



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## Trustees' Annual Report for the period

**From** 1st September 2018 **To** 31<sup>st</sup> August 2019

**Charity name:** 3<sup>rd</sup> Buckingham Scout Group

**Charity registration number:** 300658

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>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</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>1) Provision of Scouting activities and facilities for young people between the ages of 6 and 14 living in Buckingham and surrounding villages 2) Effective operation of the Scout &amp; Community Centre at 53 Embleton Way, Buckingham</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>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.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>N/A</b>

Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	<b>The programmes of activities for our Scout, Cub and Beavers members are totally reliant upon the volunteer Scout Leaders with support from parent volunteers. The fundraising is carried out by volunteer parents and Scout leaders as well as young people from one or more of the Scout sections: Beavers, Cubs, Scouts</b>
Other		N/A

### Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p><b>1) The Scout Group continued to provide exciting weekly activities and opportunities for the young people of Buckingham, facilitating their personal development and education. The Group supported local events, both as part of fundraising but also to demonstrate volunteer support to local community and develop our members' sense of citizenship. We were able to sustain this year the previous expansion in the number of youngsters who can participate and benefit from our activities</b></p> <p><b>2) This year the use of the Scout &amp; Community Centre continued to expand, to provide new opportunities for local people to participate in activities laid on by those hiring the accommodation</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>We secured the active participation of local youngsters in the activities of the Scout Group. We sustained through the year the activities and development of our Scout troop; Cub packs and Beaver colonies, through the work of our dedicated volunteers.</b>
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		<b>As noted above, we also continued to expand the use of our new Centre, with an increasing level of hires for local activities.</b>
Performance of fundraising activities against objectives set	Para 1.41	<b>During the year, we undertook fundraising to assist nominated members to participate in Scout Jamboree events.</b>
Investment performance against objectives	Para 1.41	<b>The funds held by the Group are not invested</b>
Other		<b>N/A</b>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of the period, the Charity had net assets of £39,833 (inclusive of anticipated Gift Aid awaiting payment by HMRC of £2,800). Of this, our Building Fund has been boosted to £9,000, to allow us to continue to fit out and equip the Scout & Community Centre. Our General Fund stood at £24,783, and £4,100 had been placed in our Maintenance Fund for our Centre.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Trustees reviewed the reserves policy in April 2018, and decided to retain three months' worth of subscription income as a reserve. This is equivalent to c. £4,000. The reserve is held to provide for any period when we are, in any unexpected circumstance, unable to secure expected income or face significant unanticipated costs.
Amount of reserves held	Para 1.22	See above.
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

## Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The Scout Group relies upon parent subscriptions and on its own regular fundraising. In addition, the charity benefits from rental income arising from hires of the Centre (net of Centre running costs).
Investment policy and objectives including any social investment policy adopted	Para 1.46	The Group does not have sufficient long-term funds to invest in longer term investments. The Group has therefore adopted a low-risk strategy to the investment of its funds. All funds are held in mainstream bank or building society accounts which are covered by the FSCS scheme.
A description of the principal risks facing the charity	Para 1.46	The major ongoing risks to which we believe the Group is exposed are:

		<ul style="list-style-type: none"> <li>• <b>Failure to safeguard children:</b> the Group takes its responsibility for safeguarding seriously and closely follows Scout Association safeguarding procedures to ensure children are not put at risk. The trustees periodically obtain assurance on the operation of safeguarding arrangements.</li> <li>▪ <b>Damage to property and equipment:</b> The Group stores most of its equipment in a secure environment and has contents insurance to mitigate against loss. The charity has insurance to mitigate the impact of loss of the Centre.</li> <li>▪ <b>Injury to leaders, helpers, supporters and members:</b> The Group, through the membership fees, contributes to the Scout Association's standard insurance policy.</li> <li>▪ <b>Reduction or loss of Leaders:</b> The Group is totally reliant on volunteers. If there were a reduction in the number of leaders to an unacceptable level in a particular section or in 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. However, we have expanded the number of leaders, and we continue to encourage parent involvement in order to provide support and keep parents involved.</li> <li>▪ <b>Reduction or loss of members:</b> The Group provides activities for young people as Beavers, Cubs and Scouts aged 6 to 14 years. If there were 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. However, we have been able to sustain an expansion in the number of members in the year in question.</li> </ul> <p>In addition, with the creation of our new Centre, there is a risk that increased running costs will outstrip Scout Group income. However, we now have a firm handle on the Centre's operating costs</p>
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		<p><b>and income and expenditure is budgeted annually and monitored regularly.</b></p> <p><b>The risk of Government restrictions on social activity because of a pandemic, preventing members being able to participate in Scouting, resulting in reduced activity and income. [This is a risk which has currently materialised. We consider however that we have sufficient funds to enable us to continue until these restrictions are lifted]</b></p>
Other		N/A

