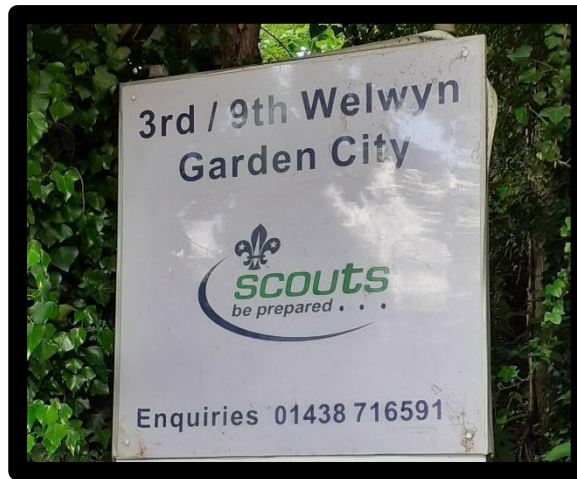




## **3rd/9th Welwyn Garden City Scout Group Annual Report**



**FOR YEAR ENDED 31 DECEMBER 2019**

### **1. REFERENCE AND ADMINISTRATION DETAILS**

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## ANNUAL REPORT

**FOR YEAR ENDED 31 DECEMBER 2019**

### 1. REFERENCE AND ADMINISTRATION DETAILS

#### Trustees

The Trustees are all members of the Group Executive which include the following:

#### Ex-Officio Members:

Group Chairman	Vacant <sup>1</sup>
Group Scout Leader	Mary Thorpe
Group Secretary	Lee Mansfield
Group Treasurer	Denham Holmes
Beaver Leader	Barry Stedham, Keith Poole, Kirke Raava (Karen Gaskell stood down in year)
Cub Leader	Vacant
Assistant Cub Leader	Steve Lake, Viv Owen, Natasha Adams (Emma Pallister stood down in-year. Steve Lake and Natash Adams have subsequently stood down.)
Scout Leader	Alex Smith
Assistant Scout Leaders	Richard Hargrave, Richard Stedham, Marta Saiz, Vicente Forcada, Luke Kingwell
Explorer Scout Leader	Graham Corton
Assistant Explorer Scout Leader	Ian Wright, Siobhan Smith

#### Nominated Members:

Beaver Representative	Vacant (Reena Shah stood down in year)
Cubs and Scouts Representative	Jackie Doney
Explorer Representative	Vacant
Chair of the Hut Committee	Cliff Chappell
Hut Lettings Secretary	Siobhan Smith

#### Group Details:

Group Registration Number	46061
Charity Registration Number	1051804
Contact Name and Address	Secretary, Lee Mansfield, 3rd/9th Welwyn Garden City Scout Group, Great Dell, Welwyn Garden City, Herts AL8 7HY

Bankers	HSBC Howardsgate Welwyn Garden City AL8 6BH	Barclays Bank 12-12A Howard Centre Welwyn Garden City AL8 6HA
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<sup>1</sup> Chair designate from April 2020 is Claire Gilchrist

## **Structure, Governance and Management**

The Group's governing documents are those of 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.

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

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

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.

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/carer's representation.

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.

The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include two signatories for all significant payments and comprehensive insurance policies to ensure that insurable risks are covered.

## **Aims and Objectives**

Purpose: Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

The Values of Scouting: As Scouts we are guided by these values:

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

Respect - We have self-respect and respect for others.

Care - We support others and take care of the world in which we live.

Belief - We explore our faiths, beliefs and attitudes.

Co-operation - We make a positive difference; we cooperate with others and make friends.

The Scout Method: Scouting takes place when young people, in partnership with



***3<sup>rd</sup>/9<sup>th</sup> Welwyn Garden City  
Scout Group***

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.

