

Trustees' Annual Report

For the period

From (start date) to end date

Section A Reference and administration details

Charity name

Other names the charity is known by

Registered charity number (if any)

Charity's principal address

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	Tara Cooper	Chair	From Dec 2019
2	Sarah Oguamanam	Secretary	From Dec 2019
3	Lucy Normington	Treasurer	
4	Christopher Male	Group Scout Leader	
5	Nicholas Cresswell		
6	Ian Normington		
7	Marie Woodward		
8	Neil Fowler	Chair	Until Dec 2019
9	Lyndsay Summerfield	Secretary	Until Dec 2019
10			
11			
12			
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
Accountant	Peter Bromiley	AMS Accountancy
		Delta 606, Welton Rd, Swindon SN57XF

Section B	Structure, governance and management
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Description of the charity's trusts

Type of governing document

The Group 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

(e.g. trust deed, constitution)

How the charity is constituted

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

(e.g. trust, association, company)

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 12 months.

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)
	<p>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:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Reduction or loss of members. The Group provides activities for all young people aged 5 to 15. 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.</p>

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p>The Purpose of Scouting Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p>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 co-operate with others and make friends.</p> <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.</p>
Summary of the main activities in relation to these objects	<p>The Purton Scout Hut in the High Street continues to be used as a storage facility and improvements are planned to make it more fit-for-purpose to better suit the needs of the Group. This will be financed using proceeds from fund raising activities.</p> <p>Section meetings are conducted in Purton Millennium Hall and Lydiard Millicent Primary School and Ridgeway Farm Academy.</p> <p>The Group continue to support the Section leaders and ensure appropriate funds are available for equipment and activities.</p>
Additional details of the objectives and activities (optional information but encouraged as best practice)	
<p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grantmaking; • contribution made by volunteers; • policy on investments. 	
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

Over the last year, the Group membership has increased primarily due to the opening of new Cub and Beaver sections in the Ridgeway Farm development area. We are hopeful that, with the increase in available place numbers for young people at the group, we will see a continued expansion of Scouting in the local area. However due to the situation we currently face with the pandemic and the suspension of face to face scouting, challenging times are ahead of us.

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 £45000.

The Group held reserves of approximately £140000 against this at year end. This is above the level required for operating expenses. However this can be explained by the need to renovate the Owned Scout Hall.

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);

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.

- how expenditure has supported the key objectives of the charity;
- investment policy and objectives;

The Group Executive regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Executive considers the cash flow requirements.

Section F

Other Optional Information

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

The refitting/rebuilding of the Owned hall on Purton High Street is a priority activity. Owing to the situation caused by Government response to Covid-19 Pandemic the project, which was, scheduled to start in March 2019 has been delayed. A proposed new start date is under consideration by the executive committee.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

CHRISTOPHER MALE Sarah Oguamanam

Position (eg Secretary, Chair)

GROUP SCOUT LEADER Treasurer

Date

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Receipts and payments accounts

CC16a

For the period
from

Period start date
1st April 2019

To

Period end date
31st March 2020

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Y/e 31/03/2019 to the nearest £
A1 Receipts					
SUBSCRIPTIONS, DONATIONS etc.					
Membership subscriptions	8,680	-	-	8,680	7,621
Less: Membership subscriptions paid over	-	-	-	-	2,070
Net Membership subscriptions retained	8,680	-	-	8,680	5,551
Donations	1,000	-	-	1,000	374
FUNDRAISING:					
Scout stamps	915	-	-	915	896
Fireworks	18,096	-	-	18,096	52,541
Camp payment	202	-	-	202	2,057
Other fundraising	75	-	-	75	-
The Scout Association Short Term Investment Service	699	-	-	699	562
Add back out of date cheques	1,307	-	-	1,307	-
Transfer from old account 00998533	431	-	-	431	-
Sub total (Gross income for AR)	31,405	-	-	31,405	61,981
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	31,405	-	-	31,405	61,981
A3 Payments					
CHARITABLE PAYMENTS:					
Youth programme and activities	3,507	-	-	3,507	7,160
Hall rental	2,497	-	-	2,497	1,682
Electricity and gas	193	-	-	193	142
Insurance	911	-	-	911	970
Materials and equipment	126	-	-	126	873
Bank charges	349	-	-	349	582
Donations to charities	621	-	-	621	50
Miscellaneous	494	-	-	494	-
FUNDRAISING EXPENSES:					
Fireworks payments	32,367	-	-	32,367	50,036
Sub total	41,063	-	-	41,063	61,495
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	41,063	-	-	41,063	61,495
Net of receipts/(payments)	9,658	-	-	9,658	486
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	9,658	-	-	9,658	486

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds 31/03/2020 to nearest £	Unrestricted funds 31/03/2019 to nearest £
B1 Cash funds	Bank current account	24,637	34,294
	Bank deposit account	1,255	1,255
	The Scout Association Short Term Investment Service	112,200	112,200
	Total cash funds	138,092	147,749

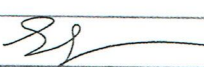
	Details	Unrestricted funds to nearest £	Unrestricted funds to nearest £
B2 Other monetary assets		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Sarah Oguamanam	16/10/20