



1st BANWELL SCOUT GROUP

TRUSTEES ANNUAL REPORT

and

ACCOUNTS

for the year ending 31st March 2021

A. REFERENCE and ADMINISTRATION DETAILS - for the year ended 31st March 2021

Charity registration number: 1005333

Address: 1st Banwell Scout Group Headquarters
Public Car Park, Banwell. Somerset BS29 6AA

Patron of The Scout Association: Her Majesty the Queen

Group Executive Committee Members 1st April 2019 to 31st March 2020

Ex-Officio members

Group Chair: Brian Redden (Appointed 6.1.2016)

Group Scout Leader: Sonja Hammond (Appointed 4.10.2018)

Group Secretary: Jane Watson (Appointed 17.7.2018)

Group Treasurer: Lee Williamson (Appointed 21.6.2016)

Elected members (elected by 1st Banwell Scout Council)

Kathleen Edwards (trustee since at least 01.09.2003)

Elizabeth Henry (trustee since 27.06.2017)

Brian Peat (trustee since 20.06.2003)

Laurence Pole (trustee since 10.06.2018)

Helen Shepherd (trustee since 07.07.2019)

Lisa Stannard (trustee since 07.07.2019)

Nominated members (nominated by the Group Scout Leader and approved by 1st Banwell Scout Council)

There were none

Independent Examiner

Mr David Jacobs

Bank accounts are held at:

Lloyds Bank Plc., Cheddar, North Somerset

STRUCTURE, GOVERNANCE and MANAGEMENT

Governing document

The Scout Association exists by authority of Royal Charters; these give authority to the bye-laws of the Association, which are approved by Her Majesty's Privy Council. The bye-laws in turn authorise the making of rules for regulation of the Association's affairs and are known as *Policy, Organisation and Rules of The Scout Association* – a governing document which is revised from time to time. 1st Banwell Scout Group Executive Committee is a trust established under these rules, which are common to all Scout Groups.

The Constitution

The Constitution as set out in Rule 3.23 of the *Policy, Organisation and Rules of the Scout Association* applies as the Constitution of 1st Banwell Scout Group.

The Group Executive Committee

The Group is managed by the Group Executive Committee, all 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 of proper accounts and making returns to the Charity Commission as appropriate. The Group Executive Committee meets at least six times each year plus the Annual General Meeting. It believes that this is sufficient to enable it to be effective. It remains flexible to call additional meetings if the need arises. The quorum for this committee is set at 6 as approved at the 1st Banwell AGM held on 10th June 2018.

Throughout the year the business of running the Scout Group has not stopped despite the Covid-19 pandemic. On-line meetings of the Group's Executive Board of Trustees and its Finance sub-Committee have become the standard and will continue on-line until everyone is comfortable with resuming face-to-face activity.

In addition to the main Group Executive meetings additional ones have been held to manage and make decisions in respect of the New Scout Hut project as it neared completion. For the purpose of the Scout Hut project only the quorum for decision making and approvals was raised to 8 trustees and that a minimum of 6 trustees must be in agreement with the decision to be made.

Appointment of Trustees

Trustees are recruited and appointed by the Group Scout Council annually at the 1st Banwell Scout Group AGM, in accordance with the constitution. The officers of the Executive Committee are ex-officio members. There are then usually up to six elected members. There may be additional members nominated by the Group Scout Leader at the AGM and others who are co-opted by the committee during the year, the number of each not to exceed the number of elected members. Each trustee is required to hold a valid disclosure obtained through the Scout Association and issued by the Disclosure and Barring Service. There are two mandatory training modules that must be completed and validated by each trustee.

Risk Management

The Trustees confirm that no major risks have been identified during the year and that regular consideration is given to risk areas generally. Annual budgets are discussed and agreed by the Trustees. The Risk Assessment for the building and contents is in place and regularly reviewed, action taken and updated.

Sub-committees

The Group currently has one operational sub-Committee:

- The **Finance sub-Committee**: It works to Terms of Reference approved by the Group Executive Committee. It meets in advance of each Group Executive meeting to which it provides a report.

