section leaders who made all the different activities happen. Their differing and important skills are hugely valued and were very much brought to fruition during this year, the pleasure of joining in was clearly demonstrated by the young people themselves, who aimed to do their best at every opportunity.

BEAVER SCOUTS

Key activities for the Spring 2022 programme included outdoor fun with outdoor games for Space Badge, a visit to Gt St Mary's, a fabulous set of activities for learning about Money Skills and regular favourites of Chinese New Year and Pancake fun. Builder Badge gave the Beaver Scouts a chance to invent and build their own creations in any format or materials and to display and talk about these during our weekly sessions! Youth shaped Scouting at its best.

Key activities for the Summer 2022 Programme included an outdoor hike and a fabulous day at Tolmers Scout Activity centre with activities for Beaver Scouts including outdoor wide games, photo hunt & outdoor crafts. During our weekly sessions, they achieved their Gardeners, Athletics, Communications, Emergency Aid and Disability badges with a high proportion of time being outdoors! The usual St George's Day and May Fair events were well attended by the Cub Scouts, we were very proud of their behaviour at the parade and service.

Key activities for the Autumn 2022 programme again included outdoor fun & learning with fire lighting, orienteering at Pishiobury Park, Road Safety exercises and completion of the Experimenter badge. During our weekly sessions, they also completed Skills challenges and achieved their Digital Maker badge (learning to configure PCs).

Youth shaped Scouting and Community presence involved the Beaver Scouts donating food to the local Pop-Up Shop and a special time lighting candles was spent to remember our recently deceased long-serving monarch Queen Elizabeth II. The Beaver Scouts also enjoyed a Halloween party and attended the annual Remembrance Parade and

Service, again their attendance and behaviour was superb. The Sawbridgeworth Lights On event is a regular feature of the Sawbridgeworth Winter calendar, the Beaver Scouts enjoyed making lanterns to be displayed in Gt St Mary's church. It was a fabulous display.

Well done to all the Beaver Scouts, thanks to their amazing leaders and also for the fantastic help from parents to enable a great 2022 Scouting year! Thanks also to our regular young volunteers, your support and perspective is really valued by leaders and the Beaver Scouts!

CUB SCOUTS

Key activities for the Spring 2022 programme included Map Reading, Hobbies/Collector badges, a fabulous Spring Camp Activity Day with Fires, Shelters and active fun in the woods. There were regular Spring favourites of Chinese New Year and Pancake fun. This term also included an amazing session on Wood identification including hands-on identification and wood rolling fun. Whittling sessions continued the wood theme, the Cub Scouts made their own creations to take home. Disability games & learning completed this term's programme activities.

Key activities for the Summer 2022 Programme included an outdoor hike and a fabulous day at Tolmers Scout Activity centre with activities for Cub Scouts including outdoor archery, rolling climbing wall, tunnels, wide games, with an evening traditional campfire. Air activities and Bicycle maintenance badges were followed up by a Cub Pack outdoor bike ride and a fun Sports session. The usual St George's Day and May Fair events were well attended by the Cub Scouts, we were very proud of their behaviour at the parade and service.

Key activities for the Autumn 2022 programme kicked off with a special time lighting candles to remember our recently deceased long-serving monarch Queen Elizabeth II. The Cub Scouts supported the annual Remembrance Parade and Service by making fabulous wreaths the week before and again their attendance and behaviour at the event was superb.

The highlight of the Autumn term was an amazing, informative learning trip to Bayfordbury Observatory (University of Hertfordshire). The Cub Scouts also enjoyed a well-supported Cooking challenge and made lanterns for the Christmas Lights On event. The Cubs completed their Home Help badge, learning to iron and roll their own scarves, make tea and toast and importantly to sew a well-earned badge on to their Cub jumpers (a little support was sometimes required)!

Well done to all the Cub Scouts and to their superb, practical & patient leaders for a fabulous 2022! Big thanks again to all those Section Assistants and Parent Helpers who gave the support to make the practical sessions safe & fun; your continued support is much needed and appreciated. Special thanks also to our younger volunteers (either Young Leaders or DoE volunteers) who attend every week and help run activities, whose ideas and time offered is really appreciated by leaders and the Cub Scouts.

SCOUTS

Challenger and Discovery Troops run a mutual programme covering all 'normal' Troop evenings, Camps and major activities. Together we have had another busy and active year.

Spring Term 2022

We completed the Creative Challenge award at the start of the new term with the Scouts making Promotional videos, showing off some of the activities they get up to at Scouts. The postponed Christmas party was held in the last week of January 2022, we had pizza and silly Christmas games.

