



1st BANWELL SCOUT GROUP

TRUSTEES ANNUAL REPORT

and

ACCOUNTS

for the year ending 31st March 2023

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

Joint Presidents of The Scout Association: HRH The Princess of Wales
HRH The Duke of Kent

Trustee Board members 1st April 2022 to 31st March 2023 (All are charity trustees)

Ex-Officio members:

Group Chair: *Vacant*

Group Scout Leader: Jane Gomm (Appointed 19.1.2022)

Group Secretary: Jane Watson (Appointed 17.7.2018)

Group Treasurer: T James Watson (Appointed 25.9.2022)

Elected members (elected by 1st Banwell Scout Council)

Brian Peat (resigned 2.5.2023; trustee since 20.06.2003)
Laurence Pole (trustee since 10.06.2018)
Helen Shepherd (trustee since 07.07.2019)
Fran Ford (trustee since 16.11.2021)
Michelle Thomas (trustee since 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 Trustee Board)

Isobel Wooler (trustee since 10.10.2022)

Independent Examiner

Emma Cook

Bank accounts are held at:

Lloyds Bank Plc. Cheddar

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 (POR)* – a governing document which is revised from time to time. The latest revision is dated April 2023. 1st Banwell Scout Group is a trust established under these rules, which are common to all Scout Groups.

The Constitution

Since the AGM held last year the Constitution as set out in POR Chapter 3 Rule 3.23 was fully adopted as this Group's Constitution. Following changes introduced in April 2023, at the AGM to be held on 19th September 2023, the Group's Scout Council will be asked to fully adopt the Model Constitution that is now set out in Chapter 5 Rule 5.4 of *POR* as the Constitution of 1st Banwell Scout Group.

The Trustee Board (formerly known as the Group Executive Committee)

The Group is managed by the Trustee Board, all members of which are 'charity trustees' of the Scout Group which is a registered educational charity. As trustees they are responsible for complying with legislation applicable to charities. They must act in the charity's best interests, acting with reasonable care and skill and take steps to be confident that the charity is: well managed, carrying out its purposes for the public benefit, complying with the charity's governing document and the law and managing the charity's resources responsibly.

The Trustee Board 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. Approval will be sought at the AGM for the quorum to remain at 6.

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 Trustee Board are ex-officio members. There are then usually up to six elected members. At the AGM to be held on 19th September 2023, the Group's Scout Council will be asked to re-approve that up to 6 members may be elected. 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 members elected at the AGM.

Although the Trustee Board continues to meet and to make decisions, the role of Group Chair remains unfilled. Until it is, the remaining trustees are taking it in turn to chair Trustee Board meetings. During the year one trustee resigned and another was co-opted.

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 does not have any operational sub-Committees – the Finance sub-Committee was disbanded due to completion of new hut build and reduction in number of trustees.

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 Trustee Board is updated at each meeting via a standing agenda item. No data protection issues were raised during the year.

Reserves

The trustees are currently in the process of writing a Reserves Policy for funds held by the Group. The reserves currently held are for hut maintenance including noise attenuation; increased hut running costs (increased electricity prices, consumables and cleaning costs); minibus repairs and running costs; hardship fund; new/replacement equipment; and 1 years' worth of capitation costs.

OBJECTIVES and ACTIVITIES

The Trustee Board 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.



Jane Watson
Group Secretary



Jane Gomm
Group Scout Leader



Acceptance of 1st Banwell Scout Group Accounts 2022/23

This is to confirm that the 1st Banwell Scouts Group trustees have reviewed and accepted the 2022/23 accounts as being correct and true.

