



## Trustees' Annual Report for the period

From 1 April 2023 To 31 December 2023

**Charity name:** First Blofield and Brundall Sea Scout Group

**Charity registration number:** 1018467

### Objectives and Activities

|   | SORP reference |   |
|---|----------------|---|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17      | <p><b>The Purpose of Scouting</b><br/>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><br/>As Scouts we are guided by these values:</p> <p><b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.</p> <p><b>Respect</b> - We have self-respect and respect for others.</p> <p><b>Care</b> - We support others and take care of the world in which we live.</p> <p><b>Belief</b> - We explore our faiths, beliefs and attitudes.</p> <p><b>Co-operation</b> - We make a positive difference; we cooperate with others and make friends.</p> <p><b>The Scout Method</b><br/>Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting:</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> |

|   |                           |  |
|---|---------------------------|--|
| <p>Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.</p> | <p>Para 1.17 and 1.19</p> | <p>We are a Sea Scout Group and Recognised by the Royal Navy.</p> <p>Beavers and Cubs are given taster sessions on the water. Scouts and Explorers spend the summer months at our Water Base each week. They carry on through the School holidays to maximise their opportunities and make the most of the longer evenings and warmer weather.</p> <p>All our sections have the opportunity to attend a camp and take part in community and nature projects.</p> |
| <p>Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit</p>   | <p>Para 1.18</p>          | <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> <p>The trustees have also received formal training to enable them to carry out their duties as required by the Scout Association Policy, Organisation and Rules (PORs).</p>  |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|   | SORP reference   |  |
|---|------------------|--|
| <p>Policy on grant making</p>   | <p>Para 1.38</p> | <p>Grants are available to families suffering financial hardship to ensure Scouting is available to all.</p> <p>This year we helped families to keep their youngsters in Scouting who were furloughed or made redundant by waiving their subs.</p>                           |
| <p>Policy on social investment including program related investment</p> | <p>Para 1.38</p> | <p>The Group takes a risk averse approach to investment and any surplus funds are retained in an interest bearing account.</p>   |
| <p>Contribution made by volunteers</p>                                  | <p>Para 1.38</p> | <p>The Group is entirely dependent on volunteers to run with no remunerated posts. All of the Trustee Board and section leaders are volunteers.</p> <p>Volunteers are essential to the continuation of the Group and to enable the young people to learn skills for life</p> |

|       |  |   |
|-------|--|---|
|       |  | <p>and experience the opportunities and skills Scouting has to offer.</p> <p>We have been lucky to have a team dedicated to fund raising this year and they have raised additional funds for the Group.</p>   |
| Other |  | <p>The Group supports adult volunteer and leaders training, including financially, which enables the Group to promote scouting programs and provide a wider range of activities to the sections.</p> <p>The financial support is 50% of the course or qualification &amp; out of pocket expense, where County and/or District meet the other 50%.</p> |

## Achievements and Performance

|   | SORP reference |  |
|---|----------------|--|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | Financial support has been made available to families that have needed it and it has been a privilege to be able to ensure that Scouting is accessible to all. |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                     |           |  |
|-------------------------------------|-----------|--|
| Achievements against objectives set | Para 1.41 | <p>We are a Sea Scout Group and proud to be one of 105 Groups recognised by the Royal Navy.</p> <p>All sections are given the opportunity to spend time on the water, including the Beavers who are given taster sessions on the water with their parents and Cubs who incorporate water activities into their summer program.</p> <p>Scouts and Explorers spend the summer months at our Water Base each week. They carry on through the school holidays to maximise their opportunities and make the most of the longer evenings and warmer weather.</p> |
|-------------------------------------|-----------|--|

|  |           |  |
|--|-----------|--|
|  |           | All our sections have the opportunity to attend a camp and take part in community and environmental projects.  |
| Performance of fundraising activities against objectives set | Para 1.41 | Due to a dedicated team of volunteers, a number of events and evenings have been put on and have proved to be successful in raising funds for the Group. |
| Investment performance against objectives                    | Para 1.41 | N/A  |
| Other  |           | N/A  |

## Financial Review

|   |                  |   |
|---|------------------|---|
| <p>Review of the charity's financial position at the end of the period</p>            | <p>Para 1.21</p> | <p>This year has shown an increase in income, with incomings exceeding outgoings despite being a shortened year due to the adjustment to the Group's reporting period.</p> <p>This stage payments being made for a trip to Kandersteg International Scout Centre in 2025 and no payment of capitation to Scout HQ as it didn't fall into this shortened accounting period.</p> <p>The Group continues to be financially well placed with more than sufficient reserves going forward (minimum requirement of £4,500).</p> <p>Looking forward to 2024 and 2025 there are some upcoming costs that the Group will need to meet. These include:</p> <ul style="list-style-type: none"> <li>● creating a drainage system at the Ward Room side of the HQ building to prevent any further flooding of the property,</li> <li>● replacement of the safety boat outboard engine, and</li> <li>● the replacement of the HQ heating system (due to its age and specification the annual servicing of it is difficult to procure and also costly).</li> </ul> <p>There is also the international trip to Kandersteg in the summer of 2025 being planned by the Scout &amp; Explorer sections.</p> <p>Participants, with the assistance of leaders and the Board of Trustees, will be responsible for funding this expedition.</p> |
| <p>Statement explaining the policy for holding reserves stating why they are held</p> | <p>Para 1.22</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.</p> <p>The Group Executive Committee considers that the group should hold a sum equivalent to 3 months running costs, circa £4,500.</p>   |