## Structure, Governance and Management

<b>Description of charity's trusts:</b>		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>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. These are supplemented by a Scout Group Constitution adopted in 2017.</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>The Group is a trust established under its rules which are common to all Scouts.</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>The Trustees are the members of the Group Executive Committee. Members of the Committee are appointed by the Scout Group Council at an annual general meeting. Inbetween AGMs, new members can be co-opted onto the Committee by the Group Executive Committee.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>The charity operates within the wider framework of policies and guidance issued by the Scout Association</b>
Relationship with any related parties	Para 1.51	<b>The Scout Association, and County and District Scouts.</b>  <b>During the year, the charity put in place a Partnership Agreement with a locally-based Explorer Scout Unit, now known as Phoenix (North) Explorers. The Unit falls within the ambit of Buckingham &amp; Winslow Scout District, and is not part of the charity. It provides Scouting activities for older youngsters, enabling our</b>

		<b>members who are too old to remain within the Group to continue in Scouting.</b>
Other		

#### Reference and Administrative details

Charity name	<b>3<sup>rd</sup> Buckingham Scout Group</b>
Other name the charity uses	-
Registered charity number	<b>300658</b>
Charity's principal address	<p><b>The centre of the charity's operations is:</b></p> <p><b>3<sup>rd</sup> Buckingham Scout Group</b>  <b>The Scout and Community Centre</b>  <b>53 Embleton Way</b>  <b>Buckingham MK18 1FH</b></p> <p><i>All correspondence should be addressed to the Group Scout Chairman, Graham Ellis at:</i>  <u><a href="mailto:grahamellis@btopenworld.com">grahamellis@btopenworld.com</a></u></p>



**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Graham H G Ellis	Chairman		Group Scout Council
2	Peter Frohock	Group Scout Leader		Group Scout Council
3	John Rogerson	Group Treasurer		Group Scout Council
4	Adrian Stokes	Section Leader	Until 11 October 2018	Group Executive Committee (cooption)
5	Christopher Epps	<b>Phoenix (North)</b> Explorer Unit Leader		Group Scout Council
6	Robert Streat	Section Leader		Group Scout Council
7	Tina Anderson	Section Leader		Group Scout Council
8	Emma Medler	Section Leader		Group Scout Council
9	James Tebboth	Executive Committee Member		Group Scout Council
10	Louise Grensted	Executive Committee Member		Group Scout Council
11	Mark Baxter	Executive Committee Member		Group Scout Council
12	Corin Brearley	Executive Committee Member		Group Scout Council
13	Peter Dowling	Executive Committee Member		Group Scout Council
14	Anna Mason	Section Leader		Group Scout Council
15	Tracey McLaughlin	Secretary	From 18 July 2019	Group Executive Committee (cooption)
16	Michael Heritage	Executive Committee Member	From 16 May 2019 To 20 June 2019	Group Scout Council
17	Rachael Stancliffe-White	Executive Committee Member	From 18 July 2019 to 7 October 2019	Group Executive Committee (cooption)

**Corporate trustees – names of the directors at the date the report was approved**

Director name		
<b>N/A</b>		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	
<b>Scout Association Trust</b>		
<b>Corporation</b>		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Under the Partnership Agreement in place with the Phoenix (North) Explorers Unit (see above), we collect subscription income from its members and pay on its behalf costs and expenses due. At the end of the year, we held £1,647 on behalf of the Unit.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	The Phoenix (North) Explorers Unit seeks to provide a continuation of opportunities providing by Scouting activities for personal development for youngsters who are too old to participate in the Group's Scouting Section. The Unit forms part of the Buckingham & Winslow District Scouts, a charity which is also a signatory to the Partnership Agreement. Such Units are a formal part of the structure of Scouting, as promoted by The Scout Association.
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Accounting records segregate subscription income from Explorer Unit members, and it is transferred periodically to a separate bank account. Expenditure met on behalf of the Unit is similarly transferred.

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## **Declarations**

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

**Signed on behalf of the charity's trustees**

<b>Signed: Graham Ellis</b>	<b>Signed: John Rogerson</b>
<b>Group Chairman</b>	<b>Group Treasurer</b>
<b>On 25 June 2020</b>	<b>On 25 June 2020</b>

## **Independent Examiners' Report**

Report to the Trustees and members of the Group Scout Council of the 3rd Buckingham Scout Group (charity number 300658) on the accounts for the year ended 31 August 2019 set out on pages 1 and 2.

### **Respective responsibilities of the trustees and independent 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 the year under section 144 of the Charities Act 2011 (the Charities Act) and that the independent examination is needed.

It is my responsibility to:

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

### **Basis of independent examiner's report**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the 3rd Buckingham Scout Group and a comparison of the accounts (as set out on pages 1 and 2) with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 my report is limited to those matters set out in the statement 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 Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.



Nicola Beeson FCCA ACA  
for and on behalf of  
NB Consulting Limited  
2 Foxglove Close  
Buckingham, MK18 1FU

14 February 2020