



The European Agricultural Fund
for Rural Development: Europe
investing in rural areas



St Mary Gillingham Scout Group Annual Report and Accounts For the period 1st April 2021 to 31st March 2022



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

The MBE for volunteer groups

Trustees Annual Report

1st April 2021 – 31st March 2022

1 Reference and Administration Details

Charity Name:	St Mary Gillingham Scout Group
Charity Number:	1023375
Scout registration:	15281
Charity Principal Contact:	Mr C. Westbrook
Charity 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 / Parent
Lucy Williams	Section Leader Cubs
Jackie Westbrook	Section Leader Beavers
Sarah Farquhar	Section Leader Beavers / Parent
Lee Charlton	Scouts
Paul Lampard	Assistant Cub Leader
James (Jim) Harwood	Scouts
Karen Penny	Scouter / Parent
Charlene Warwick	Scouter / Parent
Keith Fleming	
Sandra Trowbridge	
Steve Butler	
James Meadows	Parent
Sue Jenkins	(resigned 31 st March 2022)

1.2 Name and Address of advisers

Rutters Solicitors

TS Accounting 20 Kingsmead Business Park Gillingham SP8 5JG

Bank Lloyds Bank High Street Gillingham Dorset SP8

1.3 Property

The Scout Community Hall, Milton on Stour, Gillingham, Dorset, SP8 5QD

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 Constitution

The Group is a trust established under its rules which are common to all Scouts.

2.3 Trustee Selection

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

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2.4 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.

2.5 Group Executive Committee

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. 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 and meets once a term.

Members of the committee complete five training modules; Essential Information, Trustee Introduction, Safety, Safeguarding and GDPR, within the first five months of joining the committee.

The Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointment and is responsible for:

- The maintenance of Group property;
- The raising of funds and administration of the Group finance;
- The insurance for 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.

2.6 Risk and Internal Control

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:

2.6.1 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.

2.6.2 Injury to Leaders, Helpers, Supporters and Members

The Group through the capitation fees contributes to the Scout Association national accident insurance policy. Risk Assessments are undertaken before all activities.

2.6.3 Reduced Income from Subscriptions and Fund Raising

The Group is primarily reliant upon income from subscriptions and fund-raising. The Group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise

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1st April 2021 – 31st March 2022

the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.

2.6.4 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.

2.6.5 Reduction or Loss of Members

The Group provides activities for all young people aged 6 to 14. If there was a reduction in membership 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.

2.6.6 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.

3 Objectives and Activities

3.1 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.

3.2 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.

3.3 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.

3.4 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.

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4 Achievements and performance

At the Scout Census on 31st January 2022, the Group had 90 youth members and 28 adult leaders, section assistants and committee members. In total there were 118 members, an increase of 35.6% compared with the 2021 census.

The Group has two Beaver Colonies, two Cub Packs and a Scout Troop. All sections run at or near maximum capacity.

In line with Government Covid-19 restrictions all sections were able to resume face-to-face meetings outdoors from April 2021 and indoor meeting from September 2021. With the addition of extra cleaning, hand hygiene and ventilation, all sections embraced being able to meet together and found creative solutions to ensure a level of normality for our members whilst continuing to juggle last minute changes in guidance and absence due to self-isolation.

During the year the group executive committee held one meeting online. The AGM was also held online in Dec 2021. At the AGM Keith Fleming joined the Group Executive Committee. Sue Jenkins resigned from the committee in March 2022. We thank all our volunteers for their hard work, dedication and support during the past year, another challenging year given the number of changes needed in reaction to the pandemic. All sections rely on adults volunteering their time to lead activities, camps, undertake administrative tasks etc. Additional leaders for all sections would be very much welcomed, would you like to help, even on an occasional basis?

Chippewa Beaver Colony

Sarah (Rainbow) continues to lead this section, with support from a section assistant, parents and two DofE students. During the year the beavers achieved over 150 badges, which included a Bronze Award.

Sioux Beaver Colony

Jackie (Red Bear) continues to lead this section, with support from parents and a young leader. During the year the beavers achieved over 150 badges, which included 5 Bronze Awards.

Mowgli Cub Pack

Vicki (Akela) leads this section, with support from one assistant section leader and two section assistants together with a young leader and a DofE student. During the year the cubs achieved over 60 badges.

Kim Cub Pack

Lucy Williams (Akela) leads this section, with support from one assistant section leader two section assistants. During the year the cubs achieved over 90 badges. which included 2 silver Awards.

