



1st Framwellgate Moor Scout Group

Trustees Annual Report Year ended 31 March 2021

Charity Number: 520693 (England & Wales)

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1. Reference and Administrative Information

- 1.1 **Status:** The Group was established in the early 1950's and was first registered with the Charities Commission on 3 April 1963 under the Charity Number 520693.
- 1.2 The Charity is part of the Scout Association and the District Reference Number is 11665.
- 1.3 **Principal Address:** The Hut, 24 North Terrace, Durham DH1 5EG
- 1.4 **Bankers:**
 - 1.4.1 Lloyds Bank, Durham Market Place, 19, Durham DH1 3NL
- 1.5 The Unity Trust bank account was closed on in March 2021.

2. Structure, Governance and Management

- 2.1 1st Framwellgate Moor Scout Group is governed by the Policy, Organisation and Rules (P.O.R.) of the Scout Association, which provides the framework in which all U.K. Scouting operates. As a charity the Group is also governed by Charity Commission legislation.
- 2.2 Within the Group there are a number of adult leaders and supporters, who give their time and expertise voluntarily, without remuneration, to help the development of young people. The Group is led by the Group Scout Leader, whose role is to co-ordinate the Group's activities and to ensure continuity and development.
- 2.3 All leaders and trustees are subject to satisfactory DBS checks and are required to undergo training that is appropriate for their role. This includes ongoing refresher courses in safety and safeguarding every 5 years and, for leaders, first-aid every 3 years.
- 2.4 **Executive Committee:** The Group's Executive Committee consists of several committed and active members of which 4 formally fulfil Principal Roles are also the formal trustees of the charity. The Executive Committee formally consists of the Chair, Treasurer, Secretary, Group Scout Leader (GSL), the parent representative of each of the Group's sections, the Leader of the Explorer Scout Unit that is linked with the Group, a Facilities lead and non-uniformed members who are appointed in accordance with the rules and guidance of the Scout Association. The Committee meets regularly to fulfil the duties listed below. The Secretary role is currently vacant following J. Williams standing down. It is proposed that Faye Ward formally be appointed as Secretary at the forthcoming AGM. Faye Ward has been approved to be put forward for the appointment at the forthcoming AGM by the Executive Committee.
- 2.5 Members of the Executive Committee act collectively and some as charity trustees of the Scout Group, and in the best interests of its members to:
 - 2.5.1 comply with the Policy, Organisation and Rules of The Scout Association;
 - 2.5.2 comply with Charity legislation (including the registration, keeping proper accounts and making returns to the Charity Commission as appropriate);
 - 2.5.3 protect and maintain the property and equipment owned by and/or used by the Group;

- 2.5.4 manage the Group's finances;
- 2.5.5 arrange appropriate insurance for people, property and equipment;
- 2.5.6 provide sufficient resources for Scouting to operate and thrive. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities;
- 2.5.7 promote and support the development of Scouting in the local area;
- 2.5.8 manage and implement the Safety Policy locally;
- 2.5.9 ensure that a positive image of Scouting exists in the local community;
- 2.5.10 appoint and manage the operation of any sub-committees, including appointing Chairpersons to lead the sub-committees;
- 2.5.11 appoint Group advisers, other than those who are elected;
- 2.5.12 ensure that Young People are meaningfully involved in decision making at all levels within the Group.

2.6 The following list indicates the current Trustees and those who served during the year ending 31 March 2021.

Name	Principal Role on the Committee	Appointed	Stood down
S Burns	Treasurer	30 Jul 2012	5 Oct 2020
A Flower	Cashier	-	5 Oct 2020
Dr J Little	GSL	30 Jul 2012	5 Oct 2020
J Collins		30 Jul 2012	5 Oct 2020
S Scott		1 Sept 2019	5 Oct 2020
P Dubbledam	Chair	1 Sept 2019	5 Oct 2020
J Teasdale	Secretary	1 Sept 2019	5 Oct 2020
A Cawkwell	Chair	5 Oct 2020	
S Judson	Treasurer	5 Oct 2020	
J Williams	Secretary	5 Oct 2020	13 Jan 2022
M Bryden	GSL	14 Dec 2020	

2.7 **Objectives:** The objectives of the Group are as a unit of the Scout Association. The Aim of The Scout Association is:

2.7.1 "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."

