

## 1<sup>st</sup> Compton Scout Group

Trustee's Annual Report

For the period from 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023

### A. Reference and administration details

Charity name: 1st Compton Scout Group

Registered Charity Number: 285980

Charity's principal address: Warnham Lane,  
Compton, Newbury, Berkshire, RG20 7PL

Names of the *Charity Trustees* who managed the charity during the year (the "Group Executive Committee"):

*Ex-officio* Pete Smith Chairman  
*members*

Lucie Foot Treasurer

Claire Pritchett Secretary

Keith Simms Group Scout Leader

Drew Limbert Scout Leader

Fay Slater Beaver Scout Leader 01.04.22 – 31.12.22

*Elected* Rebecca Grayson

*members* Richard Spragett

Julian Thrussell

*Invited to*

*attend* Emma Pullinger Explorer Scouts

Bankers: HSBC plc, Newbury

Independent Scrutineer for the Annual Accounts: Sarah Marshman

### B. Structure, governance and management

The Group's governing documents are those of The Scout Association (Registered Charity number 306101).

They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Scout Association and the Policy, Organisation and Rules of The Scout Association.

The Group is a trust established under The Scout Association's rules, which are common to all Scout undertakings in the United Kingdom.

In accordance with those rules, the Group is an

educational charity which is also registered with the Charity Commission.

#### B.1 The Group Executive Committee

The Group is managed by the Group Executive Committee, the members of which are the *Charity Trustees* of the Scout Group and are appointed in accordance with the rules of The Scout Association.

The Committee consists of:

- three independent representatives - Chairman, Treasurer and Secretary
- the Group Scout Leader and any Section Leaders who have expressly indicated that they wish to be a Trustee
- Parents of Group members elected at the Annual General Meeting of the Group Scout Council.

The Group Executive Committee meets three or four times each year and exists to support the Group Scout Leader in meeting the responsibilities of their appointment. Members complete 'Essential Information for Executive Committee Members' training when they join the Committee.

Members of the Group Executive Committee must act collectively as the *Charity Trustees* of the Scout Group, and in the best interests of its members to:

- Ensure compliance with all relevant legislation;
- Comply with the Policy, Organisation and Rules of The Scout Association;
- Protect and maintain any property and equipment owned or used by the Group;
- Manage the Group finances;
- Provide insurance for people, property and equipment;
- Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities;
- Promote and support the development of Scouting in the local area;
- Manage and implement the Safety Policy locally;
- Ensure that a positive image of Scouting exists in the local community;
- Appoint and manage the operation of any other sub-Committees, including appointing a Chair to lead each sub-Committee;

- Ensure that Young People are meaningfully involved in decision making at all levels within the Group;
- Open, close and amalgamate Sections within the Group as necessary.

The Group Executive Committee must also:

- Appoint Administrators, Advisers, and Co-opted members of the Executive Committee;
- Approve the Annual Report and Annual Accounts after their examination by an appropriate independent examiner or scrutineer;
- Present the Annual Report and Annual Accounts to the Group Scout Council at the Annual General Meeting and file a copy with the District Executive Committee, and with the Charity Commission if their rules require it;
- Maintain confidentiality with regard to appropriate Executive Committee business.

## **B.2 Internal controls**

The Group Executive Committee has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss of the Group's property and money; these include two authorisations for all bank payments.

## **C. Objectives and activities**

The objectives of the Group are achieved by operating in accordance with the Purpose, Values and Method of Scouting and The Scout Association

The **Purpose** of Scouting is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

The Purpose of Scouting, and therefore the Group, is for public benefit and encompasses several of the charitable purposes required by the Charities Act and Commission. The public benefit requirement, which applies to all charities, is most specifically met by our charitable purposes to:

- advance the education (personal development) of young people;
- to advance citizenship and community development.

The **Values** that guide Scouts are Integrity, Respect, Care, Belief and Co-operation.

The Scout **Method** 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.

This Method is delivered mainly at Section level, through a weekly training programme and regular camps and activities for each age group.

The Group supports this delivery mainly by providing programme advice and guidance for Section leaders (from the Group Scout Leader) and by providing the physical, financial and human resources needed to operate the Sections.

The Group also provides some joint camps, activities and fund raising opportunities for all Sections in the Group.

#### **D. Achievements and performance**

The year ending 31 March 2022 was another good one for the Group, with each section having a strong membership, there are further young people who would like to join and there has once again been a wide range of Group activities.

##### **D.1 Activities**

The exciting weekly programme of activities for each Section in the Group continues to deliver fun, challenge and adventure for our members.