Signed on behalf of the trustees by:

Jane Watson

1st Banwell Scout Group Secretary

Verification of 1st Banwell Scout Group Accounts 2022/23

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 2023, have been verified

Signed:

Name: Emma Cook

Date: 16/08/23

1st Banwell Scout Group Income & Expenditure 1st April 2022 - 31st March 2023

Main Account 30-91-84 ****9529

Income	2021/22		2022/23	
Donations	£10,860.94		£1,690.98	
Lettings	£869.00		£3,743.00	
Fundraising	£3,348.58		£4,712.01	
Other Income	£2,376.00		£42.00	
Go Cardless Beavers	£169.92		£1,116.38	
Minibus (sale of old bus)	£0.00		£500.00	
Capitation	£0.00		£4,167.00	
Totals		£17,624.44		£15,971.37
Expenditure	2021/22		2022/23	
Utilities/Running Costs	£2,939.70		£6,827.79	
Minibus (Purchase / Repairs / Running Costs)	£940.98		£18,884.71	
Hutbuild	£3,200.10		£0.00	
Capitation	£0.00		£3,465.00	
Go Cardless transfer on to Beavers	£0.00		£1,119.32	
Fundraising expenditure	£0.00		£616.38	
Other Outgoings	£13,587.48		£1,009.75	
Totals		£20,668.26		£31,922.95
Net Gain / Loss		-£3,043.82		-£15,951.58

Minibus Account 309184 ****9060

Income	2021/22		2022/23	
Minibus Hire	£1,135.12		£1,717.07	
Totals		£1,135.12		£1,717.07
Expenditure	2021/22		2022/23	
Other	£0.00		£0.00	
Totals		£0.00		£0.00
Net Gain / Loss		£1,135.12		£1,717.07

Bank Account Reconciliation

Main Account 30-91-84 ****9529

Opening Balance	£21,261.64	
Net Income	-£15,951.58	
Closing Balance	£5,310.06	
Balance at bank 31 March 23		£5,310.06

Minibus Account 30-91-84 ****9060

Opening Balance	£1,503.44	
Net Income	£1,717.07	
Closing Balance	£3,220.51	
Balance at bank 31 March 23		£3,220.51

Opening Balance	£11,575.81	
Net Income	£122.16	
Closing Balance	£11,697.97	
Balance at bank 31 March 23		£11,697.97

Charity Deposit [Investment] Account *15**

Opening Balance	£6,636.78	
Net Income	£43.31	
Closing Balance	£6,680.09	
Balance at bank 31 March 23		£6,680.09

Beavers Section Account 30-99-51 **0908 - Managed by Katie Hague**

Opening Balance	£1,747.23	
Opening Petty Cash	£1.44	
Opening Funds	£1,748.67	
Funds In	£2,020.18	
Funds Out	£2,675.89	
Net Income	-£655.71	
Closing Petty Cash	£173.06	
Closing Balance	£919.90	
Balance at bank 31 March 23		£919.90

Cubs Section Account 30-99-51 **6960 - Managed by Stuart Tucker**

Opening Balance	£1,555.18	
Opening Petty Cash	£142.07	
Opening Funds	£1,697.25	
Funds In	£3,178.12	
Funds Out	£4,014.75	
Net Income	-£836.63	
Closing Petty Cash	£19.37	
Closing Balance	£841.25	
Balance at bank 31 March 23		£841.25

Scouts Section Account 30-91-84 **9695 - Managed by Louise Whitehead**

Opening Balance	£1,180.41	
Opening Petty Cash	£26.82	
Opening Funds	£1,207.23	
Funds In	£5,393.51	
Funds Out	£5,464.75	
Net Income	-£71.24	
Closing Petty Cash	£11.82	
Closing Balance	£1,124.17	
Balance at bank 31 March 23		£1,124.17

Scouts Section Account 30-91-84 **9460 - Managed by Louise Whitehead**

Opening Balance	£1,516.95	
Opening Petty Cash	£0.00	
Opening Funds	£1,516.95	
Funds In	£2.85	
Funds Out	£0.00	
Net Income	£2.85	
Closing Petty Cash	£0.00	
Closing Balance	£1,519.80	
Balance at bank 31 March 23		£1,519.80

All accounts verified by James Watson Group Treasurer

Date: 10/09/2023

Signed: *T. James Watson*