

Trustees Annual Report

For the period:

1st April 2022 to 31st March 2023

For

2nd Malvern Scout Group



Registered Charity Number:

1044413

Address: 2nd Malvern Scout Group.
Spring Lane,
Malvern,
Worcestershire.
WR14 1AJ.

Website: www.2ndmalvernscouts.org.uk

Trustees: As detailed with the Charity Commission

Chair:	Peter Reeve
Treasurer:	Shaylene Kitchener
Secretary:	Joanna Reeve
Scouter in Charge:	Marilyn Wood
Property Member:	Mike Wood

Ex Officio Trustees: Section Leaders

Scouts:	Ben Johnstone
Scouts:	Andy Mitchel
Cubs:	Graham Smith
Beavers:	Rachel Smith

The AGM for the previous year was conducted on 8th June 2022 which detailed the election of Trustees (above) to the Executive Committee of 2nd Malvern Scout Group and a constitution was voted on. No other governance document, trust deed or articles of association were discussed or voted on. A copy of the AGM minutes are attached to this document.

The AGM for the current year shall proceed on the 16th September 2023. During this AGM the Trustees shall be elected, the constitution for the charity shall be re-adopted and the quorum details verified and voted on.

The Annual Financial Report shall also be passed and an independent accounts examiner appointed for the coming year.

2nd Malvern Scout Group is part of the UK Scout Association but is a charity in it's own right. We adopt the constitution of the Scout Association and follow the rules of the Association. We have the same aims and principles as those detailed in the Associations "Policy, Organisation & Rules" documentation.

Our main **purpose** is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

Our **method** of development of young people takes place when the 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.

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.

The 2nd Malvern Scout Group is a well-established Scout Group within “The Malverns” District.

The Group is situated in a purpose-built headquarters building within the town of Malvern.

There are currently over 90 young members varying in ages from 6 to 14. The Group also has a partnership agreement with Beacon Explorer unit, who share our premises, who have young people from 14 to 18 years of age.

There are over 40 volunteer leaders and helpers varying in age from 18 to 76.

The Group currently has one Beaver Colony (6 to 8 years), two Cub Packs (8 to 10½ years), two Scout Troops (10½ to 14½ years) and is partnered with Beacon Explorer Unit.

All the scouting sections are overseen by the Group Scout Leader (GSL) or Scouter in Charge who has the responsibility for ensuring that all operational activities (scouting activities) that the adult volunteers deliver are safe and comply with the Scout Association policies and rules.

The Executive Committee (now known as the Trustee Board) oversee the governance of the Scout Group ensuring that the volunteers and young people have the resources that they require, that the facilities that they use are safe and that adequate funding is in place to run the Scout Group.

They also assist the Group Scout Leader in ensuring that adequate training in Safety, Safe Guarding and 1st Aid is received by adult volunteers, to ensure all activities undertaken by the young people are done in a safe environment.

All members of the Executive Committee and Trustees must also undertake adequate training to ensure they understand the role of the committee and the roles of the individual members.

All of the training received is documented by the Scout Association.

During this reporting period the Scout Association made recommendations for changes to the structure of the Scout Group which have begun to be incorporated into the Group. The first change is to the name of the Executive Committee which will in future be known as the Trustee Board. During the next year changes to the Group structure will be implemented and further changes to the role of the Trustees Board will be adopted.

One of the roles of the Executive Committee is to look at ways that the facilities available to the adult volunteers and young people can be improved or enhanced. The committee have been discussing a project to erect a metal structure in the grounds to act as an outdoor activity area. The project was initially costed during the Covid crisis and then planning permission was requested and received, however in the time between the initial planning and the updated quotations, costs have increased significantly. With a view to the financial stability of the Group the committee have decided to apply for a grant to offset part of the cost. The initial grant request was unsuccessful however another avenue has been explored and a second grant application has been submitted. The Group will hopefully get a response by the end of the year, which will dictate the direction that the project will take.

The Executive Committee also monitor the finances of the Group throughout the year with the Treasurer delivering a financial report at each quarterly meeting. The finances of the group are in a strong position and the committee has ensured that adequate funds are maintained and are available as an “emergency fund” to ensure the group can function in extreme events.

The Annual Financial Report may be viewed in a separate document and will also available in hard copy at the AGM.

The scouting activities are planned and implemented by the dedicated team of adult volunteers. Their professionalism and enthusiasm have delivered a fantastic, educational and fun program for the young people of the Group

The scouting activities undertaken by the Beaver, Cub & Scout sections were many and varied and included summer camps & weekend camps at various locations, sleep overs at the HQ, hikes on the Malvern Hills and surrounding areas, visits to Cosford Air Museum and the local fire station, water activities, Jamboree of the Internet, pioneering and many, many more exiting and fun activities. The young people also work hard on scouting and other activities to gain badges and have made their leaders proud by achieving many badges and awards. As a Group we have also got together at our annual campfire and firework display, at Remembrance Day parade and the ShireJam camp. District events have also been attended by the sections such as “Muddy Fox” and the District Quiz.

