



## **2020 Trustees Annual Report and Accounts**

### **Skills for Life**

As Scouts, we believe in preparing young people with Skills for Life. We encourage our young people to do more, learn more and be more. We help young people develop and improve key life skills.

Each week, we give over 460,000 young people the opportunity to enjoy fun and adventure while developing the skills they need to succeed now and in the future. We are talking about teamwork, leadership, and resilience – skills that have helped Scouts become everything from teachers and social workers to astronauts and Olympians.

# Trustees Annual Report

## For the year 1 January 2020 to 31 December 2020

### Reference and administration details

Charity name	1 <sup>st</sup> Thors Oak Scout Group
Registered charity number	1019958
Scout Association's Headquarter number	44526
Charity's principal address	97 The Sorrells STANFORD-LE-HOPE SS17 7ER
Charity's website	<a href="http://www.thurrockscouts.org.uk">www.thurrockscouts.org.uk</a>
Names of the charity trustees who manage the charity	Mrs H Westrop (Chair) Mrs S Osborne (Secretary) Mr D Ward (Treasurer) Mr M Benson Mrs S Benson Mr R Bowyer (from 8 December 2020) Mrs G Bray Mr L Cast Mrs E Fisher (ceased 12 July 2020) Mrs A Joiner Mr K Keeys Mr C Martin (from 18 May 2020) Mr W Martin Mrs J Osborne Mrs C Towlson Mr D Wood (ceased 3 October 2020)
Custodian trustees	The Scout Association Trust Corporation Gilwell Park London E4 7QW  Reference: T5105

Names and addresses of advisers

Penman's Solicitors  
83A St John's Way  
Corringham  
STANFORD-LE-HOPE  
SS17 7LL

Tillett Burns & Hughes Surveyors  
1 Anne Boleyn Mansions  
High Road  
Pitsea  
BASILDON  
SS13 3AN

## Structure, governance and management

Type of governing document	The Policy, Organisation and Rules of The Scout Association.
How the charity is constituted	The Group is a trust established under its rules that are common to all Scouts.
Trustee selection methods	The trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.
Policies and procedures adopted for:	
a) the induction and training of trustees	Trustees are trained according to The Scout Association's Adult Training Scheme.
b) the trustee's consideration of major risks and the systems and procedures to manage them	<p>The Group's Executive Committee, the members of which are the 'Charity Trustees' of the Group, which is an educational charity, manages the Group. As charity trustees they act collectively, are responsible and accountable for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.</p> <p>The Committee consists of three independent representatives, Chair, Secretary and Treasurer together with the Group Scout Leader, Section Leaders (if opted to take on the responsibility) and meets regularly, except in August and December.</p> <p>The Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointment and is responsible for the:</p>

- Group's compliance with the Policy, Organisation and Rules of the Scout Association;
- Protection and maintenance of Group property;
- Insurance of people, property and equipment;
- Management of the Group's finances;
- Provision of sufficient resources for Scouting to operate;
- Approval of the trustee's annual report and annual accounts after examination by an Independent Examiner;
- Presentation of the annual report and accounts to the Group Scout Council at its Annual General Meeting and where necessary to The Charity Commission;
- Appointing and managing any sub committees that may be required;
- Appointing Group Administrators and Advisers other than those who are elected;
- Opening, closing and amalgamation of sections within the Group;
- Inclusion of Young People so that they are meaningfully involved in decision making at all levels within the Group;
- Promotion and support to the development of Scouting in the local area;
- Management and implementation of the Scout Association's Safety Policy locally;
- Positive image of Scouting in the local community.

The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss. These include:

- a requirement for all income and expenditure to be receipted and invoiced;
- limits of expenditure without reference to the Group Executive Committee;
- relevant data and money to be passed to the group treasurer in accordance with an agreed timetable;
- relevant accounts and financial reports to be made available to all trustees in accordance with an agreed timetable;
- two signatures for all outgoing bank transactions;
- comprehensive insurance policies to ensure that insurable risks are covered.

