



The European Agricultural Fund
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Scouts
St Mary Gillingham

St Mary Gillingham Scout Group Annual Report and Accounts For the period 1st April 2023 to 31st March 2024



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

The MBE for volunteer groups

Trustees Annual Report

1st April 2023 – 31st March 2024

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

Vacant	Group Chair
Fiona Potter	Group Secretary
Sarah Stevens	Group Treasurer
Colin Westbrook	Group Lead Volunteer (Group Scout Leader)
Jackie Westbrook	Section Leader Sioux Beavers
Jo Taylor	Section Leader Chippewa Beavers / Parent
Lee Charlton	Section Leader Scouts
Paul Lampard	Section Leader Cubs Mowgli Pack
James (Jim) Harwood	Scouts
Keith Fleming	
Sandra Trowbridge	
James Meadows	Parent

1.2 Name and Address of advisers

TS Accounting 20 Kingsmead Business Park Gillingham SP8 5JG
Bank Lloyds Bank High Street Gillingham Dorset SP8 4AQ

1.3 Property

The Scout Community Hall, Centenary Field, 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.

2.4 Group Trustee Board

The Group Scout Council is the electoral body to which the Group Trustee Board 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

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- 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 Trustee Board or the Group Scout Council
- The District Lead Volunteer and District Chair are ex-officio members of the Group Scout Council.

2.5 Group Trustee Board

The Group is managed by the Group Trustee Board, the members of which are the 'Charity Trustees' excluding the Secretary. The Scout Group 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, Chair, Treasurer and Secretary together with the Group Scout Leader and parent representation and meets once a term.

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

The Group Trustee Board exists to support the Group Lead Volunteer in meeting the responsibilities of the appointment and is responsible for:

- The maintenance of Group property;
- 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 Group Administrators and Advisors other than those who are elected.

2.6 Risk and Internal Control

The Group Trustee Board 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 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.

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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 2024, the Group had 105 youth members split between 5 sections supported by 25 adult leaders, section assistants and committee members. In total there were 130 members.

The Group has two Beaver Colonies, one Cub Packs and a Scout Troop. Due to having to combine the two Cub packs through a shortage of leaders, the Beaver sections have not been running at full capacity.

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. 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

Jo, Sue and Sam supported by parents on a rota have continued to offer a varied and interesting programme. During the year the beavers achieved over 140 badges, which included 1 **Chief Scout** Bronze Awards.

Sioux Beaver Colony

Jackie (Red Bear) continues to lead this section, with support from Bea, parents and a young leader. During the year the beavers achieved over 250 badges, which included 3 Chief Scout Bronze Awards.

Mowgli Cub Pack

Vicki (Akela) left part way through the year, we thank her and wish her well in her new endeavours. She was supported by one assistant section leader and two section assistants together with a young leader and a DofE student. During the year the cubs achieved over 120 badges. Which included 3 Chief Scout Silver Award.

Kim Cub Pack

Paul Lampard (Akela) leads this section, with support from one assistant section leader two section assistants. During the year the cubs achieved over 200 badges. Which included 3 Chief Scout Silver Awards.

Scouts

Lee, Jim, Emma and Tom lead this section. During the year the scouts achieved over 130 badges. Which included 4 Chief Scout Gold Awards.

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 Trustee Board considers that the group should hold a sum equivalent to 12 months running costs, circa £15,000.00.

The Group held reserves of £247,991.10 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 £194,682.30.

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.

5.3 Annual Accounts

The groups income was £43,158.38 with an expenditure of £27,719.17 giving an excess income for the year of £15,439.21. The year end bank balance was £53,308.80.

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6 Future significant activities or major projects

The group plans to support a full range of scouting activities across all sections next year including, a Scout weekend camp in March, Cub and Scout week camps in August, Paddle Boarding and Kayaking activities on the Silton Lake.

Four Scouts and two leaders are fund raising as they are joining 1st Templecombe Scout Group on the Friendship Tour to Australia in December 2024/January 2025.

The group are looking to build an external store subject to Planning and Building regulation approval.

7 Declaration

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

Signed on behalf of the charity's trustees:

Signature:



Date: September 2024

Full Name:

Colin Westbrook

Position:

Group Lead Volunteer

St Marys Gillingham Scout Group

Charity number 1023375

FINANCIAL STATEMENT FOR THE YEAR ENDED 31ST MARCH 2024

	31.03.24	31.03.23
<u>Treasurer</u>		
Income		
Beavers	123.60	559.07
Cubs	2,735.00	374.21
Scouts	9,448.33	6,043.37
Subs	12,280.00	12,063.00
Scouts fundraising	2,322.80	-
Uniform	30.25	2,876.66
Africa trip refund	-	500.00
Grants	-	749.99
Donations	1,669.36	1,610.00
Hall hire	7,351.30	4,479.25
Fundraising	7,197.74	5,503.95
Expenses		
Various Fundraising costs		
Other expenses	594.21	308.72
Maintenance	6,212.31	4,831.72
Equipment	280.91	1,539.63
Insurance	2,107.50	2,056.70
Helper ins	52.00	42.00
Accountancy	216.00	210.00
Sundry	88.28	199.84
Rates	82.76	156.16
Heat and light	1,708.34	1,163.24
Water	102.55	64.10
Beavers	313.06	483.18
Cubs	591.14	62.52
Scouts	6,038.12	5,540.53
Fund raising	1,000.44	2,206.68
Badges	1,282.34	1,667.45
Supplies	1760	1,000.00
Census payment	-	-
Community hall	397.41	2,013.10
Capitation	4,891.80	9,829.75
<u>Scouts</u>		
Beavers		
Cubs	-	
Scouts	-	
Subs		
HMRC charities		
Scouts - expenses		
	27,719.17	33,375.32
	43,158.38	34,759.50
Excess income for the year	15,439.21	1,384.18

BALANCE SHEET FOR THE YEAR ENDED 31ST MARCH 2024

Assets and liabilities	31.03.24	31.03.23
Bank 1	27,341.89	23,271.57
Bank 2	25,966.91	14,598.02
Savings		
Loan	-	-
	-	-
Property asset	194,682.30	194,682.30
Total net assets	<u>247,991.10</u>	<u>232,551.89</u>
Financed by		
Reserves b/fwd	232,551.89	231,167.71
Income less expenses for the year	<u>15,439.21</u>	<u>1,384.18</u>
Reserves c/fwd	<u>247,991.10</u>	<u>232,551.89</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 2024 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 12.7.2024

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