



AXE DISTRICT SCOUT COUNCIL

Registered charity no. 305639

TRUSTEES ANNUAL REPORT

2022 - 2023



AXE DISTRICT SCOUT COUNCIL

REFERENCE and ADMINISTRATION DETAILS - for the year ended 31st March 2023

Registered name:	Axe District Scout Council
Other name used:	Axe District Scouts, Axe Scout District
Charity registration number:	305639
Registered Office:	None
Joint Presidents of the Scout Association:	HRH The Princess of Wales and HRH The Duke of Kent
District President:	John Crockford-Hawley
District Vice-Presidents:	Ann Coombes, Barrie Taylor and Jenny Thorn

Ex-Officio members – as per the Constitution of Axe Scout District

District Chairman:	Paul Westwood (Trustee since 12.11.2015) *
District Commissioner(s):	Ali Kattana – DC (Trustee since 14.05.2015) * Richard Hurst – DC until 30.09.2022 (Trustee since 01.01.2018) *
District Treasurer:	Jackie Simpson (Trustee since 24.09.2020)*. **
District Secretary:	Sheena Thomas – (Trustee since 10.03.2022 resigned 09.06.2023) <i>Currently vacant</i>
Deputy District Commissioners:	Kate Lewis – DDC (Programme) (Trustee since 26.08.2021) Graham Meikle – DDC (Training & Compliance) (Trustee since 26.08.21) *
District Explorer Scout Commissioner:	Richard Hurst – appointed 23.09.2022 (Trustee since 01.01.2018) *
District Scout Network Commissioner:	Gareth Thomas (Trustee and appointment from 16.03.2022)
District Youth Commissioner:	Joe Hurst (Trustee and appointment from 19. 1.2020)

Elected members (elected by Axe District Scout Council at its AGM)

Teresa Aldridge (Trustee since 12.09.2017) **
Jeremy Birkett (Trustee since 01.03.2003) *, **
Khalil Kattana (Trustee since 01.09.2008)
Jeremy Long (Trustee since 22.09.2011)
Steve Short (Trustee since 10.09.2018)
Paul Thomas (Trustee since 22.09.2021)

Nominated members (nominated by the District Commissioner and approved by Axe District Scout Council at its AGM)

None

Co-opted Members (Elected by the District Trustee Board during the reporting year)

Jason Belcher (Trustee since 10.11.2022)
Elizabeth Vennall (Trustee since 29.09.2022)
Jay Webb (Trustee since 29.09.2022)

Independent Examiner of the District's Accounts

TaxAssist Accountants

96 Drove Road, Weston-super-Mare, BS23 3NW

The District Executive's bank accounts are held at:

National Westminster Bank, 89 High St, Weston-super-Mare BS23 1HJ

* = Member of Finance sub-Committee

** = Member of District Appointments Advisory Committee

AXE DISTRICT SCOUT COUNCIL - TRUSTEES ANNUAL REPORT

STRUCTURE, GOVERNANCE and MANAGEMENT

Introduction

The Scout Association exists by authority of Royal Charters; these give authority to the by-laws of the Association, which are approved by His Majesty's Privy Council. The by-laws in turn authorise the making of rules for regulation of the Association's affairs and are known as *Policy, Organisation and Rules of The Scout Association (POR)*. This is a core document the main purpose of which is to describe how the Scouts is structured, organised, managed and governed - to help us all run Scouting. It is revised from time to time (see Notes at foot of this Report). Axe District Scout Council is a separate unincorporated educational charity within the Scouts' federated structure established under these rules, which are common to all Scout Districts. It is registered with the charity regulator for England and Wales.

Governing document (Constitution)

The charity's governing document is its Constitution. Whilst POR, for several years, has provided a model constitution within its pages it has also allowed Groups and Districts to agree their own Constitution.

On 14th January 2016 Axe Scout District adopted its own Constitution (which was last amended on 16th September 2020). It broadly follows the template provided within POR but with some local differences. It remains in force and members of the Scout Council will be asked to re-adopt it at the start of the 2023 AGM in order to complete the review of the 'old' year.

Between November 2023 and February 2024, the Scouting Transformation programme will introduce significant changes to volunteering across Scouting and because of this POR "very strongly encourages" each Group and District to adopt the model constitution that is shown in Chapter 5.4. The Board of Trustees (formerly known as the District Executive) recommends that Axe District complies with this request and at its AGM will seek the Scout Council's agreement to adopt the Model Constitution as its governing document for the 'new' year.

A presentation about Scouting Transformation will be delivered at the AGM.

Structure

Axe Scout District is led by one District Commissioner (who is currently assisted by two Deputy District Commissioners and supported by a District Team) and managed by the District Trustee Board (POR Chapter 4.10.1.1). They are accountable to the District Scout Council for the satisfactory running of the District.

The District Trustee Board

The Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure the Scouting in the District is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance.

The Trustee Board usually meets six times each year plus the Annual General Meeting although it remains flexible to call additional meetings if the need arises. It believes that this is sufficient to enable it to be effective. Face-to-face meetings have now resumed.

