

## Board of Trustees Annual report.

**For the period:** 1st of March 2024 to the 28th of February 2025.

### Section A. Reference and administration details.

<b>Charity name:</b>	42nd Leicester (Glenfield) Scout Group.
<b>Registered charity number:</b>	503428
<b>Charity's Principal Address:</b>	42nd Scout Group Stamford St. Glenfield, Leicester. LE3 8DL

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

Trustee Name.	Office (if any)	Dates acted if not for whole year
Barbara Karen Jeffrey		
Christopher Wedd	Scout District Lead Volunteer	
Leslie Anthony Withers	Chair	
Lee Anthony Stephens		07/07/2025
Peter Leslie Fox		
Joanne Elizabeth Rogerson	Treasurer	
Lynda Ann Withers	Cub Section Volunteer	
Helen Maher	Beaver Section Volunteer	

### Names and addresses of advisers (Optional information but encourage as best practise)

Type of advisor	Name	Address
Nil		

## **Board of Trustees Annual report.**

**For the period:** 1st of March 2024 to the 28th of February 2025.

### **Section B                      Structure, Governance and Management.**

#### **Description of the Charities Trust; Type of governing document.**

The Group's governing documents are those of the Scouts Association. They consist of a Royal Charter, which gives authority to bylaws of the association and the Policy, Organisation and Rules of the Scouts Association.

The group has adopted the constitution of the Scout Association. It is briefed and approved at each Annual General Meeting

#### **How the charity is constituted.**

The group is a trust established under its rules, which are common to all Scouts.

#### **Trustee selection method.**

The trustees are appointed in accordance with the Policy, Organisation and Rules of the Scouts Association.

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

The Group is managed by the Board of Trustees, the members of which are the 'Charity's Trustees' of the Scout Group, which is an educational charity. As charity trustee's members are responsible for complying with legislation applicable to most, if not all charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as when appropriate.

#### **Policies and procedures adopted for: a) The induction and training of trustees; b) Trustee consideration of major risk and the systems and procedures to manage them.**

The Board of Trustees consist of independent representatives which include the Chair and the Treasurer together with the Group Lead Volunteer (or the District Lead Volunteer if the Group Lead Volunteer role is vacant), Representatives from the scouting sections and parent's representation. The Board of Trustees meets at least once every school term.

Members of the Board of Trustees complete mandatory training consisting of:

1. Core information (Fundamentals of Scouting).
2. Safety
3. Safeguarding
4. Trusteeship
5. GDPR

The Board of Trustees exists to support the Group Lead Volunteer in fulfilling the responsibilities of their role. The Board of Trustees has responsibility for:

- Selecting and appointing Trustees
- Maintenance of the group assets.
- Raising of funds and the administration of group finance.
- The insurance of persons., property and equipment.

## **Board of Trustees Annual report.**

**For the period: 1st of March 2024 to the 28th of February 2025.**

- Supporting the recruitment of adult volunteers.
- Appointing any subcommittees that may be required.
- Appointing group administrators and advisers other than those who are elected.

### **Risk and Internal Control.**

The Board of Trustees has identified major risks to which they believe the Group is exposed. These have been assessed, reviewed and systems have now been established to mitigate them. The main areas of concern that have been identified are:

- Damage to the headquarters building, other property and equipment. In the event that the Group's assets are temporarily unavailable or unusable, the Group would request the use of buildings, property and equipment from neighbouring organisations such as the Church, Community Centre and other scout groups.
- Injury to adult volunteers and young members. The Scout Group, through capitation fees, contribute to the Scout Association national accident Insurance policy. Risk assessments have been undertaken for users of the headquarters building and control measures are in place. Specific risk assessments are undertaken before all on and off-site activities.
- The Group primarily relies on income from subscriptions, third-party hall rentals and fund raising. Despite the current financial crisis, the Group has continued to maintain a healthy financial reserve which has provided a cushion against future hardships. In fact, the group has been able to create a Support Fund aimed at Parents/Guardians and Carers who have been struggling to pay for membership subscriptions and one-off activities.
- A significant risk would be a shortage of adult volunteers. Without sufficient adult volunteers it would not be possible to safely continue its operations. If there was a reduction in the number of leaders in any section or in the Group as a whole, then there will inevitably have to be a contraction and/or consolidation or closure of a section. In the worst-case scenario this could mean the complete closure of the Group.
- Reduction or loss of members. The group provides activities for young people aged 6 to 14½. If there was a Group reduction in membership in a particular section or the Group, there would need to be a contraction, consolidation or closure of a section. Fortunately, the Group has a very long waiting list of young people who want to join, attracted by the positive feedback from other young people and their parents/Guardians/Carers.

