



1ST LICHFIELD (ST CHADS) SCOUT GROUP

Trustees' Annual Report

For the period

1st April 2018 to 31st March 2019

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www.lichfieldscouts.co.uk

SECTION A REFERENCE AND ADMINISTRATION DETAILS

Charity name	:	1 st Lichfield (St Chads) Scout Group
Other names the charity is known by	:	1 st Lichfield Scout Group
Registered charity number	:	1030272
Charity's principal address	:	1 st Lichfield (St Chads) Scout Group c/o Paul Adams 19 Bell Close Lichfield Staffs WS13 7TW

The Group is managed by the Group Executive Committee, the members of which are the 'Charity Trustees'. The Committee consists of three independent representatives; Chair, Treasurer and Secretary together with the Group Scout Leader, individual section leaders and parent representatives.

The members of the Group Executive Committee over the past year have been:

- | | | |
|-----------------------|---|-----------------|
| 1) Chairman | - | Martin Sadler |
| 2) Group Scout leader | - | Jonathan Staite |
| 3) Secretary | - | Maura Jolliffe |
| 4) Treasurer | - | Paul Adams |

SECTION B STRUCTURE, GOVERNANCE AND MANAGEMENT

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. The Group is a trust established under the rules of The Scout Association which are common to all Scouts. The group is also a registered charity in its own right. The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

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. The Group Executive Committee meets at regular intervals throughout the year and as charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping of proper accounts and making returns to the Charity Commission as appropriate.

The Group Executive 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 on 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 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:

Reduction or loss of members. The Group provides activities for all young people aged 5 to 13 (inclusive). If there was a reduction in membership in a specific section or the group overall 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.

Damage to the building, property and equipment. 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. The Group is primarily reliant upon income from subscriptions, fundraising and the revenue from the hire of the Leasowe Scout Hall. The group aims to build a reserve to ensure the continuity of activities should there be a major reduction in income however in lieu of such a reserve 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 specific section or the group overall 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.

Lease Renewal Fund. This fund serves two purposes; 1) to provide contingency funds in case of major unexpected and unavoidable expenses occurring and 2) to build a fund toward the eventual renewal of the lease for the Leasowe Hall. The Leasowe Scout Hall is on a fifty-year lease with St Chad Church signed on 28th November 1990. Upon completion of the fifty years the Scout Group will need to renegotiate the lease. Our best course of action is uncertain now however it is acknowledged that any chosen action will incur substantial costs and it is for this reason that a fund has been created to build reserves ready to take the necessary action when appropriate to do so.

INTERNAL CONTROL

The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include:

- Three signatories on the group bank account mandate
- Two signatories for all cheque payments from the group bank account
- Comprehensive insurance policies to ensure that insurable risks are covered

SECTION C OBJECTIVES AND ACTIVITIES

The objectives of the group are as a unit of the Scout Association. The Aim of The Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local national and international communities. The method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.

The Group organises weekly meetings for each of its three Sections; Beavers, Cubs and Scouts. Outside of these meetings it also arranges regular overnight, weekend and day camps along with a variety of other activity day trips.

The Group is totally dependent on its Uniformed Leaders and Assistant Leaders, who are all unpaid volunteers, for the delivery of the programme. They in turn rely on support from the parents of the section members for help in organising activities providing financial support and transport where necessary

GROUP SCOUT LEADER REPORT

“Thirty Two”

The group has again met the basic requirements of the Scout Association, its aims and training activities for young people aged between six and fourteen years. Again, I appeal for more adults to give it a go and get involved with us. Sometimes after the AGM we get one or two come forward we fill out the forms and that's as far as it gets....you can just offer to be there if need as an occasional helper or jump right in and look at becoming a section leader. Our leadership team remains fairly static over the last year but with some much-welcomed developments within the scout troop.

Each time I write this report it causes me rightly to reflect on the year past and look forward to the year ahead.

Looking back over the year the event that gives me most pleasure is that all three sections have spent a lot of time away from the building on activities. Be these visits to support badge work or having at least one night away from home. Be it the nervous Beaver spending the first night away at a Beaver sleepover to the cubs getting used to the totally different feeling of sleeping in a tent for the first time or the scout being away for the first time longer than two nights and having to care, cook and feed themselves!

It is a shame that mostly due to the weather we haven't so far been able to make more use of our partnership agreement with Chadsmead School to use the school field during section meetings, let's hope the sun will shine for more than three minutes at some point this year !

I remain so grateful and proud as ever of our leadership team and those adults who have come forward to offer time to help. Without these volunteers there would be no time spent upside in sleeping bags, that feeling of smoke in their eyes at a campfire, that feeling of pride as they abseil down the wall for the first time, summit their first mountain or just simply have a feeling of belonging.

