



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **01 04 2021** To **31 03 2022**

Charity name: **3<sup>rd</sup> Staines Scout Group**

Charity registration number: **305796**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The objectives of the group are as a unit of the Scout Association.</p> <p>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.</p> <p>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.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>We have provided a full and active programme across all 3 sections all year.</p> <p>We have maintained a good balance between our plans for improvement of the premises, cash flow and fund raising with concentration on leadership and recruitment.</p> <p>Subscriptions are charged for membership to cover immediate running costs of the Group and these do not unduly restrict membership. The Group follows the principle that no one should be excluded because of their inability to pay membership subscriptions.</p> <p>Two key principles demonstrate that Scouting's aims are for the public benefit are that through the Scout method young people develop towards their full potential and that there is a clear link between the benefits for young people and the purpose of Scouting.</p> <p>The safety of young people is taken very seriously and the benefits Scouting activities provide far outweigh the risks. Any private benefits from Scouting are incidental, other than to those as a beneficiary.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>All Trustees have undertaken appropriate training as part of their induction into the Scout Organisation.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
		<b>N/A</b>

Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	N/A
Other		N/A

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Again, during the Covid Lock down we have maintained a Zoom program for members. We gave parents the choice of reducing their Subscriptions in line with their current financial circumstances. Member numbers declined mainly because we did not recruit new members to a totally Zoom presentation of the program.</p> <p>The year ended in March 2022 with normal meetings resuming in the year.</p> <p>Resumed programmes/camps running well, with good engagement and support from parents. Planning and fundraising for the Scout Switzerland trip has resumed.</p> <p>We have addressed the safety of the outside area and drive with improved the illumination in the outside area.</p> <p>Beavers 33, Cubs 25, Scouts 35.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	N/A
Performance of fundraising activities against objectives set	Para 1.41	N/A
		N/A

Investment performance against objectives	Para 1.41	
Other		N/A

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The financial position of the group is very strong at the end of the year, achieved through conscientious delivery of the Scouting programme and supplemented by COVID grants from the government. The group is very lucky to have such a committed group of people delivering it's excellent programme who are committed to maximising the Group's resources.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	At the end of the year the Group held just over £60,000 in respect of Unrestricted Funds, more than would normally be considered necessary. Normality post COVID has now been largely achieved, however the Trustees continue to monitor the Group's reserves and will act as required. There was over £45,000 held as Restricted Funds at the end of the year, representing monies received in respect of the proposed trip to Switzerland net of amounts paid out in respect thereof.
Amount of reserves held	Para 1.22	At the end of the year the Group is holding £109k in current net assets (essentially cash at bank), of which £45k is restricted.
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no concerns about the going concern status of this charity.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The principal sources of income are membership subscriptions, fundraising (supported by Gift Aid) and occasional grants.
Investment policy and objectives including any social investment policy adopted	Para 1.46	The Group's Income and Expenditure is relatively small and therefore 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 or The Scout Association's Short Term Investment Service.
A description of the principal risks facing the charity	Para 1.46	<p>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 against them.</p> <p>The main areas of concern that have been identified are:</p> <ul style="list-style-type: none"> <li>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</li> </ul>

		<p>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 capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Reduction or loss of members. The Group provides activities for all young people aged 6 to 14. 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.</li> </ul> <p>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 a comprehensive insurance policies to ensure that insurable risks are covered.</p>
Other		N/A

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	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 is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The Group is a charity established under its rules which are common to all Scouts.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

**Additional information (optional)**

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>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.</p> <p>The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, individual Section Leaders and Parent's representation and meets every 2 months. This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:</p> <ul style="list-style-type: none"> <li>• The maintenance of Group property;</li> <li>• The raising of funds and the administration of Group finance;</li> <li>• The insurance of persons, property and equipment; Group public occasions;</li> <li>• Assisting in the recruitment of leaders and other adult support;</li> <li>• Appointing any sub committees that may be required;</li> <li>• Appointing Group Administrators and Advisors other than those who are elected.</li> </ul>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	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.
Relationship with any related parties	Para 1.51	N/A
Other		N/A

**Reference and Administrative details**

Charity name	3rd Staines Scout Group
Other name the charity uses	
Registered charity number	305796
Charity's principal address	15 Westbourne Road Staines Middx TW18 1HF

