

# Trustees' Annual Report

For the period

From (start date)

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to end date

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## Section A

## Reference and administration details

Charity name

1st Sutton Coldfield Sea Scout Group

Other names the charity is known by

10th Sutton Coldfield

Registered charity number (if any)

5 0 8 6 8 2

HQ registration number

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Charity's principal address

Sutton Park

Stonehouse Road

Sutton Coldfield

Postcode

B 7 3 6 L J

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	Andrew Caffrey	Group Chair	
2	Peter Shergold	Group Lead Volunteer	
3	David Whittle	Group Treasurer	
4	Jocelyn Swann	Group Secretary	
5	Thomas Pilling	Trustee	
6	Anne-Marie Moule	Trustee	11/07/24 - 31/12/24
7			
8			
9			
10			
11			
12			
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

Section B	Structure, governance and management
Description of the charity's trusts	
Type of governing document  (e.g. trust deed, constitution)	<div> <p>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.</p> </div>
How the charity is constituted  (e.g. trust, association, company)	<div> <p>The Group is a trust established under its rules which are common to all Scouts.</p> </div>
Trustee selection methods (e.g. appointed by, elected by)	<div> <p>The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.</p> </div>
Additional governance issues (optional information but encouraged as best practice)	
You may choose to include additional information, where relevant, about:	<div> <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> </div>
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	<div> <p>The Trustee Board consists of the Chair, Treasurer and 4 Trustees (including 1 Ex Officio Trustee) and meets every 3 months.</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> </div>

**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 capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

Reduced income from fundraising. 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 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.

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> 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.</p>
Summary of the main activities in relation to these objects	Indoor activities include games, crafts, skills, cooking. Outdoor activities include boating, camping, hiking. Spiritual reflection is developed by learning about different faiths, beliefs and attitudes. Our YP contribute to society by supporting the local community and by fundraising for other charities. Group members renew their Promise biannually at the Rededication Service.
Additional details of the objectives and activities (optional information but encouraged as best practice)	
You <b>may choose</b> to include further statements, where relevant, about: <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul>	The Group is a Royal Navy recognised Sea Scout Group, and therefore aims to ensure that water based activities, and ceremonial activities linked to the RN are prioritised in the programme.
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

2024 has continued to provide a period of exciting growth for our Sea Scout Group.

The dedication of our leadership team and members remains invaluable. We're thrilled to report that these all sections are operating at full capacity.

Of course, none of this would be possible without the unwavering commitment of our incredible leaders and volunteers. They tirelessly dedicate their time, energy, and expertise to provide our scouts with exceptional experiences. We have grown our leader team this year and continue to welcome more adult helpers. We're pleased to share that our adult team has positively embraced the challenges of moving to the new Scout online system and is 100% compliant with their safeguarding and safety training.

Our fundraising team has grown in strength, with our Saturday Scout Cafe and other events raising valuable funds for the group, enabling us to invest in new equipment. Our support section, OfBoat, continues to provide us with invaluable support, carrying out various tasks to maintain and improve our boats, tents and premises, in addition to providing familiarisation sessions to introduce our volunteers to the workings of the HQ Building.

We're also delighted to also report a huge increase in the boating permits held by our adult leaders and young leaders. We held a Group Regatta at the start of the summer and launched our new boat, the SSS Valiant, at the end of the summer.

Our Young People continue to be provided with an exciting programme of activities and members of all sections regularly gain the top awards (the Chief Scout Awards). A number of members of our Explorer section gained their Diamond Chief Scout Award (the first to be awarded to the Neptune Explorer unit), and several have begun training towards their Young Leader Award. Duke of Edinburgh award interest is strong within our Group, with Explorers and older Scouts participating at all levels.

Our Sections have participated in various events, camps and trips, including Scout "Winter Camp" in Cannock Chase, Cub district camp at Blackwell Court, Scout/Explorer camp at Biblings, Beavers trip to RAF Cosford and Scout overnight stay on HMS Lord Amory in London.