Looking forward to the year ahead, hopefully more parents will volunteer to get involved and that now year on year matter of the hall acoustics might get sorted out, but we need volunteers to get this done. As an executive committee we will face some financial challenges this year as we are losing two of our main hirers of the hall. This will mean a need to find fresh organisations to use the building or having to organise fundraising events. But as always and long will it remain so, the most important goal to all the leaders and myself will be ensuring that all the young people continue to have safe, challenging activities with fun and work hard to learn to become well rounded mature young adults through the principals of scouting. What I am sure of they will all get memories which will last them a lifetime.

“Thirty Two”, the number of registered adults last year, now thirty five, what will it be next year?

Thank you to you all!

Jonathan Staite, Group Scout Leader

BEAVER SECTION LEADER REPORT

I have three leaders besides myself; Will, Chris and Andy. I appreciate all the support they give me.

Over the last twelve months we have been working on various badges such as emergency aid, safety, faith and many more. The activity badges they have worked towards have also helped them gain their challenge badges like the outdoor, adventure and teamwork challenge. The beavers work hard on a weekly basis towards these.

We have also had a beaver sleepover at Kibblestone last year which was enjoyed by all involved.

We took part in the district football tournament which we won! This year we took part again but unfortunately couldn't maintain our title of champions.

This year we have been carrying on with badge work.

We have got an amazing weekend County Camp to look forward to in a few weeks' time at Beaudesert. Loads of amazing activities have been planned by County. The beavers will come home tired and hopefully dirty.

Later on in the year there is another sleep over at the National Space Centre and an activity day which is being organised as we speak.

Emma Colley, Beaver Section Leader

SCOUT SECTION LEADER REPORT

Another busy year for Scouts.

Numbers have remained consistent in the high 20's with Cubs continuing to move up, although with many Scouts moving on, we will be taking a small number of new Scouts from outside the group in the autumn. A number of Scouts have moved onto Explorers.

We also have more leaders than ever before, bringing our total number of regular leaders to six with two Young Leaders from the autumn. We are also fortunate to be able to use the skills of Jon (Group Scout Leader) and Martin (Chairman) in running hill walking and outdoor climbing activities.

We continue to offer a challenging and varied programme with activities such as kayaking, indoor and outdoor climbing, hill walking, geocaching, pioneering, bushcraft, woodland management and mountain biking as well as participating in District activities such as the bouldering competition in March, which we hosted and cooking competition, which we won the "Wow" factor ward for.

Last summer we went to Great Tower Scout Camp Site in the Lake District, with activities including hill walking and sailing on Lake Windermere. Other camps included survival camp which included building and sleeping in natural shelters, walking weekend in Snowdonia and attendance at a Bushcraft Weekend at Beaudesert.

We are continuing to build on our additional adult support and welcome help from parents or other family members who would like to get involved but don't want to commit to regular attendance. This additional help will improve our flexibility allow us to continue to offer a quality programme.

Thank you to all the leaders for their commitment to Scouting, the Committee for supporting what we do and parents for ensuring that their children make it to the correct place with the right equipment!

Colin Manning, Scout Section Leader

TREASURER REPORT

It has been a good year; the Group's finances show an overall turnover of £26k. There is a sections operating loss of £2.2k but the Leasowe Hall Hire has an operating surplus of £3.9k which not only covers the section shortfall but also provides £1.7k towards our 'Lease Renewal Fund' to prepare us for future resilience.

A summary of the accounts is shown in Appendix A and a brief review highlights the following:

- Sections:** The scout group sections including the executive group transactions had a turnover of £12.5k with an operating loss of £2.2k. Gift Aid has not been claimed this year but instead has been allowed to rollover to the following year in order to ensure the maximum number of parental agreements can be collected via the Online Scout Manager (OSM) system. All event fees are now being collected via the OSM system and with parent support deployment of this process has been a very effective.
- Exec committee:** Gift aid, though not collected this year (see section above) remains an extremely valuable income and we do thank the parents for their support in achieving this. Gift aid pledges are recorded on the OSM system where parents are requested to enter their name and address details to sign up for Gift Aid, thereafter gift aid can be claimed against the subs payments at no extra cost to parents, this process continues to work well. It has for a long time been recognized that the sound reverberations within the scout hall often make it difficult to be heard and operate effectively, hence the executive agreed some time ago to allocate £5000 of reserve funds towards the fitting of soundproofing materials to the hall. It continues to be difficult to identify a supplier and fitter for this soundproofing, hence we will continue to ensure we have this money available until a suitable opportunity arises for the works to be carried out.
- Grant awards:** Grant awards are hard to come by, but we have been fortunate that Colin Manning (Scout Leader) secured a grant of £845 from Lichfield Conduit Land Trust to cover the cover the cost of renovations to Monks Walk Gardens which the Scouts volunteered to undertake. As part of this, overgrown planting was cut back and removed then fresh period shrubs replanted in situ. National measures have meant there is very little money available from central or local government and many other organisations are also financially cautious. We are however always on the lookout for grant opportunities and welcome suggestions from group members always.
- Leasowe Hall:** Management of the hall as a hire facility for community groups when the Scout Sections do not need it, has meant that the hall has this year both paid for itself and provided a £3.9k profit to subsidise Scout Group activities. All costs have been covered including electricity, gas, insurance, boiler servicing, fire equipment review, cleaning and management costs, rent and maintenance repairs.
- Lease Renewal:** This fund serves two purposes; 1) to provide contingency funds in case of major unexpected and unavoidable expenses occurring and 2) to build a fund toward the eventual renewal of the lease for the Leasowe Hall. The Leasowe Scout Hall is on a fifty-year lease with St Chad Church, twenty-four years of which has already passed. Upon completion of the fifty years the Scout Group will need to renegotiate the lease. Our best course of action is uncertain, however it is acknowledged that any chosen action will incur substantial costs and it is for this reason that a fund has been created to build reserves ready to take the necessary action when appropriate to do so. The amount in the fund at present is £15k.
- Audit:** The Group is required by the Charity Commission and the Scout Association as a minimum, to submit their accounts for review by a scrutineer which is the lowest level of review required. However, the group choose to submit their accounts to a higher level of review by an independent examiner. This Independent Examination once undertaken and approved will be shown in Appendix B. This will confirm that the accounts meet the required regulatory standards and assurances expected by the Charity Commission and the Scout Association governing bodies under which the Group falls.

In conclusion, it has been a good year for the group financially. We hope to improve efficiency and resilience by the further use of OSM for event payments. Overall, we continue to cover our costs whilst making improvements to the equipment and facilities as funds allow and hope to continue this into the next and future years in similar fashion.

ACCOUNTS

The annual accounts produced by the Group Treasurer are based upon the period from 1st April to 31st March each year. A summary is attached (see Appendix A) outlining major income and expenditure groups along with a similar summary from the previous financial year for comparative purposes. Detailed accounts down to individual item level are available to the Group Executive for them to review and assure as required.

AUDIT

Following Scout Association and Charity Commission guidelines the Group Executive have commissioned the services of a qualified Independent Examiner to audit the annual accounts.

The report returned by the Independent Examiner (see Appendix B) provides assurance that the accounts of the Group meet the terms of the constitution outlined by The Scout Association. It also provides a confirmation that the Group accounts reconcile with the Bank Statements provided by the HSBC bank with whom the Group holds all its funds.

FUNDING

The Group relies upon many sources of funding including Subscriptions, Fundraising activities, Grant Applications, Gift Aid, Independent Donations and Revenue from the hire of the Leasowe Scout Hall.

RESERVES POLICY

The Group's policy on reserves is to build up sufficient contingency reserves to continue the charitable activities of the group should income and fundraising activities fall short or should a significant unexpected and unavoidable expense arise. The Group Executive Committee considers that the group should hold a sum equivalent to 6 months running costs, circa £5000. The Group holds these reserves in a separate contingency bank account held exclusively for this purpose. The balance of this account is shown under "Contingency savings" on the Annual Accounts Summary. Where this amount falls short of the Groups desired amount the Group Executive will direct significant surplus funds towards the contingency reserves on a year-on-year basis until the desired reserve is reached.

INVESTMENTS POLICY

The Group does not have sufficient funds to invest in longer term investments such as stocks and shares. The Group has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks / building societies. The Group Executive monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Executive considers the cash flow requirements.

SECTION F OTHER OPTIONAL INFORMATION

PROPERTY

The Group has the rights to use of the Leasowe Scout Hall within the terms of a lease signed on 28th November 1990. The lease runs for a period of 50 years expiring on 27th November 2040 whereupon the ownership and control of both the property and the land are to be handed over to St Chad's Church. For the period of the lease the 1st Lichfield (St Chads) Scout Group are to pay rent of £1 on or before 31st December each year.

As responsible caretakers of the property and also to meet the terms of the lease, the Group Executive will allow sufficient funding to maintain the land and the building structure and also the internal/external aesthetics.

