

# Trustees' Annual Report

For the period

From (start date) 

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 to end date 

0	1	1	2	2	2
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**Section A Reference and administration details**

Charity name 

2nd Swanwick Scout Group																																																											
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Other names the charity is known by 

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Registered charity number (if any) 

1	0	0	4	0	4	2
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HQ registration number 

1	0	0	1	2	5	7	6
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Charity's principal address 

2nd Swanwick Centenary Centre																																																											
Chapel Street																																																											
Swanwick																																																											
Postcode															D	E	5	5	1	B	J																																						

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	Steve Clarke	Group Scout Leader	
2	Adrian Turner	Chair	
3	Rebecca Wishart	Treasurer	
4	Joanne Braithwaite	Secretary	
5	Kate Lane	Section Leader	
6	Katherine Turner	Section Leader	
7	Kevin Bestwick	Section Leader	
8	Sue Hart		
9	Nigel Johnson		
10	Joe Bishton		
11	James Bowman		
12	Zoe Barber	Section Leader	
13	Deb Bowater		14/6/22-31/12/22
14	Greg Sherston		14/6/22-31/12/22
15	Sandra Breider		01/01/22-1/4/22
16	Peter Richmond		01/01/22-1/4/22

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

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.

(e.g. trust deed, constitution)

How the charity is constituted

The Group is a trust established under its rules which are common to all Scouts.

(e.g. trust, association, company)

Trustee selection methods

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

(e.g. appointed by, elected by)

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 3 months.

Members of the Executive Committee complete 'Essential Information for Executive Committee' training within the first 5 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 14. 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
<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>

### The Scout Method

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.

Summary of the main activities in relation to these objects

All uniformed members make an annual promise, which is age appropriate and reflects the core values of the Scout association. Our Sections run according to the Scout method, and the young people have a role in deciding the programme they wish to take part in. This role increases as they go through the Sections. We set great store by running indoors and outdoors activities, and each Section has run at least one nights away event throughout the year. The Section programmes all have a good mix of programming that follow all areas of the Scout method as outlined above.

Additional details of the objectives and activities (optional information but encouraged as best practice)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- contribution made by volunteers;
- policy on investments.

a) The Group has not yet adopted a formal policy on grantmaking. However, we do aim to contribute a proportion of our main fund raising activity (Santas Sleigh) to other Sections (Beauchief Explorer Scouts and Quantum Scout Network) who assist with collecting, and another local charity. We also cannot ignore the current cost of living crisis and would deal with any individual facing hardship which prevents their participation in activities on a case by case basis. b) We cannot exist without the time contribution made by volunteers. We have adopted policies to supply adult volunteers with a uniform c) The Group has no policy on investments. We have a small income and expenditure so funds are held in cash in mainstream banks.

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.

## Section D

## Achievements and performance

Summary of the main achievements of the charity during the year

The Group has increased slightly in membership number (both young people and adult volunteers) throughout the year and we have strengthened our partnership with Beauchief Explorer Scout Unit and Quantum Scout Network throughout the year. All the Sections have rebuilt their programmes to what we would consider normal following the disruption caused by COVID over the last few years. This is

evidenced by the number of top awards each Section has been able to award, and the fact that every Section has managed to complete some nights away activities this year. Each Section has also been able to run a balanced programme for our young people, which incorporates a mix of visits, outdoor and indoor activities, badgework, games, creativity and learning. The Group Executive has worked hard to ensure that the Group headquarters is well maintained and that the Group maintains stable finances. We have played a large part in organising the village Act of Remembrance, and also been able to run our main fund raising activity for the year- Santas Sleigh.

