

## Second Durrington Sea Scout Group

### Trustees' Annual Report

**For the period from 1st April 2024 to 31st March 2025**

#### **Section A Reference and administration details**

**Charity name:** 2nd Durrington Sea Scout Group  
**Registered charity number:** 305912  
**Charity's principal address:** Scout Headquarters, Pond Lane, Worthing, West Sussex BN13 2RH

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

Trustee name	Office or capacity
Sharon Gorf	Chair
Ted Thorpe	Deputy Chair
Matt Edwards	Group Scout Leader (GSL)
Emma Norton	Section Leader
Andrew Carter	Treasurer
Andrew Swayne	Assistant Group Scout Leader (AGSL)
Rosemary Pond	Secretary
Tom Worfolk	
Gemma Cooper	
Karen Braisby	

**Names and addresses of advisers:** n/a

#### **Section B Structure, governance, and management**

##### **Description of the charity's trusts**

Type of governing document	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 (POR) of The Scout Association including the current constitution for Groups in POR.
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.

##### **Additional governance issues**

The Group is managed by the Board of Trustees of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities, which includes the registration, keeping proper accounts, and making returns to the Charity Commission as appropriate.

The Board of Trustees comprises three independent representatives - Chair, Treasurer, and Secretary - together with the Group Scout Leaders, individual section leaders, parent representation, and co-opted members with specific responsibilities. It normally meets every two months face to face but in exceptional circumstances by Zoom videoconferencing. It also discusses matters & makes interim decisions by email.

This Board of Trustees 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

### Risk and internal control

The Board of Trustees has identified the major risks to it believes 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:

- **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 loss.
- **Injury to leaders, helpers, supporters, and members.** The Group, through the capitation fees, contributes to the Scout Association's national accident insurance policy. Risk assessments are undertaken before all activities.
- **Reduced income from fund raising.** The Group is primarily reliant on income from subscriptions and fundraising. The group holds a reserve to ensure 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 on volunteers to run and administer activities. If the number of leaders was reduced 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, 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, or, in the worst case, of the Group.

## Section 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 aim of which is to promote the development of young people so that they may achieve 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 objectives

The Group has a Squirrels drey, two Beaver colonies, two Cub packs, a Scout Troop, and an associated Explorer Unit. Royal Navy Recognition is retained annually, and RN-sponsored events are supported. All sections run programmes based on the Scout Association aims, using the expertise of its leaders to deliver good quality scouting.

The Group has a well-established and strong Executive Committee, which ensures that positive direction and support are maintained.

## Section D Achievements and performance

Summary of the main achievements of the charity during the year

The group has broadly maintained numbers and has had some changes in section leaders which is normal. All sections have opportunities to undertake nights away experiences with a range of opportunities being offered. We have continued to work with our partner Explorer

unit which has good numbers and have maintained one troop, two cub packs, two beaver colonies and introduced a squirrels drey

## Section E Financial review

### Reserves policy

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, and otherwise ensures funds will be available for unforeseen major repair works. The Board of Trustees considers that the Executive Account should, as a minimum, hold a sum equivalent to twelve months essential operating costs - approximately £9,500. Currently, significant additional funds are being held for necessary major repairs to, or replacement of, the HQ building roof.

Funds materially in deficit

None

### Investment policy

The charity's main sources of income, and its investment strategies

The Group's main income is from members' subscriptions, fundraising, and contributions from third parties for use of premises.

The Group does not have sufficient funds to invest in longer term investments and has therefore adopted a risk-averse strategy to the investment of its funds. Funds are held in current and savings accounts with Lloyds Bank.

## Section F Other information

Plans for future periods, and details of any significant activities planned to achieve them

One of the groups main objectives is to fix the leaking roof, add solar panels and to build an annex to the side of the existing hut to allow better facilities for disabled and less advantaged members. Greater than normal reserves are being held to help fund these projects. We are also looking to use OSM more throughout the group so gift aid information is recorded more easily and communication to parents is improved.

## Section G Declaration

The trustees declare that they have approved the report above.

Signed on behalf of the charity's trustees by:

Signature:




Name:

Sharon Gorf

Matt Edwards

Position:

Chair

Group Scout Leader

Date:

04.10.2025.

