



Trustees' Annual Report for the period

From 01/04/2020 **Period start date** **To** 31/03/2021 **Period end date**

Charity name: 1st Blofield and Brundall Sea Scouts

Charity registration number: 1018467

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>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.</p> <p>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 cooperate with others and make friends.</p> <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.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>We are a Sea Scout Group and Recognised by the Royal Navy. Beavers and Cubs are given taster sessions on the water. Scouts and Explorers spend the summer months at our Water Base each week. They carry on through the School holidays to maximise their opportunities. All our sections attend a</p>

		camp and take part in community and nature projects.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	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. The trustees have also received formal training to enable them to carry out their duties.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Grants are available to families suffering financial hardship to enable Scouting to be available to all. This year we helped families to keep their youngsters in Scouting who were furloughed or made redundant by waiving their subs.
Policy on social investment including program related investment	Para 1.38	The Group takes a risk averse approach to investment and any surplus funds are retained in an interest bearing account.
Contribution made by volunteers	Para 1.38	
Other		The group supports adult volunteer and leaders training, including financially, which enables the Group to promote scouting programs and provide a wider range of activities to the sections. The financial support is 50% of the course or qualification out of pocket expense, where County and/or District meet the other 50%.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Covid-19 hit our group, with the precautions taken to reduce the risk of infection, by suspending all face to face meetings. During the next few weeks our section leaders opted to hold virtual Zoom meetings to keep the group involved with scouting. Online meetings soon became the norm for everyone, including Committee meetings. Even camping was adapted. Participants stayed at home and built dens to sleep in overnight, sharing their experiences on zoom and FaceBook closed groups. The Infinity Space Travel camp was great fun, especially when a real astronaut joined us on zoom from South Africa for a question and answer session.</p> <p>Our Water base quay heading replacement was severely disrupted until they developed a way to continue and maintain social distancing. They managed to complete at the beginning of August, one day before the first sailing course of the year took place. This was made possible with extensive Risk Assessments and a robust cleaning system. Our normal fourteen courses were cut to four. As a result of the extremely inventive and adaptable programmes on zoom meetings our group were able to keep its members engaged. Our section leaders kept the meetings light and interesting with lots of fun, which gave such a change to school online and helped enormously with the mental health of our youngsters and leaders. There was a short period before Christmas when we were able to meet indoors again but this all fell apart with another return to lockdown. After the holiday we had to return to zoom meetings but continued to keep our members involved in scouting. Overall our group managed to realise what was required and adapt quickly to the changes. Hats off to everyone for coping so magnificently with a challenging year.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Achievements against objectives set	Para 1.41	<p>We are a Sea Scout Group and Recognised by the Royal Navy.</p> <p>Beavers and Cubs are given taster sessions on the water.</p> <p>Scouts and Explorers spend the summer months at our Water Base each week. They</p>

		<p>carry on through the School holidays to maximise their opportunities.</p> <p>All our sections attend a camp and take part in community and environmental projects. In past years our Scout and Explorer sections have attended the RN National camps, for those with recognition, onboard HMS Bristol in Portsmouth. This year, we sadly learned the cost of her refit was turned down and she was decommissioned.</p>
Performance of fundraising activities against objectives set	Para 1.41	This has been severely disrupted by Covid 19. Fundraising activities have been restricted to applications to other charities and organisations who might be able to provide grants.
Investment performance against objectives	Para 1.41	N/A
Other		

Financial Review

	SORP reference	
Review of the charity's financial position at the end of the period	Para 1.21	<p>The Group has continued and made great progress in terms of the development of the water base. The key heading project has had the majority of the work completed. This has led to a higher than usual expenses against the account that would require a disproportionate reserve to be carried forward. When this project is excluded the spend is considerably lower due to the restrictions caused by Covid. The reserve held exceeds the running costs of the Group based on pre-Covid years and has not been calculated against this year's spending due to the unusual circumstances of the financial year caused by the water base project and Covid.</p> <p>Whilst the income to the Group looks impressive on paper, the majority of this income is in the form of support grants due to Covid or other grants and a loan to support the progress on the keyheading project.</p> <p>The accounts at the end of the year held c£16,000 less than at the commencement of the year. However the Group is still well placed going into the 2021-2022 tax year</p>

		and holds sufficient reserves to meet its obligations.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	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 3 months running costs, circa £4000.
Amount of reserves held	Para 1.22	£12,894.61
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
The charity's principal sources of funds (including any fundraising)	Para 1.47	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.
Investment policy and objectives including any social investment policy adopted	Para 1.46	The Group takes a risk averse approach to investment and any surplus funds are retained in an interest bearing account.
A description of the principal risks facing the charity	Para 1.46	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 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

		<p>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.</p> <p>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.</p> <p>Reduction or loss of members. The Group provides activities for all young people aged 6 to 18. 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 insurance policies to ensure that insurable risks are covered.</p>
Other		