Risk from loss of income has been assessed and a reserve policy is in place to ensure sufficient revenue funding for at least one year.

## **Board of Trustees Annual report.**

**For the period: 1st of March 2024 to the 28th of February 2025.**

### **Section C Objectives and Activities.**

**Summary of the objective of the charity set out in its government document.**

#### **The Purpose, Values and Method of Scouting**

Fundamentally Scouting exists to actively engage and support young people in their personal development, empowering them through to adulthood and to assist them to make a positive contribution to society. Scouts teaches young people to act with integrity and be honest, trustworthy and loyal, to have respect for themselves and for others and to support each other and take care of the world in which we live. All Scouts aspire to be tolerant and have respect for each other's religious beliefs and values.

Scouting takes place when young people, in partnership with adults, work together based on the values of scouting and:

- Enjoy what they're doing and have fun.
- Take part in activities indoor and outdoor.
- Learn and achieve 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 objectives.**

The 42nd Leicester (Glenfield) Scout Group has two full Beaver Colonies (for children 6 to 8 years-old), two full Cub Packs (for children 8 to 10½ years-old and 2 full Scout Troops (for children 10½ to 14½ years-old). The Group also has a partnering agreement with a District Explorer Scout Unit (for children 14½ to 18 years-old). The group runs weekly meetings for each section during School Terms. Outdoor activities are organised throughout the school holidays. The group. participates in district and county camps and daytime trips and visits throughout the whole of the year.

#### **Additional details of the objectives and activities (optional information but encouraged as best practise)**

Scouting has been demonstrated to improve the life, skills and opportunities of its young members and its adult volunteers. This is reflected in its branding which states; 'Skills for Life' and Building Better Futures. This is the value the Group adds to our local community.

#### **Public Benefit Statement.**

The Group meets the Charity Commission's public benefit criteria under the both the advancement of education and the advancement of citizenship. Or community development criteria.

## **Board of Trustees Annual report.**

**For the period: 1st of March 2024 to the 28th of February 2025.**

### **Section D Achievements and Performance.**

**Summary of main achievements of the Charity during the year 2024 to 2025.**

#### **Membership - Stalled Growth**

The year was the first time in 10 years that our membership numbers did not grow, in fact we were down by 9 from the previous year. This indicated the fact that every section was at the maximum size that can safely and effectively managed by our volunteer teams. Nonetheless they continued to do exceptional work at both section level and behind the scenes.

At the end of the year our Group supported:

- 42 Beavers in 2 Colonies
- 56 Cubs in 2 Packs
- 50 Scouts in 2 Troops

#### **Key achievements and challenges**

We continued to provide a full and challenging programme for all our members, as evidenced by 1577 badges being awarded across all sections. That included 23 Bronze, Silver and Gold awards – the top award in each section.

Thanks to our sound income stream we were able to continue supporting members who, because of financial difficulties, might otherwise miss out on scouting opportunities. We will continue to do this as long as we are able.

#### **The Way We Work**

In December 2024 the Scout Association launched a programme of changes to the way we work as adult volunteers. We no longer have roles called leaders, we have volunteers and lead volunteers – a change that is aimed at ensuring that everyone understands that we do what we do in our own time and for free - that change has not proved entirely popular.

Changes are designed to make the process of finding and integrating volunteers into the movement (known as the volunteer journey) simpler. The process is supported by a new online management system. That system has not been without its problems and our volunteers, particularly our lead volunteers, has found it very time-consuming

#### **Financial Status**

We benefit from income from three long-term renters. That income has, for some years, enabled us to maintain the building and to provide equipment. It ensures that funds raised from membership fees can be spent on providing resources and activities for each section. From January 2025 and in the future that income is reduced by over 30% due to changed user patterns. That change has required us to focus on income generation alternatives and budget reviews; that work is ongoing but there are no immediate concerns.