## Objectives and activities

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

The objectives of the Group are as a unit of the Scout Association.

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

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.

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 undertaken for the public benefit in relation to these objectives

1<sup>st</sup> Thors Oak Scout Group in carrying out our activities keep in mind the Charity Commission's guidance on public benefit.

1<sup>st</sup> Thors Oak Scout Group is part of the UK's biggest mixed youth organisation. We change lives by offering six to 25-year-olds fun and challenging activities, unique experiences, everyday adventure, and the chance to help others so that our members make a positive impact in communities.

Being part of the Scouts helps children and young adults reach their full potential. Members of the Scouts develop skills including teamwork, time management, leadership, initiative, planning, communication, self-motivation, cultural awareness, and commitment. We help young people to get jobs, save lives and even change the world.

Members of the Scouts take part in activities as diverse as kayaking, abseiling, expeditions overseas, photography, climbing and zorbing.

As a member of the Scouts young people and adults can learn survival skills, first aid, computer programming, or even how to fly a plane. There is something for every young person and adult alike. It is a great way to have fun, make friends, get outdoors, express individual creativity and experience the wider world.

This everyday adventure is possible thanks to our adult volunteers, who support the Scouts in a wide range of roles from working directly with young people, to helping manage a Group, to being a Charity Trustee. We help volunteers get the most out of their experiences with the Scouts by providing opportunities for adventure, training, fun and friendship.

The Scout Association's award-winning training scheme for volunteers means that adults get as much from the Scouts as young people. Our approach focuses on what individual people want to get out of volunteering with the Scouts, while respecting how much time an individual can offer. Over 90% of Scout volunteers say that their skills and experiences have been useful in their work or personal life.

# ACHIEVEMENTS

Scouts are do-ers and give-it-a-go-ers. Yes, we go camping, hiking, swimming, abseiling, cycling, and canoeing. But we also get to hang out with our friends every week - having fun, playing games, working in a team, and taking on new challenges.

The COVID pandemic is certainly a challenge. We delivered 'normal' Scouting activities to the first lockdown in March 2020. We then went 'online' and continued to deliver Scouting as often as we could.

Every week we and Scout Groups like us give almost half a million six – 25-year-olds the skills they need for school, college, university, the job interview, the important speech, the tricky challenge, and the big dreams: the skills they need for life.

Everyone is welcome here. All genders, races, and backgrounds. Regardless of a person's physical ability - there is a Scout adventure out there waiting for them. And we can help them find it.