Appointment of Trustees

The District Trustee Board consists of ex-officio members, elected members, nominated members and co-opted members. The ratio in each category is managed in accordance with the Constitution. The Scout Council is responsible at the AGM for electing those standing as elected members, approving those nominated by the District Commissioners and approving some ex-officio members. Co-opted members are approved by the Trustee Board during the year. Every member however approved is a charity trustee and is required to hold a valid disclosure obtained through the Scout Association and issued by the Disclosure and Barring Service.

There are currently 17 trustees with a balance of skills, experience, background and knowledge. Three of the elected trustees have more than twelve years' experience. Their contribution to Axe District Scouts continues to be valued bringing a depth of experience and understanding to the Board. All other trustees have been in place for between one and eight years.

The Scout Association requires all trustees to undergo a mandatory training programme: One-off modules covering Essential Information, Data Protection and a Trustee Introduction; Safety and Safeguarding modules are renewable every 3 years. All current trustees hold a complete set of valid certificates.

Sub-Committees

The District Trustee Board currently has two operational sub-Committees:

1. **Finance sub-Committee:** To ensure that proper financial planning and budgetary control is operated within the District in accordance with the rules of The Scout Association. It works to Terms of Reference (last updated 23rd June 2016) approved by the Board. An Annual Operational Budget is prepared for agreement by the Trustee Board. This is then monitored throughout the year and progress reports are provided to trustees. There are six members – two are elected and four are ex-officio. It meets one week before each Board meeting (to which it then provides an update) plus several times during the production of the District's Annual Consolidated Accounts.
2. **District Appointments Advisory Committee:** The appointments process is set out in POR Chapter 16 – Adult Roles. Appointments are managed by the District Appointments Advisory Committee chaired by Jeremy Birkett (Trustee). During the year it held 20 appointment panels (some face-to-face and others on-line) through which it supported the District Commissioners to meet and approve 70 new adult appointments, approve 35 changes of appointment, approve 4 additional roles, receive 22 five-year appointment reviews and note 45 resignations. The Committee also manages Scouting disclosures for more than 700 adults (leaders and helpers) in this District.

From February 2024 Scouting transformation will mean that appointment panels will cease to be part of the process. It is not yet clear how they will be replaced, or the process managed.

The Trustee Board is keen to establish a Buildings sub-Committee if volunteers with the right skills come forward and offer their help.

The Charity Governance Code

The Board of Trustees remains aware of the *Charity Governance Code for smaller charities* (launched 13th July 2017, refreshed at the end of 2020) and uses it as a practical tool to develop and maintain a high standard of governance.

Data Protection

The District takes its data protection responsibilities seriously and with the introduction of the General Data Protection Act (GDPR) on 25th May 2018 as a charity we have observed additional requirements to demonstrate our transparency and safeguarding of information as a data processor. The work to ensure compliance is ongoing. The Board of Trustees is pleased to report that no breaches of the requirements have been advised or reported during the past year.

Risk Management

Risk is an everyday part of our charitable activity. The Trustee Board recognises that managing it effectively is essential if we are to achieve our key objectives and safeguard the charity's funds and assets. The Trustees regularly review areas of risk. The Trustee Board is in the process of developing a more detailed and robust Risk Register which it will use as a management tool at Trustee Board meetings.

Paid staff

Axe Scout District does not employ any paid staff.

OBJECTIVES and ACTIVITIES

The purpose of the Scouts is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. By being in Scouts, adults and young people develop skills for life through participation in a programme, underpinned by the Scouting method. Youth membership is open to young people between the ages of 4 and 24 predominantly living within the area known as Axe Scout District.

The purpose of Axe Scout District is to support and encourage the development of the 1400+ young people within the District. We do this by:

- supporting and developing adult volunteers (350 leaders and 120 trustees across the 19 Scout Groups and 6 Explorer Units in Axe District) to be able to run the Scout programme.
- providing opportunities for young people from the District to participate in developmental activities elsewhere within the United Kingdom, Europe and the rest of the World.
- managing and delivering a development programme for Young Leaders – many of whom go on to be young adult leaders.
- providing grants to enable a new Scout Group to open (1st Burrington Village).
- providing grants to help the development of young people inc. hardship grants to ensure no-one is disadvantaged.
- organising and delivering District-wide events for our young people.
- making funds available to loan to any Group in need of short-term help.
- managing our finances to ensure costs are kept to a minimum enabling us to keep the District element of the annual membership fee lower than it was back in 2012.

We remain mindful of the Charity Commission's guidance on public benefit at our trustee meetings.

World Scout Jamboree

For at least the past 24 years the trustees have been proud to support young people from Axe Scout District who are selected to attend the four yearly World Scout Jamboree. Although the one held earlier this year in South Korea did not go to plan the trustees are pleased to have provided grants totalling £5,400 towards the costs of sending 5 young people, one leader and 6 young adults to the event. It is hoped that some of the young people who attended will share their experience with us at the 2023 AGM.