## **Board of Trustees Annual report.**

**For the period:** 1st of March 2024 to the 28th of February 2025.

### **HQ Building**

The Scout Association demands strict property management requirements. We are in a fairly strong position and we have a small team who carry out monthly health and safety checks and we employ contractors for any specialist repairs, and we now have a volunteer who can advise on statutory requirements and can appoint suitable contractors.

During 2025 we plan to install solar PV panels and a battery system and to install new heating in the main hall. That will reduce our energy costs and reduce heater noise so that volunteers can run meetings and keep warm at the same time.

## **Board of Trustees Annual report.**

**For the period: 1st of March 2024 to the 28th of February 2025.**

### **Section E**

### **Financial Review**

#### **Reserves policy.**

The Group's policy on reserve is based on risk assessments and designed to quantify sufficient funds to continue the charitable activities of the Group should any income or fund-raising activities fall short, or if there is a reduction of use of the Group's HQ building. The process for establishing a minimum reserves target has been reviewed and recently agreed. By the Board of Trustees, a copy of the Reserves Policy is provided as an attachment.

#### **Details of any fund material in deficit (circumstances plus steps to eliminate)**

None

#### **Further Financial Review details (optional information)**

The Group does not have sufficient unallocated funds to place in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash only using mainstream banks or building societies. Income received by the Group is used to maintain and insure the HQ building and contents, to provide camping and other activity equipment and to provide consumable items including award badges, craft material and equipment for its weekly programme for members. Funds have been accumulated to enable us to future-proof the energy costs of the building whilst making it a more comfortable environment. The Group will seek financial grants to support that objective.

## Board of Trustees Annual report.

For the period: 1st of March 2024 to the 28th of February 2025.

### Section F Other optional information.

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



Programmes for all Scouting Sections in 2025-2026 will continue to provide opportunities for several camps, day visits and incoming specialist subject presenters.

Succession planning has enabled 2 older volunteers to hand-over operational roles to new, younger volunteers. Those older volunteers continue to work with the Group as Trustees.

We will continue to engage in our duty to implement safeguarding programmes and to monitor its progress on the effectiveness throughout all layers of the Group.

### Section G Declaration

Signed on behalf of the Board of Trustees.

Signature		
Full Name	Leslie Anthony Withers	Joanne Elizabeth Rogerson
Position	Chair	Treasurer
Date	17-10-2025	17/10/2025





## 42nd Leicester (Glenfield) Scout Group

### Receipts and Payments Account

For the year from	1st March 2024	To	28th Feb 2025
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#### Receipts and payments

	2024/25			2023/24	
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
<b>Receipts</b>					
<b>Donations, legacies and similar income</b>					
Membership subscriptions	26,299	-	-	26,299	34,348
Less: Membership subscriptions paid	- 8,843	-	-	- 8,843	- 6,930
Net membership subscriptions retained	17,455	-	-	17,455	27,418
Donations	2,085	-	-	2,085	51
Legacies	-	-	-	-	-
Gift Aid	849	-	-	849	-
Other similar income	-	-	-	-	-
<b>Sub total</b>	<b>20,390</b>	<b>-</b>	<b>-</b>	<b>20,390</b>	<b>27,469</b>
<b>Grants</b>	-				-
Maintenance grant	-	-	-	-	-
Other grants	-	-	-	-	207
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>207</b>
<b>Fundraising (gross)</b>					
Events	-	-	-	-	-
Camps and other Scouting activities	14,780	-	-	14,780	22,424
Other fundraising activities	503	-	-	503	326
Other fundraising activities	-	-	-	-	-
<b>Sub total</b>	<b>15,283</b>	<b>-</b>	<b>-</b>	<b>15,283</b>	<b>22,750</b>
<b>Investment income</b>					
Bank interest	-	-	-	-	-
Building Society interest	-	-	-	-	-
The Scout Association Short Term	-	-	-	-	-
Property Rent income	22,735	-	-	22,735	21,735
Other investment income	-	-	-	-	-
<b>Sub total</b>	<b>22,735</b>	<b>-</b>	<b>-</b>	<b>22,735</b>	<b>21,735</b>
<b>Total Gross Income</b>	<b>58,407</b>	<b>-</b>	<b>-</b>	<b>58,407</b>	<b>72,161</b>
<b>Asset and investment sales, etc.</b>	-	-	-	-	-
<b>Total receipts</b>	<b>58,407</b>	<b>-</b>	<b>-</b>	<b>58,407</b>	<b>72,161</b>