Parents may view the section reports via the parental portal on OSM. Copies of the section reports shall also be available at the AGM.

The dedicated team of adult volunteers is also backed up by parents offering to assist with certain outdoor and off site activities. This help is greatly received and greatly appreciated by the adult leaders and the Group and a huge thank you goes out to all those who have helped during the past year.

There is, however, always a need for more adult leaders and helpers within the sections and I would encourage any parent, relative or friend to get involved in any way that they can. By spreading the organisational tasks amongst more adult leaders we can deliver even bigger and better activities for the young people of the Group. If you feel you would like to get involved in any role just speak to your section leader or contact the GSL or Chair for more information. Contact details may be found on our website (www.2ndmalvernscouts.org.uk).

As Chair I would like to take this opportunity to thank all of the volunteers within the Group, who have given so much of their time and talents to assist in our aim to engage with and support young people in their personal development, empowering them to make a positive contribution to society. Looking at the young members of 2nd Malvern Scout Group I feel we are certainly making a large contribution to this aim.

2nd Malvern Scout Group
Annual General Meeting Minutes.
Wednesday 8th June 2022.

Annual General Meeting Minutes

Wednesday 8th June 2022, 7.00pm at HQ

Attendees:, Graeme Smith, Shaylene Kitchener (Treasurer), Ryan Heath, Andrew Mitchell, Fiona Green (Secretary), Graeme Barclay, Ben Johnstone, Dave Barnes

Apologies: John Roe, Tracy Mitchell, Mike Wood, Marilyn Wood, Peter Reeve

Item no:	Description	Actions by:
1	Open Meeting and welcome No parents attended. No comments received from Parents. No external nominations.	
2	Apologies Mike Wood, Marilyn Wood, Peter Reeve, John Roe, Tracy Mitchell, Jean Allen	
3	Previous minutes from AGM 2021 All Members approved minutes of meeting.	
4	Section reports <ul style="list-style-type: none"> a. Beaver Colony – Natalie agreed to help. Hannah Mitchell joined so more help gratefully received b. Cub Pack – Raleigh c. Cub Pack – Drake – no comments d. Scout section – Shackleton – no comments e. Scout section – Scott – no comments 	
5	Financial report All signed off but need help with the gift aid function in OSM. 2 years of no gift aid as a result of this. Designated fund is on the balance sheet for the changes to the exterior when started. Marilyn clarified that if anyone has comments on the proposed change to please raise any issues.	
6	Report from the Exec Committee Chair Written report as part of the annual AGM report. Need more committee members.	
7	GSL Nomination on to the Exec Committee Michael nominated by GSL for exec committee	
8	Election of Treasurer and Secretary Shaylene continuing as Treasurer and Fiona stepping down. The Chair has reported that Joanna Reeve has indicated that she would be happy to take over the role as Secretary. All agreed. No objections.	
9	Election of Exec Committee members	

10	<p>Ben Johnstone agreed to be trustee. Andy Mitchell agreed to be trustees. Graeme and Rachel Smith agreed to be trustees.</p> <p>GSL nominations on to the exec Committee Michael Wood agreed to be trustee. No objections. Voted on Constitution – no objections.</p>	
11	<p>Appointment of independent accounts examiner Richard Colbourne has agreed to the position for the coming year.</p>	
12	<p>Chairman’s Report and closing remarks GSL commented – thanks to Ryan for stepping in.</p> <p>Close Meeting</p>	

The meeting was closed at 19:30 pm

2nd MALVERN SCOUT GROUP
Registered Charity no. 1044413

Receipts and Payments Account
Year ended 31 March 2023

	General Fund £	Designated Equipment Fund £	2023 Total £	2022 Total £
Receipts - Income				
Subscriptions Non Gift-Aid	0.00	0.00	0.00	0.00
Subscriptions with Gift-Aid	13,898.00	0.00	13,898.00	7,046.00
Hall Hire	1,832.00	0.00	1,832.00	1,975.00
Pathway service charge	10,250.00	0.00	10,250.00	10,800.00
Sub Total	<u>25,980.00</u>	<u>0.00</u>	<u>25,980.00</u>	<u>19,821.00</u>
Interest Received	149.55	0.00	149.55	2.65
Gift Aid	0.00	0.00	0.00	0.00
Grants	0.00	0.00	0.00	8,000.00
Donations	362.99	0.00	362.99	88.00
Fund Raising	968.50	0.00	968.50	0.00
Camp and Trip Fees	5,839.00	0.00	5,839.00	1,897.00
Sub Total	<u>7,320.04</u>	<u>0.00</u>	<u>7,320.04</u>	<u>9,987.65</u>
Total	<u>33,300.04</u>	<u>0.00</u>	<u>33,300.04</u>	<u>29,808.65</u>