FINANCIAL REVIEW

A full report will be provided to members of the Scout Council at the AGM alongside presentation of the Annual Accounts for adoption. The charity's main source of income is from the District element of the annual membership fees. Occasionally it receives donations and grants but does not proactively seek such income.

Membership Fees

An annual membership fee is levied on all young people taking part in Scouting. In 2022 the combined District, County and Headquarters elements totalled £54 per person, in 2023 it is £55.00. Of this figure the District element in 2022 was £7.00 which remains unchanged in 2023. This sum is identified during the work undertaken by the Finance sub-Committee to prepare the charity's annual operational budget.

These fees must be collected by the District at the end of each financial year but the elements for County and HQ are only paid-on in the first days of the following financial year. This regularly distorts the balance of monies held by this charity as at the end of the financial year – making them look greater than they actually are. In the year to 31st March 2023 we collected fees totalling £76,562 and then immediately at the start of the new financial year District paid-on to County and HQ the total sum of £65,894 (£63,497 in 2022). The balance of £10,668 was retained by us to go towards funding our operational budget.

Loans to Groups within Axe District

No requests for loans have been received during the reporting year and there are no loans outstanding as at 31st March 2023.

Reserves Policy

In the event of a reduction in youth membership then the District's fee income would be proportionately reduced putting at risk its ability to operate as planned.

Taking into account the purpose of the District's funds that are held as 'restricted' and 'unrestricted designated' the Trustees believe that in order to be able to continue to support the District's youth programme our policy is that the sum equivalent to 50% of the current year's agreed annual operational budget rounded up to the nearest £1000 should be kept in reserve for use in the following budget year. This will enable core activities to

be sustained whilst a recovery programme is put in place. On this basis, the figure to be held in reserve during 2022-2023 was set at £8,000 and will remain at this figure for 2023-2024.

This policy is reviewed annually. It will be monitored by the District's Finance sub-Committee and will be reported upon to the full District Executive Board of Trustees at its bi-monthly meetings.

The *Pandemic reserve* mentioned in last year's Trustees' Report remains in place. It still stands at £9,815. The trustees have agreed that £3000 of this will be used to support our operational budget requirements during 2023. The remainder will be retained for now to enable similar cover in the following year. The aim is to keep the element raised through the membership fees as low as possible.

Our 'unrestricted designated' funds explained

The Trustees hold money in the following unrestricted but designated funds (see page 8 of the Annual Accounts for the balances):

- *World Scout Jamboree fund* – to contribute towards the cost of supporting individuals attending the next World Jamboree. Provision is made for this on an annual basis. The next is in South Korea in 2023.
- *AxeJam fund*– to help funding and preparation for District jamborees.
- *Hardship fund* - to enable Groups in our District to support families that have difficulty in affording any aspect of Scouting.
- *Ski Trip fund* – monies held in the District's main account to use for the District's Ski Trip.
- *District Scout Network fund* – was closed during the past year because a new designated bank account has been opened.
- *District Explorers fund* – The separate bank account was closed in 2018. The balance is now held as a designated fund available for use by the District Explorer team.
- *District Activities fund* – The separate bank account was also closed in 2018. Access to the money remains available via this designated fund.
- *Axe District Scouts fund* – was closed during the past year because a new designated bank account has been opened.
- *Winscombe Masonic Lodge fund* - Opened to hold monies gifted to Axe District by Winscombe Masonic Lodge upon its closure in June 2022. The fund is to be put "towards good use of young people in the area".

INDEPENDENT EXAMINATION

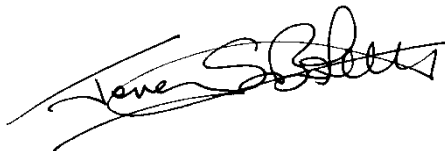
The trustees are grateful to TaxAssist Accountants in Weston-super-Mare for being able to receive, examine and return the District's accounts in such good time.

DECLARATION

The above Annual Report was approved by the Trustees 8th September 2023 and signed on their behalf by:



Ali Kattana
District Commissioner



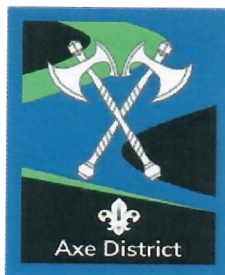
Jeremy Birkett
Acting District Chair

POR version control:	Revision date
At start of the reporting year – 1 st April 2022	January 2022
Revised	October 2022
Revised and remained valid to the end of the reporting year – 31 st March 2023	January 2023
Revised	April 2023
Version valid as at the date of the 2023 AGM	July 2023 (pre-transformation)



**AXE DISTRICT
SCOUT COUNCIL**

**ANNUAL STATEMENT of ACCOUNTS
for the year ending 31st March 2023**



Independent examiner's report to the charity trustees of Axe District Scouts

Charity Number: 305639

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2023

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:

- the accounting records were not kept in accordance with section 130 of the Charities 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 report in order to enable a proper understanding of the accounts to be reached.



