

Trustees' Annual Report

For the period

From (start date) to end date

Section A Reference and administration details

Charity name

Other names the charity is known by

Registered charity number (if any)

HQ registration number

Charity's principal address

 Postcode

Names of the charity trustees who manage the charity
 (These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Matthew Gilbert	Group Scout Leader	
2	Mark Lennon		01/10/2020 onwards
3	Robert Carter	Treasurer	
4	Luc Mathlin	Chairman	
5	Amy Mayes		
6	Eleanor Norman		
7	Stefanie Pryke		
8	Paul Rudland		
9	Benjamin Mayes		
10	Christina Lee	Secretary	01/10/2020 onwards
11	Adam Lee		01/10/2020 onwards
12			
13			
14			
15			

Names and addresses of advisers
 (These will be published in the annual report of the charity)

Type of advisor	Name	Address
N/A	N/A	N/A

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (e.g. trust deed, constitution)

How the charity is constituted (e.g. trust, association, company)

Trustee selection methods (e.g. appointed by, elected by)

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

Policies and procedures adopted for:
a) the induction and training of trustees;
b) trustee' consideration of major risks and the systems and procedures to manage them

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, a representative from each of the three individual section leaders (if opted to take on the responsibility) and representation from the wider group and local community and meets every 2 months.

Members of the Executive Committee completed 'Essential Information for Executive Committee' training when they joined the committee.

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

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

Section B

Structure, governance and management (continued)

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:

Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as the church or other Scout Groups. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. 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.

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.

Reduction or loss of members. The Group provides activities for all young people aged 6 to 18. If there was a reduction in membership in a particular section or the group as 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.

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 policies to ensure that insurable risks are covered.

Section C	Objectives and activities
<p>Summary of the objects of the charity set out in its governing document</p>	<p>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.</p> <p>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 co-operate with others and make friends.</p> <p>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.</p>
<p>Summary of the main activities in relation to these objects</p>	<p>As Scouts, we believe in preparing young people with skills for life. We encourage our young people to do more, learn more and be more. Each week, the 1st Needham Market Scout Group give young people of the Needham Market area the opportunity to enjoy fun and adventure while developing the skills they need to succeed.</p> <p>The group runs three sections being Beavers (age 6 and 7), Cubs (ages 8 to 10.5) and Scouts (ages 10.5 to 14) and are looking to re-establish an Explorer section (ages 14-18). We are open to all young people in the local area.</p> <p>The sections run a full programme of fun, educational and adventurous activities supplemented with camps, hikes and other trips on an ad hoc basis. Throughout the Covid-19 pandemic we have followed and adhered to guidance issued centrally by the Scout Association, for a large part of the year only being able to provide a programme remotely using online resources over Zoom.</p> <p>The main sources of income for the group are subscriptions from members charged on a termly basis as well as ad hoc contributions for specific events, trips and camps. We also receive some income from rent of the Scout Hut to other users and from ad hoc fundraising events. In the current year we have also received grant income from the local authority as a result of to the Covid-19 pandemic.</p> <p>The main recurring costs we incur in order to deliver our activities are the costs of the programme, badges and scarves as well as the overhead costs for the Scout Hut of electricity, water and insurance along with capitation fees to the Scout Association, which covers the group in their national accident insurance policy. During the current year we have also had to spend money on repairs and maintenance of the hut to ensure it remains safe to continue to use while we progress the plans for a new hut and have, using specific grant money received, been able to install a CCTV system to improve the safety and security of the hut.</p>
<p>Additional details of the objectives and activities (optional information but encouraged as best practice)</p>	<p>You may choose to include further statements, where relevant, about: The Group Executive would like to take this opportunity to thank all volunteers who support the group both in running section nights and other activities as well as behind the</p>

- policy on grantmaking;
- contribution made by volunteers;
- policy on investments.

scenes support and maintenance. The group is solely reliant on volunteers and without all of their donated time we would not be able to provide our young people with the opportunity to enjoy fun and adventure while developing the skills they need to succeed.

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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

the group and the wider world, defined by the global Covid-19 pandemic which has impacted on the lives of everybody within our community. It was also a year in which the new Group Executive, appointed part way through the prior year, was able to start to effect real change within the group.

Throughout the Covid-19 pandemic we have followed and adhered to guidance issued centrally by the Scout Association. For a large part of the year we have only been able to provide a programme remotely using online resources over Zoom. After having run some one off zoom meetings for each section during the first lockdown in Spring/Summer 2020 the group was proactive in completing the necessary risk assessments and putting place sufficient social distancing measures to enable us to be one of the first groups in Suffolk to return to face to face Scouting in September 2020. While we had to revert back to zoom meetings in the further lockdowns during November 2020 and January to March 2021 we maintained a regular programme for our young people to allow them to continue to develop new skills and have fun during the lockdowns.

The pandemic has seen our number of young people increase from the previous year, and continue to increase still post year-end. We have also welcomed new leaders to the group during the year providing some much needed support to the existing leadership team. A number of leaders from the Beaver and Scout sections have also been helping to support gaps in the Cub leadership team.