## 42nd Leicester (Glenfield) Scout Group Receipts and Payments Account

For the year from	1st March 2024	To	28th Feb 2025
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### Receipts and payments

	<del>2024/25</del>			2023/24	
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
<b>Payments</b>					
<b>Charitable Payments</b>					
Section meeting costs	5,319	-	-	5,319	6,683
Section Camps and other activity costs	19,484	-	-	19,484	26,730
Adult support and training	408	-	-	408	205
HQ Running Costs	24,022	-	-	24,022	22,690
General Expenses	2,709	-	-	2,709	3,004
Equipment and Non-Fixed Assets	2,182	-	-	2,182	14,252
Bank Charges & other fees	1,473	-	-	1,473	1,868
Safety Inspections	877	-	-	877	582
HQ Capital Projects	-	-	-	-	-
<b>Sub total</b>	<b>56,473</b>	<b>-</b>	<b>-</b>	<b>56,473</b>	<b>76,014</b>
<b>Fundraising expenses</b>					
Other fundraising costs	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Gross Expenditure</b>	<b>56,473</b>	<b>-</b>	<b>-</b>	<b>56,473</b>	<b>76,014</b>
<b>Asset and investment purchases, etc.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>56,473</b>	<b>-</b>	<b>-</b>	<b>56,473</b>	<b>76,014</b>
<b>Net of receipts/(payments)</b>	<b>1934</b>	<b>0</b>	<b>0</b>	<b>1934</b>	<b>-3852</b>
<b>Transfers between funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Cash funds last year end</b>	<b>48331</b>	<b>0</b>	<b>0</b>	<b>48331</b>	<b>52183</b>
<b>Cash funds this year end</b>	<b>50265</b>	<b>0</b>	<b>0</b>	<b>50265</b>	<b>48331</b>



## 42nd Leicester (Glenfield) Scout Group

### Receipts and Payments Account

For the year from	1st March 2024	To	28th Feb 2025
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#### Statement of assets and liabilities at the end of the year

	2024/25			2023/24
	Unrestricted £	Restricted £	Endowment £	Total funds £
<b>Cash funds</b>				
Bank current account	50,265	-	-	48,331
Bank deposit account	-	-	-	-
Building society account	-	-	-	-
The Scout Association Short Term	-	-	-	-
Cash/Floats	-	-	-	-
<b>Total cash funds</b>	<b>50,265</b>	<b>-</b>	<b>-</b>	<b>48,331</b>
<b>Other monetary assets</b>				
Tax claim	-	-	-	-
Debts due from the	-	-	-	-
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	950	-	-	950
Shop stock	225	-	-	275
Other stock	-	-	-	-
Land and buildings	838,380	-	-	350,000
Motor vehicles	-	-	-	-
Scouting equipment, furniture etc	27,697	-	-	34,622
Other	-	-	-	-
<b>Sub total</b>	<b>867,252</b>	<b>-</b>	<b>-</b>	<b>385,847</b>
<b>Liabilities</b>				
Accounts not yet paid	-	-	-	-
Expenses incurred but not invoiced	-	-	-	-
Subscriptions not yet paid	7,774	-	-	8,823
Loan - detail	-	-	-	-
Other liabilities	-	-	-	-
<b>Sub total</b>	<b>7,774</b>	<b>-</b>	<b>-</b>	<b>8,823</b>



## 42nd Leicester (Glenfield) Scout Group

### Bank deposit account

For the year from	1st March 2024	To	28th Feb 2025
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Contingent liabilities and future obligations

None

#### Notes

1 Equipment and non-fixed assets include a new van (June 2023). These are depreciated at 20% NBV.

2 The building was valued in 2024-2025, at £838,380.

3 Unrestricted funds includes a balance for financial reserves in accordance with the Group's Reserves policy. The policy is based on revenue costs for running the Group and the risks to income relating to possible loss of HQ hire income from one hirer which could result in the loss of 55% of that income stream. The reserves policy states that the group should hold between 6 and 9 months of costs.