Name: Catherine Saunders

Relevant professional qualification if any: CTA MAAT ATT

Address: TaxAssist Accountants, 96 Drove Road, Weston super Mare, BS23 3NW

Date: 1st September 2023

Axe District Scout Council (Registered Charity no. 305639)

**Receipts and payments accounts summary for the year ended
31st March 2023**

	Note	As at 31.3.2023	As at 31.3.2022
		£	£
Total receipts for the year (see page 4)		140,420	69,522
Total payments for the year (see page 5)		<u>- 131,723</u>	<u>- 60,743</u>
Net receipts/(payments) for the year		8,697	8,779
Cash, bank and similar funds brought forward		172,563	163,785
Cash, bank and similar funds held at year end	1 & 12	<u>181,260</u>	<u>172,563</u>

Represented by:

Unrestricted general funds	62,337	54,262
Unrestricted designated funds	<u>57,789</u>	<u>53,709</u>
Total Unrestricted funds	120,126	107,971
Restricted funds	61,134	64,592
Endowment funds	<u>0</u>	<u>0</u>
Total cash funds	<u>181,260</u>	<u>172,563</u>

The above account and accompanying statement of assets and liabilities were approved by the trustees on 7th September 2023 and were signed on their behalf by:



Ali Kattana

District Commissioner
Trustee



Jeremy Birkett

Acting District Chair
Trustee

Axe District Scout Council

Receipts for the year ended 31st March 2023

	Note	31.3.2023	31.3.2022
		£	£
Membership subscriptions	2	97,325	87,017
Less: Paid-on to County and HQ		- 71,504	- 64,518
Net membership subscriptions retained		<u>25,821</u>	<u>22,499</u>
Investment income received:			
Bank interest		84	2
Building Society interest		-	-
The Scout Association Short Term Investment Service		-	-
Dividends		-	-
		<u>84</u>	<u>2</u>
Grants received	3	5,500	-
Activities	4	82,664	29,660
Fundraising (gross)	5	4,562	1,180
Other income (inc. donations):	6	11,933	7,618
Loan repayments received from units	7	-	-
Sale of Government Stock		-	-
Badge receipts (sales)		9,855	8,563
Total receipts for the year		<u><u>140,420</u></u>	<u><u>69,522</u></u>

Axe District Scout Council

Payments for the year ended 31st March 2023

	Note	31.3.2023	31.3.2022
		£	£
Premises		0	0
Grants made	8	0	0
Activities	9	104,619	38,837
Fundraising expenses	10	1,325	0
Administration/establishments expenses	11	17,433	12,798
Trustee expenses		0	0
Sundries		0	0
Purchase of capital equipment		0	0
Purchase of badges		8,347	9,108
Sundry payments		0	0
Loans made to units		0	0
Total payments for the year		<u>131,723</u>	<u>60,743</u>

Axe District Scout Council
Statement of Assets and Liabilities at 31st March 2023

	Note	31.3.2023	31.3.2022
MONETARY ASSETS Cash, bank and similar funds		£	£
Bank current account(s)		181,166	172,563
Bank deposit account(s)		0	0
Bank term deposit(s)		0	0
Building society account(s)		0	0
The Scout Association Short Term Investment Service		0	0
Funds held on Pre-Payment Card		0	0
Cash in hand		94	0
	1 & 12	<u>181,260</u>	<u>172,563</u>
OTHER MONETARY ASSETS			
Tax claim		0	0
Debts due (overdue receipts from Groups)		248	0
INVESTMENT ASSETS			
Government Stocks at market value			
Other quoted securities at market value			
Other investments			
Property held for investment purposes			
NON-MONETARY ASSETS Assets for charity's own use			
Badge secretary's stock		3,790	3,660
Shop stock			
Land and buildings			
Motor vehicles			
Scouting equipment, furniture etc.		0	0
TOTAL ASSETS		<u>185,297</u>	<u>176,223</u>
LIABILITIES Those due within one year			
Accounts not yet paid		0	0
Expenses incurred not yet invoiced		0	0
Subscriptions not yet paid		0	0
Other		0	0
		<u>0</u>	<u>0</u>
LIABILITIES Those payable after one year			
Loan		0	0
Hire purchase owing		0	0
Leasing payments outstanding		0	0
Other long term liabilities		0	0
TOTAL LIABILITIES		<u>0</u>	<u>0</u>
TOTAL ASSETS LESS TOTAL LIABILITIES		<u>185,297</u>	<u>176,223</u>
CONTINGENT LIABILITIES AND FUTURE OBLIGATIONS		<u>0</u>	<u>0</u>

Axe District Scout Council
Notes to the accounts for the year ended 31st March 2023