|  |           |   |
|--|-----------|---|
|  |           | The Group holds sufficient funds in reserve to meet £4,500.00 |
| Amount of reserves held  | Para 1.22 | £10,000   |
| Reasons for holding zero reserves  | Para 1.22 | N/A   |
| Details of fund materially in deficit  | Para 1.24 | N/A   |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | N/A   |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |   |
|---|-----------|---|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 | <p>The Group is primarily reliant upon income from subscriptions and fundraising.</p> <p>The Group holds a reserve to ensure the continuity of activities should there be a major reduction in income.</p>  |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | The Group takes a risk averse approach to investment and any surplus funds are retained in an interest bearing account.   |
| A description of the principal risks facing the charity                         | Para 1.46 | <p>The Group Trustee Board 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.</p> <p>The main areas of concern that have been identified are:</p> <p><b>Damage to the building, property and equipment.</b><br/>The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.</p> <p><b>Injury to leaders, helpers, supporters and members.</b><br/>The Group, through the capitation fees, contributes to the Scout Associations national accident insurance policy. A further insurance policy is held to insure helpers who are not uniformed. Risk Assessments are undertaken before all activities.</p> <p><b>Reduced income from fund raising.</b><br/>The Committee could raise the value of subscriptions to increase the income to</p> |

|       |  |   |
|-------|--|---|
|       |  | <p>the group on an ongoing basis, either temporarily or permanently. A reserve fund is also maintained, equivalent to three months running costs.</p> <p><b>Reduction or loss of leaders.</b><br/>The group is totally reliant on 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><b>Reduction or loss of members.</b><br/>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.</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 insurance policies to ensure that insurable risks are covered.</p> |
| Other |  | N/A   |

## Structure, Governance and Management

|   |           |  |
|---|-----------|--|
| Description of charity's trusts:  |           |  |
| Type of governing document<br>(trust deed, royal charter)   | Para 1.25 | 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 PORs of The Scout Association. |
| How is the charity constituted?<br>(e.g unincorporated association, CIO)  | Para 1.25 | The Group is a trust established under its rules which are common to all Scouts.   |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | The Trustees are appointed in accordance with the PORs of The Scout Association.   |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |   |
|---|-----------|---|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 | Members of the Trustee Board complete mandatory training modules as required by the Scout Association PORs.   |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | <p>The Group is managed by the Trustee Board and Leadership Team. All members of the Trustee Board are 'Charity Trustees' of the Scout Group which is an educational charity. Many of the section leaders have also opted in to be charity Trustees.</p> <p>The Trustee Board 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.</p> <p>The Trustee Board has one ex-officio member: the Group Scout Leader. Individual section leaders (if opted to take on the responsibility) and parent's also make up the board. The committee meets at least every 3 months.</p> <p>The Trustee Board exists to support the Group Scout Leader in meeting the</p> |



|                                       |           |  |
|---------------------------------------|-----------|--|
|                                       |           | responsibilities of the appointment and is responsible for: <ul style="list-style-type: none"> <li>● The maintenance of Group property</li> <li>● The raising of funds</li> <li>● The administration of Group finance</li> <li>● The insurance of persons, property and equipment and 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> |
| Relationship with any related parties | Para 1.51 | The Scout Association 306101   |
| Other                                 |           | N/A  |

### Reference and Administrative details

|                             |  |
|-----------------------------|--|
| Charity name                | First Blofield and Brundall Sea Scout Group  |
| Other name the charity uses | 1st Blofield and Brundall Sea Scout Group<br>1st Blofield and Brundall Sea Scouts<br>1st B&B |
| Registered charity number   | 1018467  |
| Charity's principal address | % The Treasurer<br>77 Norwich Road<br>Salhouse<br>Norwich<br>NR13 6QQ                        |

