



1st BANWELL SCOUT GROUP

TRUSTEES ANNUAL REPORT

and

ACCOUNTS

for the year ending 31st March 2022

A. REFERENCE and ADMINISTRATION DETAILS - for the year ended 31st March 2022

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 2021 to 31st March 2022 (All are charity trustees)

Ex-Officio members

Group Chair: *Vacant*
Brian Redden (Appointed 6.1.2016, Resigned 31.1.2022)

Group Scout Leader: Jane Gomm (Appointed 19.1.2022)
Sonja Hammond (Appointed 4.10.2018, Resigned 31.1.2022)

Group Secretary: Jane Watson (Appointed 17.7.2018)

Group Treasurer: Michael Young (Appointed 19.12.2021)
Lee Williamson (Appointed 21.6.2016, Resigned 31.1.2022)

Elected members (elected by 1st Banwell Scout Council)

Kathleen Edwards (trustee since at least 01.09.2003)
Elizabeth Henry (trustee since 27.06.2017, resigned 15.3.2022)
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, resigned 16.11.2021)

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

There were none

Co-opted members (co-opted by 1st Banwell Group Executive Committee members)

Fran Ford (trustee since 16.11.2021)
Michelle Thomas (trustee since 16.11.2021)
Catherine Warren (trustee since 16.11.2021, resigned 28.4.2022)

Independent Examiner

Mr David Jacobs

Bank accounts are held at:

Lloyds Bank Plc. Weston-Super-Mare

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 did not stop despite the Covid-19 pandemic. On-line meetings of the Group's Executive Board of Trustees and its Finance sub-Committee became the standard but in 2022 reverted to face-to-face meetings.

Now that the New Scout Hut project has been completed the quorum for decision making and approvals has reverted to the standard 6 trustees (down from 8 trustees during the project)

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.

During the year the Group Scout Leader, Group Chair and Group Treasurer all resigned for personal reasons and had stayed longer than originally intended in order to see the New Scout Hut project through to its completion. We wish them well as they move to pastures new. The Group welcomed a new Group Scout Leader and Group Treasurer but the role of Group Chair remains unfilled. Until it is, the remaining trustees are taking it in turn to chair Group Executive meetings. We also said farewell to two elected trustees and welcomed two more who were co-opted during the year.

Each trustee is required to hold a valid disclosure obtained through the Scout Association and issued by the Disclosure and Barring Service. There are five mandatory training modules (Scouting Essentials, Trustee Introduction, Data Protection, Safety and Safeguarding) that must be completed and validated by each trustee within 5 months of appointment.

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

The new Scout Hut has now been completed and was formally opened on 19th September 2021 by current trustees of the Kathleen Jones Family Charity. The 'New Hut Project' has been closed. Snagging issues remain and these are being dealt with by the Group trustees.

FUNDING and the impact of COVID-19

Whilst the pandemic seriously knocked out some sources of raising funds to keep the Scout Group viable it is good to report that our usual fundraising activity has now re-started. The trustees continue to keep a close watch on the Group's finances and remain satisfied that the Group has sufficient funds for the time being to remain stable and provide for core activities.



Jane Watson
Group Secretary



Jane Gomm
Group Scout Leader

1st Banwell Scout Group
Annual Accounts 2021/22

I confirm that I have examined the records of 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 31st March 2022, have been verified.

Signed:

David Jacobs

Name : David Jacobs

Date :

20- Sep - 2022

Investment Account

Opening Balance	£6,593.96	
Interest (plus Adjustments)	£42.82	
Closing Balance	£6,636.78	
Balance at bank 31 March 2022		£6,636.78 ✓

Business Banking Account 309184 00937001

Opening Balance	£0.03 ✓	
Net Income	£11,575.78 ✓	
Closing Balance	£11,575.81 ✓	
Balance at bank 31 March 2022		£11,575.81 ✓

Beavers Section Account – Managed by Katie Hague

Opening Balance	£1,561.56	
Opening Petty Cash	£1.44	
Opening Funds	£1,563.00	
Funds In	£519.80	
Funds Out	-£334.13	
Net income	£147.32	
Petty Cash	£1.44	
Closing Balance	£1,748.67	
Balance at bank 31 March 2022		£1,747.23 ✓

Cubs Section Account – Managed by Stuart Tucker

Opening Balance	£1,976.35	
Opening Petty Cash	£16.07	
Opening Funds	£1,992.42	
Funds In	£2,495.00	
Funds Out	£2,790.17	
Net income	-£295.17	
Petty Cash	£142.07	
Closing Balance	£1,697.25	
Balance at bank 31 March 2022		£1,555.18 ✓

Scouts Section Account – Managed by Louise Whitehead

Opening Balance (Treasurer)	£1,492.94	
Opening Balance (Savings)	£1,516.83	
Opening Petty Cash	£98.71	
Fund In	£4,257.01	
Funds Out	-£4,641.31	
Net income	-£384.30	
Petty Cash	£26.82	
Closing Balance	£2,724.18	
Balance(s) at bank 31 March 2022		
Closing Balance (Treasurer)		£1,180.41 ✓
Closing Balance (Savings)		£1,516.95 ✓
Total at bank 31 March 2022		£2,697.36

All accounts verified by Michael Young Group Treasurer