February saw us back at Priory Woods for our first Activity Day of the New Year, as usual we were practicing our camp skills; using axes and saws safely, fire lighting and cooking on fires, together with the chance to play a widgame around the woods.

We also started work on the World Challenge badge, with a Chinese New Year themed cooking night. We made bird boxes, ahead of a talk by Bob about his role caring for the wildlife of Pishiobury Park and a guided tour of the Park later in the term.

As usual "Pancake night" was well attended and everyone enjoyed making and eating lots of pancakes. We also had an outside 'Fires and cooking' night on the week before the clocks changed as this was the last chance to make fires on a Troop night in the dark until the autumn.

For our Winter Camp in March we visited the Chatham Historic Dockyard where we spent Saturday night on board HMS Cavalier (the last remaining WWII destroyer). On Sunday we visited the nearby Fort Amherst (Napoleonic Fort), which was built to defend the dockyard.

Summer Term 2022

After Easter we spent a couple of weeks getting ready for spring camp; learning how to pack a Rucksack, practising our Knots & lashings, Gadget making and practising tent pitching.

For our Spring Camp in May we went to the Danemead Campsite near Broxbourne. As we had been doing a lot of Bushcraft and basic camp craft over the pandemic, we decided it was time for something a little bit different with Spring Camp being an Activity based camp. Basically the camp had a series of challenges that need to be completed, each Scout had been given a booklet with each challenge explained. Most of the challenges had to be done by the whole Patrol, but a few were done in pairs or even as individuals. Over the weekend, as the challenges were done, they were be judged and points awarded, with a prize for the winners. Actually everyone won an Easter egg for their efforts, the winner had first choice to bag their favourite first.

As the weather improved we were out and about a lot more; one week was spent making boats out of "recycling materials", a couple of weeks later we were down on the river racing our boats; fair to say most didn't get that far!

We spent an evening in Pishiobury Park with Bob as part of the World Challenge badge trying to find and identify different types of tree from their bark and leaves.

As the summer term progressed we did many of our favourite summer evening activities like launching bottle rockets, strolling along the river Stort from the Moorhen back to the HQ, cycle maintenance evening in preparation for our annual cycle ride along the Flitchway on the longest day. Towards the end of the term we had an evening canoeing on the river with Whoosh, visited Southern Country Park in Thorley for an Orienteering evening before concluding the term with the traditional family BBQ, Widgame and Investiture and Awards night at the Priory Woods campsite.

Summer Camp 2022

The highlight of the year was our Summer Camp at Two Mile Bottom Scout Camp near Thetford in Thetford Forest. The weather was very warm and sunny for the whole week and we had a fantastic camp.

The programme made full use of the on-site activities - canoeing and swimming in the Little Ouse River that flows through the site. We cycled to the 'Grimes Graves' prehistoric flint mines via the fire breaks and forest roads. We spent a whole day at Pleasurewood Hills theme park and another day we visited the Blakeney Point area and walked out on to the mud flats hoping to see the seals (only to bring back some very muddy Scouts ☹).

We also spent a day at the Thetford Forest Park, making use of the mountain bike trails through the forest and the pump track to improve our mountain bike technique.

On the last day as tradition dictates we also had our traditional Camp Banquet and final night campfire.

Autumn Term 2022

Autumn term saw us continuing with the outdoor theme, cooking on wood fires (in the dark). We had a Games night, just for fun, before spending a couple of weeks working on the Navigators Badge, looking at different types of maps and route planning to devise a trail around the town to find clues and visit places of interest, one of these places was a quick stop at the fish & chip shop to buy a bag of chips.

We were able to go swimming with the District at Bishop's Stortford College again for the first time since the start of the pandemic. Generally working on the Stage 1 and 2 swimming badges.

As the nights got colder we were inside more often and had a couple of weeks doing Christmas craft with Andy Everett, making a mini Christmas tree with Paracord decorations.

The Green Beret challenge weekend was back and we entered two teams with Scouts from both Troops in each. The competition was held at Tolmers Activity Centre near Cheshunt and the weather was quite kind, the whole weekend was dry and not very cold. One of our teams made it into the top 30, considering there were over 150 teams altogether, that was a good achievement.

Mid-November saw us turn our attention to the annual Cooking Competition which ties in with the cooking section of the Creative Challenge award. This year we had William the District Commissioner, plus the three previous Sawbridgeworth Mayors all wanting to come and judge the competitions.

As usual the judges had a hard job deciding the winners of each competition due to the excellent cooking and team work of all the Patrols.

The year concluded with a joint Christmas party night on our last meeting of the term. As the pizza and silly Christmas games had gone down so well in January we decided to do the same again, great fun was had by all.

Section E – Financial review

Brief statement of the charity's policy on reserves

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 Executive Committee considers that the Group should hold a sum equivalent to 12 months running costs.

