

Trustees' Annual Report

For the period

From (start date)

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to end date

3	1	1	2	2	3
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Section A

Reference and administration details

Charity name

2nd Swanwick Scout Group

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

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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 Lead Volunteer	
2	Adrian Turner	Chair	
3	Rebecca Wishart	Treasurer	Treasurer until 31/01/23
4	Joanne Braithwaite	Secretary	01/01/23-12/5/23
5	Kate Lane	Section Leader	01/01/23-27/3/23
6	Katherine Turner	Section Leader	
7	Kevin Bestwick	Section Leader	
8	Sue Hart		
9	Nigel Johnson		
10	Joe Bishton	Group Quartermaster	
11	James Bowman		
12	Zoe Barber	Section Leader	
13	Deb Bowater		
14	Greg Sheriston	Treasurer	Treasurer from 01/02/23
15	Jayne Turner	Secretary	12/5/23-31/12/23
16			

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 Trustee Board, 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 Trustee Board consists of the Chair, Treasurer and 6 Trustees (including 1 Ex Officio Trustee) and meets every 3 months.

Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 months of joining the Board.

This Group Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that gives young people skills for life.

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

Risk and Internal Control

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. 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 Board 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 4 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

Summary of the objects of the charity set out in its governing document

The Purpose of Scouting

Scouting exists to actively engage and support young people in their personal development,

empowering them to make a positive contribution to society.

The Values of Scouting

As Scouts we are guided by these values:

Integrity - We act with integrity; we are honest, trustworthy and loyal.

Respect - We have self-respect and respect for others.

Care - We support others and take care of the world in which we live.

Belief - We explore our faiths, beliefs and attitudes.

Co-operation - We make a positive difference; we co-operate with others and make friends.

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

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 - in 2023 this was the East Midlands Air Ambulance. 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 decreased slightly in membership number (both young people and adult volunteers) throughout the year. This is mainly due to a large number moving on from Scout section (which is part of the Group) to Explorer Scout Section (which is part of the District provision), so they are not lost to Scouting. By the year end we were starting meetings with our Squirrel Drey, but it was too early in the life of that Section to record accurate numbers. We also have increasing numbers on our Group waiting lists- particularly in younger age ranges- which can only be truly addressed by recruiting more adult volunteers. We have continued our partnership with Beauchief Explorer Scout Unit and Quantum Scout Network throughout the year. This is evidenced by the number of Young Leaders and adult volunteers we have coming along to assist in our Sections. Each Section has been able to award an increased number of top awards (Chief Scouts Bronze, Silver or Gold), and 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 Board of Trustees 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

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 Board of Trustees considers that the group should hold a sum equivalent to 12 months running costs, circa £10,920.

The Group held reserves of £11,917 against this at year end. This is slightly above required for operating expenses

Quantify and explain any designations

£20,186 has been set aside for future building maintenance

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 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.

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

The Group Board of Trustees 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.

- investment policy and objectives;

Investment Policy

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 started a Squirrel Drey late in the year and anticipate that growing and providing the foundations for Group growth over the next few years. The Scout Group itself will celebrate it's 75th anniversary in 2024 and we are currently planning 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)

Steve Clarke

Ady Turner

Full name(s)

Steve Clarke

Adrian Turner

Position (eg Secretary, Chair)

Group Scout Leader

Chair

Date

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2nd Swanwick Scouts

Headquarters: The Recreation Ground, Chapel Street, Swanwick, Derbyshire

Group No. 27532

Registered Charity No. 1004042

TREASURER'S REPORT FOR GROUP & SECTIONS FOR YEAR ENDING 31st DECEMBER 2023

GROUP INCOME – 1st January 2023 – 31st December 2023

Capitation Income	£3,024.00
Rental Income (Sections)	£5,166.25
Rental Income (Non-Association)	£3,280.75
Uniform Sales	£980.26
Race Night Income	£57.56
Santa Sleigh & Just Giving	£4,394.28
Donations	£850.00
Amazon Smile	£20.29
Grant (Swanwick PC)	£120.00
HMRC Gift Aid	£2,935.68
Bank Interest	£314.64
Group Total Income	£21,143.71

GROUP EXPENSES – 1st January 2023 – 31st December 2023

Capitation	£4,032.00
Badges & Uniform	£2,450.08
New General Equipment	£3,397.41
Plant & Machinery	£626.84
Repairs and Maintenance	£1,189.77
Electricity & Oil	£1,346.34
Water	£190.92
Telephone & Broadband	£448.60
Cleaning & Trade Waste	£2,408.80
PPE	£6.00
Entertainment & Music Licence	£139.20
Insurance	£1,166.44
Fundraising - Expenses	£463.68
Donations	£1,037.90
Group Total Expenses	£18,903.98

SECTIONS INCOME – 1st January 2023 – 31st December 2023

Beavers	£4,427.93
Cubs	£5,216.67
Scouts	£12,700.98
Sections Total Income	£22,345.58

SECTIONS EXPENDITURE – 1st January 2023 – 31st December 2023

Beavers	£4,589.30
Cubs	£4,183.45
Scouts	£12,515.79
Sections Total Expenses	£21,288.54

2ND SWANWICK SCOUTS TOTAL SURPLUS – 1st January 2023 – 31st December 2023

Total Surplus	£3,296.77
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Greg Sheriston

Group Treasurer, 14th April 2024



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
2nd Swanwick Scout Group

**On accounts for the year
ended**

31st December 2023

**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 31/12/2023.

**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:

14/04/24

Name:

Louise Anderson

**Relevant professional
qualification(s) or body
(if any):**

AAT qualified

Address:

13 Strathmore Drive

Carlton In Lindrick

Worksop, Notts S81 9DA

Only complete if the examiner needs to highlight 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.

