

# Trustees' Annual Report

For the period

From (start date) 0 1 0 4 1 7 to end date 3 1 0 3 1 8

## Section A Reference and administration details

Charity name	11th Eastbourne Scout Group
Other names the charity is known by	
Registered charity number (if any)	1 1 6 7 7 4 3
HQ registration number	
Charity's principal address	Scout Hut, Priory Road Eastbourne East sussex Postcode B N 2 3 7 N X

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Steve Parsons	Chairman	
2	David abbey	Treasurer	
3	Alfreda Hay	Secretary	
4	Neil Pennels		
5	Suzanne Burfield		
6	Mark Osborne	Group scout Leader	
7	Zoe Evans	Assistant Grp leader	
8	Nicola fallon	Beaver leader	
9	Edie Lambert	Colony Assistant	
10	Murray Pannet	Troop assistant	
11	Daryl Welling		
13	Wendy Smith	Cub Scout Leader	
14			
15			

Names and addresses of advisers (optional information but encouraged as best practice)

Type of advisor	Name	Address

## Section B Structure, governance and management

Description of the charity's trusts

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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 consideration of major risks and the systems and procedures to manage them	<p>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 on average 3-4 times a year.</p> <p>Members of the Executive Committee complete on-line safeguarding packages and are subject to DBS checks.</p> <p>This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:</p> <ul style="list-style-type: none"> <li>The maintenance of Group property;</li> <li>The raising of funds and the administration of Group finance;</li> <li>The insurance of persons, property and equipment;</li> <li>Group public occasions;</li> <li>Assisting in the recruitment of leaders and other adult support;</li> <li>Appointing any sub committees that may be required;</li> <li>Appointing Group Administrators and Advisors other than those who are elected.</li> </ul>

Section B	Structure, governance and management (continued)
	<b>Risk and Internal Control (Specimen 1)</b> 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:

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<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</p>
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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. For the past 3 years we have had Slimming world use the HQ on Thursday. They are now formally charged a rent for the use of the HQ, this income assists to fund essential maintenance for, and the running costs of the HQ.

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 15. If there was a reduction in membership 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.

#### Risk and Internal Control (Specimen 2)

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, encouraging them to make a positive contribution to society.

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The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse 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
	The Scout HQ is owned by the group which is situated on land owned by St Richards Church. The group is effectively a tenant. The lease runs out in April 2017. Talks have been in place since 2013 to renew the lease. Locally the church have no objections to the group renewing its lease and support the application for a further 20 years. At this stage we are still awaiting approval from the Diocese estates department. Numerous chase up communications have been sent to the church throughout each year. The current situation is that they are still to make a decision on our future lease although there are no plans communicated to terminate the lease. Therefore from May we are in a position of uncertainty as to the future location of the group HQ, this is a far from ideal situation however we have chosen to accept the risk at this stage, if required to move we will then look at alternative locations hoping that the Church will honour our 60 year relationship by giving us at least 9 months notice to find an alternative site. We are confident that we can use Bushy as an emergency location



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

should the need arise.

• The HQ is nearly 60 years old and of wooden structure. The roof was inspected in 2014 and given an estimate of 10 years before requiring re proofing. In areas the flooring has given way due to rot and been replaced, further repairs are required on an annual basis. In 2014 we submitted a request to the Church Diocese to allow us to rebuild the hut from scratch to provide a safe and longer term solution. The request includes a slight expansion to the floor plan size to the North and Eastern sides, all within the footprint of land that we occupy. This request sits together with the request


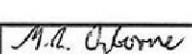
## Section G

## 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)

STEVE PARSONS MARK RICHARD OSBORN

Position (eg Secretary, Chair)

CHAIRMAN G.S.L.

