

# Trustees' Annual Report

For the period

From (start date)

0 1 0 4 1 8

to end date

3 1 0 3 1 9

## Section A

### Reference and administration details

Charity name

2nd Chelmsford (Springfield) Scout Group

Other names the charity is known by

n/a

Registered charity number (if any)

2 6 8 6 8 3

Charity's principal address

Lawn Lane

Chelmsford

Essex

Postcode

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Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Rob Jackson	Chairman	16Jan-31Mar19
2	Chris Chapman	Group Scout Leader	
3	Richard Spencer	Treasurer	
4	Kris Reynolds	Cub Scout Leader	
5	Robert Mann	Group Assistant	
6	Karen Cooper	Asst Grp Scout Ldr	23Jul18-31Mar19
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**Section B****Structure, governance and management**

Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

The Group's 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.

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 nominated members of the Group Executive Committee elected by the Group Annual General Meeting

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

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 Group is managed by the Group Executive Committee, which include the 'Charity Trustees' of the Scout Group which is an educational charity. The charity trustees 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.

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section/group leaders and parent's representation and meets every 3 months.

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>Risk and Internal Control</p> <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, and has its own personal injury policy with Unity Insurance. 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>Risk and Internal Control</p> <p>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.</p>	

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 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>Each youth section meets weekly during term time with a programme of activities organised by the leaders in advance. Each youth section arranges at least one camp or sleepover per year. Other activities include handicraft, badge work, hikes, visits to museums and public services, and outdoor activities at our Riffhams woodland site. The Group participates in District and County scouting events.</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>Participation in Scout winter camp,  Opening of 1st Springfield Rainbows group, a partner organisation based at the scout centre  May Fayre and Christmas Bazaar fundraising and fun events. Record takings from fundraising activities  Asbestos mitigation  Clear out of mezzanine floor  Exterior redecoration of scout centre  Clear up and additional security after a break-in  Tree work at the scout centre  Transfer of energy supplier to bulb, saving money  Use of scout centre by Sea Cadets  Rob Jackson appointed as chairman</p>

Section E	Financial Review
Brief statement of the charity's policy on reserves	<p><b>Reserves Policy</b></p> <p>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 £20K.</p> <p>The Group held reserves of approximately £33K against this at year end. This is above the level required for operating expenses. The Group's trustees believe the excess reserves are justified to ensure the long term viability of the Group and the sustainability of its premises, which we know will require significant refurbishment. In particular, the roof of the scout centre is deteriorating, and the interior will need redecorating.</p>
Details of any funds materially in deficit (circumstances plus steps to eliminate)	There are no funds currently in deficit
• investment policy and objectives	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.

Section F	Other Optional Information
Plans for future periods (details of any significant activities planned to achieve them)	The Group plans for additional Sections to support more young people. The partnership with Guides will be extended, and with other youth organisations: a change to the conditions of the lease with Essex CC is in hand. Work on refurbishment will continue.

Section G	Declaration
The trustees declare that they have approved the trustees' report above	
Signed on behalf of the charity's trustees	
Signature(s)	<div>[original signed]</div> <div>[original signed]</div>
Full name(s)	<div>Richard Spencer</div> <div>Christoper Chapman</div>
Position (eg Secretary, Chair)	<div>Treasurer</div> <div>GSL</div>
Date	<div>1</div> <div>5</div> <div>0</div> <div>7</div> <div>1</div> <div>9</div>

**Independent Examiner's Report to the Trustees of the  
2<sup>nd</sup> CHELMSFORD (SPRINGFIELD) SCOUT GROUP  
Registered Charity no. 268683 (the "Group")**

I report on the accounts of the Group for the year ended 31<sup>st</sup> March 2019 which were set out on pages 1 to 3

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

**Respective responsibilities of Trustees and Examiner**

The Group's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the Charities Act)) and that an independent 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 Commissioners (under 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 Commissioners. An examination includes a review of the accounting records kept by the Group and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent Examiner's statement**

In connection with my examination, no matter has come to my attention:

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 accounting 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 accounts to be reached, or
3. which gives me reasonable cause to believe that in any material respect the accounting rules of the Group's constitution have not been met.



Name: Alexander Wilson

Qualification: Chartered Banker & MCIBS

Address: 3 Alyssum Close, Chelmsford, CM1 6YF

Date: 28<sup>th</sup> August 2019