**Names of the charity trustees who manage the charity**

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
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1	Bob Knight	Group Scout Leader		
2	Graham Peterkin	Group Chairman		
3	Moya Zenonos	Group Secretary		
4	Andrew Williams	Group Treasurer	To Jan 2021	
5	David Moore	Group Treasurer	Jan 2021-Aug 2021	
6	Sarah Drabwell	Group Treasurer	From Aug 2021	
7	Linda Knight	Beaver Scout Leader		
8	Alan Jones	Cub Scout Leader		
9	James Ayling	Scout Leader		
10	Roger Dix	Group President		
11	Richard Ross	Parent		
12	Lorraine Hyman	Parent		
13	Mel Warren	Parent		
14	John Robinson	Parent		
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

<b>Director name</b>		
<b>None</b>		

Name of trustees holding title to property belonging to the charity

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	

### Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for	n/a

safe custody and segregation of such assets from the charity's own assets	
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### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Bankers	Barclays Bank PLC	71 High Street, Staines
Examiner	CP Mason	1 Royal Crescent, London W11 4SL

#### Name of chief executive or names of senior staff members (Optional information)

N/A
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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A
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### Other optional information

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### Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
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Full name(s)		
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Position (eg Secretary, Chair, etc)		
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**Date**



# 3rd Staines Scout Group 305796

## Receipts and Payments Account

Year start date

Year end date

For the year from	1st April 2021	To	31st March 2022
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### Receipts and payments

	2021/22			2020/21
	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	£	£	£	£
<b>Receipts</b>				
<b>Donations, legacies and similar income</b>				
Membership subscriptions	12,569	-	-	12,569
Donations	-	-	-	-
Legacies	-	-	-	-
Gift Aid	6,142	-	-	6,142
Other similar income	1,493	-	-	1,493
<b>Sub total</b>	<b>20,204</b>	<b>-</b>	<b>-</b>	<b>20,204</b>
<b>Grants</b>				
Maintenance grant	-	-	-	-
Other grants	8,000	-	-	8,000
<b>Sub total</b>	<b>8,000</b>	<b>-</b>	<b>-</b>	<b>8,000</b>
<b>Fundraising events (gross)</b>				
Sections		8,004	-	8,004
Fairs	735	4,633	-	5,368
Biathlon	-	2,054	-	2,054
Other fundraising activities	1,440	1,437	-	2,877
<b>Sub total</b>	<b>2,175</b>	<b>16,128</b>	<b>-</b>	<b>18,303</b>
<b>Scout hut income</b>				
Hire of building	-	-	-	-
Hire of equipment	-	-	-	-
Other Scout hut income	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Investment income</b>				
Bank interest	7	-	-	7
Building Society interest	-	-	-	-
The Scout Association Short Term Investment Service	15	-	-	15
Other investment income	-	-	-	-
<b>Sub total</b>	<b>22</b>	<b>-</b>	<b>-</b>	<b>22</b>
<b>Total Gross Income</b>	<b>30,401</b>	<b>16,128</b>	<b>-</b>	<b>46,529</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>30,401</b>	<b>16,128</b>	<b>-</b>	<b>46,529</b>

# 3rd Staines Scout Group 305796

## Receipts and Payments Account

Year start date

Year end date

For the year from	1st April 2021	To	31st March 2022
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### Receipts and payments

	2021/22			2020/21
	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	£	£	£	£
<b>Payments</b>				
<b>Charitable Payments</b>				
Membership subscriptions paid on (National/County/Area/District)	4,466	-	-	3,965
Youth programme and activities	5,182	904	-	19,916
Adult support and training	-	-	-	-
Rent	-	-	-	-
Water and Sewerage	55	-	-	141
Electricity and Gas	379	-	-	277
Insurance	2,063	-	-	1,187
Repairs and Renewals	204	-	-	338
Materials and equipment	567	-	-	954
Printing and photocopying	-	-	-	229
Contribution to camp costs	430	-	-	-
Uniforms	-	-	-	147
AGM and trustee expenses	-	-	-	-
Minibus and transport	3,317	-	-	1,182
Sundry	135	-	-	256
	-	-	-	-
<b>Sub total</b>	<b>16,798</b>	<b>904</b>	<b>-</b>	<b>28,592</b>
<b>Fundraising expenses</b>				
Fairs		195	-	20
	-	-	-	-
	-	-	-	-
Other fundraising costs	-	571	-	-
<b>Sub total</b>	<b>-</b>	<b>766</b>	<b>-</b>	<b>20</b>
<b>Total Gross Expenditure</b>	<b>16,798</b>	<b>1,670</b>	<b>-</b>	<b>28,612</b>
<b>Asset and investment purchases etc</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>16,798</b>	<b>1,670</b>	<b>-</b>	<b>28,612</b>
<b>Net of receipts/(payments)</b>	<b>13,603</b>	<b>14,458</b>	<b>-</b>	<b>40,752</b>
Transfers between funds	-	-	-	-
Cash funds last year end	50,181	30,947	-	40,376
<b>Cash funds this year end</b>	<b>63,784</b>	<b>45,405</b>	<b>-</b>	<b>81,128</b>