## **2. ACHIEVEMENTS AND PERFORMANCE**

### **Chair's Introduction**

*The Group was without a Chair throughout 2019. Claire Gilchrist volunteered to join us from April 2019 and has kindly provided this introduction, penned in May 2020.*

The focus of this Report is on 2019 and it sets out the great work of the Group over the year. But as I join the Group, I note that I do so in unprecedented times. Scouting is under more pressure than ever before, and the way in which we, as leaders and parents respond to this crisis will most likely shape the scouting movement for years to come. To that end, I have volunteered to take on the role of Chairperson in the 3<sup>rd</sup> and 9<sup>th</sup> Scouts group. This is waiting for ratification at the AGM, but I am hopeful you will support me.

I realise this may be the first communication you have had from me so I want to give you a little bit of background on myself; I currently work full-time as an Inspector for the Metropolitan Police and manage both Wood Green and Edmonton Custody Suites, where detained people are held by police pending investigation. Wood Green in particular is the busiest custody suite in the Service and we deal with over 200 detainees every week (busier than Brixton, Charing Cross and Croydon) and have the highest number of vulnerable detainees coming into our care). We have a particular focus on Safeguarding vulnerable detainees and I have introduced a number of new initiatives including different food options for children and foam balls for cells. I have also ensured an effective roll out of training for my officers using Nescot College, where officers and staff are able to register for free qualifications in Safeguarding, Mental Health, Management, etc. I have particular responsibilities under Health and Safety, and Fire regulations so I'm well versed in what needs to be completed. I have occupational safety and health qualifications and am good with risk assessments. I have worked for the police since 1993 beginning as a Special Constable for West Mercia Constabulary. I am responsible for ensuring strategic relationships with organisations from custody visitors and the Mayor's office, through interpreters and solicitors, to other UK Forces and government departments. I also facilitate visitors from foreign police services into our custody suites and have recently met with the African Prisons Project and Dubai police.

In addition to my day job, I also work as lecturer in psychology and criminology for the Open University. I tutor both year 1 and year 2 students, complete plagiarism checks for the OU, monitor other tutors marking to ensure it's consistent, and I am an examiner for the OU. I have worked for the OU for 13 years and currently manage 5 groups of around 20 students in each group.

Finally, I am a single parent to Emma (11 years old, going on 15....attends 1st Digswell Guides) and Tom (9 years old – attends Cubs), so hopefully you'll see me around for several years to come as my children grow up in the club.

I know scouting is looking at how it can respond effectively in the current crisis. It has a good track record, having survived the World Wars and come out stronger on the other side. It has already put together 'The Great Indoors' to help young people across the country stay active in these unprecedented times – look at: <https://www.scouts.org.uk/the-great-indoors/>. If you haven't yet checked this out I would encourage you to do this. I am looking forward to ensuring

3rd and 9th can be the most effective group it can be, and to build on last year's very successful programme of events for our young people. I am passing my thanks and respect onto everyone across all the sections for their continued hard work during the last year, and their outstanding motivation for the group to thrive.

Claire Gilchrist

### **Group Scout Leader Report**

This last year has been another successful year for the Group and this can be best illustrated by the fact that the growth of the last few years has plateaued at a level set by the number of sections that we can realistically run. We have approximately 100 young members in three active sections plus an attached Explorer Unit. It is fantastic to see the young people mature and develop into such responsible and skilled adults. As you can read from the section reports, one of the main reasons for this growth is the very exciting programs on offer plus a wide variety of residential experiences.

During the course of 2019 approximately 900 badges were awarded across the sections with 25 young people achieving the relevant Chief Scout Award for their section. One Cub completed all the activity badges and all the challenge badges for the section, a truly spectacular achievement reflecting his commitment and enthusiasm. One former Explorer has completed their Queens Scout Award and this is due to be presented at Windsor at the St George's Day Service.

The achievements of the young people in our care are visible both in the number of badges that they achieve and also in the increased confidence and skills that they demonstrate. Scouting's purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society and we can see them acquiring these skills in the time they spend in the group.

As a Group we are trying to keep pace with the demand from local young people for Scouting and our personal sadness is that we could take more young people, but are limited by the number of adult leaders willing to give their time. Due to the continued success of our sections we are still looking for more Leaders to assist, especially with the younger sections where we have waiting lists. Being a Leader requires a regular commitment but not necessarily a weekly one and the rewards are priceless, great fun, a sense of achievement and knowing that you are giving something back to the local community.