Section E	Financial Review
Brief statement of the charity's policy on	<p><b>Reserves Policy</b></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 £30000.</p> <p>The Group held reserves of approximately £56000 against this at year end. This is above the level required for operating expenses. However this can be explained by retained earnings for future investment into the equipment and/or buildings used by the group to provide its activities.</p>
Quantify and explain any designations	
Details of any funds materially in deficit (circumstances plus steps to eliminate)	N/a
Further financial review details (optional information)	
<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>the charity's principal sources of funds (including any fundraising);</li> <li>how expenditure has supported the key objectives of the charity;</li> <li>investment policy and objectives;</li> </ul>	<p><b>Investment Policy (Specimen 1)</b></p> <p>The Group's Income vs Expenditure is very narrow and as a consequence does not feel it has sufficient funds or financial knowledge to invest in longer-term products such as stocks and shares responsibly. The Group has therefore adopted a low risk strategy to the investment of its funds. Some funds are held in cash using only mainstream banks or building societies and some is held in short term (2-3 year) bonds, also with mainstream organisations covered by the UK FSCS compensation scheme.</p> <p>The Group Trustee Board regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Trustee Board considers the cash flow requirements.</p> <p><b>Investment Policy (Specimen 2)</b></p> <p>The Group does not have sufficient funds or financial knowledge to invest 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 using only mainstream banks or building societies and covered by the UK FSCS Compensation scheme.</p>

Section F	Other Optional Information
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Plans for future periods (details of any significant activities planned to achieve them)

A water permit weekend has been organised for March 2025, to include support of Group members to gain further permits to use to support Group boating. We will be running our a Group Camp for all of our Sections in May 2025 and some of our Scouts will be attending a Royal Navy-run Sea Scout camp. Some of our Explorers will be attending a County-run international camp in Kandersteg in the summer, which will mean they are on track for their King's Scouts awards. A Squirrel section is planned to launch in September 2025 and our Explorers will be attending an offshore sailing weekend. Training for permits in various additional activities, including shooting and archery is planned by our adult leaders. Refurbishment of HQ, after seeking funding support, is a longer term aim, once we have confirmed our lease extension with BCC.

Section G	Declaration
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The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	DAVID WHITTLE	PETER SHERRED
Position (eg Secretary, Chair)	TREASURER	GROUP LEAD VOLUNTEER
Date	29/06/25	



# 1st Sutton Coldfield Sea Scout Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year from	1st January 2024	To	31st December 2024
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### Receipts and payments

	2024			2023	
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
<b>Receipts</b>					
<b>Donations, legacies and similar income</b>					
Membership subscriptions	17194.24	-	-	17194.24	11572.50
Less: Membership subscriptions paid on (National/County/Area/District) enter figures with a minus sign	-4603.50	-	-	-4603.50	-4085.00
Net membership subscriptions retained	12590.74	-	-	12590.74	7487.50
Donations	100.00	-	-	100.00	240.00
Legacies	0.00	-	-	0.00	0.00
Insurance Claims	0.00	-	-	0.00	0.00
Camps/Events	19448.50	-	-	19448.50	10545.95
Tax claim (gift aid)	0.00	-	-	0.00	16348.30
<b>Sub total</b>	<b>32139.24</b>	<b>-</b>	<b>-</b>	<b>32139.24</b>	<b>34621.75</b>
<b>Grants</b>					
Birmingham City Council Grant	0.00	-	-	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	<b>0.00</b>	<b>0.00</b>
<b>Fundraising (gross)</b>					
Sale of assets (boats/trailors/tents etc)	2219.02	-	-	2219.02	792.00
Fundraising income - other	12201.40	-	-	12201.40	96.67
<b>Sub total</b>	<b>14420.42</b>	<b>-</b>	<b>-</b>	<b>14420.42</b>	<b>888.67</b>
<b>Investment income</b>					
Bank interest	4391.00	-	-	4391.00	3876.59
Lettings	1250.00	-	-	1250.00	
Other investment income		-	-	0.00	
<b>Sub total</b>	<b>5641.00</b>	<b>-</b>	<b>-</b>	<b>5641.00</b>	<b>3876.59</b>
<b>Total Gross Income</b>	<b>52200.66</b>	<b>-</b>	<b>-</b>	<b>52200.66</b>	<b>39387.01</b>
<b>Asset and investment sales, etc.</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	<b>0.00</b>	<b>0.00</b>
<b>Total receipts</b>	<b>52200.66</b>	<b>-</b>	<b>-</b>	<b>52200.66</b>	<b>39387.01</b>

# 1st Sutton Coldfield Sea Scout Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year from	1st January 2024	To	31st December 2024
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### Receipts and payments

