

63<sup>rd</sup> Bristol (St Andrew with St Bartholomew) Scout Group

**Trustees' Annual Report**

**01/04/2024 to 31/03/2025**

**Charity Name** 63rd Bristol Scouts

**Registered Charity Number** 302164

**HQ Registration Number** 1294

**Address** St Bartholomews Road, Ashley Down, Bristol BS7 9BJ

## SECTION A - REFERENCE AND ADMINISTRATION DETAILS

### Trustees

Trustee Name	Office (if any)	Dates acted if not for whole year
Mike Evans	Group Scout Leader	
Lucinda Griffiths	Cub Scout Leader	
Matt Lloyd	Scout Leader	
Glen Maxwell-Heron		
Judy Naylor		
Steve Phillips		
Simon Tutton		From October '24
Ellie Spare		
Andrew Stephenson	Treasurer	Until March '25
Julie Stephenson		Until March '25
Gareth Williams	Chair	From October '24
Matt Wills		From October '24

## SECTION B - STRUCTURE, GOVERNANCE AND MANAGEMENT

### 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, Organization and Rules of The Scout Association.

### Constitution

The Group is a trust established under its rules which are common to all Scouts.

### Trustee Selection

The Trustees are appointed in accordance with the Policy, Organization and Rules of The Scout Association.

### Management and Policies

The Group is managed by the Group Trustee Board, 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 Trustee Board consists of the Chair, Treasurer and 10 Trustees (including one Ex-Officio Trustee) and meets every two months.

Members of the Trustee Board complete Being a Scouts Trustee learning within the first six months of joining the Board.

This Group Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that gives young people skills for life.

### 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:

1. 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, community centre and other Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.
2. 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.
3. Reduced income from hut rental and 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 Board could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.

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.
5. Reduction or loss of members. The Group provides activities for all young people aged 4 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 two signatories for all payments and a comprehensive insurance policies to ensure that insurable risks are covered.

## SECTION C - OBJECTIVES AND ACTIVITIES

### 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.

### 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.

### 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.
- Take part in activities indoors and outdoors.
- Learn by doing.
- Share spiritual reflection.
- Take responsibility and make choices.
- Undertake new and challenging activities.
- Make and live by their Promise.

### Summary of Activities

See attached Section reports.

### 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 Achievements

This year has been filled with remarkable activities and achievements across all our sections; Beavers, Cubs, and Scouts. We are delighted to share the highlights and progress of the past year for this year's AGM.

### Summary of Scouting Activities

All our young people have engaged in a wide range of activities that embody the spirit of Scouting. From adventurous camps and expeditions to a wide-ranging weekly scouting programme focused on community service projects, gaining important life skills and fun, our members have demonstrated inspirational enthusiasm and commitment. Some of the key activities include:

- **Beavers:** Participated in nature walks, craft sessions, and many Beavers have spent nights away on Residential Camps in Autumn and in the Spring. Trips to Trampoline Parks, Promise renewals at Wildplace and oodles of fun with the youngest of our sections.
- **Cubs:** Enjoyed hiking trips, cooking challenges, and a visit to the local fire station. Cub District camp in September 2024. Highlights have been an evening at Aqua Park, plus some kayaking on the docks. we entered two teams in the District swimming gala.
- **Scouts:** Highlights include a large 100+ member Camp at the Great Tower in the Lake District in Summer 2024. Residential camps at Huish Woods, Woodhouse and Brockmead. Hammock camping and expeditions. Sailing, Paddleboarding and Kayaking on the Harbourside, fantastic weekly programmes across 5 Troops on Mondays, Wednesdays and Thursdays.
- **Focus on Traditional Scouting:** We continue to emphasize traditional Scouting activities that build essential life skills. Our programs continue to be designed to be inclusive and accessible, ensuring that as many young people as possible can benefit from the opportunities Scouting offers. Throughout all our sections we remain committed to fostering resilience, teamwork, and leadership in our young members.

### Membership and Achievements

We are proud to be a large and thriving Scout group, one of the largest in the County, and indeed South-West of England. The number of young people enjoying Scouting with us has remained strong, reflecting the vibrant and supportive community we have built. We continue to provide scouting to over 320 young people each week across most nights of the week, across both the Scout Hut and utilising the new Church Location next to the park. Notably, over 50 of our young members have achieved the highest awards in their respective sections, a testament to their hard work and dedication.

