



**3<sup>rd</sup> Hazel Grove Scout Group**  
*.... Everyday adventure*

**GROUP TRUSTEES  
ANNUAL REPORT & ACCOUNTS**

**For the Year ended 31<sup>st</sup> December 2021**

## **3rd Hazel Grove Scout Group Annual Report & Accounts 2021**

### **1 Introduction**

This Annual Report is issued by the Trustees of 3rd Hazel Grove Scout Group in conformity with requirements of the Charities Act 2011 and the Policy, Organisation and Rules of the Scout Association, current edition, for the financial year ended 31st December 2021 and the Census Year ending 31st January 2022.

### **2 Reference and Administration Details**

3rd Hazel Grove Scout Group  
Open (Non-sponsored)  
Established August 1957

Scout Registration Number      33420  
Registered Charity Number      520209

Email:      sarah.mennie@ladybrookvalleyscouts.org.uk  
Website:      www.3hg.org  
Address:      Adj. No.2 Macclesfield Road, Hazel Grove, Stockport, SK7 6BD

#### **Trustees**

The Group is led by the Group Scout Leader and managed by the Group Executive Committee (the Trustees)

Ex Officio Members:	
Group Chairman	Michael Wells
Group Scout Leader	Angela Massey
Section Leaders	Sharon Bebbington, Jonathan Mayo, Gill Barlow, Paul Barlow
Group Secretary	Sarah Mennie
Group Treasurer	Lee Allsopp
Nominated Members	Robin Sheehan, Nicola Hunt, Quentin Blagg
Elected Members	David Phillips, Alan Marsh, Steven Holt (ESL)
Co-opted Members	-

#### **Advisers**

Independent Examiner:      Richard M Lamb



### **3 Structure, Governance and Management**

#### **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 of The Scout Association.

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

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

#### **Management**

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, Chair, Treasurer and Secretary together with the Group Scout Leader, individual section leaders' and parents' representation. It meets regularly.

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.

#### **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 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 Association's national accident insurance policy and also takes out additional accident insurance for supporters. Risk Assessments are undertaken before all activities.



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- 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.

- 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.

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 comprehensive insurance policies to ensure that insurable risks are covered.

#### **4 Objectives and Activities**

The objectives of a charity are set out in its governing document and therefore the objectives 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.

#### **Public Benefit**

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.

#### **5 Achievements and Performance**

##### **Developments**

Overall it is a major achievement to sustain a Group of the size and complexity of 3rd Hazel Grove Scout Group. This is done entirely by voluntary effort and support. (Note: the Group is an Open Group and is therefore not sponsored by any organisation e.g. religious bodies, schools, industrial/commercial firms, community associations, etc.).

The core business of the Group is the promotion of the development of its young people through the Scout Association's Training Scheme that, for a young person maintaining membership from Beaver Scouts through to Explorer Scouts, is 12 years duration.



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#### Composition of Sections within the Group

Numbers quoted are from 31<sup>st</sup> January 2022 Census and do not include Young Leader helpers from Scout and Explorer sections at Cub packs and Beaver Colonies. Numbers in brackets refer to 31<sup>st</sup> January 2021 (For information 5 Young Leaders help with the sections).

Section		Boys/Girls	Leaders	Helpers
Carrwood	Monday Beavers	11/0 (9/0)	1 (1)	0 (0)
Princes Wood	Thursday Beavers	9/7 (12/2)	7 (4)	0 (0)
Shawnee	Monday Cubs	17/0 (11/0)	4 (4)	0 (0)
Seneca	Thursday Cubs	30/4 (24/6)	8 (8)	0 (0)
Troop	Friday Scout Troop	24/7 (26/9)	4 (6)	0 (0)

**Others:** Group Scout Leader, Quartermaster and 2 Active Support Members

#### 3<sup>rd</sup> Hazel Grove Group 2022 Census

	2022	2021	2020	2019	2018
Number of boys/girls	91/18	82/17	109/16	116/22	112/21
Number of adult members	28/12	29/10	34/13	30/12	25/12
Total Group Membership	149	138	172	180	170
Exec (inc. in adult members)	7/2	8/2	9/2	8/1	6/1

The Group is one of the largest in the Greater Manchester East Scout County. Numbers have held up well despite the limitations placed on Scouting by the Covid pandemic.