At the end of the year, income reserves amounted to £33,555.95 plus £35,074.27 in the Building Contingency fund.

Details of any funds materially in deficit

Further financial review details (optional information)

You may choose to include additional information, where relevant, about:

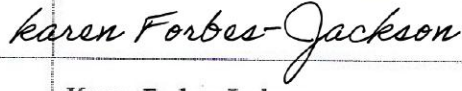
- The charity's principal sources of funds (including any fundraising);
- How expenditure has supported the key objectives of the charity;
- Investment policy and objectives

Section F – Other optional information

Section G – Declaration

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

Signed on behalf of the charity's trustees

Signatures		
Full names	Peter Richardson	Karen Forbes-Jackson
Position (e.g. Chairman, Secretary)	Chairman	Secretary
Date	18/03/2023	18/03/2023

D Receipts and Payments Accounts

CC16a

For the period from (start date) 01.01.22 to (end date) 31.12.22

(A1) Receipts

Budget 2022		Unrestricted Funds 2022	Unrestricted Funds 2021
	MEMBERS SUBSCRIPTIONS		
22,100	Subs from Sections	17,113.06	9,274.07
0	Less Levy Paid	0.00	53.50
22,100		17,113.06	9,327.57
	INVESTMENT INCOME RECEIVED		
0	Go Cardless Fees	0.00	0.00
2,000	Hall Rent	8,340.00	10,150.00
2,000		8,340.00	10,150.00
	DONATIONS / GRANTS		
0	Donations	0.00	1,050.00
0	Discount on Levy	0.00	0.00
5,525	Gift Aid	0.00	7,563.12
5,525		0.00	8,613.12
	ACTIVITIES		
0	Group Activities	9,489.67	1,406.25
0		9,489.67	1,406.25
	FUND RAISING (gross)		
0	Fund Raising	943.60	2,820.70
0		943.60	2,820.70
	OTHER INCOME		
0	Miscellaneous	10.35	10,240.93
0		10.35	10,240.93
	SUNDRY RECEIPTS		
0	Miscellaneous	0.00	0.00
0	Transfer of funds	0.00	0.00
0		0.00	0.00
29,625	TOTAL RECEIPTS FOR THE YEAR	35,896.68	42,558.57

Receipts and Payments Accounts

CC16a

For the period from (start date) 01.01.22 to (end date) 31.12.22

(A2) Payments

Budget 2022		Unrestricted Funds 2022	Unrestricted Funds 2021
	PREMISES		
2,500	Electricity	2,785.63	2,394.29
1,000	Insurance	1,060.73	893.61
2,000	Building Repairs/Maint	7,742.88	2,705.55
150	Water	169.67	391.67
<u>5,650</u>		<u>11,758.91</u>	<u>6,385.12</u>
	DONATIONS / GRANTS		
0	Donations	0.00	0.00
<u>0</u>		<u>0.00</u>	<u>0.00</u>
	ACTIVITIES		
4,000	Group Activities	13,958.50	5,071.46
0	Loan Repayment	0.00	0.00
250	Training	0.00	0.00
<u>4,250</u>		<u>13,958.50</u>	<u>5,071.46</u>
	FUND RAISING EXPENSES		
200	Fund Raising	20.00	20.00
<u>200</u>		<u>20.00</u>	<u>20.00</u>
	ADMINISTRATION / ESTABLISHMENT EXPENSES		
882	Administration	753.76	651.12
0	Cleaning	0.00	0.00
450	Lease	450.00	629.04
9,300	Annual Levy	8,232.00	5,831.50
<u>10,632</u>		<u>9,435.76</u>	<u>7,111.66</u>
	PURCHASE OF CAPITAL EQUIPMENT		
6,000	New Equipment	6,046.77	3,421.99
0	New Build	0.00	0.00
<u>6,000</u>		<u>6,046.77</u>	<u>3,421.99</u>
	SUNDRY PAYMENTS		
2,000	Badges	1,653.96	982.22
0	Miscellaneous Expenditure	123.50	260.47
5,000	Contingencies	0.00	0.00
<u>7,000</u>		<u>1,777.46</u>	<u>1,242.69</u>
<u>33,732</u>	TOTAL PAYMENTS FOR THE YEAR	<u>42,997.40</u>	<u>23,252.92</u>

Receipts and Payments Accounts

CC16a

For the period from (start date) 01.01.22 to (end date) 31.12.22

Receipts and Payments summary

	Unrestricted Funds 2022	Unrestricted Funds 2021
TOTAL RECEIPTS FOR THE YEAR	35,896.68	42,558.57
TOTAL PAYMENTS FOR THE YEAR	<u>42,997.40</u>	<u>23,252.92</u>
NET RECEIPTS FOR THE YEAR	-7,100.72	19,305.65
CASH, BANK & SIMILAR FUNDS LAST YEAR END	<u>75,348.62</u>	<u>56,042.97</u>
CASH, BANK & SIMILAR FUNDS THIS YEAR END	68,247.90	75,348.62