**John Daines**

Acting Group Scout Leader

# ANNUAL STATEMENT OF ACCOUNTS

## Receipts and Payments Account

For the year from 1 January 2020 to 31 December 2020

	2020			2019
	Restricted Funds	Unrestricted Funds	Total Funds	Total Funds
	£	£	£	£
<b>Receipts</b>				
<b>Donations, legacies, and similar income</b>				
Membership subscriptions	-	2,621	2,621	9,940
Less: Membership subscriptions paid on (HQ, County & District)	-	3,326	3,326	2,691
Net membership subscriptions retained	-	-705	-705	7,249
Donations - Restricted		-	-	-
Donations - Unrestricted	-	652	652	-
Gift Aid Refunds from HMRC	-	6,713	6,713	1,809
<b>Sub total</b>		<b>6,660</b>	<b>6,660</b>	<b>9,058</b>
<b>Fundraising (gross)</b>				
Fundraising activities	-	-	-	-
<b>Sub total</b>	<b>-</b>			
<b>Grants</b>				
HM Government – COVID-19	-	11,334	11,334	-
Jack Petchey Awards	-	-	-	-
Thurrock Council – Rent mitigation	-	1,174	1,174	641
<b>Sub total</b>	<b>-</b>	<b>12,508</b>	<b>12,508</b>	<b>641</b>
<b>Investment income</b>				
Donations for use of hall	-	689	689	2,747
<b>Sub total</b>	<b>-</b>	<b>689</b>	<b>689</b>	<b>2,747</b>
<b>Sundry income</b>				
Refund – Carpet tile delivery	-	228	228	-
Refund – EDF Energy		191	191	-
Other sundry income	-	-	-	807
<b>Sub total</b>	<b>-</b>	<b>419</b>	<b>419</b>	<b>807</b>
<b>Youth programme and activities</b>				
Beaver Scouts	-	349	349	2,738
Cub Scouts	-	1,598	1,598	1,277
Scouts	-	2,175	2,175	3,929
Group led/other activities	740	-	740	-
<b>Sub total</b>	<b>740</b>	<b>4,119</b>	<b>4,859</b>	<b>7,944</b>
<b>Total Gross Income</b>	<b>740</b>	<b>24,395</b>	<b>25,135</b>	<b>21,196</b>
Asset and Investment sales etc.	-	-	-	-
<b>Total receipts</b>	<b>740</b>	<b>24,395</b>	<b>25,135</b>	<b>21,196</b>

**Note:** Excel is rounding figures up and down to the nearest pound.

# ANNUAL STATEMENT OF ACCOUNTS

## Receipts and Payments Account

For the year from 1 January 2020 to 31 December 2020

	2020			2019
	Restricted Funds	Unrestricted Funds	Total Funds	Total Funds
<b>Payments</b>	£	£	£	£
<b>Charitable payments</b>				
<b>Youth programme and activities</b>				
Administration	-	43	430	797
Adult support and training	-	-	-	-
AGM and trustee expenses	-	-	-	61
Donations & Grants	-	-	-	-
Materials & day to day equipment	-	131	131	1,445
Premises – Cleaning	-	360	360	700
Premises – Domestic items	-	14	14	32
Premises – Electricity	-	1,264	1,264	1,244
Premises – Ground’s maintenance	-	6	6	114
Premises – Insurance (Property & Equipment)	-	1,510	1,510	1,441
Premises – Internet access	-	440	440	491
Premises – Rates	-	-	-	189
Premises – Refuse collection	-	181	181	75
Premises – Rent (Land)	-	675	675	900
Premises – Repairs, renewals & maintenance	-	623	623	884
Premises – Sewerage & water	-	215	215	306
Sundry payments	-	-	-	867
Beaver Scouts	-	1,414	1,414	3,605
Cub Scouts	-	1,865	1,865	2,169
Scouts	-	2,812	2,812	5,018
Group led/other activities	-	-	-	45
<b>Sub total</b>	-	<b>11,939</b>	<b>11,939</b>	<b>20,381</b>
<b>Fundraising expenses</b>				
Fundraising costs	-	-	-	-
<b>Sub total</b>	-	-	-	-
<b>Total Gross Expenditure</b>	-	<b>11,939</b>	<b>11,939</b>	<b>20,381</b>
Asset and Investment purchases etc.	-	-	-	-
<b>Total payments</b>	-	<b>11,939</b>	<b>11,939</b>	<b>20,381</b>
<b>Net of receipts or payments</b>	<b>740</b>	<b>12,456</b>	<b>13,196</b>	<b>815</b>
Cash funds last year end	-	14,574	14,574	13,759
<b>Cash funds this year end</b>	<b>740</b>	<b>27,030</b>	<b>27,770</b>	<b>14,574</b>

**Note:** Excel is rounding figures up and down to the nearest pound.

In 2019 and part of 2020 the restricted funds were not recorded as Restricted Funds. Recording was changed during 2020 so that the balance at 31 December 2020 (£1,161) reflects the fact the money has restricted purposes.