	31.3.2023	31.3.2022
	£	£
1.a Cash, bank & similar funds carried forward - by fund (also see note 12)		
Restricted funds		
District Board of Trustees	61,134.16	64,592
Sections/Units funds	0.00	0
Total Restricted funds	<u>61,134.16</u>	<u>64,592</u>
Unrestricted Designated Funds		
District Board of Trustees	11,660.48	16,408
Sections/Units	46,128.42	37,301
Total Unrestricted Designated funds	<u>57,788.90</u>	<u>53,709</u>
Unrestricted General Funds		
District Board of Trustees	62,337.06	54,262
Sections/Units	0.00	0
Total Unrestricted General funds	<u>62,337.06</u>	<u>54,262</u>
Total funds held by the Charity	<u><u>181,260.12</u></u>	<u><u>172,563</u></u>
1.b Cash, bank & similar funds carried forward - Summary (also see note 12)		
District Executive/Board of Trustees	135,132	135,262
Sections/Units	46,128	37,301
	<u>181,260</u>	<u>172,563</u>
2. Receipts: Membership subscriptions		
Gross	97,325	87,017
Less: Paid-on to County and HQ	- 71,504	- 64,518
Net Membership subscriptions retained within Axe District:	<u>25,821</u>	<u>22,499</u>
3. Receipts: Grants	5,500	-
4. Receipts: Activities		
District Beaver Scouts	2,995	-
District Cub Scouts	-	157
District Scouts	4,449	-
District Scout Network	660	-
Axe-Jammers	-	-
Expedition (Ten Tors) account	6,270	4,291
Cardinals ESU	400	-
Maniaxe ESU	1,080	400
Pioneers ESU	1,179	1,448
Saracens ESU	7,854	1,100
Spartans ESU	4,056	1,154
Yeo ESU	32,164	6,475
Training	-	1,452
2015 World Jamboree	6,731	1,695
Jamborees (exc. World Jamboree)	-	-
Pantomime trip	13,046	8,159
District Ski Trip	-	-
Sundries	1,780	3,329
West Mendip Way Walk	-	-
	<u>82,664</u>	<u>29,660</u>
5. Receipts: Fundraising		
Fundraising for benefit of units	2,766	1,180
Funds raised to pay-on to 3rd party (e.g. St Georges Day)	1,796	-
	<u>4,562</u>	<u>1,180</u>
6. Receipts: Other Income		
Donations received	3,507	219
Legacies received	-	-
Income Tax recovered via Gift Aid (on subscriptions and donations)	1,641	1,640
World Jamboree	-	-
Golden Woggle	-	-
Other Income	526	574
Leader 1st Aid Training	1,340	-
Sundries	257	-
Funds from closing Group/Unit	4,663	4,225
	<u>11,933</u>	<u>6,658</u>
Received from Sections		
Badge Account	-	960
	<u>11,933</u>	<u>7,618</u>
7. Receipts: Loan repayments received from units	<u>-</u>	<u>-</u>
8. Payments: Grants made		
Start up Grants	-	-
Other grants	-	-
	<u>-</u>	<u>-</u>

Axe District Scout Council

Notes to the accounts to 31st March 2023 (continued)

	31.3.2023	31.3.2022
	£	£
9. Payments: Activity Expenses		
Axe Jammers	-	-
District Beaver Scouts	4,207	-
District Cub Scouts	-	-
District Scouts	3,953	-
District Scout Network	517	-
District Expeditions (inc Ten Tors)	6,399	3,918
District Activities (Jamborees & District Events)	1,643	2,825
World Jamboree	10,536	1,182
Pantomime	12,844	8,502
Cardinals ESU	862	-
Maniaxe ESU	1,362	838
Pioneers ESU	4,757	3,736
Saracens ESU	11,754	2,058
Spartans ESU	5,616	1,633
Yeo ESU	39,033	12,270
St. George's Day Celebration: costs	424	50
Golden Woggles event	-	220
Adult Support and Training	712	1,556
New Equipment	-	-
District Ski Trip	-	50
West Mendip Way Walk	-	-
	<u>104,619</u>	<u>38,837</u>
10. Payments: Fundraising expenses		
Incurred as a result of fundraising activities	-	-
Funds raised and paid-on to a 3rd Party	1,325	-
	<u>1,325</u>	<u>-</u>
11. Payments: Administration/establishment expenses		
Petrol, telephone & postage expenses	1,042	1,667
Group Support	2,672	2,138
New Group Support - 1st Burrington Village	1,967	-
Leader 1st Aid Training	1,764	-
Resources	462	170
Meeting Costs	2,114	355
Bank charges and accounting software fee	269	66
Accountancy and examination of accounts	785	-
Insurances	299	188
Licences	529	462
Recruitment	-	-
Transfer of funds upon closure of Group/Unit	2,189	4,225
Storage container	879	796
Equipmeent purchased	755	-
Other expenses	1,706	2,731
	<u>17,433</u>	<u>12,798</u>
12. Breakdown of cash, bank and similar funds		
<i>District Executive funds</i>		
Restricted: HQ and County membership fees to pay-on	59,520	63,497
Restricted: World Scout Jamboree	714	695
Restricted: TSA Grant - Nights Away Advisors for Squirrels	500	-
Restricted: New Scout Group support	400	400
Total Restricted Funds	<u>61,134</u>	<u>64,592</u>
Designated: World Jamboree	840	5,060
Designated: Axe Jam	1,013	1,013
Designated: District Hardship fund	5,759	5,934
Designated: District Scout Network	-	462
Designated: District Explorer Scouts	278	421
Designated: District Activities	1,644	1,644
Designated: Winscombe Masonic Lodge fund	2,075	-
Designated: District Scouts	-	1,823
Designated: Ski Trip fund	50	50
Total Unrestricted Designated funds	<u>11,660</u>	<u>16,408</u>
Total Unrestricted General funds	<u>62,337</u>	<u>54,262</u>
Total District Executive funds	<u>135,132</u>	<u>135,262</u>
<i>Funds held by Sections/Units</i>		
Total Restricted Funds	-	-
Total Unrestricted Designated funds	<u>46,128</u>	<u>37,301</u>
Total District consolidated funds	<u>181,260</u>	<u>172,563</u>