2.8 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.

2.9 As Scouts we are guided by these values:

2.9.1 Integrity: We act with integrity; we are honest, trustworthy and loyal.

- 2.9.2 Respect: We have self-respect and respect for others.
- 2.9.3 Care: We support others and take care of the world in which we live.
- 2.9.4 Belief: We explore our faiths, beliefs and attitudes.
- 2.9.5 Co-operation: We make a positive difference; we co-operate with others and make friends.
- 2.10 **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.

3. Risk Assessment, Financial Review and Trustees Responsibilities'

- 3.1 **Financial Review:** Further information is given in the annual accounts, but a summary of receipts and payments for the year ending 31 March 2021 is:

	Restricted	Unrestricted	Total 2020/21	Total 2019/20
	£	£	£	£
Receipts	40,528	250	40,778	96,460
Payments	(19,938)	-	(19,938)	(52,002)
Net Position	20,588	250	20,838	44,458

- 3.2 **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 of running costs. The trustees consider that the Group should hold a sum equivalent to 6 months of running costs in the General Fund to cover imminent payments and urgent building repairs should they arise. At 31 March 2021 the balance stood at a figure which satisfies this policy
- 3.3 **Investment policy:** The Group adopts a low-risk strategy to investment, keeping funds in mainstream banks. Throughout most of the period it ensured that its funds do not exceed the £85,000 Government Guarantee in any one institution. However, shortly before the year end, to allow expediency of payments for the anticipated building works it transferred all of its funds into Lloyds.
- 3.4 **Signatories to bank accounts:** Payments or withdrawals from the Group's bank accounts require authorisation by two of the following people:
- 3.4.1 Treasurer, Chairman and Assistant Group Scout Leader.
- 3.5 **Independent examiner of accounts:** It is intended that an independent scrutineer will be appointed to review these accounts and those prepared on an annual basis moving forwards.
- 3.6 **Risk Assessment:** The 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:
- 3.6.1 **Damage to the building, property and equipment:** The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss, and in the event

of temporary loss would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Groups, as a short-term solution.

- 3.6.2 Injury to leaders, helpers, supporters and members: The Group through the membership fees contributes to the Scout Associations national accident insurance policy, and also has additional cover in place. Risk Assessments are undertaken before all activities.
- 3.6.3 Reduction or loss of volunteers: The Group is totally reliant upon volunteers to run and administer the activities of the District. If there were a reduction in the number of volunteers to an unacceptable level in a particular area, discipline or as a whole, then there would have to be a contraction, consolidation of activities or closure of parts of the operations.
- 3.7 **Coronavirus (Covid-19) impact:** On Tuesday 17 March 2020 all face-to-face Scouting activities were suspended owing to the pandemic and, on the advice of the national Scout Association, we reduced the usual membership subscriptions to £4. These were raised again in September 2020 to the normal £14 and remained at this level to the year end.
- 3.8 Shortly after the year-end we received a £10,000 Local Authority Retail, Hospitality and Leisure business rates grant, which will both help to cover lost income and pay for necessary alterations to the premises in order to make them more Covid-secure should we return to Face-to-Face Scouting.
- 3.9 All the Group's sections have continued successful programmes remotely, using video conferencing and social media. Parents and young people have expressed great appreciation of this but some members have been lost as this method of delivery is not for everyone.
- 4. Achievements and Performance and Plans for the coming year**
- 4.1 **Achievements:** 1st Framwellgate has had a relatively successful past 12 months notwithstanding Covid restrictions. We have not lost many members which demonstrates that our adult leaders have continued to deliver high quality and engaging programmes to our young people remotely for the most part.
- 4.2 As with many things in 2020 – 2021, COVID-19 has put paid to many of the District and County events that were planned for all Sections.
- 4.3 However, there have been some camps over the internet planned by County and widely joined by many Beavers, Cubs and Scouts – enabling some to get their nights away badges that are so dearly needed for Chief Scout Awards.
- 4.4 Throughout the pandemic, Sections have still been able to exist, through Zoom – fun things such as Cooking, Scavenger hunts, and lots of badge work as well have been carried out.
- 4.5 In addition, we have remained committed to helping and supporting the new Sacriston Group to become established in the area. Whilst there have been some personnel challenges in this regard which led to the closure of the cubs section, we are pleased to report that the Beavers section is still functioning.