Data Protection

The Group takes its data protection responsibilities seriously and with the introduction of the General Data Protection Act on 25th May 2018 (GDPR) as a charity we now have additional requirements to demonstrate our transparency and safeguarding of information as a data processor. The work to ensure compliance is on-going. The Group Executive Committee is updated at each meeting via a standing agenda item. No data protection issues were raised during the year.

OBJECTIVES and ACTIVITIES

The Executive Committee supports the Group Scout Leader and ensures the effective administration of 1st Banwell Scout Group. It aims to make sure that the Scout Group has the facilities and resources needed to deliver good Scouting in the Group. This includes: the maintenance of the headquarters, making funds available to leaders for activities, maintenance and management of the Group minibus, provision of equipment for activities and camps, fundraising, the administration of the Group's finance, the insurance of persons, property and equipment, support of public events and assisting in the recruitment of Leaders and adult support.

NEW SCOUT HUT

In 2016 the trustees of village-based Kathleen Jones Family Charity generously offered to provide the funds to replace the 'old' Scout Hut. In February 2020 with plans approved and all agreements and funds in place work started to demolish our old hut and build the new one. Building work continued throughout the pandemic and has now been completed. The trustees are delighted with the result and remain grateful to the Kathleen Jones Family Charity and also Banwell Parish Council which has provided core support for the work as it has progressed. Our Scout Hut will be formally opened on Sunday 19th September.

FUNDING and the impact of COVID-19

The pandemic seriously knocked out the usual sources of raising funds to keep the Scout Group viable. However, in line with other charities that own property, 1st Banwell has benefitted from several rounds of grants via North Somerset Council. The trustees have also been fortunate to secure grants from other sources including Thatchers Foundation and Hinckley Connection. The Group has also benefitted from reduced operating costs during the pandemic.

The trustees have kept a close watch on the Group's finances through this challenging time and remain satisfied that the Group has sufficient funds for the time being to remain stable and provide for core activities.



Brian Redden
Group Chair



Sonja Hammond
Group Scout Leader

First Banwell Scouts Annual Accounts 2020/21.

I confirm that I have examined the records of the 1st Banwell Scout Group; that the accounts are in accordance with these records and that all cash balances shown as being held by the Group's bankers as at the 31st March 2021, have been verified.

Signed:



Name: David Jacobs

Date:

22 - JUNE - 2021

1st Banwell Scout Group

Income and expenditure 1st April 2020 - 31st March 2021

Main Account Income	2019/20	2020/21
Donations	1,686.25	16,347.00
Lettings	2,805.25	914.25
Fundraising	-12.44	3,316.73
Other Income	27.62	0.00
Hut Build	0.00	185,608.01
Go Cardless Beavers	172.55	-172.55
Total	4,679.23	206,013.44
Main Account Expenditure		
Utilities / Hut Running costs	2,410.03	2,349.05
Mini Bus	0.00	270.00
Hut Build	0.00	188,352.60
Other Outgoings	710.23	5,164.25
Total	3,120.26	196,135.90
Total net gain / loss	1,558.97	9,877.54

Mini Bus Account	2019/20	2020/21
Income	3,070.29	945.20
Donations	1,282.91	0.00
Total	4,353.20	945.20
Fuel	858.35	339.10
Repairs	1,551.20	296.00
Others Outgoings	1,054.69	1,029.57
Total	3,464.24	1,664.67
Total net gain / loss	888.96	-719.47

Bank Account Reconciliation

General Account	
Opening Balance	14,427.92
Net Income	9,877.54
Closing Balance	24,305.46
Balance at bank 31.03.21	24,305.46

Mini Bus Account	
Opening Balance	2,105.91
Net Income	-719.47
Closing Balance	1,386.44
Balance at bank 31.03.21	1,386.44

Investment Account		
Opening Balance	6593.96	
Interest		
Closing Balance		6,593.96

Balance at bank 31.03.21 **6,593.96**

Business Banking		
Opening Balance	157,143.06	
Net Income	33,605.95	
Net Outgoings	190,749.01	
Closing Balance		0.00

Balance at bank 31.03.21 **0.00**

All above accounts managed by Lee Williamson and verified independently by Mr David Jacobs.