Receipts and Payments Accounts

CC16a

For the period from (start date) 01.01.22 to (end date) 31.12.22

(B) Statement of Assets and Liabilities at the end of the period

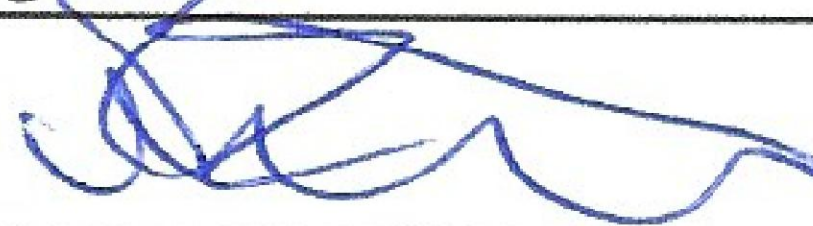
	2022	2021
B1 CASH FUNDS		
Cash in Hand / Floats	0.00	0.00
Treasurer's A/C	68,247.90	75,348.62
Business A/C	0.00	0.00
Scout Association Short Term Investment Service	0.00	0.00
	<u>68,247.90</u>	<u>75,348.62</u>
B2 OTHER MONETARY ASSETS		
n/a	0.00	0.00
	<u>0.00</u>	<u>0.00</u>
B3 INVESTMENT ASSETS		
n/a	0.00	0.00
	<u>0.00</u>	<u>0.00</u>
B4 ASSETS RETAINED FOR CHARITY'S OWN USE		
Motor vehicles	0.00	0.00
Scouting equipment, furniture, etc.	18,960.52	15,456.96
	<u>18,960.52</u>	<u>15,456.96</u>
TOTAL ASSETS	<u>87,208.42</u>	<u>90,805.58</u>
B5 LIABILITIES		
n/a	0.00	0.00
	<u>0.00</u>	<u>0.00</u>
TOTAL LIABILITIES	<u>0.00</u>	<u>0.00</u>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees at the meeting of the 1st Sawbridgeworth Group Executive on xxxx 2020 and signed on their behalf by:

Trustee and position

Peter Richardson - Chairperson

Nick Jones - Group Scout Leader

Signature**Date**

18-3-22

18/3/23

Independent Examiner's Report to the Trustees of the
1st Sawbridgeworth Scout Group
(Registered Charity No 302582)

I report on the accounts of the 1st Sawbridgeworth Scout Group ('the charity') for the year ended 31st December 2022, which comprise the Receipts and Payments Account, the Balance Sheet and related notes. This report is made solely to the Trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees for my examination work.

Respective responsibilities of Trustees and Examiner

As the charity's Trustees you are responsible for the preparation of the accounts; you consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- ◆ examine the accounts (under Section 145 of the Charities Act);
- ◆ to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the Charities Act); and
- ◆ to state whether particular matters have come to my attention.

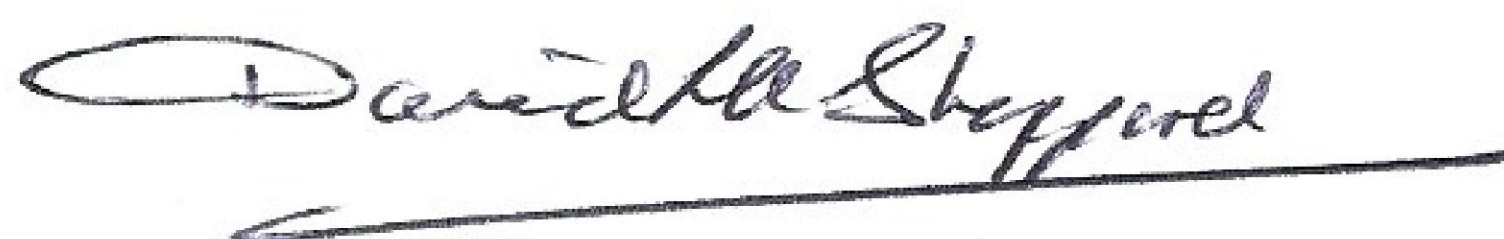
Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. That examination includes a review of the accounting records kept by the charity and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with Section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the requirements of the Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



D L A Sheppard BA (Hons), FCA
21 Avenue Road
Bishop's Stortford
Hertfordshire
CM23 5NT
16th March 2023