

# Trustees' Annual Report

For the period

From (start date) 0 1 ### 1 1 8 to end date 3 1 1 2 1 8

## Section A

## Reference and administration details

Charity name

1st Cullybackey Scout Group

Other names the charity is known by

Registered charity number (if any)

### 0 3 9 1 6

HQ registration number

Charity's principal address

Cunningham Memorial Presbyterian Church Hall

Shelling Hill Road

Cullybackey

Postcode

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Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Steven Millar	Act. Gp. Scout Leader	
2	Clare Hoy	Treasurer	
3	Angela Moore	Beaver Leader	
4	Lorraine McDowell	Cub Leader	
5	Norman Cavanagh	Secretary	
6	Larissa Higgins	Chair	
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Names and addresses of advisers (optional information but encouraged as best practice)

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 Leader, individual section leaders and parent's representation and meets every 3-4 months.

This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:  
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 (Specimen 1)**

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 equipment. The Group would request the use of 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 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 (Specimen 2)**

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>

### The Scout Method

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.

Summary of the main activities in relation to these objects

The Group has 4 Sections - Beavers, Cubs, Scouts and Explorers who enjoy a quality programme that involves making friends, learning Scouting skills, participating in church activities and making a contribution to the local community.

Additional details of the objectives and activities (optional information but encouraged as best practice)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- contribution made by volunteers;
- policy on investments.

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 the charity during the year

The Beavers have 18 lively 6-8 years old boys enjoying crafts, games, themed evenings, bible stories and worksheets that helped them work towards gaining badges. The Colony attended the District Christmas party along with 80 other Beavers, played games, crafts, bouncy castle and got a gift from Santa. During the year activities included planting seeds, making bird feeders, tossing pancakes and learning about Robbie Burns. Beavers attended and enjoyed Beaver Rally Day at Crawfordsburn despite the bad weather, took part in Children's Day and St Georges Day Parades. Bronze Chief Scout badges were gained by 11 boys and 7 boys gained 1st year badges. Cubs have 22 members and have undertaken a variety of badgework and several outings as well as participating in District events and local parades. They enjoyed educational visits to the Belfast City Hall and an outing to Ballymena Fire Station where they were able to use some of the specialist

equipment and the hoses. In early November Cullybackey hosted the District Games Competition and had a special visit from the British Legion to explain the history surrounding Remembrance Day. A District Hike in the Antrim Hills, a Promise party and a County camp were really enjoyed by all the boys who took part.

There are 12 Explorers in the Unit and over the last year have enjoyed a varied and challenging programme of outdoor and indoor activities. These include team challenges, games, water activities, hill walking, First Aid, international nights, making poppy wreaths and plant baskets, treasure hunts, car maintenance, and fund raising. Explorers continue to help with the Cullybackey Partnership Group doing litter picks and improving and maintaining facilities within the village. Some boys have helped in the Beaver and Cub sections, and run bases for the Scout Section. Several boys have gained activity badges throughout the year such as Musician and First Aid, and all continue to work towards their Platinum and Diamond Chief Scout's Award. At Christmas, several of the Explorers took part in Bag Packing in Tesco and raised £341 for Dementia NI. Last summer two Explorers and two young Leaders successfully completed an Explorer Belt expedition in the Netherlands, and 2 Explorers are completing a 100km canoeing expedition over 4 days through wilderness country.

Section E	Financial Review
Brief statement of the charity's policy on reserves	<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 Executive Committee considers that the group should hold a sum equivalent to 24 months normal running costs of circa £6k (excluding a one off Charitable fund raising event - £5670).</p>
Quantify and explain any designations	<p>The Group held reserves of approximately £12k against this at year end. This is approximately the level required for operating expenses for a two year period.</p>

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

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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 (Specimen 1)

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. The Group has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies or The Scout Association's Short Term Investment Service.

#### Investment Policy (Specimen 2)

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)

Steven Millar

Full name(s)

Steven Millar

Position (eg Secretary, Chair)

Acting Group Scout Leader

Date

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