### Names of the charity trustees who manage the charity

|   | Trustee name        | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|---|---------------------|-----------------|-----------------------------------|---|
| 1 | Alison Myers        | Chair           |                                   |   |
| 2 | Catherine Cracknell | Secretary       |                                   |   |
| 3 | Vicki Welin         | Treasurer       |                                   |   |
| 5 | James Page          |                 |                                   |   |
| 6 | Ann Kelly           |                 |                                   |   |

|   |                         |  |  |  |
|---|-------------------------|--|--|--|
| 7 | John Kelly              |  |  |  |
| 8 | Kyle<br>Hampshire-Smith |  |  |  |
| 9 | Simon Welin             |  |  |  |

Corporate trustees – names of the directors at the date the report was approved  
N/A

Name of trustees holding title to property belonging to the charity  
N/A

Funds held as custodian trustees on behalf of others  
N/A

Names and addresses of advisers (Optional information)  
N/A

### **Exemptions from disclosure**

Reason for non-disclosure of key personnel details  
N/A

Other optional information  
N/A

### **Declarations**

The trustees declare that they have approved the trustees' report above.  
Signed on behalf of the charity's trustees

Signature(s):

Full name(s):

Position:

Date:

|                                 | 2023      | 2022-2023 |
|---------------------------------|-----------|-----------|
| <b>Income</b>                   |           |           |
| Bank Interest                   | 194.48    | 47.82     |
| Donation                        | 1,404.73  | 5,654.73  |
| Events                          | 1,674.39  | 2,526.99  |
| Events - Beavers                | 60.00     | 455.00    |
| Events - Cubs                   | 1,904.34  | 1,240.00  |
| Events - Explorers              | 1,110.00  | 250.00    |
| Events - Scouts                 | 2,691.00  | 3,955.00  |
| Fundraising                     | 1,261.06  | 309.04    |
| Gift Aid                        | 6,690.79  | 0.00      |
| Grant                           | 2,500.00  | 684.13    |
| Membership Fees                 | 8,039.88  | 10,002.76 |
| Rent                            | 2,505.85  | 1,980.05  |
| RYA - Royal Yachting Associati  | 3,008.00  | 0.00      |
|                                 |           |           |
| <b>Expense</b>                  |           |           |
| Activity Equipment              | 5,675.32  | 3,213.52  |
| Admin                           | 201.96    | 315.53    |
| Badges                          | 405.42    | 595.80    |
| Bank Fees                       | 427.96    | 502.64    |
| Camping Equipment               | 883.79    | 265.75    |
| Events                          | 3,709.54  | 1,258.06  |
| Events - Beavers                | 70.00     | 571.00    |
| Events - Cubs                   | 1,708.97  | 1,956.34  |
| Events - Explorers              | 1,381.57  | 282.00    |
| Events - Scouts                 | 2,466.60  | 4,424.66  |
| Fuel                            | 533.50    | 181.38    |
| Insurance                       | 1,734.00  | 2,793.66  |
| Meetings - Beavers              | 171.37    | 141.98    |
| Meetings - Cubs                 | 184.35    | 79.12     |
| Meetings - Explorers            | 64.99     | 67.68     |
| Meetings - Scouts               | 288.04    | 248.15    |
| Membership Costs                | 0.00      | 4,222.00  |
| RYA - Royal Yachting Associati  | 607.23    | 661.96    |
| Training                        | 1,037.74  | 783.23    |
| Utilities                       | 758.29    | 1,112.09  |
| Venue Maintenance               | 3,851.73  | 10,156.24 |
|                                 |           |           |
| <b>Account balances</b>         |           |           |
| Group                           | 10,630.27 | 5,503.42  |
| Beavers                         | 3,508.24  | 1,740.18  |
| Dreadnaught ESU                 | 629.86    | 632.66    |
| Cubs                            | 0.00      | 2,305.91  |
| Scouts                          | 4,001.60  | 3,933.18  |
| Savings 1                       | 0.00      | 1,002.81  |
| Savings 2                       | 24,056.48 | 20,942.24 |
| Expense Account                 | 116.10    | 0.00      |
|                                 |           |           |
| <b>Summary</b>                  |           |           |
| Account balance brought forward | 36,060.40 | 42,787.67 |
| Total income                    | 33,044.52 | 27,105.52 |
| Total expenditure               | 26,162.37 | 33,832.79 |
| Net income                      | 6,882.15  | -6,727.27 |
| Account balance carried forward | 42,942.55 | 36,060.40 |



Section A Independent Examiner's Report

Report to the trustees

Charity Name: 1ST BLOFIELD AND BRUNDALL SEA SCOUTS

On accounts for the year ended

DEC 2023 Charity no (if any)

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and basis of report

As the charity's trustees, 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 Trust's 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
the accounts did not accord with the accounting records; or
the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

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

Signed: [Signature]

Date: 4-9-24

Name: STEVE MIDDLETON

Relevant professional qualification(s) or body

FCCA MBA

(if any):

Address: MAPLIN, BRUNDALL ROAD, BLOFIELD  
NORWICH, NORFOLK NR13 4LB

**Section B Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

NOTHING TO REPORT