

Trustee's Annual Report

1 March 2022 – 28 February 2023



The Trustees present their report and receipts and payments accounts for the year ended 28 February 2023.

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 P Bean (District Commissioner, ex-officio)
(from 10th April)

Mr D Baker (ASU Manager, nominated)

Mr A Cooke (District Treasurer, ex-officio)

Mr J Dearden (Under 25 member)

Mr M Gleeson (Appointments Advisory Committee Chair,
nominated)

Mr T Hartley (Group Scout Leader)

Mr N Jarvis (District Chair, ex-officio)

Miss A Killow (District Youth Commissioner, ex-officio)
(from 18th September)

Mrs E Page (District Scout Network Commissioner, ex-officio)
(to 10th July)

Mr M Page (District Explorer Scout Commissioner, ex-officio)

Mr J W Pain (co-opted)

Mrs C Reynolds (District Administrator) (to 4th July)

Mr L Samuels (Group Executive Chair)

Mrs L Wright (District Commissioner, ex-officio to 10th April, then
District Secretary, 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 £39606.00 (2022: £32987.50) were passed to The Scout Association and The Norfolk County Scout Council as a contribution towards Scouting nationally and in Norfolk. Mr. N Jarvis, Mr P. Bean (from 10th April) and Mrs. L Wright (to 10th April), who are Trustees of Northern Norwich Scout District are/were 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. A Squirrel Dray (for young people aged 4 – 6 years) was established in the District at the 25th Norwich Scout Group.

Main Achievements and Performance

Following the lifting of restrictions imposed to counter the Covid pandemic, the District has recovered well and the membership is now broadly similar to pre-pandemic levels.

The focus of the Trustees remains very much on safety management and growth. The District provides safe Scouting through compliance, as well as assisting Managers to work through review processes that reinforces the value we place on our adult volunteers.

Opportunities have been provided for our adult volunteers to receive and complete training for First Aid, Nights Away and Adventurous Activities.

All Sections have participated in a range of activities and events working within the parameters of safe Scouting, including the Young Leader Unit and the Duke of Edinburgh team.

Successful Water Activity events were run for the Cub Scout, Scout and Explorer Scout Sections, as well as an Air Weapons Shooting Competition. The District Scout Active Support Unit facilitated a Hill Walking weekend in Derbyshire.

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A new District Commissioner, Mr Paul Bean, was appointed in April 2022. He has strengthened the District team with additional appointments. The Scout Association has launched a transformation process over the next two years which will change the way the District and Board of Trustees will work. The Trustees will be working with the Norfolk County Lead and the Groups in the District to achieve a successful delivery and to provide opportunities for our youth and adult members to Scout together.

Our Health and Safety Advisor continues to revisit the Group HQs to assist the Trustees to record and monitor the asbestos risk through our Asbestos Register.

2023 Census: Northern Norwich Scouts reported an increase in youth membership of 1.3% (861 -> 872) and our adult membership increased by 22.4% (272 -> 333). Total membership declared on the annual census @ 31st January 2023 - 1205.

Financial Review

Reserves

On 28 February 2023 the charity held bank and cash balances of £48228.15. 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 the activities of the charity for the following year.

Signed on behalf of the charity's Trustees on 12 June 2023

A handwritten signature in blue ink, appearing to read "N Jarvis", with a horizontal line underneath.

Neville 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 2023

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

3 June 2023

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

	Scout Active Support Unit	Explorer	Network	Main District	2023	2022
	Unrestricted	Unrestricted	Unrestricted	Unrestricted	Total	Total
	£	£	£	£	£	£
Receipts						
Voluntary sources						
Subscriptions	-	3,164.00	-	42,367.50	45,531.50	37,624.00
Grants	-	-	-	-	-	-
Gift aid	-	-	-	-	-	220.04
Activities	84.00	263.00	-	4,819.00	5,166.00	3,932.59
St Georges day donations	-	-	-	-	-	-
Duke of Edinburgh Award Scheme	-	205.00	-	-	205.00	-
Clothing and badges	20.00	-	-	-	20.00	494.50
Fundraising	-	-	-	-	-	-
Miscellaneous	-	65.87	-	-	65.87	1.20
Camps	5,305.59	3,385.50	-	-	8,691.09	1,373.50
Courses	-	-	-	195.00	195.00	-
Other income	-	-	-	375.00	-	-
Bank interest	-	-	-	79.87	79.87	1.59
	<u>5,409.59</u>	<u>7,083.37</u>	<u>-</u>	<u>47,836.37</u>	<u>59,954.33</u>	<u>43,647.42</u>

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Payments

Direct Charitable Expenditure

Norfolk County Scout Council	-	2,484.00	-	37,122.00	39,606.00	32,987.50
1st aid and other courses	80.00	152.60	-	617.59	850.19	228.12
Camp refunds and expenses	3,196.65	3,830.07	-	-	7,026.72	1,620.26
Duke of Edinburgh Award Scheme	-	94.30	-	-	94.30	-
Activities (including refunds)	-	3,872.27	-	4,281.18	8,153.45	4,896.82
Fundraising expenses	-	-	-	-	-	-
St Georges day	-	-	-	-	-	-
Clothing and Uniform	67.24	267.90	-	-	335.14	574.32
HQ Hire	-	-	-	-	-	-
Equipment and maintenance	150.00	-	-	-	150.00	-
Licences	-	-	-	359.51	359.51	309.92
Meetings and room hire	-	-	-	55.00	55.00	32.25
District expenses	-	-	-	1,916.51	1,916.51	901.62
Gifts and donations	25.00	-	-	354.99	379.99	-
Christmas Social	-	-	-	469.50	469.50	-
Bank Charges	-	61.60	-	102.00	163.60	123.82
Miscellaneous	-	33.23	-	-	33.23	-
	<u>3,518.89</u>	<u>10,795.97</u>	<u>-</u>	<u>45,278.28</u>	<u>59,593.14</u>	<u>41,674.63</u>
Excess of payments over receipts	1,890.70	(3,712.60)	-	2,558.09	361.19	1,972.79
Funds at 1 March 2022	2,831.67	15,903.73	29.03	28,727.53	47,491.96	45,519.17
Funds at 28 February 2023	<u>4,722.37</u>	<u>12,191.13</u>	<u>29.03</u>	<u>31,285.62</u>	<u>47,853.15</u>	<u>47,491.96</u>
Represented by:						
Monetary assets						
Bank current account	4,722.37	12,130.87	29.03	15,230.56	32,112.83	31,443.23
Bank deposit account	-	-	-	16,055.06	16,055.06	15,993.94
Petty cash in hand	-	60.26	-	-	60.26	54.79
	<u>4,722.37</u>	<u>12,191.13</u>	<u>29.03</u>	<u>31,285.62</u>	<u>48,228.15</u>	<u>47,491.96</u>

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