I thank all those in the Group leadership team who have made the last year of Scouting happen.

Mary Thorpe, Group Scout Leader  
**Muntjac Explorer Section**

The highlight of 2019 was Summer camp at Birchover in Derbyshire. We had a traditional camp which focused on survival skills – a good job as we were there during the floods and the threatened breach of the dam at Whaley Bridge. It is definitely a camp which we will all remember!

We also had a weekend canal camp from Hemel Hempstead to Tring in April, the now biannual 100mile canoe test on the River Wye at May half term and a second canal camp weekend from Hemel to Kings Cross in October.

Several Muntjacs took part in taster days of scuba diving and gliding which were organised by the District but supervised by Muntjac leaders.

All these camps and experiences ensured that many badges have been earnt and awarded and we are pleased to report that we have several Muntjacs on course to achieve the highest Scouting awards as well as Duke of Edinburgh awards.

Muntjacs attended Remembrance Day parade, we were proud to have the largest contingent of Explorers in the District with 24 out of 25 Muntjacs attending! We also attended St. George's day parade in April as usual.

Two groups competed in Peak Assault with the kind support of Ben Langston for which we were very grateful.

We finished the year with our annual Christmas dinner in the hut where we were delighted to welcome back ex-Muntjacs to eat with us and share their university and working life tales. We were also joined by Mary, Group Scout Leader, which was really lovely.

Graham Corton, Ian Wright, Siobhan Smith

### **Scout Troop**

Membership hovers around the 25 mark which is manageable but means we have no positions to fill from the waiting list. We ended the year with 6 Leaders which means we have a good ratio of leader/scout support.

Our Programme was delivered in line with the challenge badges which count towards achieving the Chief Scout Gold Award. Good progress was made by all towards their badges.

We continue to try and spend as much time as we can outside enjoying the lovely surroundings that we have. Our weekly activities included: cooking on fires or gas, playing outdoor games, learning to map read, preparing for a hike, duck racing, canoeing, archery, purifying our own water, making and playing Warhammer, plus many more.

Notable events:

District Scout Night Hike: Entered 2 teams who both did very well.

PopUp Restaurant: In May we planned and cooked a 3 course meal and served it to parents in the hut as if it was a restaurant. I was mightily impressed by the culinary achievements plus how wonderful they made the hut look. Truly a night to remember.

Mid Herts Olympics: we entered two teams in this event which comprised of a number of events over an afternoon. We showed good team spirit and commitment in all the disciplines and were proud to win the Scout competition. The flag we made for the opening ceremony remains displayed in the hut.

Sleeping Rough: we experienced what it was like to be homeless and made shelters and slept in them overnight in the hut. The Scouts cooked a good hearty breakfast in the morning and we made a donation to Shelter.

Unfortunately due to lack of numbers we were unable to arrange a Scout Camp.

Alex Smith

### **Cub Section**

A large group of Cubs moved up to Scouts in September 2019, which gave us the opportunity to take 8 new Cubs from the waiting list, to bring numbers up to 28 Cubs. The year started with 4 leaders (Mary, Steve, Emma and Viv). In September we were joined by Natasha, shortly before Emma sadly moved away<sup>2</sup>. We have been spoilt for young helpers, with Will, Josh, Charlie and Tom all helping out<sup>3</sup>.

During 2019 we awarded over 400 badges, including 11 Chief Scout Silver Awards (5 in June and 6 in December). One Cub worked incredibly hard to earn ALL the Cubs badges possible.

#### **Spring Term**

We worked on the Animal Carer badge with visits from Cats Protection and an animal sanctuary, Disability Awareness including a visit from two very cute trainee guide dogs and on some of the challenge badges including Skills, Global and Teamwork. In February a number of the Cubs helped the Wood Wardens with tree planting in Sherrardspark wood.

#### **Summer Term**

Some of the older Cubs worked on the Navigator badge and completed a hike from Oaklands back to the hut (with thanks to Ian).