Many Sections have outings away from their meeting places each month and several meet outdoors throughout the summer term, which brings out the full ethos of the Scout Method. Most Sections also have summer camps or expeditions which develop many new skills and lifelong friendships.

The highlights of the year (1<sup>st</sup> April 2022– 31st March 2023) were:

#### **Beavers**

- Beaver Watersports Day
- RAF Museum Trip
- Secret Spy Camp
- District Archery
- RAF Hendon Trip
- Winchester Science Centre sleepover



## **Cubs**

- Dragon Boating
- 2 night Practice Camp
- 3 night Summer Camp
- District Archery
- Youlbury Winter Sleepover
- Hut Grounds day

## **Scouts**

- 2022 National Archery
- Downs School Summer Fair BBQ Cooking
- 4 night Summer Camp – Lakes
- District Archery
- Chip Challenge
- District Rifle Shooting Competition
- Winter Freezer Camp

### **D.2 Membership numbers**

Our Purpose to actively engage and support young people in their personal development can only be achieved by providing quality Scouting for more young people each year.

The Group continued to have a good membership with just below 100 youth members. We have just enough adult support to run a full programme for the existing Sections. However, we really need additional Beaver Section support and there is an inevitable turnover of volunteers each year. We must therefore increase our efforts to recruit new Leaders and retain those that are already involved.

Beavers. At the end March 2023 there were 18 Beavers.  
Cubs. Continue to be strong, again with 39 young people enrolled and a number on the waiting list

Scouts. Has also continued to be a strong section and have maintained a good number of young people attending and wishing to complete their training. As of the end of March 2023 their numbers were 34.

#### **D.3 Group administration**

The Chairman has worked closely with the Group Scout Leader and other members of the Group Executive Committee during the year to try and ensure that we have a clear framework for managing and supporting the Group.

The Group Executive Committee continued to apply careful scrutiny to the management of our finances, as described below.

#### **D.4 Group headquarters**

The Scout Group is jointly responsible, with the Compton Guide Company and Brownie Pack, for the management of the “Scout Hut” in Compton village. The Hut is leased from the landowners – Beeswax Dyson Farming to whom we are grateful for all their help & support over the last year.

The day-to-day management of the Hut is delegated to a management committee, chaired by local resident Rob Hill. The Section Leaders and Assistant Group Scout Leader are members of the committee and meet regularly to discuss and plan the maintenance and development of the facility. The Group Executive provide the necessary funds to meet the Scout Group’s share of the upkeep and management costs.

We are very grateful to Rob for his continuing leadership of this important management committee on behalf of the Scout Group.

#### **D.5 Group fund raising**

As a result of COVID restrictions being lifted, we were in a position to undertake more fundraising. However, the Group has a healthy bank balance and we expect to be able to support most of our equipment needs from the existing funds for the forthcoming year. Fundraising will continue to be an on-going issue in order to support the group and contribute to the maintenance of the hut. Any fundraising ideas would be gratefully received.

#### **E. Financial Review**

The annual Receipts and Payments statement of accounts for the Group is attached. It has been prepared by the Group Treasurer and approved by the Group Executive Committee in accordance with the legislation applicable to charities and the guidelines published by The Scout Association.

This year, the Group’s accounts will be examined by an

independent examiner as the gross income for the year to 31<sup>st</sup> March 2023 rises above the threshold of £25,000.

The Group's principal source of funds is a membership fee charged each term for every youth member in the Group. The membership fee for the year ending 31<sup>st</sup> March 2023 was £132 per member for the year - in order to maintain the unallocated reserves whilst covering the routine running costs of the Scout Group.

These routine costs include the upkeep of the Scout Hut and annual membership fees for the Scout District, County and Headquarters. The membership fees due to Taceham Hundred Scout District, Berkshire Scout County and The UK Scout Association were collected during the year and paid to them in April 2023.

Overall, the accounts for this year show a small loss of £749, compared to a loss of £260 in the preceding year. The year-end cash funds are £11,746.

The accounts this year reflect a full year of meetings and activities following a couple of years of disruption due to the pandemic. The group has been very fortunate to receive regular donations from our GSLs employer who run a volunteering incentive. This has enabled the group to invest in new equipment and make improvements to the premises.

It is often difficult to separate the Group's real operating expenses from the "cash flow", caused by money being collected and then paid on for events and equipment. This year the pre-payments (and costs) for future events were around £260 at the year-end.

We estimate that the underlying operating expenses of the Group are approximately £4,250 per year - plus a turnover in the Sections of £13,200 per year for membership fees and weekly programme activities.

The Group Executive Committee regularly monitors the levels of bank balances and the interest rates available to ensure the Group obtains good value and income from its banking arrangements, whilst maintaining a low risk and minimum effort investment strategy.