(The Bullock Smithy Explorer Unit, operating under a 3HG Group partnership arrangement, is a separate District managed Group and their figures are not included in 3<sup>rd</sup> Hazel Grove Group's census figures).

#### Section Activities

Usually, the Group actively follows the Scout Association's progressive training scheme within each Section (Beaver Scouts, Cub Scouts, Scouts and Explorer Scouts) through weekly meetings, badge work, County and District activities, outdoor activities, week-long and weekend camps (indoor and outdoor).

The year started with Zoom meetings and the whole Group continued to keep going with online meetings with visiting guests and young people coming up with fantastic ideas. We had new Beavers start online and didn't get to meet them in person until late April. In April 2021 we were given the green light to meet back face to face outside. The risk assessments were updated, and permission given by parents for their child to return. Most of the young people returned including some who hadn't engaged during virtual meetings. However, there were some who didn't return including some leaders. However, we quickly started young people from the waiting list. The marquee was put up to give us some shelter in case of inclement weather. It was great to get back to some sort of normality and thankfully it was the time of year when we would spend a great deal of time outside. This gave us a chance to get



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back to basics with lots of fire lighting and tent pitching. By September we were able to go back indoors but continued to follow the Covid regulations; cleaning, managing air circulation and with adults wearing masks. Although we were hopeful for camps for 2021, and the Scout Association did allow us to restart Nights Away around September time, the consensus was that with high numbers of infection affecting young people that it wasn't the right thing to do. Nights Away have recommenced in 2022 with Snowshine and Beaver Sleepovers.

#### Awards

*Scouts:* - 4 (6) Gold Chief Scout Awards.

*Beavers, Cubs & Scouts:* - who achieved 6(15) Bronze, 8 (13) Silver Chief Scout awards and various and numerous core 150(144), challenge 133 (252), activity 145 (378) and staged 93 (94) Scouting badges.

#### Vision 2018/2023

Headquarters issued a 5 year 'Vision for 2018'. This had four key areas for growth, inclusivity, youth shaped and community impact:

- *Growth:* Census figures show that we have not increased our youth membership. We will be looking to do some recruitment once we have returned to face to face scouting. More adult leaders are needed particularly in Beavers and scout sections. Most Beavers are taken off the waiting list around their 6<sup>th</sup> birthday.
- *Inclusion/Diversity:* Scouting's Equal Opportunities policy supports the principle that no member should be discriminated against on the basis of class, gender, ethnic background, nationality, sexuality, mental or physical ability and political or religious belief. As an open Group our membership is not in any way restricted and we welcome all.
- *Youth Shaped:* Young members have always been encouraged to get involved with the organisation of their section via 'Log Chews' (Beavers), pack and troop forums, patrol leaders' councils etc. Their ideas are respected and where possible incorporated into the section programmes by the leaders.
- *Community Impact:* Community involvement is a regular feature of the training offered by 3HG.

The Vision 2023 is to "prepare better futures, delivering skills for life in a changing world". 3HG will be there!

In line with government-approved Youth Sector Guidance, we continue to work with a phased approach to returning to face-to-face Scout meetings and activities. This is broken down by four levels although we are currently fully 'Green':

- Red, for when the rate of infection remains consistent or growing
- Amber, for when the rate of infection is reducing consistently
- Yellow, for when there are very few cases in the population
- Green, for when there are no new cases or there is a vaccine readily available

Section Leaders, Group Scout Leaders, Commissioners and Executive Committee members are ensuring that their plans for face-to-face meetings and activities are developed so that volunteers and young people when appropriate:



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- Comply with social distancing requirements (determined by the government).
- Ensure hygiene levels are maintained, including hand washing, as well as surface and equipment cleaning.
- Safely manage any risk to volunteers, young people and the wider community, including a reduction in group sizes where necessary.
- Make sure vulnerable young people and adults can be effectively safeguarded, both in relation to COVID19, as well as other risk factors.
- Volunteers, parents and young people all clearly understand what adjustments need to be made to ensure everyone's safety and have had a chance to inform them.

The Group is currently in a strong financial position and has been able to withstand the temporary downturn in membership subscriptions. Grant support from the local authority has also gone some way to offsetting loss of rental income.