### Call for Volunteers

As we look to the future, we recognize the need to increase the number of regular volunteers. Volunteering with the 63rd Bristol Scout Group is not only rewarding but also beneficial for personal growth. It offers a chance to develop new skills, make lasting friendships, and contribute positively to the community. Without increased support, we cannot continue to provide Scouting at the level we are achieving currently. We encourage parents and community members to get involved and support our Group on a regular basis. Your time and effort can make a significant difference in the lives of our young Scouts and the future of the Group.

## Volunteer Team and Parent Community

We extend our heartfelt thanks to the parents and the entire Scouting community for their unwavering support. Your involvement and encouragement have been crucial to our success. Special thanks to our leaders and volunteers for their dedication and hard work.

## Looking Ahead

We are excited about the year ahead and the new adventures it will bring. We also look forward to continuing to support the District with cross district events and camps. With your continued support, we look forward to another fantastic year of Scouting at the 63rd Bristol Scout Group.

*Mike Evans and Matt Lloyd*

Group Lead Volunteers

## Chair's Report 2024 - 2025

I was honoured to take on the role of Chair of the Trustee Board at the last AGM. Since then, it has been a privilege to work alongside such a committed team of volunteers, leaders and trustees to support the thriving community that is 63rd Bristol. This report summarises our collective progress since the last AGM and outlines some of the priorities ahead.

## Strong Foundations and Safe Scouting

Our Group Lead Volunteers, Mike Evans and Matt Lloyd, have kept us regularly updated on the Group's activities and operations, ensuring that safety, safeguarding, and training remain at the heart of everything we do. We're proud that a full and varied programme continues across all sections – Beavers, Cubs, and Scouts – including recent highlights such as camping at Woodhouse and participation in the District swimming gala.

## Clear Board Priorities and Active Working Groups

In November, the Trustee Board agreed a set of key strategic priorities for the next 12–24 months: Governance, Premises, People, Investment, Group Scout Leader succession planning, and creating a Young People's Advisory Panel. Working groups were formed for each, and I'm pleased to report steady progress across the board. In particular, we've now approved a baseline budget for FY26, outlined plans for future investment of reserves, and progressed early steps toward a potential building project to secure the long-term future of our premises to support the Group.

## Improving Systems and Communications

We've continued to embed new digital systems including the Scouts' Transformation platform and Online Scout Manager, with a focus on improving communications, managing risk assessments, and simplifying administration. We've also introduced new governance policies, established clearer documentation and financial planning practices, and are in the process of improving our digital infrastructure and data security through shared drives and platforms.

## Financial Health and Future Investment

The Group remains in good financial shape, with reserves slightly higher than last year and a budgeted surplus for the year ahead. Our new Investment Working Group has developed a framework for ethical and prudent use of surplus funds, with an initial plan to diversify cash reserves over varying time horizons, pending final checks against Scout Association policies.

## People and Premises

Our volunteers are the lifeblood of the Group, and we continue to support their development through training and clearer guidance, especially in areas such as inclusion and neurodiversity. We've also begun a much-needed conversation about capacity – particularly in Cubs – and launched a maintenance group to help care for our Scout Hut and grounds. Alongside this, the Premises Working Group is moving forward with plans for the construction of a new building, starting with appointing an architect in the coming months.

## Looking Ahead

I'd like to thank every volunteer, leader, parent and trustee who helps make the 63rd a warm, welcoming and active part of the community. A special thanks to Andrew Stephenson and Julie Stephenson, who stepped down from the Board this year – their contributions have been deeply appreciated.

There's still much to do, including finding a new Group Treasurer but we're making good progress and I'm confident we have the team and momentum to continue strengthening our Group for years to come.

*Gareth Williams*

Chair, 63rd Bristol Scout Group Trustee Board

## SECTION E - FINANCIAL REVIEW

See attached financial statement.