We also worked on the Global Issues and World Faiths badges, as well as some of the Challenge badges. Special events included raft building at Stanborough Lakes, archery, orienteering at Stanborough and a bushcraft afternoon for the older Cubs. Most of the Cubs attended our annual 2-night camp near Bedford during an exceptionally hot weekend! Over the

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<sup>2</sup> This year, 2020, Darren also joined the team.

<sup>3</sup> Tom has since left and we have been joined by Sophia.

course of the weekend we were visited by Tony Lyall, our District Commissioner, who presented one of our older Cubs with the final few activity badges for the section, meaning that all 37 had been completed. The superb commitment and dedication to achieve this was fantastic to witness and it was a pleasure for the team to facilitate this for him. We also ran a Cubs meeting in the summer holidays for those who were around, which 9 Cubs attended and enjoyed.

#### **Autumn Term**

We worked on the Communicator and Personal Safety and Road Safety badges, with fire lighting, safety codes and more, as well as continuing to work towards Challenge badged. In September some of our Cubs took part in the District 'Olympics'. We had our annual Bonfire Night celebration, joined the Remembrance Day parade and helped with bag-packing fundraising in December. At the end of the term we made Christmas decorations for the hut and had a festive celebration.

Viv Owen

#### **Beaver Colony**

Over the last year, Beavers has remained a full colony of 23 with a mix of girls and boys. We have had quite a few beavers moving to cubs and we have welcomed new Beavers through Zoom.

With our programme of activities, the Colony has had a busy year including visits to learn about bee keeping and the work of the police at a local station. We enjoyed a fantastic bonfire night with singing, sparkles and marshmallows. We also held an election night and have welcomed many visitors to our meetings introducing us to music, healthy eating and exercise. The Colony took part in the 1st District Dusk Hike and enjoyed the free fireworks as we did the bases which were set up. We also attended the county day at Paradise Wildlife Park, and the Beavers were in attendance at the annual Remembrance Parade.

Beavers have worked hard and done lots of badge work through the year, including: Navigator, Book Reader, Builder, Collector, Creative, Cyclist, Disability Awareness, Explore, Emergency Aid, Musician, Health and witness and Space. Also we had Beavers earning their Chief Scout Bronze Award.

We have a good team of leaders: Barry, Keith & Jennifer as well as myself. We have also benefited from the support of regular parent helpers Alex and Yukiko<sup>4</sup>.

Kirke Raava

#### **Hut Committee Report**

This year we have managed to keep the hut in good repair. In June, we had a work party day at the hut involving Sherrardspark Wood Wardens and 26 volunteers from Tesco. They managed

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<sup>4</sup> Jennifer has joined us in 2020.

to install a fence for Footsteps, clear a lot of undergrowth around the hut and also coat the outside of the hut with preservative.

In the autumn, we received an offer, supported by the generosity of a local fundraiser, to have a defibrillator installed at the hut. The equipment was supplied by the *Defibrillators in Public Places* charity, who also arranged installation on the outside of the hut, meaning that the Group and local community may benefit from this equipment.

Each year in early December we have a work party from the Group and parents at the hut clearing leaves from the drive and car park. This was well supported.

Looking ahead, we lease the site from Welwyn Hatfield Borough Council and as the lease approaches renewal in 4 years' time we will need to consider negotiating a longer lease or possibly buying the freehold, depending on the potential replacement of the hut. Replacement would involve a lot of fund raising.

Cliff Chappell

### **3. FINANCIAL REVIEW**

#### **Treasurer's Report**

2019 proved to be an unexciting year in terms of the finances but that can be viewed as a good thing.

The total cash balance as at 31st December 2019 stood at £60,847 representing a year on year increase of just £256 from the balance of £60,591 reported at the end of 2018. Profit for the year was £4,475 which was due to the leaders of all sections managing their budgets very tightly to ensure contributions received for events covered all the associated costs. The profit is 216% higher than FY18 as there was no major spend on assets such as canoes in 2018.

The cost of running the Scout Hut for the year was £10,537. There were small increases in insurance and energy costs but the total income from renting out the hut came in at £10,787, exceeding costs by £250.

