

# Trustees' Annual Report

For the period

From (start date) 

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 to end date 

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## Section A

## Reference and administration details

Charity name

1st Holmes Chapel Scout Group

Other names the charity is known by

HCSG

Registered charity number (if any)

5 0 6 0 9 3

HQ registration number

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Charity's principal address

Scout Building

London Road

Holmes Chapel, Cheshire

Postcode

C W 4 8 A Y

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	Kate Brock	Secretary	
2	Rebecca Mallon	Treasurer	
3	Nigel Player	Trustee	28/11/2022
4	Alan MacDonald	Trustee	
5	Peter Deegan	Chairman	27/09/2022
6	Alan Jackson	Trustee / GSL	27/09/2022
7	Julie Wall	Trustee	
8	Michael Wilson	Trustee	01/04/22 - 26/06/22
9	Neil Bishop	Trustee	

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

# Trustees' Annual Report

For the year

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## STATEMENT OF FINANCIAL POSITION

At the end of the year, the Trustees have received from the Government a sum of £100,000, which has been placed at the disposal of the Trustees for the purpose of carrying out the objects of the Trust.

	1999	2000	2001	2002	2003
Assets					
Liabilities					

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	1999	2000	2001	2002	2003
Assets					
Liabilities					

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## 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 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's 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 month.

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.

**Risk and Internal Control**

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:

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.

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 or building hire. The Group is primarily reliant upon income from hiring the building, 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 6 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 Controls**

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 with adults, work together based on the values of Scouting</p>
Summary of the main activities in relation to these objects	<p><b>They learn by:</b></p> <p>Take part in activities indoors and outdoors  Learn by doing and enjoy what they are doing  Take responsibility and make choices  Undertake new and challenging activities  Make and live by their Promise  Share in spiritual reflection</p>
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	<p>Back to full scouting with activities within HQ and externally. Camps and events run for all sections, including overnights.</p>

## 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, with a further provision for maintenance on the building. The Group Executive Committee considers that the group should hold a sum equivalent to 6 months running costs, circa £10,000.

It is the continuing aim of the group to maintain sufficient funds in readily available accounts to meet short to medium term operational costs, including a reasonable provision for any possible major repairs needed to the HQ building as it becomes older and more maintenance is required. Longer term projects are planned to improve facilities and specific fund raising activities are undertaken where necessary to meet the costs of these with some grants available.

Details of any funds materially in deficit (circumstances plus steps to eliminate)

None - healthy reserves held

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);

**Investment Policy**

The Group has adopted a low risk 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)

Other information is given on the attached reports from the Chairperson and Group Scout Leader (GSL)

## 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)

Rebecca Mallon

Position (eg Secretary, Chair)

Treasurer

Date

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## **Annual Report given by the Group Chairman (July 2022 - June 2023)**

**Anne Bishop, Chair**

With sudden change to the GSL appointment in September there were a number of changes to the Exec Committee following the summer break. This led to resignations from the former Chair Peter Deegan and Co-opted member Tim Griggs. I accepted the role when offered by Jo and agreed to take on the Chair role for a pre-agreed length of time to establish some stability. There were further resignations from the committee from Nigel Player who supported the building and IT and also Julie Wall who managed the fire safety, waiting list and minibus hire. Both Kate Brock (Secretary) and Rebecca Mallon (Treasurer) also cited their intent to step down from their roles at the end of the year. I would like to thank all these volunteers who have given many years of experience and skills to the group and in particular for supporting me over the last 9 months in role. You have done so in a way that has ensured that the group has been able to continue to support our leaders and our young people with minimal impact and have always been on hand to ensure as a new Chair I don't make any mistakes or rash decisions. Particular thanks to Rebecca and Kate for your support in what has been quite a baptism of fire.

This has led to a period of review of the roles of the committee to ensure everyone has defined roles and we look for simplification in processes and contacts, looking into tooling and also ensuring that we have the building fit for purpose post covid and maintenance and required certification for electrics, heating, safety equipment, utilities and the lift among other things. Recruitment for new trustee and non-trustee members of the committee to support with specific items and also to backfill and ensure a good handover period for both the Secretary & Treasurer roles. This review will continue over the next 12 months as hopefully more people join to support and as we move across to the new governance of the Group Trustee constitution as we will move to following a vote at the AGM.

