

Trustee's Annual Report

1 March 2021 – 28 February 2022



The Trustees present their report and receipts and payments accounts for the year ended 28 February 2022.

Trustees

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association. The Trustees who served during the year are stated below:

Mr D Baker (ASU Manager, nominated)	Mrs E Page (District Scout Network Commissioner, ex-officio)
Mr A Cooke (District Treasurer, ex-officio)	Mr M Page (District Explorer Scout Commissioner, ex-officio)
Mr J Dearden (Under 25 member)	Mr J W Pain (co-opted)
Mr M Gleeson (Appointments Advisory Committee Chair, nominated)	Mrs C Reynolds (District Administrator)
Mr R Grimbley (co-opted March – Sept 2021)	Mr L Samuels (Group Executive Chair)
Mr T Hartley (Group Scout Leader)	Mrs L Wright (District Commissioner, ex-officio)
Mr N Jarvis (District Chair, ex-officio)	

Structure, Governance and Management

Governing Document

The unincorporated Trust was established by Royal Charter granted 4 January 1912 and registered as a charity with the Charity Commission on 10 December 1993. The District (Trust) is operated in accordance with the organisational structure laid down by the Scout Association.

Appointment of Trustees

The Trust has a policy for the recruitment of Trustees. Nominations are considered from any source but any potential Trustee would be expected to bring specific skills and/or experience to the Trust. Trustees are elected annually to the District Executive. In appointing new Trustees, the Trust follows the guidance laid down by the Charity Commission.

Induction and Training of Trustees

The induction and training of new Trustees is carried out in accordance with the provisions of the relevant edition of Policy, Organisation and Rules of The Scout Association.

Volunteers

A great contribution is made by member volunteers including Trustees who devote many hours organising activities and events for the benefit of our young people. There are recruitment procedures in place which comply with Scout Association regulations and statutory requirements.

Risk Management

The Trustees have examined the major strategic, financial and operational risks which the District faces and have produced a document which sets out the systems and procedures to mitigate major risks. The strategy also includes procedures to minimise the impact on the Trust should those risks materialise. This policy is reviewed periodically.

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Related Parties

Membership Fees totaling £ 32987.50 (2021: £34840.00) were passed to The Scout Association and The Norfolk County Scout Council as a contribution towards scouting nationally and in Norfolk. Mr. N Jarvis and Mrs. L Wright, who are Trustees of Northern Norwich Scout District are also Trustees of Norwich Scouts Ellam Legacy.

Public Benefit

The Trustees of The Northern Norwich Scout District accept the need to have regard to the Charity Commission's guidance on public benefit. They recognise that it is their responsibility to ensure that the benefits offered are realised in the District by promoting all aspects of Scouting both within the District membership and in the wider community.

Objectives and Activities

Summary of Objectives

To promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local, national and international communities.

Main Activities

The focus of our activities remains the organisation of events and activities for young people between the ages of 4 to 25 who are eligible within the Northern Norwich Scout District. Currently we have no established Squirrel Drays (for young people aged 4 – 6 years) in the District although have had one expression of interest with the 11th Norwich.

Main Achievements and Performance

The Covid pandemic has greatly impacted on Scouting globally. Over the previous twelve months (indeed two years) we have scouted in line with a State of Readiness – a traffic light system which determined the level of controls and restrictions applicable. The uncertainty nationally - the degree of change/adaptability/support/impact the pandemic and these controls had primarily on our adult volunteers as we navigated our way through the everchanging requirements to ensure we could scout together safely (as well as on our young people who were not able to scout in their accustomed way) cannot be underestimated.

During the previous 12 months the focus has been very much on safety management and recovery. Our aim to provide Safe Scouting through compliance, as well as working with Managers to work through review processes reinforces the value placed on our adult volunteers.

Recruitment SnapShots have enabled us to respond better to priorities across the District. Opportunities have been provided for our adult volunteers to complete refresher training in Nights Away, and Adventurous Activities.

All Sections have participated in a range of activities (remote and Face to Face) and events working within the parameters of Safe Scouting, including the Young Leader Unit and the Duke of Edinburgh team.

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The District Team have supported the GSLs, Section and Unit Teams in offering these opportunities as well as making a tremendous effort in supporting the Teams locally with the Safe Return and related requirements (continuing our support via the established Approvals Team). Our supportive ethos with Leadership Teams across all Sections working closely together has enabled the District to as a whole to manage the challenges.

Plans have been made for a range of District led events for the Youth Sections through 2022 to help support the re-establishment of programmes locally and to provide opportunities for our youth and adult members to scout together.

An Asbestos Register has been established to track and monitor the asbestos risk across the District and our Health and Safety Advisor has begun a programme of HQ revisits.