The balance remains strong with net assets totalling £67,629. A reserve fund continues to be maintained for emergencies and future major repairs to the Scout Hut, and 2020 has certainly shown how maintaining a reserve of funds for the unexpected is prudent.

The Online Scout Manager System (OSM) payments system was introduced in 2018 and is now being successfully used for almost 100% of subscription payments by parents/carers. This has reduced the amount of admin and queries involved by automatically allocating payments to the correct account. The use of an online accounting tool has also given greater visibility to income and expenses allowing more robust reports to be presented to the independent examiner.

A Receipts and Payments Accounting Basis has been used to prepare the Accounts which is consistent with other years and complies with the appropriate legal requirements. I am pleased to introduce Alex Bailey as the independent examiner of the 2019 Accounts who kindly volunteered her services following the resignation of her predecessor, Ben Pallister.

Denham Holmes, Treasurer



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/ members of	Charity Name 3RD/9TH WELWYN GARDEN CITY SCOUTS		
On accounts for the year ended	31 DECEMBER 2019	Charity no (if any)	10512804
Set out on pages	[Blank box for page numbers]		

(Remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 12 2019.

#### 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (~~other than that disclosed below~~ \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed: A. Bailey Date: 16/07/2020

Name: ALEXANDRA

Relevant professional  
qualification(s) or body  
(if any):

ACCA

Address:

10 DENSLEY CLOSE  
WELWYN GARDEN CITY  
AL8 7JX

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

# Balance Sheet

3rd/9th Welwyn Garden City Scouts  
As at 31 December 2019

31 DEC 2019

## Current Assets

Cash at bank and in hand	
Barclays Hut	11,252.82
HSBC Saver	23,160.87
HSBC Scout	13,721.14
Scouts Charity Deposit Account	12,712.06
Total Cash at bank and in hand	60,846.89
Accrued Income	8,282.00
Charity Interest 2018	62.53
Total Current Assets	69,191.42

## Creditors: amounts falling due within one year

Accruals	1,562.55
Total Creditors: amounts falling due within one year	1,562.55

## Net Current Assets (Liabilities)

67,628.87

## Total Assets less Current Liabilities

67,628.87

## Net Assets

67,628.87

## Capital and Reserves

Current Year Earnings	4,475.24
Retained Earnings	63,153.63
Total Capital and Reserves	67,628.87

A Bailey

16/07/2020

# Profit and Loss

3rd/9th Welwyn Garden City Scouts  
For the year ended 31 December 2019

2019

## Turnover

Capitation	(4,583.50)
Contribution to sales of Trips & Activities	9,605.49
Contribution to sales of Uniform/Equipment	109.40
Rent of Hut	10,786.50
Rent out equipment	230.00
Sales - Subscriptions	14,683.00
<b>Total Turnover</b>	<b>30,830.89</b>

## Cost of Sales

Costs - Subsistence/Expenses	7,665.90
Costs - Tickets/Entry	4,893.41
Costs - Travel	2.70
Costs - Uniform/Equipment to be sold	1,399.02
GOCardless fees	434.66
<b>Total Cost of Sales</b>	<b>14,395.69</b>

**Gross Profit** 16,435.20

## Administrative Costs

Cleaning	1,040.00
General Expenses	430.67
Insurance	1,185.91
Light, Power, Heating	2,928.01
Overheads - Capital purchases expensed	336.69
Overheads - Food & Drink	526.09
Overheads - Materials	1,247.56
Rates	50.00
Rent	1,320.00
Repairs & Maintenance	6,485.47
<b>Total Administrative Costs</b>	<b>15,550.40</b>

**Operating Profit** 884.80

## Other Income

Bank Interest rec'd	46.14
Fundraising	105.00
Fundraising - Waitrose Xmas bag packing	939.30
Gift aid	2,500.00
<b>Total Other Income</b>	<b>3,590.44</b>

**Profit on Ordinary Activities Before Taxation** 4,475.24

**Profit after Taxation** 4,475.24