SECTION G DECLARATION**SIGNED ON BEHALF OF THE CHARITY'S TRUSTEES**

The trustees declare that they have approved the trustees' report above

Signatures		
Full names	Jonathan Staite	Martin Sadler
Position (e.g. Secretary, Chair)	Group Scout Leader	Chair
Date	17 th June 2019	17 th June 2019

Appendix A: Accounts Summary

1st Lichfield (St Chads) Scout Group

Year 2018 / 2019

SUMMARY ACCOUNTS for 1 Apr 18 to 31 Mar 19

Money in bank at 31 Mar 19 = Current account £6128.20 / Lease Renewal Fund £15086.23

Starting balance = £19950.78	TOTAL IN = £26493.18	TOTAL OUT = -£24805.72
Current balance = £21638.24	Income banked = £26493.18	Withdrawn from bank = -£24805.72
Final balance = £21638.24	Cash in hand = £0.00	Not yet withdrawn from bank = £0.00
Surplus for Lease Renewal = £1687.46	Expected future income = £0.00	Expected future pay outs = £0.00

Further breakdown

	IN	OUT	Surplus/Shortfall
SCOUT GROUP TOTAL	£12563.98	-£14783.84	-£2,219.86
Exec committee :	£692.60	-£2375.69	-£1,683.09
Climbing Wall { £460 }	£628.00	-£167.64	
Fundraising { £65 }	£64.60		
Equipment & Consumables { -£1787 }		-£1786.84	
Annual Audit { -£100 }		-£100.00	
Enrolment fees { -£276 }		-£276.21	
Training { -£45 }		-£45.00	
Section Beavers :	£1880.46	-£2044.69	-£164.23
Subs { £1593 }	£1593.23		
Camp - 2018 09 - Beaver - Kibblestone { -£184 }	£194.00	-£378.42	
Camp - 2019 10 - Beaver - Space Centre { -£150 }		-£150.00	
Trips { -£14 }		-£14.00	
Fundraising { £93 }	£93.23		
Capitation { -£620 }		-£619.87	
Joint sections share { -£357 }		-£357.30	
Equipment & Consumables { -£525 }		-£525.10	
Section Cubs :	£3419.38	-£3538.90	-£119.52
Subs { £1939 }	£1939.23		
Camp - 2018 06 - Cub - County { -£186 }	£732.87	-£918.85	
Camp - 2018 10 - Cub - Patshull { £345 }	£747.28	-£402.18	
Trips { -£180 }		-£180.00	
Capitation { -£1046 }		-£1046.03	
Joint sections share { -£357 }		-£357.30	
Equipment & Consumables { -£635 }		-£634.54	
Section Scouts :	£6571.54	-£6824.56	-£253.02
Subs { £2189 }	£2188.75		
Camp - 2018 05 - Scout - Wales Walkin { -£200 }	£748.63	-£948.15	
Camp - 2018 08 - Scout - Summer { -£360 }	£1358.24	-£1718.07	
Camp - 2018 10 - Scout - Wilderness { -£187 }	£698.46	-£885.50	
Camp - 2018 12 - Scout - The Leasowe { £23 }	£110.50	-£87.98	
Camp - 2019 03 - Scout - Sherratts Wd { £187 }	£465.69	-£278.84	
Trips { -£511 }	£156.27	-£667.40	
Grant - 201801 - LCLT - £845 { £311 }	£845.00	-£533.82	
Capitation { -£1124 }		-£1123.50	
Joint sections share { -£357 }		-£357.30	
Equipment & Consumables { -£194 }		-£194.00	
Training { -£30 }		-£30.00	
LEASOWE HALL TOTAL	£12967.64	-£9060.32	£3,907.32
Leasowe Hall :	£12967.64	-£9060.32	£3,907.32
Bookings - Routine { £12938 }	£12967.64	-£30.00	
Insurance { -£1582 }		-£1582.32	
Electric { -£1241 }		-£1241.05	
Equipment & Consumables { -£1408 }		-£1408.35	
Gas { -£929 }		-£928.97	
Water { -£546 }		-£546.00	
Fire { -£161 }		-£161.20	
Hall Maintenance & Cleaning { -£1629 }		-£1628.64	
Rent { -£1 }		-£1.00	
Repairs and Fixings { -£1533 }		-£1532.79	
INDEPENDENT EVENT TOTAL	£961.56	-£961.56	£0.00

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Appendix B: Audit

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES of 1ST LICHFIELD (ST CHADS) SCOUT GROUP

I report on the accounts of the Trust for the year ended **31st March 2019**.

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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.

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 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

Name : KAREN WILSON MAAT
Relevant professional qualification/body : ASSOCIATION OF ACCOUNTANTS
Address : 25 BURN CLOSE
LICHFIELD WILTSHIRE
Date : 27.10.19
Signature : Karen Wilson