### 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 three months running costs, circa £25,000.

### Investment Policy

The Group's has taken the decision not to invest any funds in longer-term investments such as stocks and shares. The Group has therefore adopted a low-risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

## SECTION G - DECLARATION

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

**Trustee 1**

**Print Name and Position**

**GARETH WILLIAMS, CHAIR**

**Signature**

**Date**

**Trustee 2**

**Print Name and Position**

**MIKE EVANS, GROUP LEAD VOLUNTEER**

**Signature**

**Date**

## 63<sup>rd</sup> Bristol Scout Group Annual Accounts 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025

YEAR ON YEAR SUMMARY	FY 2024 (£)	FY2025 (£)	Year on Year Variance (£)
Income	77,443.76	91,819.88	14,376.12
Expenditure	(60,149.65)	(73,928.99)	(13,778.34)
Total Surplus	17,284.11	17,890.89	606.78
Bank Balance at Year End	129,351.43	147,242.32	17,890.89
Scout Association Deposit at Year End	0	0	0
Scout Association Deposit Transfer	4,956.24	0	(4,956.24)
Cash	39.93	0	(39.93)
Total at Year End	129,391.36	147,242.32	17,850.96

<b>INCOME</b>	Amount £	Total £
April, May 2024 membership	14,195.00	
June 2024 membership	15,380.00	
July August 2024 membership	5,420.00	
September October 2024 Membership	1,610.00	
November December 2024 Membership	3,415.00	
January 2025 Membership	645.00	
February 2025 Membership	1,710.00	
March 2025 Membership	800.00	
	0.00	43,175.00
<b>CAMPS</b>		
Brockmead Thur Scouts Hammock Camp May 2024	725.00	
Scout Lakes Camp August 2024	24,455.00	
Woodhouse Cub District Camp September 2024	4,030.00	
Woodhouse Beaver Sleepover October 2024	1,400.00	
Glennywood Scout Camp November 2024	96.00	
Woodhouse Wed Scout Camp February 2025	1,815.00	
Brockmead Monday Scout Camp March 2025	840.00	
Brockmead Beaver Sleepover April 2025	240.00	
NORJAM August 2025	7,465.00	
	0.00	41,066.00
<b>ACTIVITIES</b>		
Thursday Cubs Aqua Park	380.00	380.00
Scout sailing	192.00	
	0.00	
<b>GRANTS / FUNDRAISING</b>		
May Fair May 2024	2,906.00	
October 2024 Quiz evening	1,253.00	
HSBC Donation Staff Scheme	500.00	
February 2025 Quiz evening	1,201.01	
	0	5,860.01

<b>LEADERS</b>		
Thank donation from parents	470.00	
Leader December Social	449.74	
	0	919.74
<b>UNIFORM</b>		
Scout Leader Hoodies	375.00	419.13
Uniform sales	44.13	
	419.13	
Total Income		91,819.88

<b>EXPENDITURE</b>	£	
Annual Membership	17,491.50	17,491.50
<b>CAMPS</b>		
Brockmead Thur Scouts Hammock Camp May 2024	575.00	
Scout Lakes Camp August 2024	25,806.02	
Woodhouse Cub District Camp September 2024	3,977.44	
Woodhouse Beaver Sleepover October 2024	1,995.16	
Glennywood Scout Camp November 2024	0.00	
Woodhouse Wed Scout Camp February 2025	2,024.93	
Brockmead Monday Scout Camp March 2025	0.00	
Brockmead Beaver Sleepover April 2025	75.00	
NORJAM August 2025	7,640.00	
	0	42,093.55
<b>FUND RAISING EXPENSES</b>		
May Fair May 2024	1,139.77	
October 2024 Quiz evening	511.86	
February 2025 Quiz evening	378.78	
	0	2,030.41
<b>THIRD PARTY ACTIVITY SESSIONS</b>		
Beaver Scouts	1,209.29	
Cub Scouts	628.90	
Scouts	1,778.70	
	0	3,616.89
<b>EXPENSES SECTION ACTIVITIES</b>		
Beaver Scouts	169.84	
Cub Scouts	236.06	
Scouts	1,799.49	
	0	2,205.39
<b>BADGES / UNIFORM</b>		
Badges	436.50	
Neckerchiefs	1,000.00	
Hoodies	1,451.60	
	00	2,888.10
<b>BUILDING USE</b>		
Church Hall hire	1,985.50	1,985.50
<b>EQUIPMENT</b>		
BBQ and AV cable	77.47	