#### **Religious Activities**

The Group actively reminds all its members of the Movement's aim for spiritual awareness and development by:

- Prayers at weekly meetings.
- Scouts' Own (informal, non-structured services) at camps.
- Attendance at the District's St. George's Day annual parade and service.
- Representation at the local Remembrance Day Service.

#### **Community and Inter-Activities**

Within the family of Scouting and the community some of the following typical activities of the Group have been severely disrupted by the Covid19 emergency:

- Joint camp with other Cub/Scout Groups.
- District & County Camps and events.
- November 5th Bonfire - the Group uses properly certified operators for our community fireworks display.
- Bullock Smithy Hike. This is a national event organised mainly by past and present 3HG supporters and members.
- Support for the Rotary and St Ann's Hospice.
- Participation at Hazel Grove Carnival

The Group looks forward to re-establishing its commitment to these activities later in 2022.

#### **Group and Supporters' Fund Raising Activities**

The Group's regular events are:

- Bullock Smithy Hike (a national long distance walking event registered with the LDWA)
- Bonfire night



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- HQ party hires

Sustaining such a large unsponsored Group is a major task for the Trustees and Leaders who are grateful for help given by parent supporters enabling them to get on with their leadership responsibilities.

#### **Leader Training**

Many leaders already hold their advanced training award (the Wood Badge). One leader completed their Wood Badge this year. Some leaders have continued their training, expecting more Wood Badges to be completed this year.

All leaders have now completed the on-line Safeguarding and Safety courses which must be renewed every 3 years before role renewals. New updated safeguarding and safety training is now available online. All sections have leaders with first aid certification which must be renewed every 3 years. This has been adapted to 2 modules, a theoretical online module and then a practical module.

Leaders have 1xTerrain 2 (T2) mountaineering certification for leading walks above 800 m, 1xT1 award (up to 800m), 3 x archery, 2 x shooting, 4 x Katta Tomahawk throwing. More authorisations are always desirable for our active Group.

#### **Awards**

Medal of Merit – Gill Barlow  
50 Year's Service – Brian Dooley

#### **Equipment & Maintenance**

It is important to keep the HQ and equipment in good repair. Repairs and maintenance has been lower this year. Future purchases include replacing the old hall roof and old hall heating system, general HQ improvements and painting. The upgrading of the toilets and kitchen continues to be a major goal and it is intended to include facilities for the disabled. With improved facilities our HQ would be more appealing and provide a better service to the wider community. Options for investment are currently under development.



## 6 Financial Review

### Reserves Policy

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; this year estimated to be £38,000 in normal circumstances (2020: £38,000).

The Group made a surplus in the year of £9,246 (2020: £19,638) and held reserves of £111,224 (2020: £101,978) at the year-end. This is above the level required for operating expenses but it includes, less known liabilities, provisions now totalling around £72,000 for future major purchases and building improvements.

### Investment Policy

The Group's income and expenditure is very small and as a consequence does not have sufficient funds to invest in longer-term investments such as stocks and shares. Therefore the Group has adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

The Group Executive 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 Executive considers the cash flow requirements.

### Fund Raising

The Group, being non-sponsored, is entirely dependent upon raising all of its required funds. Raising funds to support the large membership and for the maintenance, renovation, refurbishment and replacement of buildings, vehicles and equipment is a major task. To maximise on Inland Revenue allowances all parents have been asked to pay subscription by Gift Aid. An increase in the number paying this way has been achieved and efforts will continue to make best use of our charitable status, ensuring advantage is taken of the more relaxed Inland Revenue rules for charitable giving. In addition to membership subscriptions there are several regular fund raising activities organised by supporter and leaders (See section 5).

## 7 Conclusion

Despite the pandemic this has been another year of quality Scouting provided, a little differently, by all involved with the Group. It is particularly pleasing to see membership pick up as we have transitioned from online Scouting back to face to face Scouting.

The trustees would like to thank all leaders and supporters for their enthusiasm and commitment. The older Scouts and Explorer Unit members also provide much appreciated help but there is always a need for more warranted leaders in all sections. New leaders are always welcome and working with youth is very rewarding.



