

3rd Hove (St Leonards) Scout Group



Trustees' Annual Report

for the period from 1st April 2021 to 31st March 2022



Reference & Administration Details

| | |
|-----------------------------|---|
| Charity name | 3rd Hove (St Leonards) Scout Group |
| Registered charity number | 305860 |
| HQ registration number | 10010967 |
| Charity's principal address | Rear of Church Hall Glebe Villas Hove, East Sussex BN3 5SN |

Names of the charity trustees who manage the charity

| Trustee name | Office (if any) | Dates acted if not for whole year |
|---------------------|-------------------------|--|
| Diran Kujore | Chairman | |
| Adam Whisker | Secretary | |
| Ian Nicholls | Treasurer | |
| Penny Marjoram | Group Scout Leader | |
| Snezana Levic | Beaver Scout Leader | |
| Stuart Johnson | Scout Leader | |
| Connor McNally | Assistant Scout Leader | |
| Rosie Hewitt | Assistant Scout Leader | |
| Steve Walsh | Assistant Cub Leader | |
| Jane Gooders | Assistant Scout Leader | |
| Claudine Hull | Committee | |
| Regina Cortez Simon | Committee | |
| Ali Chakera | Assistant Beaver Leader | |
| Sharon Hartnell | Assistant Beaver Leader | |
| Melanie Kinnear | Assistant Beaver Leader | |
| Zach Griffin | Assistant Cub Leader | |
| Debbie Kelly | Assistant Cub Leader | |

Description of the charity's trusts

| | |
|--------------------------------|--|
| Type of 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, Organisation and Rules of The Scout Association. |
| How the charity is constituted | The Group is a trust established under its rules that are common to all Scouts. |
| Trustee selection methods | The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association. |

Additional governance issues

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, individual Section Leaders (or alternate, if they opt not to take on the responsibility) and parent's representation and meets at least 3 times a year.

Members of the Executive Committee complete '*Essential Information for Executive Committee*' training within the first five months of joining the committee.

This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointment 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 those who are elected.

Risk and internal control

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 comprehensive insurance policies to ensure that insurable risks are covered.

Objectives & 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 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.

For the 3rd Hove (St Leonards) Scout Group, the main activities in relation to these objects is the provision of the weekly section meetings, as follows:

| | | |
|---------------|-----------|-------------|
| Beaver Scouts | Wednesday | 6.00 - 7.15 |
| Cub Scouts | Tuesday | 6.30 – 8.00 |
| Scouts | Thursday | 7.15 – 8.45 |

All sections have additional activities to support their programme beyond their weekly meetings.

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.

Achievements & Performance

BEAVERS

Michelle passed on the baton after many years of fantastic input, since January 2022, a new team of volunteers is now leading the Beaver colony (including Ali, Kate, Mel, Sharon and Snezana).

From January until July 6th 2022, 213 Badges were awarded, which includes 3 most recent Chief Scouts Bronze awards.

We are very grateful to all the parents who helped us during sessions throughout this year, and all the wonderful Beavers who are upholding the Beaver values of kindness and respect and learning to work as a team.

All the best,
Snezana Levic
Beaver Leader

CUBS

This year it has been all back to normal with weekly meetings and not a zoom in sight!
We have organized a wide range of fun, activities inside and out and working hard gaining our badges.
In the year from September 2021 till July 2022 541 badges were awarded!
19 new cubs have been invested into the pack over the year.
The cubs have attended 2 camps one in November and one in March it was unfortunate that after the march camp all the leaders came down with covid!

I alongside our amazing team of leaders Steve and Zach who have been absolute invaluable running the pack, I really could not do without them. To all the parents who have helped at various events throughout the year and mainly to the cubs who believe it or not are a great bunch of Cubs.

As you all know I am stepping down as Cub Scout Leader after 24 +years. I will carry on my role as GSL for another year and then I will hang up my scarf completely by next summer.

We have put in place an amazing, enthusiastic team of adults for September Steve, Zach, Debbie, Amy, Greg and Adrian. It is not too late if you want to still get involved. Just ask.

As Group Scout Leader I would like to say a Huge **THANK YOU** to all the team of leaders, especially to our new team of Beaver Leaders, committee members and helpers at the 3rd Hove. I must say that ALL the leaders have been amazing all sections are thriving.