Hammocks	495.50	
	0	572.97
<b>ADMIN &amp; LEADER TRAINING</b>		
Online Youth Management OSM system renewal	190.00	
Scrap store membership	27.00	
Awards	340.00	
Training	120.00	
	0.00	677.00
<b>LEADERS</b>		
Leaders Social	242.68	242.68
<b>MISCELLANEOUS</b>		
Camp Refunds	25.00	
Membership Refunds	100.00	
	0.00	125.00
<b>TOTAL EXPENDITURE</b>		73,928.99
Total Income 1/4/2023 to 31/3/2024		91,819.88
Total Expenditure 1/4/2023 to 31/3/2024		(73,928.99)
Closing Surplus balance for the year		17,890.89
Opening balance at 1/4/2024	129,351.43	
Surplus for the year	17,890.89	
Final total Balance as at 31/3/2025	147,242.32	
Barclays account no 3397213	£147,242.32	
Assets at 31/3/2024		
Scout Hut	£640,440	
Scout Hut Contents	£14,000	
Camping Equipment	£38,000	
Badge stock	£1,500	
Uniform stock T Shirts / Neckers	£3,000	

63<sup>rd</sup> Bristol Scout Group Hut Account 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025

YEAR ON YEAR SUMMARY	FY 2024 (£)	FY2025 (£)	Year on Year Variance (£)
Income	17,434.31	15,052.87	(2,381.44)
Expenditure	(8,470.24)	(10,000.31)	(1,530.07)
Total Surplus	8,964.07	5,052.56	(3,911.51)
Bank balance at year end	62,838.16	67,890.72	5,052.56
Cash	0	0	0
Total	62,838.16	67,890.72	5,052.56

Date	Income	Amount £	Sub Total £	Total £
April 2024	Fun Science Hut Use	375.00		
	J Persson Hut use	150.00		
	Breeze sports Hut use	525.00		
	S Kellett Hut use	25.00		
		0.00		1,075.00
May 2024	De Glanville Hut Use	150.00		
	Z Van Der Velden Hut Use	50.00		
	Cabot District Explorers Hut use	150.00		
			0.00	
June 2024	Breeze Sports Hut Use	400.00		
	Hastings Victoria Hut Use	100.00		
	Z Van Der Velden Hut Use	150.00		
	Bristol Contact Hut Use	250.00		
	Bristol City Council Hut Use Election	220.00		
	Hilary Sudbury Hut use	75.00		
	Fun Science Hut use	375.00		
	H Borel Hut use	75.00		
	B Riach Hut use	150.00		
		0.00		1,795.00
July 2024	Z Van Der Velden Hut use	175.00		
	Breeze Sports Hut Use	600.00		
	88 <sup>th</sup> Bristol Guides Hut use	100.00		
	T J Atkin Hut Use	300.00		
	Fun Science Hut Use	750.00		
	Attridge Anupreet Hut Use	100.00		
	J Persson Hut Use	175.00		
	88 <sup>th</sup> Bristol Brownies Hut use	100.00		
		0.00		2,300.00
August 2024	Cabot District Explorers Hut Use	150.00		
	B Riach Hut Use	175.00		
	Bristol City Council Hut Use Election	250.00		
			0.00	
September 2024	EDF Solar Panel Income	560.25		
	Ms RA Rigby Hut Use	225.00		
	88 <sup>th</sup> Bristol Guides Hut Use	100.00		

	EDF Energy Solar Panel Income	317.69		
	Z Van Der Velden Hut Use	100.00		
	T J Atkin Hut Use	75.00		
		0		1,377.94
October 2024	Utility Warehouse Credit	29.66		
	Breeze Sports Hut use	575.00		
	H Borel Hut Use	75.00		
	Smith C Hut use	100.00		
	Bristol Contact Hut use	537.50		
	B Riach Hut use	200.00		
	Fun Science Hut Use	375.00		
		0		1,892.16
November 2024	Cabot District Explorers Hut Use	150.00		
	Z Van Der Velden Hut use	200.00		
	Emmott VR Hut use	225.00		
	88 <sup>th</sup> Brownies Hut use	100.00		
	J Persson Hut Use	150.00		
		0.00		825.00
December 2024	J Persson Hut Use	175.00		
	L Bijelic Hut use	100.00		
	Bristol Contact Hut use	650.00		
	Z Van Der Zelden Hut use	175.00		
	M Mackintosh Hut Use	35.00		
	Breeze Sports Hut use	625.00		
	R Litchfield Hut use	100.00		
	B Riach Hut use	175.00		
	Matt Williamson hut Use	75.00		
	H Bradshaw Hut use	75.00		
	EDF Energy Solar Panels	132.77		
		0		2,317.77
January 2025	Matt Williamson Hut use	62.50		
	Fun Science Hut Use	90.00		
	Fun Science Hut Use	125.00		
	Emmott VR Hut Use	157.50		
		0.00		435.00
February 2025	Bethan Riach Hut use	150.00		
	88 <sup>th</sup> Bristol Guides Hut Use	100.00		
	Bristol Contact Hut Use	250.00		
	Breeze Sports Hut use	550.00		
	Z Van Der Velden Hut use	150.00		
	Face Hut Use	100.00		
	S Fitzpatrick Hut Use	90.00		
	S Fitzpatrick Hut Use	120.00		
	Cabot District Explorers Hut Use	150.00		
	Fun Science Hut use	375.00		
		0.00		2,035.00