AXE DISTRICT SCOUT COUNCIL

Registered charity no. 305639

TRUSTEES ANNUAL REPORT

2022 - 2023



AXE DISTRICT SCOUT COUNCIL

REFERENCE and ADMINISTRATION DETAILS - for the year ended 31st March 2023

Registered name:	Axe District Scout Council
Other name used:	Axe District Scouts, Axe Scout District
Charity registration number:	305639
Registered Office:	None
Joint Presidents of the Scout Association:	HRH The Princess of Wales and HRH The Duke of Kent
District President:	John Crockford-Hawley
District Vice-Presidents:	Ann Coombes, Barrie Taylor and Jenny Thorn

Ex-Officio members – as per the Constitution of Axe Scout District

District Chairman:	Paul Westwood (Trustee since 12.11.2015) *
District Commissioner(s):	Ali Kattana – DC (Trustee since 14.05.2015) * Richard Hurst – DC until 30.09.2022 (Trustee since 01.01.2018) *
District Treasurer:	Jackie Simpson (Trustee since 24.09.2020)*. **
District Secretary:	Sheena Thomas – (Trustee since 10.03.2022 resigned 09.06.2023) <i>Currently vacant</i>
Deputy District Commissioners:	Kate Lewis – DDC (Programme) (Trustee since 26.08.2021) Graham Meikle – DDC (Training & Compliance) (Trustee since 26.08.21) *
District Explorer Scout Commissioner:	Richard Hurst – appointed 23.09.2022 (Trustee since 01.01.2018) *
District Scout Network Commissioner:	Gareth Thomas (Trustee and appointment from 16.03.2022)
District Youth Commissioner:	Joe Hurst (Trustee and appointment from 19. 1.2020)

Elected members (elected by Axe District Scout Council at its AGM)

Teresa Aldridge (Trustee since 12.09.2017) **
Jeremy Birkett (Trustee since 01.03.2003) *, **
Khalil Kattana (Trustee since 01.09.2008)
Jeremy Long (Trustee since 22.09.2011)
Steve Short (Trustee since 10.09.2018)
Paul Thomas (Trustee since 22.09.2021)

Nominated members (nominated by the District Commissioner and approved by Axe District Scout Council at its AGM)

None

Co-opted Members (Elected by the District Trustee Board during the reporting year)

Jason Belcher (Trustee since 10.11.2022)
Elizabeth Vennall (Trustee since 29.09.2022)
Jay Webb (Trustee since 29.09.2022)

Independent Examiner of the District's Accounts

TaxAssist Accountants

96 Drove Road, Weston-super-Mare, BS23 3NW

The District Executive's bank accounts are held at:

National Westminster Bank, 89 High St, Weston-super-Mare BS23 1HJ

* = Member of Finance sub-Committee

** = Member of District Appointments Advisory Committee

AXE DISTRICT SCOUT COUNCIL - TRUSTEES ANNUAL REPORT

STRUCTURE, GOVERNANCE and MANAGEMENT

Introduction

The Scout Association exists by authority of Royal Charters; these give authority to the by-laws of the Association, which are approved by His Majesty's Privy Council. The by-laws in turn authorise the making of rules for regulation of the Association's affairs and are known as *Policy, Organisation and Rules of The Scout Association (POR)*. This is a core document the main purpose of which is to describe how the Scouts is structured, organised, managed and governed - to help us all run Scouting. It is revised from time to time (see Notes at foot of this Report). Axe District Scout Council is a separate unincorporated educational charity within the Scouts' federated structure established under these rules, which are common to all Scout Districts. It is registered with the charity regulator for England and Wales.

Governing document (Constitution)

The charity's governing document is its Constitution. Whilst POR, for several years, has provided a model constitution within its pages it has also allowed Groups and Districts to agree their own Constitution.

On 14th January 2016 Axe Scout District adopted its own Constitution (which was last amended on 16th September 2020). It broadly follows the template provided within POR but with some local differences. It remains in force and members of the Scout Council will be asked to re-adopt it at the start of the 2023 AGM in order to complete the review of the 'old' year.