All we do with the young people is voluntary.

If anybody would like to join our supersonic team in any capacity then please let me know.

Penny Marjoram
Cub Scout Leader
Group Scout Leader

SCOUTS

After the challenges of COVID and scouts on Zoom it was great to be back to 'normal' scouting activities!
The amazing team of leaders - Jane, Rosie, Ian N, our new leader Connor and I ran an exciting programme of activities.

The weekly evening activities this year included:- chip shop challenge, electronics (making Morse Code machines), map reading and urban hikes, B&H bus challenge, DIY skills, Tin Can roulette MasterChef, swimming, Food Bank activities, disability awareness, mackerel fishing, hikes on the Downs, axe, knife and saw work, fire lighting, campfire cooking plus lots of fun and games.

Through these, and many other activities, the scouts gained an array of badges including the coveted Chief Scout Gold Award. This year we had several scouts that achieved their Gold: Sam Johnson, Luca de Antonis, Henry Folwell, Ollie Barnes, Arun Webb and Sammy Nichols

We also ran several camps and special events during the year:-

In September, the 28 scouts attended a weekend camp at Hillside Scout Campsite

In October, we ran full day of hiking and navigation skills with 12 scouts completing the hike starting from Jack and Jill Windmills to Stanmer Park.

In January, we undertook a night hike from Devils Dyke and across the Downs back to the scout hut for pizza! 17 scouts successfully completed this night time adventure.

In April, we had another weekend camp with 15 scouts camping at Hillside .

However, the highlight of the year was when 9 scouts, after a huge amount of training led by Jane and Robin, they successfully completed the Sussex Scout Overland Hike. They hike 23 gruelling miles over 2 days with full packs complete a range of challenges at each checkpoint against the clock but also camp and cook without any adult

support – it is a seriously tough challenge. So well done to Ollie B, Ollie F, Noah, Luca, Henry, Sam, Arun and Oscar you were all brilliant!

Finally, big thankyou's to Penny for all her support, again to the scout leaders' team, parent helpers, special guests and especially to the scouts themselves for making this a brilliant and action packed year where Zoom Covid meetings were banished to the dim and, hopefully, distance past!!

Stuart Johnson aka Skip
Scout Leader

Financial Review

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 4 months running costs, circa £8000.

The Group held reserves of approximately £45,000 against this at year-end. This is significantly above the level required for operating expenses. This excess has since been reduced following the expansion and refurbishment of the kitchen and replacement of other equipment. We will be holding an excess for some time as we have no further high value items identified for replacement or repair. The reserves will be used to further scouting opportunities in the future though.

Details of any funds materially in deficit

Not currently applicable.

Investment Policy

The Group does not have sufficient funds to invest in longer-term investments and 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.

Declaration

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

Signed on behalf of the charity's trustees

Signature

| | | |
|-----------|-----------------------|---------------------|
| Full name | Diran Kujore | Ian Nicholls |
| Position | Group Chairman | Treasurer |
| Date | 01/07/2022 | |

3rd Hove (St Leonards) Scout Group Receipts and Payments Account

Year start date

Year end date

| | | | |
|----------------------|--------|----|--------|
| For the year from | Apr-21 | To | Mar-22 |
|----------------------|--------|----|--------|

Receipts and payments

| | 2021/22 Unrestricted funds £ | 2020/21 Unrestricted funds £ |
|--|------------------------------------|------------------------------------|
| Receipts | | |
| Donations, legacies and similar income | | |
| Membership subscriptions | 11,992 | 6,751 |
| Less: Membership subscriptions paid on (National/County/Area/District) | | - 4,929 |
| Net membership subscriptions retained | 11,992 | 1,822 |
| Donations | 500 | 500 |
| Scouting Activities | 1,283 | - |
| Gift Aid | | 2,974 |
| misc | 1,851 | 30 |
| Sub total | 15,627 | 5,325 |
| Grants | | |
| Maintenence grant | - | - |
| Other grants | 23,788 | 10,000 |
| Sub total | 23,788 | 10,000 |
| Fundraising (gross) | | |
| Other fundraising activities | 50 | - |
| | - | - |
| | - | - |
| | - | - |
| Sub total | 50 | - |
| Investment income | | |
| Bank interest | 30 | 29 |
| Building Society interest | - | - |
| The Scout Association Short Term Investment Service | - | - |
| Property Rent income | 520 | 1,625 |
| Other investment income | - | - |
| Sub total | 550 | 1,654 |
| Total Gross Income | 40,014 | 16,979 |
| Asset and investment sales, etc. | - | - |
| Total receipts | 40,014 | 16,979 |