# ANNUAL STATEMENT OF ACCOUNTS

## Statement of Assets and Liabilities

As at 31 December 2020

	2020			2019
	Restricted Funds	Unrestricted Funds	Total Funds	Total Funds
	£	£	£	£
<b>Cash funds</b>				
Bank – General – USA Camp 2022	1,161	-	1,161	-
Bank - General		20,007	20,007	13,322
Bank – Benevolence	-	1,500	1,500	250
Bank - Reserve	-	5,000	5,000	1,000
Cash – Beaver Section	-	-	-	-
Cash – Cub Section	-	-	-	-
Cash – Scout Section	-	103	103	-
Cash – Treasurer	-	-	-	2
<b>Total</b>	<b>1,161</b>	<b>26,609</b>	<b>27,770</b>	<b>14,574</b>
<b>Other monetary assets</b>				
Debts due	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>				
None held	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Non-monetary assets for charity's own use</b>				
Land and buildings (Insurance value)	-	242,258	242,258	234,066
Scouting equipment, etc. (Insurance value)	-	37,055	37,055	35,802
<b>Total</b>	<b>-</b>	<b>279,313</b>	<b>279,313</b>	<b>269,868</b>
<b>Liabilities</b>				
Accounts not yet paid	-	-	-	-
Essex Air Ambulance Sponsorship – Beavers		521	521	-
Insurance premium due June 2021		1,750	1,750	1,500
Leasehold rent 2021	-	1,495	1,495	-
Leasehold rent arrears when lease renewed	-	1,425	1,425	1,425
Annual membership subscriptions due Feb/Mar 2021	-	3,235	3,235	3,326
<b>Total</b>	<b>-</b>	<b>8,426</b>	<b>8,426</b>	<b>6,251</b>

### Contingent liabilities and future obligations:

- Essex Air Ambulance collected sponsorship money to be passed over in 2021.
- Annual insurance premium (Buildings & Contents) approximately £1,750 due June 2021.
- Annual leasehold rent £1,196 – lease being renewed – but not yet finalised. Plus Q4 2020 £225
- Rent arrears following lease renewal: payable in 2021 – approximately £1,425 @ 31 Dec 2020 and rising by £25 per month thereafter.
- Leasehold rent reviews due April 2021 and every 5 years thereafter.
- Solicitors' fees payable in 2021 dealing with lease renewal. After District's 50% contribution; £225 per hour.
- Annual membership subscriptions due in February/March 2021: £3,235

# INDEPENDENT EXAMINER'S REPORT

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE 1<sup>ST</sup> THORS OAK SCOUT GROUP

**Registered Charity Numbered 1019958**

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I report to the trustees on my examination of the accounts of the Group for the year ended 31 December 2020.

### **Responsibilities and basis of report**

As the charity trustees of the Group, 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 Group's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Group as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report to enable a proper understanding of the accounts to be reached.

**Mrs L A Palmer**

1 Dell Road  
GRAYS  
RM17 5JY

**31 March 2021**

## Financial Review

Accounts for the year ending  
31 December 2020

The accounts have been drawn up on a Receipts and Payments basis which is consistent with previous years.

The accounts were independently examined and have been approved by the Trustees. The original copy of the Independent Examiner's Report to the 1<sup>st</sup> Thors Oak Scout Group's Trustees is available for inspection on request.

Brief statement of the charity's  
policy on reserves

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's trustees consider that following lessons learnt through the COVID-19 pandemic the Group should hold a sum equivalent to 18 months running costs, circa £35,000.

The reserves are unrestricted funds and can be spent – subject to trustee approval – if the need arises.

Further financial review details

The Group's Income and Expenditure is relatively small and therefore does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Group has adopted a low-risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

The Group Executive 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.

Details of any funds materially  
in deficit

No funds are in deficit.

## Declaration

The Trustees declare that they have approved the Trustee's report above.

Signed on behalf of the Charity's Trustees:

**Heather Westrop**

**Heather Westrop**

Chair

21 September 2021

**David Ward**

**David Ward**

Treasurer

21 September 2021