Between November 2023 and February 2024, the Scouting Transformation programme will introduce significant changes to volunteering across Scouting and because of this POR "very strongly encourages" each Group and District to adopt the model constitution that is shown in Chapter 5.4. The Board of Trustees (formerly known as the District Executive) recommends that Axe District complies with this request and at its AGM will seek the Scout Council's agreement to adopt the Model Constitution as its governing document for the 'new' year.

A presentation about Scouting Transformation will be delivered at the AGM.

Structure

Axe Scout District is led by one District Commissioner (who is currently assisted by two Deputy District Commissioners and supported by a District Team) and managed by the District Trustee Board (POR Chapter 4.10.1.1). They are accountable to the District Scout Council for the satisfactory running of the District.

The District Trustee Board

The Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure the Scouting in the District is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance.

The Trustee Board usually meets six times each year plus the Annual General Meeting although it remains flexible to call additional meetings if the need arises. It believes that this is sufficient to enable it to be effective. Face-to-face meetings have now resumed.

Appointment of Trustees

The District Trustee Board consists of ex-officio members, elected members, nominated members and co-opted members. The ratio in each category is managed in accordance with the Constitution. The Scout Council is responsible at the AGM for electing those standing as elected members, approving those nominated by the District Commissioners and approving some ex-officio members. Co-opted members are approved by the Trustee Board during the year. Every member however approved is a charity trustee and is required to hold a valid disclosure obtained through the Scout Association and issued by the Disclosure and Barring Service.

There are currently 17 trustees with a balance of skills, experience, background and knowledge. Three of the elected trustees have more than twelve years' experience. Their contribution to Axe District Scouts continues to be valued bringing a depth of experience and understanding to the Board. All other trustees have been in place for between one and eight years.

The Scout Association requires all trustees to undergo a mandatory training programme: One-off modules covering Essential Information, Data Protection and a Trustee Introduction; Safety and Safeguarding modules are renewable every 3 years. All current trustees hold a complete set of valid certificates.

Sub-Committees

The District Trustee Board currently has two operational sub-Committees:

1. **Finance sub-Committee:** To ensure that proper financial planning and budgetary control is operated within the District in accordance with the rules of The Scout Association. It works to Terms of Reference (last updated 23rd June 2016) approved by the Board. An Annual Operational Budget is prepared for agreement by the Trustee Board. This is then monitored throughout the year and progress reports are provided to trustees. There are six members – two are elected and four are ex-officio. It meets one week before each Board meeting (to which it then provides an update) plus several times during the production of the District's Annual Consolidated Accounts.
2. **District Appointments Advisory Committee:** The appointments process is set out in POR Chapter 16 – Adult Roles. Appointments are managed by the District Appointments Advisory Committee chaired by Jeremy Birkett (Trustee). During the year it held 20 appointment panels (some face-to-face and others on-line) through which it supported the District Commissioners to meet and approve 70 new adult appointments, approve 35 changes of appointment, approve 4 additional roles, receive 22 five-year appointment reviews and note 45 resignations. The Committee also manages Scouting disclosures for more than 700 adults (leaders and helpers) in this District.

From February 2024 Scouting transformation will mean that appointment panels will cease to be part of the process. It is not yet clear how they will be replaced, or the process managed.

The Trustee Board is keen to establish a Buildings sub-Committee if volunteers with the right skills come forward and offer their help.

The Charity Governance Code

The Board of Trustees remains aware of the *Charity Governance Code for smaller charities* (launched 13th July 2017, refreshed at the end of 2020) and uses it as a practical tool to develop and maintain a high standard of governance.

Data Protection

The District takes its data protection responsibilities seriously and with the introduction of the General Data Protection Act (GDPR) on 25th May 2018 as a charity we have observed additional requirements to demonstrate our transparency and safeguarding of information as a data processor. The work to ensure compliance is ongoing. The Board of Trustees is pleased to report that no breaches of the requirements have been advised or reported during the past year.

Risk Management

Risk is an everyday part of our charitable activity. The Trustee Board recognises that managing it effectively is essential if we are to achieve our key objectives and safeguard the charity's funds and assets. The Trustees regularly review areas of risk. The Trustee Board is in the process of developing a more detailed and robust Risk Register which it will use as a management tool at Trustee Board meetings.

Paid staff

Axe Scout District does not employ any paid staff.

OBJECTIVES and ACTIVITIES

The purpose of the Scouts is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. By being in Scouts, adults and young people develop skills for life through participation in a programme, underpinned by the Scouting method. Youth membership is open to young people between the ages of 4 and 24 predominantly living within the area known as Axe Scout District.

The purpose of Axe Scout District is to support and encourage the development of the 1400+ young people within the District. We do this by:

- supporting and developing adult volunteers (350 leaders and 120 trustees across the 19 Scout Groups and 6 Explorer Units in Axe District) to be able to run the Scout programme.
- providing opportunities for young people from the District to participate in developmental activities elsewhere within the United Kingdom, Europe and the rest of the World.
- managing and delivering a development programme for Young Leaders – many of whom go on to be young adult leaders.
- providing grants to enable a new Scout Group to open (1st Burrington Village).
- providing grants to help the development of young people inc. hardship grants to ensure no-one is disadvantaged.
- organising and delivering District-wide events for our young people.
- making funds available to loan to any Group in need of short-term help.
- managing our finances to ensure costs are kept to a minimum enabling us to keep the District element of the annual membership fee lower than it was back in 2012.

