

# Trustees' Annual Report

For the period

From (start date) 

0	1		1	2	3
---	---	--	---	---	---

 to end date 

3	1	1	2	2	3
---	---	---	---	---	---

## 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		B	T	4	2	1	N	H	

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Larissa Higgins	Chair	
2	Judith Lawton	Treasurer	From 16 Oct 2023
3	Nichola Park	Secretary	
4	Lorraine McDowell	Group Scout Leader	
5	Norman Cavanagh	Supporter	
6	Steven Millar	Scout Leader	
7			
8			
9			
10			
11			
12			
13			
14			
15			

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 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.

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 Board consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, some section leaders and parent's representation and meets every 3-4 months. The Board is responsible for the financial management and other governance matters such as safeguarding and insurance.

This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the Group and is responsible for:

The raising of fund and organising fund raising activities;  
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 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 equipment. The Group would request the use of

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 4 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> <p><b>The Scout Method</b> Scouting takes place when young people, in partnership</p>

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 Squirrel Drey has 19 enthusiastic 4-6 year old boys and girls. They had a busy year learning new skills, working together, getting creative, and becoming brilliant builders. They explored with compasses and went on an adventure walk, collected and donated to the food banks and attended Remembrance Day and Children's Day parades. They completed 6 activity badges, 1 challenge award, 2 staged badges, 4 Acorn awards, and took part in Squirrel Appreciation day. The Beaver Colony have 24 lively 6-8 years old boys and girls 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 working on various parts of the Chief Scout Bronze Award as well as other badge work and attended the District archery, Quiz competitions. Hikes and sleepover. Beavers attended and enjoyed Beaver Rally Day at Crawfordsburn, and took part in Children's Day and Remembrance Day.

Beavers. The Cub Pack have 24 members and have undertaken a variety of badgework activities, outings and camps at Arthur House, Movanager and Crawfordsburn with the Scouts. Cubs have achieved the Skills and Teamwork Challenge badges, Staged badges such as Water Activity, Hikes and Nights Away, and Activity badges including Local Knowledge, Naturalist, Communication and Cooking. Five (5) Cubs earned the Silver Chief Scout's Award, the highest one in the Cub Section. There were visits from the PSNI, NEA Activity Officer and Crafts for Christ, and a visit to the railway station as part of their Personal Safety badge. Cubs also visited the British Legion Hall and participated in the Children's Day and Remembrance Day parades. The Pack took part in District activities including Archery, Hike, Quiz, Orienteering, Hockey (2<sup>nd</sup>), Football (2<sup>nd</sup>) and District Flag in which they were placed 'First'. Due to participation and achievement in District events they were Runner's Up in the Tom Montgomery Cup.

The Explorer Unit has 4 members and over the last year have enjoyed a varied and challenging programme of outdoor and indoor activities. These include team challenges, games, water activities, and fund raising. Explorers continue to help with the Cullybackey Community Partnership Group doing litter picks and improving and maintaining facilities within the village. Some members have helped in the Beaver and Cub sections, and run basic

The Explorer Unit has 4 members and over the last year have enjoyed a varied and challenging programme of outdoor and indoor activities. These include team challenges, games, water activities, and fund raising. Explorers continue to help with the Cullybackey Community Partnership Group doing litter picks and improving and maintaining facilities within the village. Some members have helped in the Beaver and Cub sections, and run basic

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 Trustee Board considers that the group should hold a sum equivalent to 12 months normal running costs of circa £10k. Income and expenditure in 2023 was higher than normal due to significant expenditure on a trailer and grant aid support.</p>   <p>The Group held reserves of approximately £9k against this at year end. This is approximately the level required for operating expenses for a normal one year period.</p>
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 (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.

#### 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)

--

### Section G

### Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Larissa Higgins

Full name(s)

Larissa Higgins

Position (eg Secretary, Chair)

Chair

Date

1 1 1 2 4