Cubs Section Account		
Opening Bank Balance	1,752.36	
Opening Petty Cash	46.07	
Funds in	531.00	
Funds out	353.01	
Net income	177.99	
Petty Cash	16.07	
Closing Balance		1,976.42

Balance at bank 31.03.21 **1,960.35**

Above account managed by Stuart Tucker and verified by Lee Williamson Group Treasurer

Scout Section Account		
Opening Bank Balance Treasurer	881.18	
Opening Bank Balance Savings	1,516.45	
Opening Petty Cash	98.71	
Funds in	982.38	
Funds out	370.24	
Net income	612.14	
Petty Cash	98.71	
Closing Balance	3,108.48	

Balance at bank Treasurer 31.03.21 **1,492.94**

Balance at bank Savings 31.03.21 **1,516.83**

Total Balance at bank 31.03.21 **3,009.77**

Above account managed by Louise Whitehead and verified by Lee Williamson Group Treasurer

Beavers Section Account		
Opening Bank Balance		1,304.75
Opening Petty Cash		0.00
Funds in		256.81
Funds out		0.00
Net income		256.81
Petty Cash		0.00
Closing Balance		1,561.50

Balance at bank 31.03.21 **1,561.50**

Above account managed by Sonja Hammond and verified by Lee Williamson Group Treasurer