We remain mindful of the Charity Commission's guidance on public benefit at our trustee meetings.

World Scout Jamboree

For at least the past 24 years the trustees have been proud to support young people from Axe Scout District who are selected to attend the four yearly World Scout Jamboree. Although the one held earlier this year in South Korea did not go to plan the trustees are pleased to have provided grants totalling £5,400 towards the costs of sending 5 young people, one leader and 6 young adults to the event. It is hoped that some of the young people who attended will share their experience with us at the 2023 AGM.

FINANCIAL REVIEW

A full report will be provided to members of the Scout Council at the AGM alongside presentation of the Annual Accounts for adoption. The charity's main source of income is from the District element of the annual membership fees. Occasionally it receives donations and grants but does not proactively seek such income.

Membership Fees

An annual membership fee is levied on all young people taking part in Scouting. In 2022 the combined District, County and Headquarters elements totalled £54 per person, in 2023 it is £55.00. Of this figure the District element in 2022 was £7.00 which remains unchanged in 2023. This sum is identified during the work undertaken by the Finance sub-Committee to prepare the charity's annual operational budget.

These fees must be collected by the District at the end of each financial year but the elements for County and HQ are only paid-on in the first days of the following financial year. This regularly distorts the balance of monies held by this charity as at the end of the financial year – making them look greater than they actually are. In the year to 31st March 2023 we collected fees totalling £76,562 and then immediately at the start of the new financial year District paid-on to County and HQ the total sum of £65,894 (£63,497 in 2022). The balance of £10,668 was retained by us to go towards funding our operational budget.

Loans to Groups within Axe District

No requests for loans have been received during the reporting year and there are no loans outstanding as at 31st March 2023.

Reserves Policy

In the event of a reduction in youth membership then the District's fee income would be proportionately reduced putting at risk its ability to operate as planned.

Taking into account the purpose of the District's funds that are held as 'restricted' and 'unrestricted designated' the Trustees believe that in order to be able to continue to support the District's youth programme our policy is that the sum equivalent to 50% of the current year's agreed annual operational budget rounded up to the nearest £1000 should be kept in reserve for use in the following budget year. This will enable core activities to

be sustained whilst a recovery programme is put in place. On this basis, the figure to be held in reserve during 2022-2023 was set at £8,000 and will remain at this figure for 2023-2024.

This policy is reviewed annually. It will be monitored by the District's Finance sub-Committee and will be reported upon to the full District Executive Board of Trustees at its bi-monthly meetings.

The *Pandemic reserve* mentioned in last year's Trustees' Report remains in place. It still stands at £9,815. The trustees have agreed that £3000 of this will be used to support our operational budget requirements during 2023. The remainder will be retained for now to enable similar cover in the following year. The aim is to keep the element raised through the membership fees as low as possible.

Our 'unrestricted designated' funds explained

The Trustees hold money in the following unrestricted but designated funds (see page 8 of the Annual Accounts for the balances):

- *World Scout Jamboree fund* – to contribute towards the cost of supporting individuals attending the next World Jamboree. Provision is made for this on an annual basis. The next is in South Korea in 2023.
- *AxeJam fund*– to help funding and preparation for District jamborees.
- *Hardship fund* - to enable Groups in our District to support families that have difficulty in affording any aspect of Scouting.
- *Ski Trip fund* – monies held in the District's main account to use for the District's Ski Trip.
- *District Scout Network fund* – was closed during the past year because a new designated bank account has been opened.
- *District Explorers fund* – The separate bank account was closed in 2018. The balance is now held as a designated fund available for use by the District Explorer team.
- *District Activities fund* – The separate bank account was also closed in 2018. Access to the money remains available via this designated fund.
- *Axe District Scouts fund* – was closed during the past year because a new designated bank account has been opened.
- *Winscombe Masonic Lodge fund* - Opened to hold monies gifted to Axe District by Winscombe Masonic Lodge upon its closure in June 2022. The fund is to be put "towards good use of young people in the area".

INDEPENDENT EXAMINATION

The trustees are grateful to TaxAssist Accountants in Weston-super-Mare for being able to receive, examine and return the District's accounts in such good time.

DECLARATION

The above Annual Report was approved by the Trustees 8th September 2023 and signed on their behalf by:



Ali Kattana
District Commissioner



Jeremy Birkett
Acting District Chair

POR version control:	Revision date
At start of the reporting year – 1 st April 2022	January 2022
Revised	October 2022
Revised and remained valid to the end of the reporting year – 31 st March 2023	January 2023
Revised	April 2023
Version valid as at the date of the 2023 AGM	July 2023 (pre-transformation)