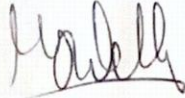
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#### 8 Declaration

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

Signed on behalf of the charity's trustees:

Signature:



Name: **Michael Wells**  
Position: **Chair**  
Date: **31 May 2022**



**Angela Massey**  
Group Scout Leader



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#### **9 Independent examiner's report to the trustees of 3<sup>rd</sup> Hazel Grove Scout Group**

I report to the trustees on my examination of the accounts of the 3<sup>rd</sup> Hazel Grove Scout Group (Charity No. 520209) for the year ended 31 December 2021 set out on pages 11 and 12 of this report.

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

As the charity trustees of 3<sup>rd</sup> Hazel Grove 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 3<sup>rd</sup> Hazel Grove 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.

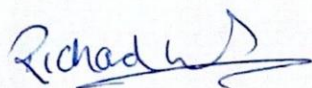
#### **Independent examiner's statement**

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 3<sup>rd</sup> Hazel Grove 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 matters 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:** Richard M Lamb

**Relevant professional qualification or membership of professional bodies (if any):**

Bank Manager

**Address:** 138 St. John's Road, Woking, Surrey, GU21 7PS

**Date:** 31 May 2022



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#### 10 Statement of Income & Expenditure for the Year ended 31st December 2021

	2021 £		2020 £
<b>Receipts</b>			
Subscriptions	12,874		14,304
Less Capitation	(4,400)		(5,561)
Net Subscriptions	8,474		8,743
<b>Activity Income:</b>			
Beavers	-		-
Cubs	-		433
Scouts	-		5,291
Room Hire	1,847		2,053
Bullock Smithy Hike	8,558		4,527
Bonfire Night	3,482		-
Group Meal	-		830
Total Activities	13,887		13,134
<b>Other Income:</b>			
Donations	-		1,116
Gift Aid	4,492		3,161
Other	10,419		11,922
Interest Receipts	-		-
	37,272		38,076
<b>Less Payments</b>			
Transport	245		145
Premises Maintenance	3,175		4,075
Premises Utilities	3,573		2,569
OSM Fees	408		422
Insurances (Inc. Vehicle)	2,832		2,319
Equipment & Consumables	999		2,041
<b>General Expenses</b>	11,232		11,571
Beavers	106		425
Cubs	231		1,390
Scouts	9,687		3,382
Bonfire Night	1,500		-
Bullock Smithy	4,058		-
Group Meal	-		493
Training & Badges	592		685
AGM	-		-
Other	620		492
<b>Activity Expenses</b>	16,794		6,867
	28,026		18,438
<b>Net Receipts on Activities</b>		9,246	19,638
<b>Major Asset Purchases</b>		-	-
<b>Opening Balances:</b>			
Deposit Accounts	21,987		21,987
Current Accounts	64,728		50,615
Section Accounts	14,829		8,363
Cash	434		1,375
	101,978		82,340
	111,224		101,978
<b>Closing Balances:</b>			
Deposit Accounts	21,987		21,987
Current Accounts	79,545		64,728
Section Accounts	8,916		14,829
Cash	776		434
	111,224		101,978



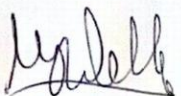
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#### 11 Statement of Assets and Liabilities for the Year ended 31st December 2021

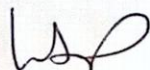
	2021 £	2020 £
<b>Assets</b>		
<b>Cash Funds:</b>		
Deposit Accounts	21,987	21,987
Current Accounts	88,461	79,557
Cash	776	434
<b>Total Cash Funds</b>	<u>111,224</u>	<u>101,978</u>
<b>Non Monetary Assets:</b>		
Insurance Schedule:		
Premises	551,076	551,076
Motor Vehicles (Inc. trailers)	14,018	14,018
Scouting Equipment	39,677	39,677
<b>Total Non Monetary Assets</b>	<u>604,771</u>	<u>604,771</u>
<b>Total Assets</b>	<u>715,995</u>	<u>706,749</u>
<b>Liabilities</b>		
Receipts in advance	-	(14,527)
Amounts owed	(221)	-
<b>Total Liabilities</b>	<u>(221)</u>	<u>(14,527)</u>
<b>Total Net Assets</b>	<u>715,774</u>	<u>692,222</u>

Income & Expenditure Account and Statement of Assets & Liabilities signed on behalf of the charity's trustees:

Signature:



Name: **Michael Wells**  
Position: **Chair**



**Lee Allsopp**  
**Treasurer**

Date: **31 May 2022**