1st Banwell Scouts 2020/21 Accounts

RECEIPTS/INCOME		2020-2021													
DATE	DETAILS	Donations in / out	Fundraising in Lettings in / out	Other Income	Hut Running costs out	Beavers Go Cardless	Minibus In / Out	Hut Build in	Hut build out	Other Outgoings	Cheque / Dep no	Ver. Acct	Total	Balance	Bank Account Statement Balance
OPENING BALANCES													Total	14,427.92	
06.04.20	Mini Bus Insurance						-1,029.57				BACS 06.04	Y	-1,029.57	13,398.35	
06.04.20	Mini Bus Insurance funds from MB acct						1,029.57				BACS 06.04	Y	1,029.57	14,427.92	
14.04.20	EDF Electricity				-21.00						DD	Y	-21.00	14,406.92	
17.04.20	Brian Peat variation NS council PP-0861927v1							-141.00			BACS 17.04	Y	-141.00	14,265.92	
17.04.20	Money from deposit account to reconcile above							141.00			BACS 17.04	Y	141.00	14,406.92	
22.04.20	Go cardless to reconcile 2019 / 20 Deposits					-172.55					BACS 22.04	Y	-172.55	14,234.37	
22.04.20	Reimburse Sonja for storage boxes 4 receipts proper job									-114.73	BACS 22.04	Y	-114.73	14,119.64	
22.04.20	Reimburse Sonja for Neckers etc 86820									-39.00	Y		-39.00	14,080.64	
29.03.20	Banwell Parish Council Solar Grant		1,750.00								5000222	Y	1,750.00	15,830.64	
22.04.20	All Stars Dance Class (Sally Horler-Erasmus) outstanding hut rental from 2019/20 £1033.50	150.00									BACS 22.04	Y	150.00	15,980.64	
30.04.20	New Creation Churches Use of meeting room SR032LW		-11.25								BACS 30.04	Y	-11.25	15,969.39	
27.04.20	Hut money transfer from hut business bank account							23,832.00			BACS 27.04	Y	23,832.00	39,801.39	
27.04.20	Payment to MIH builders phase 3 Inv 2234								-23,832.00		BACS 27.04	Y	-23,832.00	15,969.39	
30.04.20	Burnham Solar Grant	2,500.00									BACS 30.04	Y	2,500.00	18,469.39	
01.05.20	Move Golars from BPC & Burnham Solar to Hut Accr	-4,250.00									BACS 30.04	Y	-4,250.00	14,219.39	
11.05.20	Hut money transfer from hut business bank account							30,000.00			BACS 11.05	Y	30,000.00	44,219.39	
11.05.20	Payment to MIH builders phase 4 Inv 2236								-30,000.00		BACS 11.05	Y	-30,000.00	14,219.39	
11.05.20	EDF Electricity				-21.00						DD 11.05	Y	-21.00	14,198.39	
12.05.20	North Somerset Covid Grant	10,000.00									BACS 12.05	Y	10,000.00	24,198.39	
14.05.20	HMRC Gift Aid claim scouts 2018/19			791.89							BACS 14.05	Y	791.89	24,990.28	
21.05.20	North Somerset Covid Grant Repayment	-10,000.00									BACS 21.05	Y	-10,000.00	14,990.28	
28.05.20	HMRC Gift Aid claim scouts 2019/20			757.07							BACS 28.05	Y	757.07	15,747.35	
01.06.20	Hut money transfer from hut business bank account							40,000.00			BACS 01.06	Y	40,000.00	55,747.35	
01.06.20	Payment to MIH builders phase 5 Inv 2238								-40,000.00		BACS 01.06	Y	-40,000.00	15,747.35	
03.06.20	All Stars Dance Class (Sally Horler-Erasmus) outstanding hut rental from 2019/20 £1033.50 remaining	150.00									BACS 03.06	Y	150.00	15,897.35	
10.06.20	EDF Electricity				-21.00						DD 10.06	Y	-21.00	15,876.35	
11.06.20	Payment for use of Children's centre 09/20		-108.00								BACS 11.06	Y	-108.00	15,768.35	
11.06.20	Donations from Thatchers Foundation	3,000.00									BACS 24.06	Y	3,000.00	18,768.35	
17.06.20	Guy Mitson furnishings INV280							-1,400.00			BACS 17.06	Y	-1,400.00	17,368.35	
15.06.20	North Somerset Covid Business Relief Grant	10,000.00									BACS 15.06	Y	10,000.00	27,368.35	
17.06.20	ESk transfer to hut fund from NS grant	-5,000.00									BACS 17.06	Y	-5,000.00	22,368.35	
17.06.20	Hut money transfer from hut business bank account							1,400.00			BACS 17.06	Y	1,400.00	23,768.35	
24.06.20	Transfer Thatchers Foundation to hut build	-3,000.00									BACS 25.06	Y	-3,000.00	20,768.35	
26.06.20	Hut money transfer from hut business bank account							35,000.00			BACS 26.06	Y	35,000.00	55,768.35	
26.06.20	Payment to MIH builders phase 6 Inv 2239								-35,000.00		BACS 26.06	Y	-35,000.00	20,768.35	
08.07.20	All Stars Dance Class (Sally Horler-Erasmus) outstanding hut rental from 2019/20 £1033.50 remaining	150.00									BACS 08.07	Y	150.00	20,918.35	
10.07.20	EDF Electricity				-21.00						DD 10.07	Y	-21.00	20,897.35	
16.07.20	Hut money transfer from hut business bank account							16,464.00			BACS 16.07	Y	16,464.00	37,361.35	
16.07.20	Payment to MIH builders phase 7 Inv 2242								-16,464.00		BACS 16.07	Y	-16,464.00	20,897.35	