2022 Census: Northern Norwich Scouts reported growth in youth membership of 18.8% (725 -> 861) and our adult membership remained constant at 272. Total membership declared on the annual census @ 31st January 2022 - 1133.

Financial Review

Reserves

On 28 February 2022 the charity held bank and cash balances of £ 47461.76. These funds are held on behalf of the District, District Explorer Scouts and Scout Active Support Unit. The amounts are held in order to maintain activities of the charity for the following year.

Signed on behalf of the charity's Trustees on 16 June 2022

Neville Jarvis

N Jarvis
District Chair

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Report of the Independent Examiner

To the members of the Northern Norwich Scout District Council

For the year ended 28 February 2022

I report to the Trustees on my examination of the accounts of the charity ('the Trust') for Northern Norwich Scout District set out from page 5.

Responsibilities and Basis of Report

As the charity's Trustees, 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 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 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 did not accord with the accounting records, or
- The accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

A handwritten signature in blue ink that reads "Nigel Harrod".

Nigel Harrod
Independent Examiner

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Northern Norwich Scout District Receipts and Payments Account For the year ended 28 February 2022

	Scout Active Support Unit	Explorer District	Network	Austria trip	Main District	2022 Total £	2021 Total £
	Unrestricted £	Unrestricted £	Unrestricted £	Restricted £	Unrestricted £		
Receipts							
Voluntary sources							
Subscriptions	-	5,205.00	-	-	32,389.00	37,594.00	41,430.50
Grants	-	-	-	-	-	-	500.00
Gift aid	-	220.04	-	-	-	220.04	337.49
Activities	1,088.74	720.85	-	-	2,123.00	3,932.59	1,097.00
St Georges day donations	-	-	-	-	-	-	60.00
Duke of Edinburgh Award Scheme	-	-	-	-	-	-	-
Clothing and badges	143.00	351.50	-	-	-	494.50	-
Fundraising	-	-	-	-	-	-	-
BPA	-	-	-	-	-	-	-
Miscellaneous	-	1.00	-	-	-	1.00	-
Camps	-	1,373.50	-	-	-	1,373.50	5,842.50
Trips and outings	-	-	-	-	-	-	-
Other income	-	-	-	-	-	-	-
Bank interest	-	-	-	-	1.59	1.59	12.82
	<u>1,231.74</u>	<u>7,871.89</u>	<u>-</u>	<u>-</u>	<u>34,513.59</u>	<u>43,617.22</u>	<u>49,280.31</u>

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Payments

Direct Charitable Expenditure

Norfolk County Scout Council	-	2,912.00	-	-	30,075.50	32,987.50	34,840.00
Training and courses	-	93.12	-	-	-	93.12	-
Camp refunds and expenses	-	485.41	-	1,134.85	-	1,620.26	9,545.50
Duke of Edinburgh Award Scheme	-	-	-	-	-	-	366.46
Activities (including refunds)	553.77	1,339.15	-	-	3,003.90	4,896.82	2,765.80
Fundraising expenses	-	-	-	-	-	-	-
St Georges day	-	-	-	-	-	-	706.94
Clothing and Uniform	37.50	536.82	-	-	-	574.32	647.40
HQ Hire	-	-	-	-	-	-	300.00
Equipment and maintenance	-	-	-	-	-	-	219.32
Licences	-	-	-	-	309.92	309.92	300.90
Meetings and room hire	-	-	-	-	32.25	32.25	46.25
District expenses	-	-	-	-	901.62	901.62	660.16
Gifts and donations	-	-	-	-	-	-	-
1st aid and other courses	90.00	-	-	-	45.00	135.00	24.00
Trips and outings	-	-	-	-	-	-	-
Miscellaneous	-	16.32	-	-	107.50	123.82	81.18
BPA	-	-	-	-	-	-	114.60
	681.27	5,382.82	-	1,134.85	34,475.69	41,674.63	50,618.51
Excess of payments over receipts	550.47	2,489.07	-	(1,134.85)	37.90	1,942.59	(1,338.20)
Fund at 1 March 2021	2,281.20	13,384.46	29.03	1,134.85	28,689.63	45,519.17	46,857.37
Fund at 28 February 2022	2,831.67	15,873.53	29.03	-	28,727.53	47,461.76	45,519.17
Represented by:							
Monetary assets							
Bank current account	2,831.67	15,818.74	29.03	-	12,733.59	31,413.03	29,415.38
Bank deposit account	-	-	-	-	15,993.94	15,993.94	15,992.35
Petty cash in hand	-	54.79	-	-	-	54.79	111.44
	2,831.67	15,873.53	29.03	-	28,727.53	47,461.76	45,519.17

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