Outgoings - Pathway

Rent to MHDC	250.00	0.00	250.00	250.00
Insurance	3,574.04	0.00	3,574.04	3,344.07
Water	408.98	0.00	408.98	754.04
Electricity	2,024.34	0.00	2,024.34	2,009.73
Gas	2,961.16	0.00	2,961.16	2,648.89
Telephone and Broadband	810.94	0.00	810.94	740.36
Fire and Building Alarm	91.20	0.00	91.20	152.40
Safety/Service Inspections	521.40	0.00	521.40	1,706.29
Carpark Maintenance	0.00	0.00	0.00	0.00
PRS & PPL Licence	1,532.12	0.00	1,532.12	159.00
Cleaner	1,549.00	0.00	1,549.00	1,522.50
Consumables (stationary, cleaning materials & toilet rolls)	306.56	0.00	306.56	371.42
Building maintenance (light bulbs, paint & repairs)	370.26	0.00	370.26	5,370.37
External Maintenance (fuel for mower, tools, site repairs)	18.06	0.00	18.06	257.03
	<u>14,418.06</u>	<u>0.00</u>	<u>14,418.06</u>	<u>19,286.10</u>

Outgoings - 2nd Malvern Scout Group Only

Go Cardless Fees	763.05	0.00	763.05	285.77
Subscriptions to Scout Association	9,214.50	0.00	9,214.50	0.00
Badges, Scarves & Uniforms	961.83	0.00	961.83	909.71
Web Page and OSM	286.06	0.00	286.06	219.54
Leader Training	0.00	0.00	0.00	0.00
Equipment Expenditure	2,501.26	0.00	2,501.26	841.42
Fundraising Expense	912.91	0.00	912.91	0.00
Camp and Trip Expenses	5,600.58	0.00	5,600.58	877.62
Section Expenses (requested section funds - running cost)	2,036.85	0.00	2,036.85	3,472.40
	<u>22,277.04</u>	<u>0.00</u>	<u>22,277.04</u>	<u>6,606.46</u>
Total Payments	<u>36,695.10</u>	<u>0.00</u>	<u>36,695.10</u>	<u>25,892.56</u>
Net Receipts / (Payments) for the Year	-3,395.06	0.00	-3,395.06	3,916.09
Balance b/fwd at 1 April 2022	<u>46,243.55</u>	<u>0.00</u>	<u>46,243.55</u>	<u>42,327.46</u>
Balance c/fwd at 31 March 2023	<u>42,848.49</u>	<u>0.00</u>	<u>42,848.49</u>	<u>46,243.55</u>

Assets Retained (Fixed Asset) Summary

HQ Building

Write Off over remainder of lease - 22 years from 1 April 2009

	Restricted	Unrestricted	Total
Cost			
1 April 2022	211,336.07	34,080.00	245,416.07
Additions	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
31 March 2023	<u>211,336.07</u>	<u>34,080.00</u>	<u>245,416.07</u>
Depreciation			
1 April 2022	124,743.10	20,137.91	144,881.01
Charge	<u>9,606.19</u>	<u>1,549.09</u>	<u>11,155.28</u>
31 March 2023	<u>134,349.29</u>	<u>21,687.00</u>	<u>156,036.29</u>
Written Down Value	<u>76,986.79</u>	<u>12,393.00</u>	<u>89,379.78</u>

2nd MALVERN SCOUT GROUP
Registered Charity no. 1044413

Statement of Assets & Liabilities
As at 31 March 2023

Cash And Bank Accounts

£

CAF Gold Account 0009757 - Savings Account	15,711.57
CAF Cash Account 00032605 - Day to day Account	25,287.58
Bank Current Accounts, Sections	
Scouts 71235036	1,849.34
Cash in hand, Sections and Group	<u>0.00</u>
	42,848.49

Assets Retained for the Charity's Own Use


HQ Building at Written Down Value	<u>89,379.78</u>
	<u><u>132,228.27</u></u>

Represented by:

Funds

£

General Fund	42,848.49
Designated Equipment Fund	<u>0.00</u>
	42,848.49
HQ Building Restricted Fund	76,986.79
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Treasurer 
S Kitchener

Examiner 
R Colbourne

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Treasurer 

S Kitchener

Examiner 

R Colbourne