

# Trustees' Annual Report

For the period 1st April 2020 to 31st March 2021



## Section A Reference and administration details

Charity name: **1st Warlingham Scout Group**

Registered charity number: **305699**

Scout Association Reference number: **5876**

Charity's correspondence address: Napton House, 106B Westhall Road, Warlingham, Surrey CR6 9HD

Charity's operational headquarters: Scout Hall, Mint Walk, Warlingham, Surrey CR6 9SA

Names of the charity trustees who manage the charity:

Trustee Name	Office	Trustee Name	Office
Robin Bloore	Chairman	Kyle Lyward	Assistant Scout Leader
Nathan Adams	Group Scout Leader	Charlene Palmer	Cub Scout Leader
Beverley Pierre	Secretary	Alexia Dupuis	Assistant Cub Scout Leader
Angus Bransby	Treasurer	Luke Palmer	Assistant Cub Scout Leader
Hugh Franklin	Scout Leader	Karen Yorke	Beaver Scout Leader
Richard Seagroatt	Assistant Scout Leader	Janet Mandley	Assistant Beaver Leader

Names and addresses of advisers:

Banker:	Co-operative Bank plc. Skelmerdale Business Direct PO Box 250, WN8 6WT
Banker:	National Westminster Bank plc. Western Ave, Chatham Maritime, ME4 4RT
Solicitor:	Streeter Marshall. 416 Limpsfield Road, Warlingham, Surrey. CR6 9LA

## Section B Structure, governance and management

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, Organisation and Rules of The Scout Association.

The Group is a trust established under its rules, which are common to all Scout Groups.

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

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 keeping of proper accounts and making returns to the Charity Commission as appropriate.

The Committee consists of three independent representatives, the Chair, Secretary and Treasurer, the Group Scout Leader, the individual section leaders and a number of parent representatives. The Committee meets about every three months.

This Group Executive Committee exists to support the Group Scout Leader and is responsible for:

- The maintenance of Group property;
- The raising of funds and the administration of Group finances;
- The insurance of persons, property and equipment;
- The management of the 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 those elected)

The land on which the Scout Hall is located was donated to the Group in 1924 and the car park area opposite was donated to the Group in the 1930's. A Trust Deed, dated 19 November 1929, provides that the property is to be used for the general purposes of the Group. In the event that the Group were

to cease to exist then the property is to be used for the benefit of the inhabitants of Warlingham. The Trustees currently appointed under the Trust Deed have been kept advised of the progress of the Group. The current Group Chairman and Group Treasurer are both Trustees under the Trust Deed and there are four other Trustees all of whom are former leaders 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 policy to ensure that reasonable insurable risks are covered.

## **Section C Objectives**

The objectives of the Group are as a unit of the Scout Association.

The aim of The Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local national and international communities.

The method of achieving the aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.

Subscriptions of £8 per month are charged for membership of the Group and this helps to cover the immediate running costs of the Group. We believe that this sum does not unduly restrict membership. The Group follows the principle that no one should be excluded because of their inability to pay membership subscriptions or fees charged for camps or outings. The Group, from its own resources obtained from the hire of the hall, is willing to assist those who may not be able to afford to fully take part in Group activities and, if necessary, will also endeavour to obtain bursaries and/or grants for the same purpose.

We believe that the public benefit of Scouting is clear in that through the Scout method young people develop towards their full potential and that there is a clear link between the benefits for young people and the purpose of Scouting. The safety of young people is taken very seriously by the Group Executive Committee and the benefits of scouting activities far outweigh any risks involved with those activities. Any private benefits from Scouting are incidental, other than to those as a beneficiary.

## **Section D Activities, Achievements and Performance**

This section was prepared by Nathan Adams our Group Scout Leader:

In the Annual Census taken on 31st January 2021 the Group registered a total of 102 (107 last year) young people on the Scout HQ database. These consisted of 36 (43 last year) Beaver Scouts, 32 (36) Cub Scouts and 19 (28) Scouts. In addition we registered 10 (14) Uniform Leaders and adult helpers.

Considering the length of the COVID-19 situation the Group is in a healthy position. We have good adult support but there is still a reluctance for adults to take up uniform positions. Hopefully, once we resume face to face Scouting this may change.

We did a huge amount of work early in the year to get the hall ready for reopening for face to face meetings. Extensive risk assessments were carried out, the hall was deep cleaned and supplies of Covid PPE equipment purchased. Well done everyone for all your efforts to make the hall safe.