In the current economic climate investment incomes are starting to increase. The Executive Committee are continuing to monitor the situation.

All funds are held in cash using only mainstream banks or building societies, currently HSBC. The Group Executive Committee continues to enforce our policies to have three appropriate and unrelated signatories on the bank account mandate and to ensure that neither of the signatories for any payment is related to the payee.

#### **E.1 Reserves policy**

The Group's policy is to hold sufficient financial reserves to continue the minimal charitable activities of the Group should membership, income and Section expenses fall. The Group Executive Committee therefore considers that the Group should hold a sum equivalent to a year's operating expenses.

As stated above, the underlying operating expenses are estimated as £4,250 per year and the Group Executive Committee have therefore agreed that we should aim to hold unallocated reserves of £4,250.

The Group held unallocated reserves of approximately £11,750 against this at year end. This is above the level of agreed reserves to support one year's operating expenses.

The Compton Scout Family Support Fund was set up in June 2022 to support families who may need some financial help with the cost of but not limited to membership fees. This has been allocated £500 initially from the unallocated reserves. For the year ending 31<sup>st</sup> March 2023, we allocated £440 of this to help with termly membership fees plus £52 towards a camp.

#### **F. Plans for future period and other information**

The coming year includes several Group activities which will be supported by the Group Executive Committee, including:


- Gilwell Fun Day (Beavers)
- Scout Summer Camp
- Cub Summer Camp
- Producing Reindeer decorations with the Explorers, as a Group Event
- JOTI sessions for Cubs and Scouts
- Cubs Winter Youlbury Sleepover
- Scouts Winter Freezer camp
- Adult recruitment campaign in Compton during the



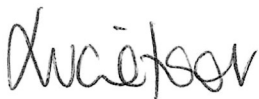
The Group Executive Committee will continue to support the leadership of the Group, including the partnership with Apollo Explorer Scout Unit.

The Group Executive Committee will also continue to manage The Scout Association's Safety policy within the Group and support the other development and administrative needs of the Group Scout Leader.

Agreed by the charity's trustees at the Group Executive Committee meeting on 6<sup>th</sup> June 2023 and by email on 9 June 2023, and signed on their behalf.



Pete Smith, Chairman  
5 July 2023



Lucie Foot, Treasurer  
5 July 2023

**1st Compton Scout Group  
Receipts and Payments Account**

**For the year 1 April 2022 to 31 March 2023**

**Receipts and Payments**

	<b>2022/23</b>	<b>2021/22</b>
	<b>£</b>	<b>£</b>
<b>Receipts</b>		
Membership subscriptions	11,557.50	8,610.17
Sleepover/ Camp income	12,091.48	5,346.18
Gift Aid	1,670.11	971.17
Donations	6,678.78	2,164.48
<b>Total Gross Income</b>	<b>31,997.87</b>	<b>17,092.00</b>

**Payments**

Rent	825.00	792.00
Capitation	5,280.00	5,896.00
Materials and equipment	9,541.61	3,946.90
Sleepover/ Camp expenses	11,194.98	4,018.11
Workshops/ Day Activities	-	210.00
Contribution of Good Exchange fees	-	1,700.00
Sundry expenses	1,732.62	788.83
Venue Maintenance	4,172.82	-
<b>Total Gross Expenditure</b>	<b>32,747.03</b>	<b>17,351.84</b>

<b>Net of receipts/ (payments)</b>	<b>- 749.16</b>	<b>- 259.84</b>
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Cash funds last year end	12,495.59	12,755.43
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<b>Cash funds this year end</b>	<b>11,746.43</b>	<b>12,495.59</b>
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**Cash Funds**

Bank current account	16,556.95	18,293.71
Expense Account	469.48	-
Uncleared cheques	- 5,280.00	- 5,896.00
Adj for income rec'd post year end	-	97.88

<b>1st Compton Scout Group net funds</b>	<b>11,746.43</b>	<b>12,495.59</b>
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## Independent examiner's report to the trustees of 1<sup>st</sup> Compton Scout Council

I report to the trustees on my examination of the accounts of the 1<sup>st</sup> Compton Scout Group for the year ended 30<sup>th</sup> March 2023.

### Responsibilities and basis of report

As the charity trustees of the 1<sup>st</sup> Compton Scout Group 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 1<sup>st</sup> Compton Scout Group accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the 1<sup>st</sup> Compton Scout Group as required by section 130 of the Act;  
or
2. the accounts do not accord with those records.

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

Signed:



Name: Sarah Marshman

Relevant professional qualification or membership of professional bodies (if any): N/A

Address: 1 Narborough Lane, East Ilsley, RG20 7LX

Date: 5<sup>th</sup> December 2023