	2024			2023
	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	£	£	£	£
<b>Payments</b>				
<b>Charitable Payments</b>				
Youth programme and activities	1491.58	-	-	1491.58
Adult support and training	592.10	-	-	592.10
Rent & Council Tax	473.27	-	-	473.27
Water and Sewerage	781.01	-	-	781.01
Electricity and Gas	2946.47	-	-	2946.47
Headquarters Insurance	1591.96	-	-	1591.96
Headquarters/BMS Repairs	724.69	-	-	724.69
Group General Expenses	2232.14	-	-	2232.14
Badges & Uniform	2997.55	-	-	2997.55
Camps & Events	22569.96	-	-	22569.96
Sundry Payments	0.00	-	-	0.00
Boat Maintenance and Insurance	2661.26	-	-	2661.26
<b>Sub total</b>	<b>39061.99</b>	<b>-</b>	<b>-</b>	<b>39061.99</b>
<b>Fundraising expenses</b>				
Cafe Sales	1331.46	-	-	1331.46
Other fundraising costs	3411.88	-	-	3411.88
<b>Sub total</b>	<b>4743.34</b>	<b>-</b>	<b>-</b>	<b>4743.34</b>
<b>Total Gross Expenditure</b>	<b>43805.33</b>	<b>-</b>	<b>-</b>	<b>43805.33</b>
<b>Asset and investment purchases, etc.</b>	<b>6,406.28</b>	<b>0.00</b>	<b>0.00</b>	<b>6406.28</b>
<b>Total payments</b>	<b>50211.61</b>	<b>0.00</b>	<b>0.00</b>	<b>50211.61</b>
<b>Net of receipts/(payments)</b>	<b>1989.05</b>	<b>0.00</b>	<b>0.00</b>	<b>1989.05</b>

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

	31st Dec 2024			31st Dec 23	
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
<b>Cash funds</b>					
Bank current account	56,866.34	-	-	56,866.34	57,690.30
Bank deposit account	75,583.07	-	-	75,583.07	71,267.07
Hampshire Trust Bank	85,000.00	-	-	85,000.00	85,000.00
Cambridge and Counties Bank	86,360.00	-	-	86,360.00	86,360.00
Cash/Floats	0.00	-	-	0.00	0.00
<b>Total cash funds</b>	<b>303,809.41</b>	<b>-</b>	<b>-</b>	<b>303,809.41</b>	<b>300,317.37</b>
<b>Other monetary assets</b>					
Tax claim	0.00	-	-	0.00	-
Trade Debtors	1,064.56	-	-	1,064.56	34.41
Insurance claim	0.00	-	-	0.00	0.00
<b>Sub total</b>	<b>1,064.56</b>	<b>-</b>	<b>-</b>	<b>1,064.56</b>	<b>34.41</b>
<b>Investment assets</b>					
Investment property - detail	0.00	-	-	0.00	0.00
Quoted investments	0.00	-	-	0.00	0.00
Other investments - detail	0.00	-	-	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	<b>0.00</b>	<b>0.00</b>
<b>Non monetary assets for charity's own use</b>					
Boats	3,814.00	-	-	3,814.00	3,814.00
Shop stock	0.00	-	-	0.00	0.00
Other stock	0.00	-	-	0.00	0.00
Land and buildings	0.00	-	-	0.00	0.00
Motor vehicles	0.00	-	-	0.00	0.00
Scouting equipment, furniture etc	0.00	-	-	0.00	0.00
Other	0.00	-	-	0.00	0.00
<b>Sub total</b>	<b>3,814.00</b>	<b>-</b>	<b>-</b>	<b>3,814.00</b>	<b>3,814.00</b>
<b>Liabilities</b>					
Accounts not yet paid	-	-	-	0.00	3,448.00
Expenses incurred but not invoiced	0.00	-	-	0.00	0.00
Subscriptions not yet paid	-	-	-	0.00	0.00
Loan - detail	0.00	-	-	0.00	0.00
Other liabilities	0.00	-	-	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	<b>0.00</b>	<b>3,448.00</b>



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

1<sup>st</sup> Sutton Coldfield Sea Scouts

On accounts for the year  
ended

Dec 31<sup>st</sup> 2024

Charity no  
(if any)

508682

Set out on pages

3,4,5

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2024

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the 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.

*\* Please delete the words in the brackets if they do not apply.*

Signed: A Wilson

Date: 15<sup>th</sup> July 2025

Name: Alice Wilson

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

ICAEW, 3969769

Address:

31 Monk St

Tutbury

DE13 9NA

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

**Give here brief details of any items that the examiner wishes to disclose.**