March 2025	J Persson Hut use	75.00		75.00
			Total Income	15,052.87
Date`	Expenditure			
Apr 24	Water2Business 1 X £37	37.00		
May 24 to Mar 25	Water2Business 11 X £40	440.00		
		477.00		477.00
Apr 24	BT Broad Band 1 X £44.24	44.24		
May 24	BT Broad Band 1 X £50.66	50.66		
June 24 to Mar 25	BT Broad Band 10 X £47.73	477.30		
		00		572.20
Apr 24 to Mar 25	Pure Professionals 12 X £25.50	306.00		306.00
April 2024	Hut Cleaning Milena Kluk	175.00		
May 2024	Hut Cleaning Milena Kluk	140.00		
June 2024	Hut Cleaning Milena Kluk	140.00		
July 2024	Hut Cleaning Milena Kluk	175.00		
August 2024	Hut Cleaning Milena Kluk	140.00		
September 2024	Hut Cleaning Milena Kluk	140.00		
October 2024	Hut Cleaning Milena Kluk	175.00		
November 2024	Hut Cleaning Milena Kluk	140.00		
December 2024	Hut Cleaning Milena Kluk	140.00		
January 2025	Hut Cleaning Milena Kluk	175.00		
February 2025	Hut Cleaning Milena Kluk	140.00		
March 2025	Hut Cleaning Milena Kluk	140.00		
		0.00		1,820.00
April 2024	Utility Warehouse Gas / Electric	265.85		
May 2024	Utility Warehouse Gas / Electric	158.68		
June 2024	Utility Warehouse Gas / Electric	180.18		
July 2024	Utility Warehouse Gas / Electric	145.97		
August 2024	Utility Warehouse Gas / Electric	137.18		
September 2024	Utility Warehouse Gas / Electric	0.00		
October 2024	Utility Warehouse Gas / Electric	154.05		
November 2024	Utility Warehouse Gas / Electric	265.68		
December 2024	Utility Warehouse Gas / Electric	251.42		
January 2025	Utility Warehouse Gas / Electric	272.11		
February 2025	Utility Warehouse Gas / Electric	274.86		
March 2025	Utility Warehouse Gas / Electric	259.28		
		0		2,365.26
2 <sup>nd</sup> April 2024	Colin Ries Shelves for the stores	290.85		
2 <sup>nd</sup> April 2024	Mike Evans Cleaning materials	10.08		
8 <sup>th</sup> May 2024	Bristol City Council Business Rates	354.29		
20 <sup>th</sup> May 2024	GSL Services Boiler Service	72.00		
20 <sup>th</sup> May 2024	Mike Evans Maintenance Day Expenses	76.88		
14 <sup>th</sup> June 2024	Balmoral Systems Fire Alarm Inspection	168.72		
14 <sup>th</sup> June 2024	Balmoral Systems Lights Inspection	168.72		
22 <sup>nd</sup> July 2024	Hannah Thomson Refund paid in error	150.00		



## Independent examiner's report to the trustees of 63rd Bristol Scout Group Scout

I report to the trustees on my examination of the accounts of the 63rd Bristol Scout Group for the year ended 31 March 2025.

### Responsibilities and basis of report

As the charity trustees of the 63rd Bristol 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 63rd Bristol 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 63rd Bristol 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: Joanna Tett ACA

Relevant professional qualification or membership of professional bodies (if any): Institute of Chartered Accountants in England and Wales

Address: 34 Cherington Road, Bristol BS10 5BJ

Date: 27 August 2025