4/10/25

## 2nd DURRINGTON SEA SCOUT GROUP

### Receipts and Payments Account, Assets and Liabilities

for the year from 01 Apr 24 to 31 Mar 25

#### Receipts and payments

	2023/24	2024/25
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Subscriptions, donations, similar income</b>		
Membership subscriptions	19,960	23,311
Less membership subscriptions paid as capitation	(15,497)	(18,651)
Net membership subscriptions retained	4,463	4,660
Donations	4,815	11,219
Gift Aid	-	9,601
Sub total	9,278	25,480
<b>Grants</b>		
Premises grants	-	-
Equipment and other grants	-	-
Sub total	-	-
<b>Fundraising (gross)</b>		
Fundraising activities	4,017	5,932
Sub total	4,017	5,932
<b>Investment income</b>		
Bank interest	293	260
Other investment income	-	-
Sub total	293	260
<b>Other receipts</b>		
Activities	15,385	11,759
Use of facilities	11,814	14,406
Badges and uniform	-	96
Sundry receipts	48	182
Sub total	27,247	26,443
<b>Total gross income</b>	<b>40,835</b>	<b>58,115</b>
<b>Payments</b>		
<b>Operating expenses</b>		
Adult support and training	491	1,428
Rent	625	125
Water, refuse collection, rates	-	-
Electricity	3,447	3,318
Premises maintenance/cleaning/works	9,131	11,099
Equipment purchase/maintenance	8,919	1,523
Insurance - premises/equipment	3,442	5,066
Admin, org, stationery, etc	1,444	1,793
Sub total	27,500	24,351
<b>Fundraising expenses</b>		
Fundraising expenses	-	-
Sub total	-	-
<b>Other payments</b>		
Youth activities	18,759	19,102
Badges and uniform	604	1,815

Bank charges	-	-
Sundry payments	-	234
Sub total	19,363	21,151
<b>Total gross expenditure</b>	<b>46,863</b>	<b>45,502</b>
<b>Net of receipts/(payments)</b>	<b>(6,028)</b>	<b>12,613</b>
Funds last year end	49,383	43,311
<b>Funds this year end</b>	<b>43,355</b>	<b>55,924</b>

#### Statement of assets and liabilities at the end of the year

	31st March 2024 Unrestricted funds £	31st March 2025 Unrestricted funds £
<b>Assets</b>		
<b>Cash funds</b>		
Bank current account	19,984	32,337
Bank deposit account	23,372	23,588
Cash	-	-
Sub total	43,355	55,924
<b>Other monetary assets</b>		
Gift aid (estimated)	4,000	-
Debts due from the County/District	-	-
Tax claim	-	-
Sub total	4,000	-
<b>Investment assets</b>		
Investment property	-	-
Other investments	-	-
Sub total	-	-
<b>Non monetary assets for charity's own use</b>		
Badge stock	120	120
Other stock	-	-
Land and buildings	80,000	80,000
Scouting equipment, furniture etc	16,500	16,500
Sub total	96,620	96,620
<b>Total assets</b>	<b>143,975</b>	<b>152,544</b>
<b>Liabilities</b>		
Accounts not yet paid	-	-
Commercial expenses incurred but not invoiced	-	-
Individual expenses incurred but not presented (estimate)	4,000	4,000
Loan - detail	-	-
<b>Total liabilities</b>	<b>4,000</b>	<b>4,000</b>
<b>Net asset / liabilities</b>	<b>139,975</b>	<b>148,544</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on the 08 Oct 2024 and signed on their behalf by

Signature




Print name

**Sharon Gorf**

Chair

**Andrew Carter**

Treasurer

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to trustees/ members of

2nd DURRINGTON SEA SCOUT GROUP

On accounts for  
the year ended

Charity no.

305912

Set out on pages

1-2

**Respective  
responsibilities of  
trustees and  
examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the 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 applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

**Basis of  
independent  
examiner's  
statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the 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 material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Delete the words in the brackets if they do not apply*

Signed:



Date:

02/10/2025

Name:

Jane Winter

**Relevant  
professional  
qualification(s)  
or body (if  
any):**

Address:

16 Burlington Road, Worthing

## Section B

## Disclosure

*Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts and guidance for examiners).*

**Brief details of any items that the examiner wishes to disclose**