As well as impacting on the groups ability to deliver our activities to young people the Covid-19 pandemic has had an impact on our finances. During the first lock down in Spring/Summer 2020, as mentioned above, we ran some one off zoom meetings but were not providing a full programme. While this was the case, and mindful of the potential financial hardship and uncertainty being experienced by many individuals in the country at the time the executive made a decision that we would not be charging subscriptions to members which is ordinarily our main source of income.

However as we own our own hut (on land leased from another local charity) we then found out that we were eligible in the first lockdown to receive grant funding (an initial £10,000) from the local authority (Mid Suffolk District Council) to support our finances and cover our on-going costs due to the uncertainty caused by pandemic. We were also successful in our application for a specific Emerging Needs grant fund. This grant was spent during the year, in line with the grant conditions, helping to cover specific costs during the lockdown period and fund some of the repairs and new CCTV system following some instances of anti social behavior and a break in at the hut in Spring 2020. Luckily no property was stolen during the break in.

We were then eligible to receive further grant funding from the local authority in the subsequent lockdowns in November 2020 and January to March 2021 with a further £9,900 received for these periods under the national scheme.

In March 2021 we were also successful in our application to our local councillors for a locality grant of £3,500. This was received from Mid Suffolk District Council in March 2021 and is to fund solar panels for the roof of the hut. This will help save the group money in ongoing electricity costs and increase our use of renewable energy and reduce our carbon footprint. When the electricity generated by the

panels is not required for our use it is tied back into the grid so has added benefit for the community as a whole. These were purchased and installed post year-end and will be moved to the new hut once built.

We resumed charging subscriptions from members in the autumn term as we returned to a full programme. While we maintained a full zoom programme during the further lockdown between January and March 2021 the Executive made the decision, following confirmation of the additional grant funding received, to reduce the subscriptions for that term to 50% of normal levels.

Aside from our normal expenditure on overhead costs for electricity, water, insurance and programme and activity costs we have also had to incur some one off costs in the period for maintenance and renewals of the hut. Following the new executive being appointed in the prior year and with support from the district team it was identified that the existing hut was in a bad state of repair in certain places. While the progress towards a new hut have continued well during the year, see details below, we still expect that the current hut will be in use for a sufficient amount of time that some essential expenditure had to be incurred. Throughout this we were mindful to limit expenditure on anything that could not be removed and reinstalled in the new hut (such as the CCTV and solar panels detailed above for which specific grant funding was obtained) unless it was completely essential. The main areas which have been repaired/replaced were a number of structural repairs to part of the building due to damage, replacement of the front door and repairs to one of the fire doors as well as refurbishment of the part of the kitchen and toilets as these were both becoming unusable and unsafe. We have also had to replace part of the electrics in the building and have installed heaters which will be able to be moved to the new building.

We have made good progress towards our goal of replacing our existing Scout Hut over the course of the year and since the new executive committee was appointed, we have formed a 'new hut' sub committee that is specifically tasked with working on the new build project. The committee has been working closely with the Needham Market and Barking Welfare Charities (land owners) along with the town council to ensure everyone is on the same page and happy with our plans. We managed to secure free voluntary work from an architect working for Ingleton Wood to draw up our initial architectural drawings and with the help of the town council who funded and submitted the planning application, we now have full planning permission for the new build based on these drawings.

With help from the voluntary services of Elite Building Projects Ltd, who have been offering us guidance throughout the project, we reached out and obtained several quotes for detailed architectural drawings along with a principal designer for CDM regulations. After reviewing these quotes the executive committee agreed to spend £3600 with Patrick Allen and Associated Ltd to produce the architectural drawings, £1225 with Safescope to cover off the principle designer and CDM advisor roles and £960 for the cost of build control once the architectural drawings have been produced. These funds are expected to be paid out in the 2021/2022 financial year. We are working closely with these relevant parties to further progress the project to a point whereby we can go out to tender from local building firms.

Working with Needham Market and Barking Welfare charities, we made progress with renewing the lease on the land the current Scout hut is on, with the aim of making this a 99 year lease to secure the Scout groups future. We have

Section E	Financial Review
Brief statement of the charity's policy on reserves	<p>Reserves Policy</p> <p>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 £3,000.</p>

Quantify and explain any designations

The Group held unrestricted reserves of approximately £25,051 against this at year-end. This is above the level required for operating expenses. However this can be explained by the additional grant funding received during the year which is detailed in section D above, a significant proportion of which was received in the final three months of the year. The executive is mindful of the continuing uncertainty of the global pandemic as well as the on-going new hut project and so has so far been cautious in our use of these additional funds.

The group also has restricted reserves of £12,851 at year-end, details of these are explained further in section D above and the notes to the accounts.

Details of any funds materially in deficit (circumstances plus steps to eliminate)

N/A - no funds are in deficit

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives;

A detailed financial review of the year covering the main sources of income and expenditure is covered in section D

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 or building societies.

