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**Scouts**  
St Mary Gillingham

# St Mary Gillingham Scout Group Annual Report and Accounts For the period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021



**The Queen's Award  
for Voluntary Service**

*The MBE for volunteer groups*

**Trustees Annual Report**  
**1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021**

## **1 Reference and Administration Details**

Charity Name: St Mary Gillingham Scout Group  
Charity Number: 1023375  
Scout registration: 15281  
Principal Address: The Cedars, Bay Lane Gillingham, Dorset SP8 4ER

### **1.1 Trustees**

Antony (Tony) Weaver	Group Chair
Fiona Potter	Group Secretary
Sarah Stevens	Group Treasurer
Colin Westbrook	Group Scout Leader
Vicki Smith	Section Leader Cubs
Lucy Williams	Section Leader Cubs
Jackie Westbrook	Section Leader Beavers
Sarah Farquhar	Section Leader Beavers
Paul Lampard	Section Leader Scouts
Lee Charlton	
James (Jim) Harwood	
Sue Jenkins	
Sandra Trowbridge	
Steve Butler	
Karen Penny	
James Meadows	
Charlene Warwick	

Names and addresses of advisers

TS Accounting      20 Kingsmead Business Park Gillingham SP8 5JG

**Trustees Annual Report**  
**1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021**

## **2 Structure, Governance and Management**

### **2.1 Governing Document**

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 (POR) of the Scout Association.

### **2.2 Group Scout Council**

The Group Scout Council is the electoral body to which the Group Executive Committee is accountable. Membership of the Group Scout Council is open to:

- Scouters
  - Group Active Support Managers and members
  - Colony Pack and Troop Assistants
  - Skills Instructors
  - Administrators
  - Advisers
  - Patrol Leaders
  - All Parents of Beavers, Cubs and Scouts
  - Any other supporters, including former Scouts and their parents, admitted by the Group Scout Leader, the Group Executive Committee or the Group Scout Council
- the District Commissioner and District Chair are ex-officio members of the Group Scout Council.

### **2.3 Constitution**

The Group is a trust established under the Policy, Organisation and Rules of the Scout Association.

### **2.4 Trustee Selection**

The trustees are appointed in accordance with the Policy, Organisation and Rules of the Scout Association.

### **2.5 Group Executive Committee**

The Group is led by a Group Scout Leader and managed by a Group Executive Committee. They are accountable to the Group Scout Council for the satisfactory running of the Group.

The Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment.

Members of the Executive Committee must act collectively as charity Trustees of the Scout Group, and in the best interests of its members to:

## **Trustees Annual Report**

### **1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021**

- Comply with the Policy, Organisation and Rules of The Scout Association
- Protect and maintain any property and equipment owned by and/or used by the Group
- Manage the Group finances.
- Provide insurance for people, property and equipment.
- Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fund-raising activities.
- Promote and support the development of Scouting in the local area.
- Manage and implement the Safety Policy locally
- Ensure that a positive image of Scouting exists in the local community.
- Appoint and manage the operation of any sub-Committees, including appointing a Chair to lead the sub-Committees
- Ensure that Young People are meaningfully involved in decision making at all levels within the Group
- The opening, closure and amalgamation of sections as necessary.
- And all other duties as set out in Policy, Organisation and Rules.

## **2.6 Risk and Internal Control**

The Group Executive Committee has identified the major risks to which they believe the Group is exposed which are:

### **2.6.1 Financial**

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 a comprehensive insurance policy to ensure that insurance risks are covered.

### **2.6.2 Injury to Leaders, Helpers, Supporters or Members**

The Group supports compliance with the Safety Policy and ensures appropriate risk assessment; elimination, reduction and control measures are taken to reduce the likelihood of any injuries.

In addition, through membership fees, the Group contributes to the Scout Association's national accident insurance policy.

### **2.6.3 Damage to Buildings, Property or Equipment**

The Group would request the use of buildings, property and equipment from neighbouring organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

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#### **2.6.4 Reduced Income from Subscriptions and Fund Raising**

The Group is primarily reliant upon income from subscriptions and fund-raising. The Group holds adequate reserves to ensure the continuity of activities should there be a major reduction in income. The committee could also raise the value of subscriptions to increase the Group income either temporarily or permanently.

#### **2.6.5 Reduction or Loss of Leaders**

The Group is totally reliant upon volunteers to run and administer the activities of the Group. If there were a reduction in the number of volunteers to an unacceptable level, then there would have to be a contraction, consolidation or closure of activities or sections.

#### **2.6.6 Reduction or Loss of Members**

If there were a reduction in membership of a particular section or the Group as a whole then there would have to be a contraction, consolidation or closure of a section.

### **3 Objectives and Activities**

The primary objective of the Group is that of the Scout Association generally, namely:

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

#### 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.

#### 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

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- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

The activities of the Group are:

- The provision of the Scouting programme for 6 to 14 year old members.

## **4 Achievements and Performance**

Section activities

Each section continues to run a wide and varied programme of activities within the current pandemic restrictions with Zoom meetings and when allowed socially distanced outside meetings.

