

Trustee's Annual Report

1 March 2023 – 29 February 2024



The Trustees present their report and receipts and payments accounts for the year ending 29 February 2024.

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) (to 31 st August)	Mr. N Jarvis (District Chair, ex-officio)
Mr. D Baker (ASU Manager, nominated) (to 3 rd July)	Miss A Killow (District Youth Commissioner, ex-officio)
Mrs. J Barnet (Appointments Advisory Committee Chair from 17 th January to 30 th September then Assistant Scout Leader) (co-opted from 13 th January)	Mr. J Killow (Deputy District Commissioner to 31 st August then Acting District Commissioner) (co-opted from 13 th January)
Mr. A Cooke (District Treasurer, ex-officio)	Mr. S Mobbs (Assistant District Commissioner – Programme) (co-opted from 13 th January)
Mr. J Dearden (Under 25 member)	Mr. M Page (District Explorer Scout Commissioner, ex-officio)
Mr. M Gleeson (Appointments Advisory Committee Chair to 17 th January then AAC member) (nominated, to 3 rd July)	Mr. J W Pain (co-opted) (to 3 rd July)
Mr. T Hartley (Group Scout Leader)	Mr. L Samuels (Group Executive Chair)
	Mrs. L Wright (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.

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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.

Related Parties

Membership Fees totaling £39606.00 were passed to The Scout Association and The Norfolk County Scout Council, in March 2023 (2022: £32987.50) as a contribution towards Scouting nationally and in Norfolk. Mr. N Jarvis, Mr. P Bean (to 31st August) and Mr. J Killow (from 13th January), who are/were Trustees of Northern Norwich Scout District are/were also Administrators of Norwich Scouts Ellam Bequest.

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 and volunteers in achieving their full physical, intellectual, social, and spiritual potential, 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 second Squirrel Dray (for young people aged 4 to 6 years) was established in the District at the 27th Norwich Scout Group. The first Dray, established at the 25th Norwich has awarded 5 top awards for the Section and has seen its older members successfully transfer to the Beaver Scout Colony (ages 6 to 8).

Main Achievements and Performance

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.

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

The District Commissioner, Mr Paul Bean, resigned with effect from 31st August. Since then, Mr Jon Killow has been acting in that capacity. The Trustees hope that the Norfolk County Scout's appointment process will successfully deliver a new substantive appointment soon.

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.

2024 Census: Northern Norwich Scouts reported a decrease in youth membership of 8.1% (872 -> 801) and our adult membership decreased 5.1% (333 -> 316). Total membership declared on the annual census @ 31st January 2024 – 1,117.

Financial Review

Reserves

On 29 February 2024 the charity held bank and cash balances of £55,955.61. 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 4 June 2024

A handwritten signature in blue ink that reads "N Jarvis".

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 29 February 2024

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

21 May 2024

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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	2024	2023
	Unrestricted	Unrestricted	Unrestricted	Unrestricted	Total	Total
	£	£	£	£	£	£
Receipts						
Voluntary sources						
Subscriptions	-	2,621.00	-	45,690.50	48,311.50	45,531.50
Grants	-	-	-	-	-	-
Gift aid	-	-	-	-	-	-
Activities	-	1,056.00	-	4,667.50	5,723.50	5,166.00
St Georges day donations	-	-	-	-	-	-
Duke of Edinburgh Award Scheme	-	-	-	-	-	205.00
Clothing and badges	30.00	-	-	-	30.00	20.00
Fundraising	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	65.87
Camps	4,710.00	1,650.00	-	-	6,360.00	8,691.09
Courses	-	-	-	-	-	195.00
Other income	-	-	-	4,099.82	4,099.82	375.00
Bank interest	-	1.13	-	355.45	355.45	79.87
	<u>4,740.00</u>	<u>5,328.13</u>	<u>-</u>	<u>54,813.27</u>	<u>64,880.27</u>	<u>60,329.33</u>

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Payments

Direct Charitable Expenditure

Norfolk County Scout Council	-	1,472.50	-	39,995.00	41,467.50	39,606.00
1st aid and other courses	-	99.23	-	-	99.23	850.19
Camp refunds and expenses	3,623.70	1,595.26	-	-	5,218.96	7,026.72
Duke of Edinburgh Award Scheme	-	-	-	-	-	94.30
Activities (including refunds)	-	2,292.57	-	5,183.43	7,476.00	8,153.45
Fundraising expenses	-	-	-	-	-	-
St Georges day	-	-	-	600.00	600.00	-
Clothing and Uniform	18.50	-	-	-	18.50	335.14
HQ Hire	140.00	-	-	-	140.00	-
Equipment and maintenance	-	-	-	-	-	150.00
Licenses	-	-	-	395.82	395.82	359.51
Meetings and room hire	-	-	-	160.60	160.60	55.00
District expenses	-	-	-	1,314.35	1,314.35	1,916.51
Gifts and donations	-	-	-	-	-	379.99
Christmas Social	-	-	-	161.21	161.21	469.50
Bank Charges	-	31.73	-	65.25	96.98	163.60
Miscellaneous	4.79	-	-	-	4.79	33.23
	<u>3,786.99</u>	<u>5,491.29</u>	<u>-</u>	<u>47,875.66</u>	<u>57,153.94</u>	<u>59,593.14</u>
Excess of payments over receipts	953.01	(163.16)	-	6,937.61	7,726.33	736.19
Funds at 1 March 2023	4,722.37	12,191.13	29.03	31,285.62	48,228.15	47,491.96
Funds at 29 February 2024	<u>5,675.38</u>	<u>12,027.97</u>	<u>29.03</u>	<u>38,223.23</u>	<u>55,955.61</u>	<u>48,228.15</u>
Represented by:						
Monetary assets						
Bank current account	5,675.38	10,004.76	29.03	21,866.80	37,575.97	32,112.83
Bank deposit account	-	2,022.95	-	16,356.43	18,379.38	16,055.06
Petty cash in hand	-	0.26	-	-	0.26	60.26
	<u>5,675.38</u>	<u>12,027.97</u>	<u>29.03</u>	<u>38,223.23</u>	<u>55,955.61</u>	<u>48,228.15</u>

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