The Scout section is led by Hugh Franklin assisted by Richard Seagroatt and Kyle Lyward. Face to face meeting had to be cancelled for much of the year but weekly Zoom meeting kept the section active with many of the Scouts obtaining a number of badges.

Our Monday and Thursday Cub Packs are run by Charlene Palmer, Luke Palmer, Kerry Wadey and Alexia Dupuis. The Leaders are well organised and do lots of events and activities that keep our young people interested and involved. Many of the meeting had to be via Zoom but we continued to have support from our young people. There have been lots of new challenges and plenty of badge work.

Our Monday and Wednesday Beaver Colonies are run by Karen Yorke, with the assistance of Janet Mandley and Camron Yorke. Zoom meeting have continued through the pandemic and the leaders organised a very busy and challenging programme especially with the youngsters trying to maintain concentration whilst using computers.

The 2020 St Georges Day event and the Remembrance Sunday Parade and Service were cancelled because of the pandemic. They were replaced by virtual events.

Caterham District have agreed for two Explorer Units to be established. We will take the lead on this side of the valley and join with Woldingham. Hugh and Richard will take the lead on this which will start with an extension of the Scout meeting on Friday evenings.

We were lucky in having a lot of financial support during the year which we have spent on maintaining and improving the Scout Hall. We have installed a new outside storage shed for the less damp sensitive equipment. We have constructed a disabled access ramp to the side entrance to the hall. We have received a grant from the Provincial Grand Lodge of Mark Master Masons of Surrey so we can build a disabled ramp to the front of the hall. We have cleared and resurfaced the car park and installed new parking signs.

The Coronavirus has caused us to cancel all face to face meetings for the last year. With the ongoing vaccination programme I hope that 2021 will be a better year for everybody.

## Section E Financial Review

It has been an unusual year for Group finances because of the pandemic. Our accounts show that we made a surplus of £1,089 (last year a loss of £698) and we ended the year with assets of £35,707 (£34,618 last year).

Our major item of income this year was grants and donations. We have received a total £15,334 from Tandridge DC for small business Covid support, a grant of £6,880 from the Surrey Masons, a grant of £1,244 from the Co-op and £2,117 from other sources.

We received £5,156 for the hire of the hall. This is about £1,800 less than last year. This is because we gave Nippertime a rent holiday for the time that they were closed as a result of the pandemic. However, we now receive an increased rent from them.

Our Subs income is much reduced (down nearly £4,500) because we gave a subs holiday for the period that we were closed.

On the expenditure front we have spent £21,984 on improvements and maintenance to the hall. This includes resurfacing the car park, renewal of boundary fencing, repairs to exterior of the hall and grounds including relaying the soft play area, plumbing improvements to the WC's and redecoration of the inside of the building. This is all in addition to the normal servicing and maintenance of the property.

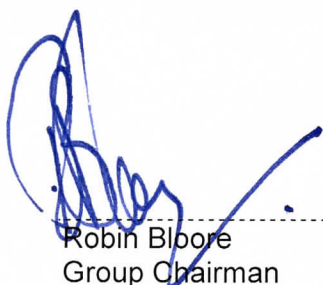
Activity expenditure is much reduced this year because many of our normal activities have been curtailed.

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 Executive Committee considers that the Group should hold a sum equivalent to twelve months running costs; about £12,000. We now have more than this; however, we need to build up reserves to fund our proposed improvements to and development of the hall.

Investment Policy: The Group has adopted a risk averse strategy for the investment of its funds. All funds are held in cash using only mainstream banks. We are concerned that the Scout Association's Short Term Investment Service does not have the protection one now expects for money saved with a bank.