23.07.20	Clear Insurance Scout Hut Insurance				-301.98						BACS 23.07	Y	-301.98	20,595.37	
03.08.20	Water to Business. 1055824476				-95.93						DD 03.08	Y	-95.93	20,499.44	
10.08.20	Hut money transfer from hut business bank account							868.48			BACS 10.08	Y	868.48	21,367.92	
10.08.20	Payment to Brian Peat to reimburse for WPD 3724641								-868.48		BACS 10.08	Y	-868.48	20,499.44	
10.08.20	Hut money transfer from hut business bank account							3,555.00			BACS 10.08	Y	3,555.00	24,054.44	
10.08.20	Payment to MIH builders phase 8 Inv 2245								-3,555.00		BACS 10.08	Y	-3,555.00	20,499.44	
10.08.20	EDF Electricity				-21.00						DD 10.08	Y	-21.00	20,478.44	
16.08.20	SATC payment to validate new lease TSA01001									-600.00	BACS 14.08	Y	-600.00	19,878.44	
03.09.20	Hut money transfer from hut business bank account							3,880.00			BACS 03.09	Y	3,880.00	23,758.44	
03.09.20	Payment to MIH builders phase 9 Inv 2247								-3,880.00		BACS 03.09	Y	-3,880.00	19,878.44	
03.09.20	ESk transfer back from hut fund (from NS grant)	5,000.00									BACS 03.09	Y	5,000.00	24,878.44	
10.09.20	EDF Electricity				-21.00						DD 10.09	Y	-21.00	24,857.44	
17.09.20	Hinckley Connection National Grid grant	16,000.00									BACS 17.09	Y	16,000.00	40,857.44	
21.09.20	All Stars Dance Class (Sally Horler-Erasmus) outstanding hut rental from 2019/20 £1033.50 remaining	150.00									BACS 21.09	Y	150.00	41,007.44	
23.09.20	Move grant HC / NG to Hut build	-16,000.00									BACS 23.09	Y	-16,000.00	25,007.44	
23.09.20	Walker Fire for hut inspection / upgrade Inv 20766401				-561.02						BACS 23.09	Y	-561.02	24,446.42	
01.10.20	Transfer from hut fund to pay for plaque							183.12			BACS 01.10	Y	183.12	24,629.54	
01.10.20	Pay for plaque for hut SI-8402								-183.12		BACS 01.10	Y	-183.12	24,446.42	
12.10.20	EDF Electricity				-21.00						DD 12.10	Y	-21.00	24,425.42	
03.11.20	DVLA YK030AA						-270.00				DD 03.11	Y	-270.00	24,155.42	
05.11.20	Wreaths for Armistice Day									-48.50	BACS 05.11	Y	-48.50	24,106.92	
10.11.20	EDF Electricity				-21.00						DD 10.11	Y	-21.00	24,085.92	
20.11.20	NS Grant for 2nd lockdown	1,334.00									BACS 20.11	Y	1,334.00	25,419.92	
10.12.20	EDF Electricity				-21.00						DD 10.12	Y	-21.00	25,398.92	
10.12.20	Brian Peat Reimburse Open Reach Survey Inv 804018								-336.00		BACS 10.12	Y	-336.00	25,062.92	
10.12.20	Transfer hut fund for MIH Invoice 2272 (Landscaping)							9,500.00			BACS 10.12	Y	9,500.00	34,562.92	
10.12.20	Payment to MIH builders landscaping Inv2272								-9,500.00		Bacs 10.12	Y	-9,500.00	25,062.92	
10.12.20	Hut insurance				-863.10						Bacs 10.12	Y	-863.10	24,199.82	
10.12.21	All Stars Dance Class (Sally Horler-Erasmus) outstanding hut rental from 2019/20 £1033.50 remaining	50.00									Bacs 10.12	Y	50.00	24,249.82	
11.01.21	EDF Electricity				-21.00						DD 11.01	Y	-21.00	24,228.82	
11.01.21	Go cardless in						30.64				Bacs 11.01	Y	30.64	24,259.46	
12.01.21	Go cardless transfer to Beavers						-30.64				Bacs 12.01	Y	-30.64	24,228.82	
18.01.21	Transfer hut fund for MIH Invoice 2277 (Landscaping)							7,200.00			Bacs 18.01	Y	7,200.00	31,428.82	
18.01.21	Payment to MIH builders landscaping Inv2277								-7,200.00		Bacs 18.01	Y	-7,200.00	24,228.82	
18.01.21	Unity Insurance Occ Helpers									-42.00	Bacs 18.01	Y	-42.00	24,186.82	
18.01.21	Go cardless in						22.98				Bacs 18.01	Y	22.98	24,209.80	
28.01.21	North Somerset Covid Business Relief Grant	2,001.00									Bacs 28.01	Y	2,001.00	26,210.80	
28.01.21	Transfer 2nd Lockdown grant to Hut	-1,334.00									Bacs 28.01	Y	-1,334.00	24,876.80	
29.01.21	North Somerset Covid Business Relief Grant	4,000.00									Bacs 29.01	Y	4,000.00	28,876.80	
01.02.21	Open reach reimburse Brian Peat									-1,809.08	BACS 01.02	Y	-1,809.08	27,067.72	
10.02.21	EDF Electricity				-21.00						DD 10.02	Y	-21.00	27,046.72	
10.02.21	All Stars Dance Class (Sally Horler-Erasmus) outstanding hut rental from 2019/20 £1033.50 Settled	383.50									BACS 10.02	Y	383.50	27,430.22	
11.02.21	Amazon giving fundraising		17.77								BACS 11.02	Y	17.77	27,447.99	
11.02.21	Go cardless in						30.64				BACS 11.02	Y	30.64	27,478.63	
11.02.21	National Grid Grant supplementary	4,000.00									BACS 11.02	Y	4,000.00	31,478.63	
13.02.21	Go cardless transfer to Be														