# 3rd Staines Scout Group 305796

## Receipts and Payments Account

Year start date

Year end date

For the year from	1st April 2021	To	31st March 2022
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### Statement of assets and liabilities at the end of the year

	31st March 2022			31st March 2021
	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	£	£	£	£
<b>Cash funds</b>				
Bank current account	54,957	45,405	-	100,362
Bank deposit account	-	-	-	-
Building society account	-	-	-	-
The Scout Association Short Term Investment Service	8,827	-	-	8,827
Cash/Floats	-	-	-	7
<b>Total cash funds</b>	<b>63,784</b>	<b>45,405</b>	<b>-</b>	<b>109,189</b>
(agree balances with receipts and payments a/c)	ok	ok	ok	ok
<b>Other monetary assets</b>				
Tax claim	-	-	-	-
Debts due from the County/Area/District/Group	-	-	-	-
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</b>				
Badge stock	-	-	-	-
Shop stock	-	-	-	-
Other stock	-	-	-	-
Land and buildings	185,000	-	-	185,000
Motor vehicles	12,000	-	-	12,000
Scouting equipment, furniture etc	60,000	-	-	60,000
Other	-	-	-	-
<b>Sub total</b>	<b>257,000</b>	<b>-</b>	<b>-</b>	<b>257,000</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>320,784</b>	<b>45,405</b>	<b>-</b>	<b>366,189</b>
				<b>338,128</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 13th October 2022 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature	Print Name
	Chair
	Treasurer



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **01 04 2021** To **31 03 2022**

Charity name: **3<sup>rd</sup> Staines Scout Group**

Charity registration number: **305796**

## Objectives and Activities

	SORP reference	
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Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>We have provided a full and active programme across all 3 sections all year.</p> <p>We have maintained a good balance between our plans for improvement of the premises, cash flow and fund raising with concentration on leadership and recruitment.</p> <p>Subscriptions are charged for membership to cover immediate running costs of the Group and these do not unduly restrict membership. The Group follows the principle that no one should be excluded because of their inability to pay membership subscriptions.</p> <p>Two key principles demonstrate that Scouting's aims are for the public benefit are that through the Scout method young people develop towards their full potential and that there is a clear link between the benefits for young people and the purpose of Scouting.</p> <p>The safety of young people is taken very seriously and the benefits Scouting activities provide far outweigh the risks. Any private benefits from Scouting are incidental, other than to those as a beneficiary.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>All Trustees have undertaken appropriate training as part of their induction into the Scout Organisation.</p>

### Additional information (optional)

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	SORP reference	
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**Additional information (optional)**

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Other		N/A

**Reference and Administrative details**

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Other name the charity uses	
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**Names of the charity trustees who manage the charity**

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
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1	Bob Knight	Group Scout Leader		
2	Graham Peterkin	Group Chairman		
3	Moya Zenonos	Group Secretary		
4	Andrew Williams	Group Treasurer	To Jan 2021	
5	David Moore	Group Treasurer	Jan 2021-Aug 2021	
6	Sarah Drabwell	Group Treasurer	From Aug 2021	
7	Linda Knight	Beaver Scout Leader		
8	Alan Jones	Cub Scout Leader		
9	James Ayling	Scout Leader		
10	Roger Dix	Group President		
11	Richard Ross	Parent		
12	Lorraine Hyman	Parent		
13	Mel Warren	Parent		
14	John Robinson	Parent		
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20				

Corporate trustees – names of the directors at the date the report was approved

<b>Director name</b>		
<b>None</b>		

Name of trustees holding title to property belonging to the charity

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	

### Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for	n/a

safe custody and segregation of such assets from the charity's own assets	
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### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Bankers	Barclays Bank PLC	71 High Street, Staines
Examiner	CP Mason	1 Royal Crescent, London W11 4SL

#### Name of chief executive or names of senior staff members (Optional information)

N/A
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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A
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### Other optional information

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### Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
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Full name(s)		
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Position (eg Secretary, Chair, etc)		
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**Date**