As always the months of November to December involved a large number of events where the group supported the community with the Santa sleigh and the Christmas markets, this coming year I would like to see more support for these events from parents and the wider group to ensure this does not all fall to the section leaders to organise and run, they too have families and would like to get involved in the events. In particular, Santa's sleigh is a commitment of 2-3 hours of an evening dancing around the streets and collecting money, we're not asking anyone (at this point) to walk up Kilimanjaro.

The maintenance of the building is an ongoing project with a new boiler serving Forrest and Tatton required this year and the addition of handrails and grab bars to help some of our regular users access the building. Moving into next year the focus will be on modernising to help reduce energy costs on lighting and heating.

A new online tool has been commissioned to support the hiring of the building, this will ease the time and effort for our supporters from U3A who manage the bookings and allow leaders and local scout groups to check availability and borrow our vehicles.

Looking towards the next 12 months we are keen to draw on the experience of parents and adults in the committee in non-trustee roles to help support the group and the building. I have already had volunteers to support with asset management and to look at fundraising opportunities from local and national businesses, but more people to support on these workstreams to get them off the ground would always be welcome, or if you have skills in IT and can help with the website or our building network and security please let me know, we have a very friendly "Geek squad!". Alternatively, if you think you have any other skills you can bring to the group or would like to enhance your CV please get in touch.



I trust you will all see that to keep Scouting Moving we need a healthy 'support' capability to keep the assets moving so we can support our activity-based Youth-led growth in the Holmes Chapel Community. So, I ask the community to think about how you can support your children by giving a few hours a month to Scouting – either as a Leader, volunteer helper, or as a new Committee member. Talk to myself or any of the other leaders or Trustees here this evening or reach out via our website for a chat.

Anne Bishop

Executive Chair, 1<sup>st</sup> Holmes Chapel Scout Group

## Treasurers Report for 2022/23

Summary of the accounts for 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023.

*Figures for the previous year are shown for comparative purposes.*

<b>Income</b>	<b>22/23</b>	<b>21/22</b>	<b>20/21</b>
Subscription Income	£6,134	£4,253	£55
Donations/Grants	£1,848	£9,421	£19,844
Giftaid claim from previous year	£1,635	£965	£6,935
Fund raising	£1,801	£1,947	£2,126
Other Income	£13,881	£11,684	£3,715
Kandersteg funds	£0	£0	£4,400
Loan			
Interest Income	£250	£6	£28
<b>Total Net Income</b>	<b>£25,550</b>	<b>£28,277</b>	<b>£37,103</b>
<b>Expenses</b>			
HQ and Equipment	£15,458	£16,174	£8,290
Building works / Capital improvements	£2,100	£380	£2,973
Unit expenses	£1,013	£0	£413
Badges uniform and program	£1,677	£623	£375
Capital purchases	£0	£10,902	£14,287
Loan repayment and interest			£0
Group Activities and events	512	£71	£10,316
<b>Total Net Expenses</b>	<b>£20,760</b>	<b>£28,150</b>	<b>£36,653</b>
<b>Net Income/(Expenditure)</b>	<b>£4,791</b>	<b>£127</b>	<b>£449</b>
<b>Reserves</b>			
Current account	£7,119	£1,707	£9,711
Money Master account	£66,620	£66,370	£58,364
Cash in hand	£259	£259	£261
<b>Reserves Total</b>	<b>£73,998</b>	<b>£68,336</b>	<b>£68,336</b>

**Additional Information:**

Back to normal largely and subs reinstated as well as most camps and activities. Rentals back to pre-covid levels.

Giftaid reclaimed on previous years subs and received in the year.

A replacement boiler installed in Nov 2022 at HQ, no other funds spent on capex projects this year. Cash reserves still held to cover any building expenditure and future running costs, some funding from Kandersteg and target sports unspent currently. A reserves breakdown is held and monitored by the exec.

Rebecca Mallon – Treasurer

## **Group Scout Leader's Report (July 2022- June 2023)**

**Jo Gregory, Group Scout Leader**

This time last year, i would never have thought I would be writing this report now. The group experienced sudden management changes in September which were very unsettling for the leadership team, but I'd like to commend everyone for how they continued and were so welcoming of me, as an outsider! I'd also like to thank Anne Bishop for agreeing to take on the role of Group Chairperson and for hitting the ground running!

Sections have continued to offer a varied programme to allow our young members - your children - to develop their "skills for life" while having fun. The group have supported various community events including Remembrance Parade, and poppy selling and the Christmas markets, in addition to escorting Santa around Holmes Chapel on two incredibly cold evenings last December. All sections also participated in the international online campfire festival, Embers, and most recently showed a fantastic presence at last week's District Camp with over 70 young people trying out a huge range of activities.