- 4.6 We continue to find it difficult to engage enough adult volunteers to not only support our young people but to also support the governance and financial management of the organisation. This threatened the Group's ability to continue. Fortunately, we have been able to appoint a new Executive and have been able to recruit and train new adult volunteers to ensure that all Sections can continue to operate. In addition, a new Group Scout Leader (Michael Brydon) was appointed on 14 December 2020.
- 4.7 Leader numbers hang in the balance and we just able to keep the 10 section we support going. (plus occasional support to the two Explorer units based out of Framwellgate) (New unit Tuesday Evening). Any initiative to bring more leaders on-board will be welcome.
- 4.8 Our key focus is to ensure that delivery of the scouting programme represents value for money and that every young person gets the opportunity to participate in some way. The Group run a hardship fund which is open to all members and details can be found on our website.
- 4.9 Thank you to everyone who has made the last 12 months a success in these ongoing difficult times.
- 4.10 **Plans for the Coming Year:** It is anticipated that the coming year will bring a return to a level of normality for the Group and allow us to return to Face to Face scouting (indoor and outdoor) once restrictions are fully lifted. It is also hoped that we will be able to hold some camps. We will continue to keep in touch with members using social media and our Facebook pages and e-newsletters
- 4.11 The Group has also spent some time refreshing the hut internally and thanks and recognition go to our fantastic volunteers who gave up their valuable time and put in substantial effort to allow us to have premises which we can begin to feel proud of once again. The ongoing maintenance and refurbishment of an old building is very challenging but we aspire to continue to improve and develop the premises further. We will report on this further in due course.
- 4.12 We have also set up a fundraising sub-group and hope to hold more events throughout the year to raise funds towards Phase 2 of the works as well as replacement items of kit.
- 4.13 Finally, it is the present intention of the Group to work with District to pass back operation of the Explorers Unit and also the disability section run out of Trinity School.
- 4.14 It is also the current intention of the Group to support the Beavers group of the Sacriston Section to establish as a Group in its own right.
- 4.15 Since the return to face to face Scouting the numbers have now returned to pre-pandemic levels. So, much so we have had to close the waiting list to only residents of our catchment area.
- 4.16 We are looking forward to Group Camp which has been postponed numerous times to go ahead in the new financial year.

5. Declaration

- 5.1 The Trustees declare that they have approved the Trustee's report above.
- 5.2 Signed on behalf of the Trustees:


.....
A Cawkwell (Chair)

5.3 Approved at the AGM held on 27th January 2022.

1st Framwellgate Moor Scout Group

Accounts for the year ended 31 March 2021

Charity Number: 520693 (England & Wales)

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1st Framwellgate Moor Scout Group
Accounts for the year ended 31 March 2021
Charity Number: 520693 (England & Wales)

