

# Trustees' Annual Report

For the period

From (start date)

0 1 0 4 2 0

to end date

3 1 0 3 2 1

## Section A

## Reference and administration details

Charity name

1st Ledbury Scout Group

Other names the charity is known by

1st Ledbury Scouts

Registered charity number (if any)

5 2 1 3 7 2

HQ registration number

Charity's principal address

1st Ledbury Scouts

Homend

Ledbury

Postcode

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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	Andy Leeming	Chair	
2	Emma Graham	Treasurer	
3	Stuart Crickett	Secretary	
4	Edward Hogan	GSL	
5	Paul Bennett		
6	Adrian Vos		
7	Simon Parbutt		
8	Gary Troy		
9	Robert Clow-Whitelegg		
10	Simon Brown		
11	Jessica Locke		
12	Stuart Moore		
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)

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.

How the charity is constituted

(e.g. trust, association, company)

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

Trustee selection methods

(e.g. appointed by, elected by)

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

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

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.

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

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every month.

Members of the Executive Committee complete 'Essential Information for Executive Committee' training within the first 5 months of joining the committee.

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.



**Section B****Structure, governance and management (continued)****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 Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

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.

**Risk and Internal Control**

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 a comprehensive insurance policies to ensure that insurable risks are covered.

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	
Additional details of the objectives and activities (optional information but encouraged as best practice)	
<p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul>	
Public benefit statement	<p>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.</p>



## Section D

## Achievements and performance

Summary of the main achievements of the charity during the year

2020 has seen the challenges of a global pandemic. Throughout this period 1st Ledbury Scouts have maintained contact among all members of the scouting group. Despite the challenges of not having face to face meetings, the exec has met on line and maintained the meeting schedule to ensure that when permitted, the organisation was able to get back to face to face scouting safely and smoothly. The groups finances remain healthy and significant maintenance work has been carried out to ensure that the HQ is safe and fit for purpose. This work was planned during this accounting period but carried out in FY21-22.

## Section E

## Financial Review

Brief statement of the charity's policy on reserves

### 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, circa £10000 against the risks of section closures and building maintenance.

The Group held reserves of approximately £80,873 against this at year end. This is above the level required for operating expenses. £50,000 of these reserves were donated this year by the Helping Hand Company for a project to run jointly with the local guides to create something of long term benefit to local young people. This donation is ringfenced.

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives;

### Investment Policy

The Group does not have sufficient funds 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.

## Section F

## Other Optional Information

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

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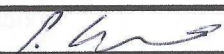
## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

ANDREW LEEMING	STUART CRICKETT
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Position (eg Secretary, Chair)

CHAIR	SECRETARY.
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Date

02	03	10	19	20	11
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# 1st Ledbury Scout Group Receipts and Payments Account

Year start date

Year end date

For the year  
from

01/04/2020

To

31/03/2021

## Receipts and payments

	2021/20			2019/20	
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
<b>Receipts</b>					
<b>Donations, legacies and similar income</b>					
Membership subscriptions	3,454	-	-	3,454	7,025
Less: Membership subscriptions paid on (National/County/Area/District) <small>enter figures with a minus sign</small>		-	-	-	-
Net membership subscriptions retained	3,454	-	-	3,454	7,025
Donations	272	50,000	-	50,272	60
Legacies	-	-	-	-	-
Parent Contribution to Camp/Activities	-	-	-	-	220
Gift Aid	1,891	-	-	1,891	2,086
Other similar income	-	-	-	-	415
<b>Sub total</b>	<b>5,617</b>	<b>50,000</b>	<b>-</b>	<b>55,617</b>	<b>9,806</b>
<b>Grants</b>					
Herefordshire Council Grant	10,000	-	-	10,000	-
Other grants	-	-	-	-	-
<b>Sub total</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>-</b>
<b>Fundraising (gross)</b>					
Hellens Festival	-	-	-	-	1,154
Tesco Bag Pack	-	-	-	-	1,382
Detail 3	-	-	-	-	-
Other fundraising activities	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,536</b>
<b>Investment income</b>					
Bank interest	-	-	-	-	-
Building Society interest	-	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-	-
Property Rent income	-	-	-	-	295
Other investment income	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>295</b>
<b>Total Gross Income</b>	<b>15,617</b>	<b>50,000</b>	<b>-</b>	<b>65,617</b>	<b>12,637</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>15,617</b>	<b>50,000</b>	<b>-</b>	<b>65,617</b>	<b>12,637</b>



# Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2020	To	31/03/2021
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## Receipts and payments

	2021/20			2019/20
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
<b>Payments</b>				
<b>Charitable Payments</b>				
Youth programme and activities	176	-	-	1,063
Adult support and training	-	-	-	179
Waste	221	-	-	156
Water and Sewerage	71	-	-	183
Electricity and Gas	364	-	-	536
Insurance	652	-	-	634
Maintenance Repairs and Renewals	95	-	-	1,633
Materials and equipment	-	-	-	215
Printing and photocopying	-	-	-	-
Contribution to camp costs	-	-	-	2,686
Uniforms: Neckers & Badges	109	-	-	913
AGM and trustee expenses	-	-	-	15
Capitation Fee	2,350	-	-	2,654
IT Spend	38	-	-	38
Miscellaneous Spend	25	-	-	750
Subs Refund	548	-	-	179
Admin	119	-	-	60
<b>Sub total</b>	<b>4,770</b>	<b>-</b>	<b>-</b>	<b>11,894</b>
<b>Fundraising expenses</b>				
Hellen's Festival: Food for Volunteers (Adults & Children)	-	-	-	92
Detail 2	-	-	-	-
Detail 3	-	-	-	-
Other fundraising costs	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>92</b>
<b>Total Gross Expenditure</b>	<b>4,770</b>	<b>-</b>	<b>-</b>	<b>11,985</b>
<b>Asset and investment purchases, etc.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>176</b>
<b>Total payments</b>	<b>4,770</b>	<b>-</b>	<b>-</b>	<b>12,161</b>
<b>Net of receipts/(payments)</b>	<b>10,847</b>	<b>50,000</b>	<b>-</b>	<b>476</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds last year end</b>	<b>20,026</b>	<b>-</b>	<b>-</b>	<b>19,550</b>
<b>Cash funds this year end</b>	<b>30,873</b>	<b>50,000</b>	<b>-</b>	<b>20,026</b>



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

31st Mar 2021

31st Mar 2020

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
<b>Cash funds</b>					
Bank current account	80,873	-	-	80,873	20,026
Bank deposit account	-	-	-	-	-
Building society account	-	-	-	-	-
The Scout Association Short Term Investment Service	-	-	-	-	-
Cash/Floats	-	-	-	-	-
<b>Total cash funds</b>	<b>80,873</b>	<b>-</b>	<b>-</b>	<b>80,873</b>	<b>20,026</b>
<b>Other monetary assets</b>					
Tax claim	-	-	-	-	-
Debts due from the County/Area/District/Group	-	-	-	-	-
Insurance claim	-	-	-	-	-
<b>Sub total</b>	<b>-</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>-</b>
<b>Non monetary assets for charity's own use</b>					
Badge stock	1,015	-	-	1,015	758
Shop stock	-	-	-	-	-
Other stock	-	-	-	-	-
Land and buildings (derived from Unity Insurance document)	211,767	-	-	211,767	204,606
Motor vehicles	-	-	-	-	-
Scouting equipment, furniture etc	18,665	-	-	18,665	18,180
Other	-	-	-	-	-
<b>Sub total</b>	<b>231,447</b>	<b>-</b>	<b>-</b>	<b>231,447</b>	<b>223,544</b>
<b>Liabilities</b>					
Accounts not yet paid	-	-	-	-	-
Expenses incurred but not invoiced	-	-	-	-	-
Subscriptions not yet paid	-	-	-	-	-
Loan - detail	-	-	-	-	-
Other liabilities: Subs Refund due to Corona Virus	-	-	-	-	33
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>33</b>

## Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 23<sup>th</sup> September 2021 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature  
  


Print Name  
 Andy Leeming. Chair  
 Emma Graham. Treasurer





**Independent examiner's report to the trustees of 1<sup>st</sup> Ledbury Scout Group**

I report to the trustees on my examination of the accounts of the 1<sup>st</sup> Ledbury Scout Group for the year ended 31 March 2021.

**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 1<sup>st</sup> Ledbury 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 my examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust 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.



Lucy R Hill  
Chartered Accountant

15 September 2021

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Ledbury  
Herefordshire  
HR8 2JW