Section E	Financial Review
<p>Brief statement of the charity's policy on reserves</p>	<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 £10,500.</p> <p>The Group held reserves of £9865.67 against this at year end. This is slightly below required for operating expenses</p>
<p>Quantify and explain any designations</p>	<p>£20,000 has been set aside for future building maintenance</p>
<p>Details of any funds materially in deficit (circumstances plus steps to eliminate)</p>	<p></p>
<p>Further financial review details (optional information)</p>	
<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• the charity's principal sources of funds (including any fundraising);</li> <li>• how expenditure has supported the key objectives of the charity;</li> <li>• investment policy and objectives;</li> </ul>	<p><b>Investment Policy</b></p> <p>The Group's Income and Expenditure is very 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 or building societies or The Scout Association's Short Term Investment Service.</p> <p>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. 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.</p> <p><b>Investment Policy</b></p>

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**

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

With the development of a new 500 home housing estate in the village, we foresee a growing demand for activities for young people locally. We would probably have to form new sections as the existing sections are close to their limits regarding numbers, and this would entirely depend on recruiting enough adult volunteers to safely run these sections. We also would like to start a Squirrel Drey- Squirrel Scouts is the latest section of the Scout Association, and was only started about 18 months ago. It is aimed at 4-6 year olds . The Scout Group itself will celebrate it's 75th anniversary in 2024 and we are starting to plan for events throughout the year.

**Section G**

**Declaration**

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

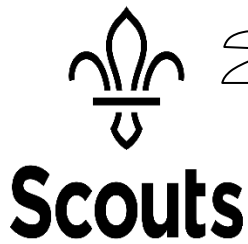
Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair)

Date



# 2nd Swanwick Scout

Headquarters: The Recreation Ground, Chapel Street, Swanwick, Derbyshire.  
Group No. 27532 Registered Charity No. 1004042

## TREASURER'S REPORT FOR GROUP AND SECTIONS FOR YEAR ENDING 31<sup>ST</sup> DECEMBER 2022

### GROUP INCOME – 1<sup>st</sup> January 2022 – 31<sup>st</sup> December 2022

- Rental Income (non-association) 2022 - £2,358.25
- Rental Income Sections 2022 - £3,704.75
- Rental Income Sections 2021 - £588.00
- Uniform Sales - £1,027.80
- Bank Interest - £16.86
- Capitation 2022 - £3,529.50
- Capitation 2021 – £1,050.00
- Grant (DCC) - £2,667.00
- Grants (Swanwick PC) - £1,150.00
- Amazon Smile - £17.58
- Donations - £3.00
- Santa's Sleigh & Just Giving - £4,848.06
- HMRC Gift Aid - £1,650.89
- Race Night Income - £287.90

**Total Income £22,899.59**

### GROUP EXPENSES – 1<sup>st</sup> January 2022 – 31<sup>st</sup> December 2022

- Maintenance/Repairs - £1,833.92
- Cleaning - £2,026.64
- Utilities: Telephone & Broadband - £456.56
  - Electricity - £483.06
  - Water - £26.07
  - Heating Oil - £1,023.80
  - Trade Waste - £145.44
- Uniform & Badges - £995.44
- Donations/Remembrance Sunday - £56.00
- Insurance - £959.14
- Capitation - £3,529.50
- Lease - £15.00
- PPL/PRS - £132.00
- Refreshments & Social Gatherings - £137.10
- Reimbursement to Sections - £771.45
- Sum Up - £2.71

- Plant & Machinery – £2,556.16
- New General Equipment - £310.79

**Total Expenditure £15,460.78**

**SECTIONS INCOME – 1<sup>st</sup> January 2022– 31<sup>st</sup> December 2022**

**Beavers**

- £4,304.59

**Cubs**

- £4,061.50

**Scouts**

- £9,595.57

**Total Income £17,961.66**

**SECTIONS EXPENDITURE – 1<sup>st</sup> January 2022 – 31<sup>st</sup> December 2022**

**Beavers**

- £5,101.56

**Cubs**

- £3,421.11

**Scouts**

- £10,271.66

**Total Expenditure £18,794.33**

*Rebecca Wishart,*

Group Treasurer, 30<sup>th</sup> January 2023.



Section A

Independent Examiner's Report

Report to the trustees/ members of	2nd Swarwick Scout Group		
On accounts for the year ended	31 <sup>st</sup> December 2022	Charity no (if any)	1004042
	Set out on pages 1 to 2		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2022.

**Responsibilities and basis of report** As the charity trustees of the Trust 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:  Date: 27/04/23

Name: Louise Anderson

Relevant professional qualification(s) or body (if any): AAT qualified

Address: 13 Strathmore Drive  
Carlton In Lindrick  
Worksop, Notts S81 5DA