Over the year, Beavers in both Colonies have been offered 2 indoor camps, got outdoors with cycling, hiking and litter picking, tried indoor climbing and ran the cafe at the Christmas market with donations made to Water Aid and Sightsavers amongst loads of other stuff. Since September last year, Beavers have been awarded a total of 181 badges, including 13 of the highest award available - Chief Scout Bronze Award. Apologies to non-sewing parents, but thanks for supporting your child to display their achievements on their uniform and congratulations to all Bronze Award recipients!

Like Beavers, both Cub packs work together to plan and deliver a progressive programme. indoor meetings have included completing the chef badge with a 2 course meal, air rifle shooting, for the first time completion of the money skills badge which was then followed by a trading post activity with the Beavers. Cubs have also got outside for cycling, plus some environmental work at Dane meadow and a canoeing evening in Warrington. All Cubs have been invited to an indoor sleepover, sixers and seconders took part in a leadership themed overnight activity and last month Cubs build basic shelters and slept in them overnight to gain insight into being homeless while raising almost £1000 for Shelterbox. Tonight alone, we are awarding top awards - Chief Scout Silver - to 8 Cubs which is significantly up on last years total of 2!

Scouts have continued to demonstrate a high level of ability with trophies gained by 1<sup>st</sup> Holmes Chapel Scouts in shooting at Both Bisley and Waterloo competitions, while the Troop entered the largest number of participants we have ever had at the challenging Cheshire Hike and returned with awards. Two of our previous Scouts are this year representing Cheshire at the World Scout Jamboree in South Korea.

The group has taken on the massive challenge of opening our first Squirrel Scout Drey in April. Squirrel Scouts are the newest and youngest section in Scouting - 4-6 years of age - and have proven they are so up for this! Squirrels have got involved in growing things, have started with learning first aid and 12 youngsters joined District camp for the day, testing out bellboating, bouldering, inflatable assault course, archery and caving which has moved these very new Scouts along the path towards achieving their top award - Chief Scouts Acorn Award. listen out for those next year!

None of this would happen without such a fantastic leadership team. This year we have welcomed several new adults into a leader uniform, for which we are incredibly grateful. welcome to Rob and Alex W (Beavers), David, Marie, Lizzy, Vicky and (welcome back) Wendy (Squirrels), Rory and Joe (Cubs).

Congratulations to Jacs and Alex B on completion of their Wood badge - a sign of completion of leader training, to Jacs and Alex B again on gaining their indoor nights away permit and to Rob (indoor climbing permit) and Grattan (archery permit). Finally, congratulations to Annabel and Stephen on receiving a Chief Scouts Commendation for Good Service.

The downside to the success of the group is that our waiting list is growing quicker than we can bring young people in. We all see the long-term value of Scouting in helping children develop personally to manage later life but are restricted by the numbers of leaders we have access to. We are constantly looking for new volunteers who can help us to offer Scouting to more local youngsters and are in the process of developing a Scout Active Support Team of people who are willing to offer infrequent or activity specific support. If you would be willing to offer your skills (or gain new ones - we can facilitate the training), please speak to any leader. We aim to reach our centenary in 2026 the strongest we can be!

Jo Gregory - GSL

# 1st Holmes Chapel Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2022	To	31/03/2023
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## Receipts and payments

	2022/23 Unrestricted funds £	2021/22 Unrestricted funds £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	11,802	9,055
Less: Membership subscriptions paid on (National/County/Area/District)	(5,668)	(4,802)
Net membership subscriptions retained	6,134	4,253
Donations	1,848	1,421
Legacies	0	0
Gift Aid	1,635	965
Other similar income	0	0
<b>Sub total</b>	<b>9,618</b>	<b>6,639</b>
<b>Grants</b>		
Maintenance grant	0	0
Other grants	0	8,000
<b>Sub total</b>	<b>0</b>	<b>8,000</b>
<b>Fundraising (gross)</b>		
Group Fundraising		
Contributions to activities & camps	2,469	1,947
Kandersteg 2020 (Trip with other Scout Groups we collected the funds)	9,076	911
Other fundraising activities	0	0
<b>Sub total</b>	<b>(187)</b>	<b>0</b>
<b>Investment income</b>	<b>11,358</b>	<b>2,858</b>
Bank interest		
Building Society interest	250	6
The Scout Association Short Term Investment Service	0	0
Property Rent income	0	0
Other investment income	13,881	11,684
<b>Sub total</b>	<b>0</b>	<b>0</b>
	<b>14,131</b>	<b>11,690</b>
<b>Total Gross Income</b>	<b>35,107</b>	<b>29,188</b>
Asset and investment sales, etc.	0	0
<b>Total receipts</b>	<b>35,107</b>	<b>29,188</b>