Structure, Governance and Management

	SORP reference	
Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	The Group's governing documents are those of 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.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The Group is a trust established under its rules which are common to all Scouts.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policies and procedures adopted for the induction and training of trustees	Para 1.51	Members of the Executive Committee complete 'Essential Information for Executive Committee' training within the first 5 months of joining the committee.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>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.</p> <p>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. The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, individual section leaders (if opted to take on the responsibility) and parent's representation. The committee meets every 2 months.</p> <p>The 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.</p>
Relationship with any related parties	Para 1.51	N/A
Other		

Reference and Administrative details

Charity name	1st Blofield and Brundall Sea Scouts
Other name the charity uses	1 st B&B
Registered charity number	1018467

Charity's principal address	C/o Mr G Carter 6 Wyngates Blofield Norwich NR13 4JG
-----------------------------	--

Names of the charity trustees who manage the charity				
	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Julian Rudd	Chair		
2	Jennifer Crawford	Secretary	From 15/02/2021	
3	Christopher Harrison	Treasurer		
4	Gordon Carter			
5	Gary Howes		From 6/4/2020	
6	James Page			
7	Ann Kelly			
8	John Kelly			
9	Anthony Knights			
10	Sarah Yeates		From 15/02/2021	
11	Isla McFadden		From 15/02/2021	
12	Ian Walker		From 18/03/2021	
13	Tim Reed		From 18/03/2021	
14	Jacob Roper		From 15/02/2020	

Corporate trustees – names of the directors at the date the report was approved		
N/A		

Name of trustees holding title to property belonging to the charity		
Trustee name	Dates acted if not for whole year	

N/A		
-----	--	--

Funds held as custodian trustees on behalf of others	
Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Name of chief executive or names of senior staff members (Optional information)		

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A



Other optional information

N/A

Declarations

The trustees declare that they have approved the trustee's report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Gordon Carter	Jennifer Crawford
Position (eg Secretary, Chair, etc)	Trustee and Group Scout Leader	Secretary

	2020-2021	
	Income	Expense
Admin		-£177.86
Badges		-£273.97
Bank Interest	£14.86	
Capitation		-£3,960.00
Donations	£10,504.26	
Equipment Purchase		-£59.48
Events / Meetings - Beavers	£34.00	-£140.62
Events / Meetings - Cubs	£353.77	-£50.30
Events / Meetings - Group		-£23.00
Events / Meetings - Scouts		-£615.00
Fuel		-£51.90
Fund Raising	£1,573.63	
Grants	£22,932.43	
HQ Hire	£1,524.73	
HQ Maintenance / Repair		-£756.31
HQ Utilities		-£364.98
Insurance		-£3,183.02
Leader Training		-£177.00
Other Income	£1,049.86	
Quay Heading Loan	£15,727.00	
River Tolls		-£992.49
RYA Fees	£160.80	-£812.29
Subs - Beavers	£568.19	
Subs - Cubs	£2,407.81	
Subs - Explorers	£1,230.00	
Subs - Scouts	£3,304.42	
Subs Refunds - Cubs		-£118.00
Subs Refunds - Explorers		-£87.50
Water Base Maintenance / Repair		-£63,546.64
Water Base Utilities		-£262.00
Water Craft & Equipment Maintenance / Repair		-£1,750.15
Account Transfers	£69,418.37	-£69,418.37
	£61,385.76	-£77,402.51

Account balances	Closing	Opening	Difference
Group	£11,834.57	£5,533.64	£6,300.93
Savings 1	£1,000.54	£20,016.85	-£19,016.31
Savings 2	£12,894.61	£14,629.44	-£1,734.83
Beavers	£385.41	£478.22	-£92.81
Beavers Cash	£227.57	£218.19	£9.38
Cubs	£1,007.91	£642.81	£365.10
Scouts	£2,472.95	£3,871.66	-£1,398.71
Explorers	£402.31	£851.81	-£449.50
	£30,225.87	£46,242.62	-£16,016.75
Summary			
Account balance brought forward	£46,242.62		
Total income	£63,981.76		
Total expenditure	-£79,998.51		
Net income	-£16,016.75		
Account balance carried forward	£30,225.87		
Reserve at 25% of Expenditure:	£19,350.63		
Reserve at 31/03/2021:	£13,894.61		



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
1st Blofield and Brundall Sea Scouts

**On accounts for the year
ended**

31/03/2021	Charity no (if any)	1018467
------------	--------------------------------	---------

Set out on pages

1-2
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2021.

**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 (other than that disclosed below *) 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date: 25.01.22

Name:

S.Gilliver

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

Chartered Institute of Management Accountants (ACMA)

Address:

Old Orchard, Globe Lane, Blofield, NR13 4JN

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.