Fundraising

With the majority of fundraising activities being cancelled and to maintain an income towards paying off the £30,000 loan, a group exec member started selling donated items on the internet which was very successful.

The group received grants from Post Code Local Trust for landscaping, the Government Covid grants and 100% rate relief for the year.

### **4.1 Public benefit statement**

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.

## **5 Financial Review**

### **5.1 Reserves Policy**

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 £10,000.00.

The Group held reserves of approximately £199,000.00 against this at year end. This is above the level required for operating expenses. However, this can be explained as it includes the property asset.

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## 5.2 Investment Policy

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

## 5.3 Annual Accounts

The annual accounts for the period include the following:

£3,144.00 HMRC Gift Aid refund.

£12,000.00 Post Code Local Trust grant.

£5,431.00 Lock down grant.

Loan repayment Dorset Scouts £10,000.00

Loan repayment North Dorset Scout Council £10,000.00

Patio and parking expenditure £6,710.00

Landscaping deposit £5,629.00

Insurance for years 2020/2021 £1,475.00 and 2021/2022 £1,548.00

## 6 Optional section for any future significant activities or major projects

The group plans to support a full range of scouting activities for all sections next year. At the time of writing, this is subject to Covid-19 social distancing restrictions during the current pandemic. The group are keen to see a return to face-to-face scouting, but only once it is safe to do so and within government and Scout Association guidelines.

## 7 Declaration

The trustees declare that they have approved the trustees report above.

Signed on behalf of the charity's trustees:

Signature: 

Date: 15/12/2021

Full Name: Colin Westbrook      Position:      Group Scout Leader

Signature: 

Date: 15/12/2021

Full Name: Antony Weaver      Position:      Group Chair

FINANCIAL STATEMENT FOR THE YEAR ENDED 31ST MARCH 2021

	31.03.21	30.03.20
<b><u>Treasurer</u></b>		
Income		
Beavers	20.00	945.24
Cubs	-	712.07
Scouts	341.50	3,999.19
Subs	6,683.00	-
Scouts fundraising	3,190.81	221.00
Marquee hire		400.00
Donations	15,129.66	5,417.34
RPA		27,077.93
Lottery grant		10,000.00
Electric refund		204.13
Misc	0.57	30.00
Grants	20,681.00	
Donations		2,813.85
Hall hire	1,000.50	2,725.33
Fundraising	2,851.33	10,299.11
Expenses		
Various Fundraising costs		38.07
Other expenses	333.68	11,348.71
Maintenance	7,003.98	121.68
Equipment	887.99	10.00
Insurance	3,023.53	138.04
Accountancy		210.00
Sundry		
Rates		307.44
Heat and light	682.76	1,319.31
Water	227.77	64.00
Beavers	25.13	957.68
Cubs	4.00	263.72
Scouts	2.00	5,285.62
Fund raising	456.86	1,651.06
Badges	537.04	492.55
Supplies	152.51	210.50
Census payment	3,264.00	4,635.00
Community hall	15,765.24	5,917.88
<b><u>Scouts</u></b>		
Beavers		214.00
Cubs		30.00
Scouts		1,930.00
Subs		10,712.07
HMRC charities		
Scouts - expenses		1,777.90
	32,366.49	49,898.37
		34,749.16
Excess income for the year		77,731.26
		42,982.10

**BALANCE SHEET FOR THE YEAR ENDED 31ST MARCH 2021**

Assets and liabilities	31.03.21	31.03.20
Bank 1	23,318.65	27,870.86
Bank 2	11,030.63	8,946.54
Savings		
Loan	- 30,000.00	- 50,000.00
Opening balance	-	-
Property asset	194,682.30	194,682.30
Total net assets	<u>199,031.58</u>	<u>181,499.70</u>
Financed by		
Reserves b/fwd	181,499.70	138,517.60
Income less expenses for the year	<u>17,531.88</u>	<u>42,982.10</u>
Reserves c/fwd	<u>199,031.58</u>	<u>181,499.70</u>

1. Accounting policies

Basis of preparation

Receipts are recognised in the period that revenue is received, except that if revenue relates to or is refunded at a future date, it is treated as an accounts payable and expenditure is recognised when payments are made, except where it relates to a significant future event, No account is taken of any inventories or on hand items held for resale. FRS102 has been applied in relation to the building asset

Independent Examiners Report

Report of the Independent Examiners to the Trustees on the Financial  
Statements of St Mary Gillingham Scout Group for the year ended  
31st March 2021 Charity number 1023375

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the  
requirements

to keep accounting records in accordance with section 130 of the 2011 Act and

to prepare accounts which accord with the accounting records and comply with  
the accounting requirements of the 2011 Act

have not been met or

(2) to which, in my opinion, attention should be drawn in order to enable a proper  
understanding of the accounts to be reached.

Signed B Kemp

Dated 13.5.2021

Miss B Kemp  
TS Accounting SouthWest Limited  
20 Kingsmead Business Park  
Gillingham  
Dorset  
SP8 5JG