# 1st Holmes Chapel Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2022	To	31/03/2023
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## Receipts and payments

	2022/23 Unrestricted funds £	2021/22 Unrestricted funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities inc Camps	9,013	2,039
Badges & Uniforms	1,577	623
Climbing Wall & Shooting range running Expenses	285	285
Minibus running expenses	1,200	2,781
<b>HQ Expenses - Premises</b>	0	0
Light & Heat	6,551	3,768
Cleaning	3,566	3,540
Insurance	2,162	1,812
Water Rates	232	530
Telephone/broadband	278	254
General maintenance	0	0
Repairs & renewals - premises	1,275	776
Repairs & renewals - equipment	193	840
HQ - Building works		
AGM and trustee expenses	0	0
Meeting and other operating expenses	260	95
Training costs	100	70
Bank charges - Go cardless	760	419
<b>Sub total</b>	<b>27,454</b>	<b>17,833</b>
<b>Fundraising expenses</b>		
Group Fundraising	0	0
Detail 2	0	0
Detail 3	0	0
Other fundraising costs	667	326
<b>Sub total</b>	<b>667</b>	<b>326</b>
<b>Total Gross Expenditure</b>	<b>28,121</b>	<b>18,159</b>
<b>Asset and investment purchases, etc.</b>	<b>2,100</b>	<b>10,902</b>
<b>Movement in Debtors &amp; Creditors</b>	<b>(776)</b>	<b>127</b>
<b>Total payments</b>	<b>29,445</b>	<b>29,188</b>
<b>Net of receipts/(payments)</b>	<b>5,662</b>	<b>0</b>
<b>Cash funds last year end</b>	<b>68,336</b>	<b>68,336</b>
<b>Cash funds this year end</b>	<b>73,998</b>	<b>68,336</b>

# Statement of assets and liabilities at the end of the year

	31 March 2023	31 March 2022
	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account	7,119	1,707
Bank deposit account	66,620	66,370
Building society account	0	0
The Scout Association Short Term Investment Service	0	0
Cash/Floats	259	259
<b>Total cash funds</b>	<b>73,998</b>	<b>68,336</b>
<b>Other monetary assets</b>		
Gift Aid Tax claim - 22/23	1,700	1,630
Gift Aid Tax claim - prior years	0	0
Debts due from the County/Area/District/Group	0	0
Trade Debtors & Go Cardless monies	255	145
<b>Sub total</b>	<b>1,955</b>	<b>1,775</b>
<b>Investment assets</b>		
Investment property - detail	0	0
Quoted investments	0	0
Other investments - detail	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock - n/a	0	0
Shop stock - n/a	0	0
Other stock - n/a	0	0
Land and buildings - acquired by donation (valuation for insurance)	425,764	425,764
Motor vehicle 1 second hand minibus & Van	18,100	18,100
Scouting equipment, furniture etc - value for insurance	40,818	40,818
Other WIFI system at HQ & new front door	5,687	5,687
<b>Sub total</b>	<b>490,369</b>	<b>490,369</b>
<b>Liabilities</b>		
Accounts not yet paid	1,094	208
Expenses incurred but not invoiced	0	0
Subscriptions not yet paid	0	0
Kandersteg 2020 - funds due to be paid out	0	0
Other liabilities	0	0
<b>Sub total</b>	<b>1,094</b>	<b>208</b>

## Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 4th July 2023 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

*Rebecca Mallon*  
30/09/23

Print Name

Rebecca Mallon  
Treasurer





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
1<sup>st</sup> Holmes Chapel Scout Group

**On accounts for the year  
ended**

31<sup>st</sup> March 2023

**Charity no  
(if any)** 506093

**Set out on pages**

1 to 13

(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 31/03/2023.

**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 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:**

**Date:** 03/12/2023

**Name:**

Neil D Cox

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

Finance Director and Member of the Institute of Financial Accountants.

**Address:**

1 Gleneagles Drive, Holmes Chapel, Cheshire CW4 7JA.