Scouts

Lee, Jim, Mick lead this section, with support from Emma a section assistant. During the year the scouts achieved over 50 badges.

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 12 months running costs, circa £10,000.00.

The Group held reserves of approximately £231,167.00 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 of £197,682.00.

5.2 Investment Policy

The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks.

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1st April 2021 – 31st March 2022

5.3 Annual Accounts

The annual accounts for the period include the following:

Income

£2,682.00 HMRC Gift Aid.
£20,000.00 Private donation for equipment.
£8,000.00 Dorset restart grant.
£3,576.00 Open Spaces Landscaping grant.
£2,021.00 Sport England tentage grant.
£1,000.00 Wessex Water Hedgerow grant

Expenditure

£10,000.00 Loan repayment Parent 1.
£20,000.00 Loan repayment C & J Westbrook.
£10,898.80 Scouting Equipment.
£2,820.00 Tarmac entrance and repair sets.
£5,629.75 Landscaping field.
£1,935.00 Insurance for years 2022/2023.

6 Future significant activities or major projects

The group plans to support a full range of scouting activities across all sections next year with the cancelled camp in August.

7 Declaration

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

Signed on behalf of the charity's trustees:

Signature: 

Date: 1st October 2022

Full Name: Colin Westbrook Position: Group Scout Leader

Signature: 

Date: 1st October 2022

Full Name: Antony Weaver Position: Group Chair



31.05.22

Dear Colin

Please find enclosed 2 sets of signed financial statements for St Marys Gillingham Scout Group
Happy to send a PDF also.

If you need to go through anything let me know

Many thanks, have a lovely long weekend and speak soon

Bev

TS Accounting South West Ltd

Tel. 01747 835516 E-mail: info@tsaccounting.co.uk Web: www.tsaccounting.co.uk

Office: 20 Kingsmead Business Park, Gillingham Dorset SP8 5JG

Registered Office: 1 Barleyfields, Gillingham, Dorset, SP8 4UN Company Registration No: 06404452



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St Marys Gillingham Scout Group

Charity number 1023375

FINANCIAL STATEMENT FOR THE YEAR ENDED 31ST MARCH 2022

<u>Treasurer</u>	<u>Income</u>	31.03.22	31.03.21
	Beavers	16.87	20.00
	Cubs	10.00	-
	Scouts	227.36	341.50
	Subs	10,320.25	6,683.00
	Scouts fundraising	2,682.45	3,190.81
	Uniform	55.50	
	Donations		15,129.66
	Misc		0.57
	Grants	14,597.00	20,681.00
	Donations	21,839.05	
	Hall hire	3,286.64	1,000.50
	Fundraising	6,744.00	2,851.33
	Expenses		
	Various Fundraising costs		
	Other expenses	439.02	333.68
	Maintenance	281.98	7,003.98
	Equipment	10,661.04	887.99
	Insurance	1,838.81	3,023.53
	Helper ins	67.20	
	Accountancy	210.00	
	Sundry	48.24	
	Rates	99.71	
	Heat and light	1,082.65	682.76
	Water	67.62	227.77
	Beavers	296.31	25.13
	Cubs	59.16	4.00
	Scouts	208.12	2.00
	Fund raising	1,198.13	456.86
	Badges	609.32	537.04
	Supplies		152.51
	Census payment	51.39	3,264.00
	Community hall	10,424.29	15,765.24
Scouts			
	Beavers		
	Cubs	-	
	Scouts	-	
	Subs		
	HMRC charities		
	Scouts - expenses		
		27,642.99	32,366.49
		59,779.12	49,898.37
Excess income for the year		32,136.13	17,531.88

BALANCE SHEET FOR THE YEAR ENDED 31ST MARCH 2022

Assets and liabilities	31.03.22	31.03.21
Bank 1	25,064.27	23,318.65
Bank 2	11,421.14	11,030.63
Savings		
Loan	-	- 30,000.00
	-	-
Property asset	194,682.30	194,682.30
Total net assets	<u>231,167.71</u>	<u>199,031.58</u>
Financed by		
Reserves b/fwd	199,031.58	181,499.70
Income less expenses for the year	<u>32,136.13</u>	<u>17,531.88</u>
Reserves c/fwd	<u>231,167.71</u>	<u>199,031.58</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 2022 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 

Dated 

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



31.05.22

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