

# Trustees' Annual Report

For the period

From (start date)

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to end date

3	1	0	3	2	2
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## Section A

## Reference and administration details

Charity name

1st Newbury Scout Group
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Other names the charity is known by

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Registered charity number (if any)

2	8	2	2	2	7
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HQ registration number

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Charity's principal address

1st Newbury Scout Hut							
Remembrance Road							
Newbury							
Postcode	R	G	1	4	6	B	A

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	Paul Soulby	Group Chair	
2	Julie Framallicco	Group Treasurer	
3	Nicky James	Group Secretary	
4	Yvonne Soulby	Group Scout Leader	from 10/01/22
5	Pete Jefferies	Acting GSL	up to 10/01/22
6	Daisy Hutchinson	Fundraising	
7	Sarah Youd	Health and Safety	
8	Kevin Bushell	Cub Leader	
9	Lyndsey Chivers	Cub Leader	up to 10/11/21
10			
11			
12			
13			
14			
15			

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

**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 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

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 2 months.

Members of the Executive Committee complete '*Essential Information*', '*Trustee Training*', '*Safety*', '*Safeguarding*' and '*GDPR*' training within the first 6 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.

**Section B****Structure, governance and management (continued)****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. 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.

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.

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
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<p>Summary of the objects of the charity set out in its governing document</p>	<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:</p> <ul style="list-style-type: none"> <li>- enjoy what they are doing and have fun</li> <li>- take part in activities indoors and outdoors</li> <li>- learn by doing</li> <li>- share in spiritual reflection</li> <li>- take responsibility and make choices</li> <li>- undertake new and challenging activities</li> <li>- make and live by their Promise.</li> </ul>
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<p>Summary of the main activities in relation to these objects</p>	<p>Adapted the Scout Hut to enable full use with all sections with Covid restrictions, enabling all young people to partake of activities in a safe environment. Camps run for sections. Continued providing a fun and varied scouting programme to all sections with opportunities to achieve and celebrate various badges and develop skills, self confidence and teamwork.</p>
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Additional details of the objectives and activities (optional information but encouraged as best practice)

<p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul>	
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Public benefit statement

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.

<b>Section D</b>	<b>Achievements and performance</b>
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Summary of the main achievements of the charity during the year

£13,000 received in grants. Subscriptions increased by £1250 Continued to provide full scouting programme to all sections throughout ongoing covid restrictions. Increased camps, outings and events organised than previous year.

<b>Section E</b>	<b>Financial Review</b>
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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. The Group Executive Committee considers that the group should hold a sum equivalent to 6 months running costs, circa £6000.

The Group held reserves of approximately £6,500 against this at year end. This is the level required for operating expenses.

Quantify and explain any designations

Held in our main account was money from recieved grants designated for roof repair, old hut refurbishment and flooring.

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

Further financial review details (optional information)

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

**Investment Policy**

- the charity's principal sources of funds (including any fundraising);

The Group's Income and Expenditure is small and as a consequence 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.

- how expenditure has supported the key objectives of the charity;

The Group Executive regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements.

- investment policy and objectives;

## Section F

## Other Optional Information

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

Roofing, flooring and storage areas of both main hut and old hut. Ensuring meeting fire safety standards, removing asbestos and improving insulation.



## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Paul Soulby	Nicky James
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Position (eg Secretary, Chair)

Chair	Secretary
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Date

10	09	10	19	12	12
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# 1st Newbury Scout Group

Registered Charity 282227

~~as at 28th February 2022~~

## Summary of Reports & Accounts for the period 1st April 2021 to 31st March 2022

### Income

Subs	Beavers	£1,898.00
	Cubs	£3,906.50
	Scouts	£4,543.50
Fundraising		£246.53
Donations		£838.12
Activities		£0.00
Camps		£3,626.00
Clothing		£692.00
Gift Aid		£0.00
Interest		£0.66
Hut hire		£77.50
Other		£13,278.43
Roof repairs		£0.00

**Total income** £29,107.24

### Expenditure

Capitation	£3,061.86
Utilities, Rates & ins	£2,491.48
Hut	£2,586.20
Covid	£0.00
Camps/Outings/Events	£3,043.93
Badges/Uniform/Investiture	£1,006.30
Fire safety	£36.00
Roof repairs	£0.00
Fund raising	£360.72
Other	£1,461.58
Building expenses	£996.86
Camp expenses	£3,050.10

**Total expenditure** £18,095.03

**Net surplus** £11,012.21

Balance sheet as at 31 March 2022

Main Account Balance	£51,893.56
Camp Account	£1,822.99
Building Account	£6,542.81
	<b>£60,259.36</b>

Represented by	
General fund surplus at 1 April 2021	£49,247.15
Surplus for the year	£11,012.21
	<b>£60,259.36</b>

## Scrutineer's Report to the Trustees of the

.1<sup>st</sup> NEWBURY SEA SCOUT GROUP

I report on the accounts of the Group/District for the year ended 31 March 2022.

### Respective responsibilities of Trustees and Scrutineer

As the Group's Trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

### Basis of Scrutineer's Statement

In accordance with the directions given in the Group's/District's constitution, I have scrutinised the records and the accounts set out on page 1.

### Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.



Peter Nellesose,

Averillo & Associates, Chartered Accountants  
16 South End  
Croydon  
CR0 1DN

3 August 2022





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3 August 2022