This policy was adopted by the group in 2023, and is being reviewed for 2025-2026.

4 Scouting Equipment, furniture, etc is valued on the basis of replacement costs at current market values. Items that have been donated and tents that are over 5 years old have been valued at £0.00.

5 Over previous years the Group has developed an income stream that has provided a healthy reserves balance. The budget for 2025 - 2026 includes a significant level of financial support for members impacted by the current national financial situation. That support provides subsidised membership subscriptions and activities such as camps and outings.

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 9/06/2025 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

9/06/2025

Signature

Print Name

V.D. NEEDLE	Chair
JO ROGERSON	Treasurer

## **Independent examiner's report to the trustees of 42nd Leicester (Glenfield) Scout Group**

I report to the trustees on my examination of the accounts of the 42<sup>nd</sup> Leicester (Glenfield) Scout Group for the year ended 28th February, 2025.

### **Responsibilities and basis of report**

As the charity trustees of the 42<sup>nd</sup> Leicester (Glenfield) Scout Group 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 42<sup>nd</sup> Leicester (Glenfield) Scout Group 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 42<sup>nd</sup> Leicester (Glenfield) Scout Group 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 matter 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: Kevan Charles Voce

Retired member of the Institute of Chartered Accountants in England & Wales

Address: 105 Station Road, Glenfield, Leicester, LE3 8GS

Date: 12th May, 2025

## Purpose

This policy sets out the considerations and controls for holding financial reserves in the 42<sup>nd</sup> Leicester (Glenfield) Scout Group (the Group). It is designed to ensure that the Group has financial resilience to continue to operate in the event of potential losses of income and it takes into consideration current and foreseeable extraordinary costs.

The aim is to ensure that the Group is able to continue to fulfil its main purpose, that of providing Scouting activities to young people in the area and to meet its management obligations as defined by The Scout Association in the UK.

## Background

The Group is a registered charity, it owns and maintains a significant headquarters building. Current membership fees are set at a level that is generally considered as high as practicable for a scout group but membership income covers around 75% of total running costs for the Group. The balance of required income is generated from commercial letting of the headquarters building under rolling contracts. The regulations covering the letting of Scout Association properties set a limit of 12 months per agreement, longer term contracts require approval from the Association's board of trustees.

Should any major capital projects such as HQ repairs or refurbishments be planned, then the Group depends on grants and donations for funding.

## Risks of unforeseen expenditure

Whilst, in the last 10 years, extensive refurbishments and repairs to the headquarters building have already been completed, it is always possible that unexpected major repairs could be required

Additionally, increased commercial use of the building has increased the number and frequency of repairs required, it is necessary to address such repair needs promptly in order to safeguard both users and rentals income.

Replacement of non-fixed assets and equipment are planned on annual budgets.

## Risks to Revenue Income

Our current insurers will cover all loss of revenue from third party hirers should the HQ building become unusable.

Other risks as a result of lower membership are considered to be manageable without reserves.

## Policy

Given the considerations defined above, and in-line with guidelines recommended by the Charities Commission, the Group's Board of Trustees has agreed a policy that is designed to;



Provide emergency short-term funds to complete any unforeseen repairs to the HQ building, thus securing rental income.

Secure alternative meeting accommodation for all scouting sections for a period of 12 months

House and preserve the Group's non-fixed assets

Provide uninterrupted scouting activities to all sections should we lose the most significant third-party hirer. Sufficient time will be needed to establish an alternative source of revenue.

The reserves amount is therefore calculated to provide;

Risk from Loss of HQ, possibly by fire.	17500
Costs for renting alternative premises during loss of use of HQ building (12 months)	
Vehicle Repair Contingency	£1,300
Hold for running at a deficit	£5,000
Macro-economic risk	£4,536
Premises Maintenance Contingency	£10,000
Total	£38,336

Reserves designed to enable major building projects will be additional to those above.

## Review

This policy will be reviewed;

In the event of any significant issue or need that requires funding.

In March of each year upon completion and acceptance by the Board of Trustees of the Group's financial plan.

This policy will be reviewed annually..

Agreed by the Board of Trustees

Signed:  Group Chair

Date: 4/3/25

Signed:  Group Scout Leader

Date: 4/3/25