1st Banwell Scout Investment Account 01615

Opening Balance 6593.96

Date	In	Out	Balance	Ref	Comments
			6593.96		

1st Banwell Scout Bus Bank Instant 00937001

Opening Balance 2020/21 157143.06

Date	In	Out	Balance	Ref	Verified	Comments
17.04.20		-141.00	157002.06	BACS 17.04	Y	Transfer to Brian Peat, NS Council planning variation PP-08619271v1
09.04.20	7.53		157009.59		Y	Interest
27.04.20		-23,832.00	133177.59	BACS 27.04	Y	3rd Phased payment to MIH Builders Invoice 2234
01.05.20	4,250.00		137427.59	BACS 01.05	Y	BPC Kitchen Equip grant and Burnham Solar Fund Grants (Ref Brian Peat)
11.05.20		-30,000.00	107427.59	BACS 11.05	Y	4th Phased payment to MIH builders invoice 2236
11.05.20	6.42		107434.01		Y	Interest
01.06.20		-40,000.00	67434.01	BACS 01.06	Y	5th Phased payment to MIH builders Invoice 2238
09.06.20	3.77		67437.78		Y	Interest
17.06.20	5,000.00		72437.78	BACS 17.06	Y	Transfer from main account £5k grant agreed by exec
17.06.20		-1,400.00	71037.78	BACS 17.06	Y	Pay Chunky Furniture inv 280 (Guy Mitson)
26.06.20		-35,000.00	36037.78	BACS 26.06	Y	6th Phased payment to MIH Builders invoice 2239
25.06.20	3,000.00		39037.78	BACS 25.06	Y	Transfer from main account £3k from Thatchers Foundation.
09.07.20	2.28		39040.06		Y	Interest
16.07.20		-16,464.00	22576.06	BACS 16.07	Y	7th Phased payment to MIH builders
10.08.20		-868.48	21707.58	BACS 10.08	Y	Payment for WPD to main acct
10.08.20		-3,555.00	18152.58	BACS 10.08	Y	Payment to MIH builders phase 8 Inv 2245
10.08.20	0.93		18153.51		Y	Interest
03.09.20		-3,880.00	14273.51	BACS 03.09	Y	Payment to MIH builders phase 9 Inv 2247
03.09.20		-5,000.00	9273.51	BACS 03.09	Y	Return of Transfer from main account £5k grant agreed by exec
09.09.20	0.13		9273.64		Y	Interest
23.09.20	16,000.00		25273.64	BACS 23.09	Y	Hinckley Connection grant received in main account
01.10.20		-183.12	25090.52	BACS 01.10	Y	Pay for plaque
09.10.20	0.15		25090.67		Y	Interest
09.11.20	0.21		25090.88		Y	Interest
09.12.20	0.21		25091.09		Y	Interest
10.12.20		-9,500.00	15591.09	Bacs 10.12	Y	Payment to MIH Lanscaping interim payment inv 2272
11.01.21	0.14		15591.23		Y	Interest
18.01.21		-7,200.00	8391.23	Bacs 18.01	Y	Payment to MIH Lanscaping interim payment inv 2277
28.01.21	1,334.00		9725.23		Y	Move NS 2nd lockdown grant to hut fund
09.02.21	0.08		9725.31		Y	Interest
13.02.21	4,000.00		13725.31	Bacs 13.02	Y	National Grid grant moved from main account
09.03.21	0.10		13725.41		Y	Interest
17.03.21		-13,725.41	0.00	BACS 17.03	Y	Pay final bill for hut build Inc 2286
Totals	33,605.95	-190,749.01				

Balance 10.08 18153.51