Date

080518

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### 11th Eastbourne Scout Group Receipts and Payments account for the year ended 31 March 2017

	2016-2017 £	2015-16 £	2014-2015 £
<b>Income</b>			
Group/District Activities	3,224.66	3,792.59	5,699.70
Camps	9,770.15	6,333.60	6,325.29
Uniform	253.00	104.25	72.00
Donations	136.80	7,242.36	3,120.05
Subscriptions	7,125.08	6,377.32	6,824.28
Fundraising	7,830.23	2,037.28	3,140.82
Gift Aid	2,851.56	2,478.01	3,969.08
Interest			0.53
<b>Total Income</b>	<b>31,191.48</b>	<b>28,365.41</b>	<b>29,151.75</b>
<b>Expenditure</b>			
Group/District Activities	5,753.80	6,169.64	2071.77
Camps	14,015.99	14,935.85	14,300.66
Uniform	1,043.85	497.18	824.92
Donations	100.00		
Repairs and Maintenance	1,799.25	795.65	30.50
Utilities	743.25	951.40	803.48
Badges	1,106.77	644.59	816.10
Insurance	636.45	736.21	383.71
Equipment	183.56	3,260.44	358.82
Admin/Sundries/OSM	495.95	632.10	188.87
Membership	3,239.55	2,997.00	2,701.00
Interest			
Fund Raising	262.34		
<b>Total Expenditure</b>	<b>29,380.76</b>	<b>31,620.06</b>	<b>22,479.83</b>
<b>excess of income over expenditure</b>	<b>1,810.72</b>	<b>-3,254.65</b>	<b>6,671.92</b>
b/fwd	4,962.26	8,216.91	1,544.99
excess of income and expenditure	1,810.72	-3,254.65	6,671.92
c/fwd	<b>6,772.98</b>	<b>4,962.26</b>	<b>8,216.91</b>

represented by:

Barclays Current			313.79
Barclays Deposit			3.93
Current	6 772.98	2 039.67	3 264.05

Current	0,112.98	2,039.07	3,204.03
Big Event		1,919.59	2,832.95
Membership		3.00	799.00
Reserve		1,000.00	1,000.00
Cash			3.19
Carried forward	<b>6,772.98</b>	4,962.26	<b>8,216.91</b>
Reconciliation Checksum (should be 0.00)	0.00	0.00	0.00

Note Current account is now our only account with CAF Bank  
We run Section accounts within the Group accounting system

Current	£3707.86
Big Event	£1020.99
Membership	
Reserve	£1000.00
Beavers	£599.94
Cubs	£444.19
Total =	£6772.98



## Independent Examiner's Report to the Trustees of the

11th Eastbourne SCOUT GROUP/DISTRICT/COUNTY/AREA SCOUT

I report on the accounts of the Group/District/County/Area for the year ended 31st March 2017  
which comprise the Statement of Financial Activities, the Balance Sheet and related notes set out on pag

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. M  
been undertaken so that I might state to the charity's trustees those matters I am required to state to  
Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not  
assume responsibility to anyone other than the charity and the charity's trustees for my examination work

### Respective responsibilities of Trustees and Examiner

The Group's/District's trustees are responsible for the preparation of the accounts. They consider that  
not required for this year (under Section 144 of the Charities Act 2011 (the Charities Act)) and that an in  
examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissior  
Section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

### Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commis  
examination includes a review of the accounting records kept by the Group/District and a compar  
accounts presented with those records. It also includes consideration of any unusual items or disclos  
accounts, and seeking explanations from you as trustees concerning any such matters. The procedures  
do not provide all the evidence that would be required in an audit, and consequently no opinion is  
whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the  
below.

### Independent Examiner's statement

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In connection with my examination, no matter has come to my attention ~~(other than that disclosed below)~~

1. which gives me reasonable cause to believe that in, any material respect, the requirements

- to keep accounting records in accordance with Section 130 of the Charities Act ;and
- to prepare accounts which accord with the accounting records and comply with the requirements of the Charities Act have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the :  
be reached.

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

Name: B.K. PIPER

Qualification: Retired Bank Manager

Address: 110 Coast Road,  
Pevensey Bay, East Sussex BN24 6NE

Date: 8<sup>n</sup> April 2017

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