## Section F Declaration

The above report was approved by the Trustees on Tuesday 20th April 2021 and is signed on their behalf by:



Name  
Position

Robin Blore  
Group Chairman

Nathan Adams  
Group Scout Leader



Angus Bransby  
Group Treasurer

# 1st Warlingham Scout Group

## Receipts and Payments Account

For the year from 1st April 2020 to 31st March 2021

### Receipts and payments

	2020/21 Unrestricted funds £	2019/20 Unrestricted funds £
<b>Receipts</b>		
Donations, legacies and similar income		
Membership subscriptions	4,008	8,500
<b>Sub total</b>	<b>4,008</b>	<b>8,500</b>
Donations	25,575	2,712
Legacies	-	-
Gift Aid	1,897	1,739
Other similar income	-	-
<b>Sub total</b>	<b>31,481</b>	<b>4,451</b>
<b>Grants</b>		
Maintenance grant	-	-
Other grants	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Fundraising</b>		
Fundraising income	-	80
Other fundraising activities	-	-
<b>Sub total</b>	<b>-</b>	<b>80</b>
<b>Investment income</b>		
Bank interest	16	57
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income	5,156	6,977
Other investment income	-	-
<b>Sub total</b>	<b>5,172</b>	<b>7,034</b>
<b>Sundry receipts</b>		
Activities	93	4,743
Other	-	-
<b>Sub total</b>	<b>93</b>	<b>4,743</b>
<b>Total Gross Income</b>	<b>36,746</b>	<b>24,807</b>
<b>Asset and investment sales, etc.</b>	-	-
<b>Total receipts</b>	<b>36,746</b>	<b>24,807</b>

# 1st Warlingham Scout Group

## Receipts and Payments Account

For the year from 1 April 2020 to 31 March 2021

### Receipts and payments

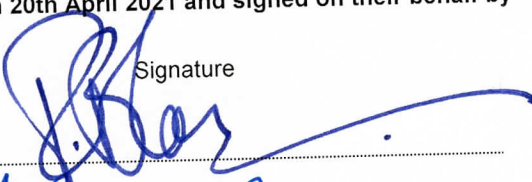
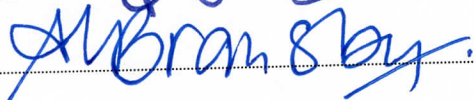
	2020/21 Unrestricted funds £	2019/20 Unrestricted funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities	3,133	9,093
Adult support and training	-	-
Rent	-	-
Rates, Water and Sewerage	437	581
Electricity and Gas	1,460	2,128
Insurance	784	761
Cleaning	2,203	1,471
Repairs and Renewals	21,984	3,628
Equipment	678	1,131
Trustee expenses	-	-
<b>Sub total</b>	<b>30,679</b>	<b>18,792</b>
<b>Fundraising expenses</b>		
Fundraising costs	-	-
Other	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Sundry Payments</b>		
Purchase of Badges and Uniforms	960	1,791
Membership subscriptions paid on <small>(National/County/Area/District)</small>	3,785	3,925
Administration expenses	233	997
<b>Sub total</b>	<b>4,977</b>	<b>6,713</b>
<b>Total Gross Expenditure</b>	<b>35,657</b>	<b>25,505</b>
Asset and investment purchases, etc.	-	-
<b>Total payments</b>	<b>35,657</b>	<b>25,505</b>
<b>Net of receipts/(payments)</b>	<b>1,089</b>	<b>(698)</b>
Cash funds last year end	34,618	35,316
<b>Cash funds this year end</b>	<b>35,707</b>	<b>34,618</b>

# Statement of assets and liabilities at the end of the year

	2020/21 Unrestricted funds £	2019/20 Unrestricted funds £
<b>Cash funds</b>		
Bank current account	18,736	7,663
Bank deposit account	16,971	26,955
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
<b>Total cash funds</b>	<b>35,707</b>	<b>34,618</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Debts due	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings (Insurance value)	292,634	282,738
Motor vehicles	-	-
Scouting equipment, furniture etc	37,064	35,811
Other	-	-
<b>Sub total</b>	<b>329,698</b>	<b>318,549</b>
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Other liabilities	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>

## Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 20th April 2021 and signed on their behalf by

Signature  
  


Name

Robin Bloore

Angus Bransby

## Scrutineer's Report to the Trustees of the

### 1ST WARLINGHAM SCOUT GROUP

I report on the accounts of the Group for the year ended 31<sup>st</sup> March 2021

#### Respective responsibilities of Trustees and Scrutineer

As the Group's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility, without carrying out an audit or independent examination, to scrutinise the accounts and to report to you.

#### Basis of Scrutineer's Statement

In accordance with the directions given in the Group's constitution, I have scrutinised the records and the accounts set out on pages 1 to 3.

#### Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Signed:



Name:

R. A. Bailey

Qualification:

Address:

135 Mitchley Avenue  
South Croydon

Date:

6/7/21