Section F Other Optional Information

Plans for future periods (details of any significant activities planned to achieve them)

Future plans, most notably the new hut project, are covered in section D above.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s) 

Full name(s) **LUC MATHLEN**

Position (eg Secretary, Chair) **Chairman**

Date **310122**

1st Needham Market Scout Group
Receipts and Payments Account
For the year ended 31/03/2021
Scout registration number: 10014601
Registered charity number: 1038177

	2020/21		2019/20 as restated	
	Unrestricted funds £	Restricted funds £	Total Funds £	Total Funds
Receipts				
Membership subscriptions				
Membership subscriptions	4,522	-	4,522	1,938
Less: Membership subscriptions paid on to District	- 1,815	-	- 1,815	- 1,963
Net membership subscriptions retained	2,707	-	2,707	- 25
Other Receipts				
Camps and trips	671	-	671	1,677
Neckers and badges	8	-	8	8
Grants (see details in the notes below)	19,907	6,000	25,907	-
Fundraising	-	-	-	-
Donations	-	-	-	-
Interest	9	4	13	19
Rental income	255	-	255	-
Other	-	-	-	34
Total Receipts	23,558	6,004	29,562	1,712
Payments				
New Hut Costs	-	-	-	4,159
Water and Sewerage	274	-	274	201
Electricity and Gas	766	-	766	420
Insurance	-	494	494	483
Hut Repairs, Renewals and Maintenance	2,403	1,971	4,374	175
Badges, Scarves and Uniforms	498	-	498	-
Printing, Photocopying and Postage	-	-	-	15
Beaver Programme	242	-	242	-
Cub Programme	177	-	177	-
Scout Programme	170	-	170	-
Camps and Trips	249	-	249	2,876
Internet and ICO fees	208	35	243	-
Other	50	-	50	60
Total Payments	5,037	2,500	7,537	8,389
Net of receipts/(payments)	18,521	3,504	22,025	- 6,676
Cash funds last year end (as restated)	6,530	9,347	15,877	21,206
Cash funds this year end	25,051	12,851	37,902	14,530

Statement of Assets and liabilities - The cash balances shown above, which are both held in current accounts with HSBC, are represented by the groups main current account which has a year end total of £27,194.76 (2020: 5,182.90), the fundraising account which has a year end total of £9,350.97 (2020: 9,346.81) and the CCLA account which has a year end total of £1,356.01 (2020: 1,346.90). In addition to the cash balances shown above the group has a number of non monetary assets which includes a range of tents, stoves and other camping equipment, tables and benches, various sports equipment, stock of badges for all sections and neckers. The group also owns the existing hut and the fixtures and fittings including the CCTV system, solar panels (purchased and installed post year end) and fixed heaters. The land on which the hut is situated is leased (at peppercorn rent) from another local charity.

Notes

The restricted funds above are held between group's fundraising current account (£9,350.97) and the group's current account (£3,500). The funds held in the fundraising account have been generated from fundraising activities towards the building of a new hut. The funds can only be spent towards design and building of a new hut. The expense recognized in the prior period relate to architect's fees and survey's completed for the new hut.

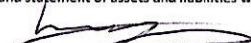
The £3,500 held in the current account is a locality grant received from Mid Suffolk District Council in March 2021 to fund solar panels for the roof of the hut. These were purchased and installed post year end and will be able to be moved to the new hut once built.

The other grant income received in the year was also from Mid Suffolk District Council. The unrestricted grants relate to Covid 19 Local Restrictions Support Grants received to support the group during the periods of national lockdown. We also received an additional £2,500 of restricted grant during the first national lockdown in Spring 2020 from the Council as part of the Emerging Needs grant fund. This grant was spent during the year in line with the grant conditions helping to cover specific costs during the lockdown period and fund some of the repairs and new CCTV system following a break in at the hut in Spring 2020.

At the year end the group had Income of nil (2019/20: £3,325.12) owed by GoCardless for subscriptions collected using the OSM (Online Scout Manager) system. The amount at the prior year end could not be paid over until the bank account signatories were updated to the new executive following the change in executive committee in the prior year with the amount received in the 2020/21 year and is the reason for the increase year on year in subscriptions. The group also had an amount of £1,834.75 owed to Stowmarket Scout District for membership subscriptions being the charge for the 2020/21 year. This was paid in April 2021. The amount included above for subscription payments to the District relates to the 2019/20 year, as this amount did not clear the bank until June 2020.

During the year it was discovered that a CCLA COIF Charities deposit fund exists in the name of the group which had been omitted from previous years reports. The 2019/20 figures have been amended to include these funds and the corrected comparatives are now shown.

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees and signed on their behalf by:

Name: LUC MATHIAS 

Date: 31-01-22

Independent examiner's report to the trustees of First Needham Market Scout Group Scout Council

I report to the trustees on my examination of the accounts of the First Needham Market Scout Group for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees of the First Needham Market Scout Group 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 First Needham Market Scout Group 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the First Needham Market Scout Group as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Signed: 

Name: GREGORY COOMBES ACMA.

Relevant professional qualification or membership of professional bodies (if any):

Address: 6 BARKING ROAD, NEEDHAM MARKET IP68EW

Date: 31/01/22