3rd Hove (St Leonards) Scout Group Receipts and Payments Account

Year start date

Year end date

| | | | |
|----------------------|--------|----|--------|
| For the year from | Apr-21 | To | Mar-22 |
|----------------------|--------|----|--------|

Receipts and payments

| | 2021/22 Unrestricted funds £ | 2020/21 Unrestricted funds £ |
|---|------------------------------------|------------------------------------|
| Payments | | |
| Charitable Payments | | |
| Youth programme and activities | 9,453 | 3,931 |
| utilities | 574 | 249 |
| Insurance | 610 | 475 |
| Repairs and Renewals | - | - |
| Materials and equipment | 1,320 | 22 |
| building repairs and expenses | 1,470 | - |
| misc | 630 | - |
| cleaning | 569 | - |
| Memberships | 465 | |
| Refunds | - | 300 |
| | - | - |
| | - | - |
| | - | - |
| | - | - |
| | - | - |
| Sub total | 15,092 | 4,978 |
| Fundraising expenses | | |
| Fundraising expenses | - | - |
| | - | - |
| | - | - |
| | - | - |
| Sub total | - | - |
| Total Gross Expenditure | 15,092 | 4,978 |
| Asset and investment purchases, etc. | - | - |
| Total payments | 15,092 | 4,978 |
| Net of receipts/(payments) | 24,922.60 | 12,001.38 |
| Cash funds last year end | 27,923 | 15,922 |
| Cash funds this year end | 52,846 | 27,923 |

Statement of assets and liabilities at the end of the year

| | For the year from | Apr-21 | To | Mar-22 |
|---|----------------------|-------------------------------|----|-------------------------------|
| | | 2021/22 Unrestricted funds | | 2020/21 Unrestricted funds |
| | | £ | | £ |
| Cash funds | | | | |
| Bank current account | | 11,382 | | 1,787 |
| Bank deposit account | | 41,464 | | 26,136 |
| Building society account | | | | |
| The Scout Association Short Term Investment Service | | - | | - |
| Cash/Floats | | - | | - |
| Total cash funds | | 52,846 | | 27,923 |
| Other monetary assets | | | | |
| Tax claim | | - | | - |
| Debts due from the County/Area/District/Group | | - | | - |
| Insurance claim | | - | | - |
| Sub total | | - | | - |
| Investment assets | | | | |
| Investment property - detail | | - | | - |
| Quoted investments | | - | | - |
| Other investments - detail | | - | | - |
| Sub total | | - | | - |
| Non monetary assets for charity's own use | | | | |
| Badge stock | | - | | - |
| Shop stock | | - | | - |
| Other stock | | - | | - |
| Land and buildings | | - | | - |
| Motor vehicles | | - | | - |
| Scouting equipment, furniture etc | | - | | - |
| Other | | - | | - |
| Sub total | | - | | - |
| Liabilities | | | | |
| Accounts not yet paid | | - | | - |
| Expenses incurred but not invoiced | | - | | - |
| Subscriptions not yet paid | | - | | - |
| Loan - detail | | - | | - |
| Other liabilities | | - | | - |
| Sub total | | - | | - |

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 3rd July 2019 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

| | |
|--|--|
| | |
|--|--|

Print Name

| | |
|--|--------------------------|
| | Diran Kujore - Chairman |
| | Ian Nicholls - Treasurer |



Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of 3rd Hove (St Leonards) Scout Group

On accounts for the year ended 31st March 2022 **Charity No.** 305860

Set out on pages 1-3

Respective responsibilities of trustees and examiner The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.
It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act
 have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed: **Date:**
Name: Andrew Bell

Relevant professional qualification(s) or body: Chartered Member of the Institute of Internal Auditors (CMIIA)

Address: 61 Trafalgar Road,
Portslade, BN41 1GT

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