Receipts and Payments Account

For the Year Ended 31 March 2021

	Restricted Funds	Unrestricted Funds	2021 Total Funds	2020 Total Funds
	£	£	£	£
	Note 5	Note 4		
Receipts				
Subscriptions	-	20,545	20,545	32,132
Activities	-	959	959	3,098
Camps	-	3,587	3,587	17,051
Insurance Refund	-	-	-	7,114
Sanctuary	-	-	-	3,299
Donations	250	-	250	467
Grants (Note 2)	-	10,000	10,000	26,400
Uniform	-	-	-	266
Minibus Hire	-	-	-	494
Gift Aid	-	5,142	5,142	6,139
Other Income	-	295	295	-
Total Receipts	250	40,528	40,778	96,460
Payments				
Activities	-	941	941	9,991
Camps	-	3,564	3,564	21,278
Sessions	-	594	594	-
Sanctuary	-	-	-	1,681
Sacriston	-	-	-	195
Capitation Fee	-	9,900	9,900	10,545
Premises	-	660	660	1,272
Equipment	-	-	-	58
Badges and Uniform	-	867	867	2,192
Insurance	-	1,056	1,056	1,190
Utilities	-	1,454	1,454	921
Telephone/Internet	-	433	433	342
PPS	-	121	121	129
Subscriptions	-	86	86	-
Vehicle Costs	-	-	-	1,783
Finance Charges	-	70	70	324
Professional Fees	-	158	158	-
Training	-	-	-	101
General	-	34	34	-
Total Expenditure	-	19,938	19,938	52,002
Increase in Funds	250	10,588	20,838	44,458

1st Framwellgate Moor Scout Group
 Accounts for the year ended 31 March 2021
 Charity Number: 520693 (England & Wales)

Statement of Assets and Liabilities

For the Year Ended 31 March 2021

	Notes	Restricted Funds	Unrestricted Funds	2021	2020
				Total Funds	Total Funds
		£	£	£	£
Fixed Assets	Note 3	-	-	-	-
Cash Funds					
Lloyds		27,133	83,113	110,246	80,523
Unity Trust		-	-	-	8,685
		27,133	83,113	110,246	89,208
Creditors < 1 year		-	(200)	(200)	-
Total Assets		27,133	82,913	110,046	89,208

The notes on pages 3 to 4 form part of these accounts.

The above accounts were approved by the Trustees on 27th January 2022 and signed on their behalf by:

 A. Cawkwell

Andrew Cawkwell

Chair



Sarah Judson

Treasurer

Notes to the accounts

1. Accounting Policies

Basis of Accounting: These accounts have been prepared on an Accruals Basis.

2. Grants

	2021	2020
	£	£
Covid BR	10,000	-
Garfield Weston	-	10,000
Durham AAP		5,000
Sir James Knott Trust		5,000
Durham Neighbourhood		6,000
	10,000	26,400

3. Fixed Assets

The Group own their own land and buildings which was gifted to them in 1959.

The re-instatement value insured is £386,000.

4. Unrestricted Funds

The General Fund is an unrestricted fund, available for the general purposes of the charity.

	Bal B/f	Receipts	Payments	Bal C/f
	£	£	£	£
General	62,323	40,528	(19,938)	82,913

Reserves Policy: The Group's policy on reserves is to hold sufficient resources to continue to charitable activities of the Group should income fall short of running costs. The Trustees consider the Group should hold a sum equivalent to 6 months running costs in the General Fund to cover imminent payments and urgent repairs should they arise. At 31 March 2020 the balance in this fund is shown above and satisfies this policy.

5. Restricted Funds

Restricted Funds are only available to be used for the specific designated purpose.

	Bal B/f	Receipts	Payments	Bal C/f
	£	£	£	£
The Hut Extension	26,883	-	-	26,883
Other	-	250	-	,250
Total	26,883	250	-	27,133

The Hut restricted funds relate to grants and donations received in relation to a project to refurbish and extend the premises. Planning approval for this project was granted on 13 August 2018.

£5,000 has also been pledged by the Bernard Sunley Trust and is payable to the Group when the outstanding funds for the project have been secured and the project has commenced.

Other restricted funds relate to an amount held on account relating to the Sacriston section.

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Independent examiner's report to the trustees of 1st Framwellgate Moor Scout Group, charity number 520963 (England & Wales)

I report on the accounts for the year ended 31st March 2021.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this period (under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 you as 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 statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with Section 130 of the 2011 Act; and

- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mr S Alderson FMAAT
S Alderson Accountancy Services
19b Front Street
Sacriston
County Durham
DH7 6JS

3rd September 2021