

# Trustees' Annual Report

For the period

From (start date)

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to end date

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## Section A

## Reference and administration details

Charity name

1st Shoreham-by-Sea (Kingston Buci) Scout Group

Other names the charity is known by

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Registered charity number (if any)

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HQ registration number

1	0	0	1	2	6	8	8
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Charity's principal address

Scout Headquarters

Eastern Avenue

Shoreham-by-Sea

Postcode

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Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Nigel Divers	Chair	
2	Anita Salter	Group Administator	
3	David Abbott	Group Treasurer	
4	Maureen Abbott	Group Scout Leader	
5	Julia Keywood	Cub Leader	
6	Jane Davis	Beaver Leader	
7	Sue Earnshaw		Till June 24
8	Sandra Cranfield		
9	Charlotte Phoon		
10			
11			
12			
13			
14			
15			

Names and addresses of advisers

Type of advisor	Name	Address

**Section B****Structure, governance and management**

Description of the charity's trusts

Type of governing document

The Group's governing documents are those of the 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 which 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 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.

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

The Trustee Board consists of the Chair, Treasurer and 6 Trustees (including 2 Ex Officio Trustees, and 2 co-opted Trustees) and meets every 6 weeks.

Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 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.

**Section B****Structure, governance and management (continued)**

### **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:

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.

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

Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Board could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.

Reduction or loss of leaders. The group is totally reliant upon volunteers to run and administer the activities of the group. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

Reduction or loss of members. The Group provides activities for all young people aged 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.

Summary of the objects of the charity set out in its governing document

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.

Summary of the main activities in relation to these objects

Additional details of the objectives and activities

You **may choose** to include further statements, where relevant, about:

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

Public benefit statement

The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

## **Section D**

## **Achievements and performance**

Summary of the main achievements of The Group continues to flourish, with good numbers in all

the charity during the year	sections. The young people continue to work towards Achievement Badges with many of them gaining Bronze or Silver awards in their section. We utilise the local area, getting the young people out and about along the coast or river, or into the countryside. We took part in district activities such as hiking and camping. The group ran several social/fund raising activities over the year to foster a closer community feel between the volunteers and parent groups. We continue to maintain the hall and grounds to a good standard and have carried out various maintenance works to ensure all users are catered for.
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<b>Section E</b>	<b>Financial Review</b>
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Brief statement of the charity's policy on reserves	<p><b>Reserves Policy</b></p> <p>The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Trustee Board considers that the group should hold a sum equivalent to 12 months running costs, circa £30,000.</p> <p>The Group held reserves of approximately £43,000 against this at year end. This is above the level/below required for operating expenses. However this can be explained by the fact that some of this money is required to pay the "back rent" and associated solicitors' fees on the completion of the lease renewal, currently around £16,000. Money is also held to cover the remainder of the lease payments for the next 10 years so that no liability falls on the Scout Association should the Group close.</p>
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Details of any funds materially in deficit	None
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**Investment Policy**

The Group's Income and Expenditure is very small and as a consequence does not have sufficient funds to invest 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.

The Group Trustee Board regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Trustee Board considers the cash flow requirements.

- investment policy and objectives;

**Section F**

**Other Optional Information**

Plans for future periods

We plan to upgrade the heating system in the hall and carry out some maintenance to the front area to improve the safety and usability of this space. We will use some of the financial reserves to offset the costs - but will consider requesting sponsorship or Charity Matched donations

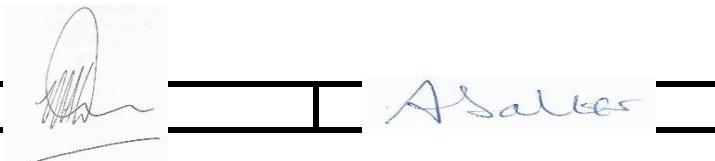
**Section G**

**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Nigel Divers Anita Salter

Position (eg Secretary, Chair)

Chair Administrator

Date

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# 1st Shoreham-by-Sea (Kingston Buci) Scout Group

## Receipts and Payments Account

For the year from	01/01/2024	To	31/12/2024
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### Receipts and payments

	2024 Unrestricted funds £	2023 Unrestricted funds £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	12,325	10,321
Net membership subscriptions retained	12,325	10,321
Donations	312	280
Legacies	-	-
Gift Aid	1,425	1,699
Business Rate Grants	-	-
<b>Sub total</b>	<b>14,061</b>	<b>12,300</b>
<b>Activities</b>		
Sections' activities	8,199	7,501
Payment for Remembrance Day Wreath	27	-
<b>Sub total</b>	<b>8,226</b>	<b>7,501</b>
<b>Fundraising (gross)</b>		
Car Boot Sale - Adur Rec	-	80
Sale of Uniform	53	64
Other fundraising activities	878	1,209
<b>Sub total</b>	<b>931</b>	<b>1,353</b>
<b>Investment income</b>		
Bank interest	876	653
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income	6,434	4,984
Other investment income	-	-
<b>Sub total</b>	<b>7,310</b>	<b>5,637</b>
<b>Total Gross Income</b>	<b>30,527</b>	<b>26,791</b>
Asset and investment sales, etc.	-	-
<b>Total receipts</b>	<b>30,527</b>	<b>26,791</b>

# 1st Shoreham-by-Sea (Kingston Buci) Scout Group

## Receipts and Payments Account

For the year from	01/01/2024	To	31/12/2024
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### Receipts and payments

	2024 Unrestricted funds £	2023 Unrestricted funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
Membership subscriptions paid on (National/County/District)	4,674	4,212
Sections' activities	9,804	8,685
Adult support and training	-	-
Rent	-	-
Rates	-	-
Water and Sewerage	307	192
Electricity and Gas	2,328	1,289
Insurance	2,999	2,865
Repairs, Renewals, Servicing and Cleaning	3,647	5,027
Materials and equipment (QM)	1,132	410
Solicitors fees	-	922
	-	-
Badges and Uniforms	1,082	1,088
AGM and trustee expenses	34	38
Donations from Fundraising	-	876
	-	-
<b>Sub total</b>	<b>26,006</b>	<b>25,604</b>
<b>Fundraising expenses</b>		
Car Boot	-	10
Easter and Christmas Coffee Mornings	104	-
	-	-
Other fundraising costs	-	-
	-	-
<b>Sub total</b>	<b>104</b>	<b>10</b>
<b>Total Gross Expenditure</b>	<b>26,110</b>	<b>25,614</b>
<b>Asset and investment purchases, etc.</b>	-	-
<b>Total payments</b>	<b>26,110</b>	<b>25,614</b>
<b>Net of receipts/(payments)</b>	<b>4,417</b>	<b>1,177</b>
Cash funds last year end	-	-
<b>Cash funds this year end</b>	<b>4,417</b>	<b>1,177</b>

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

	31/12/2023	31/12/2022
	Unrestricted funds £	Unrestricted funds £
<b>Cash funds</b>		
Bank current account	55,643	52,053
Bank deposit account	42,907	42,031
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
<b>Total cash funds</b>	<b>98,550</b>	<b>94,084</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
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	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities - Rent (when lease completed)	16,000	15,000
<b>Sub total</b>	<b>16,000</b>	<b>15,000</b>

### Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 7th May 2025 and signed on their behalf by

 Signature	
 Signature	

Print Name NIGEL FRANCIS DIVERS Chair	
DAVID ABBOTT Treasurer	

## Independent Examiner's Report to the Trustees of the 1<sup>st</sup> Shoreham-by-Sea (Kingston Buci) Scout Council

I report to the trustees on my examination of the accounts of the 1<sup>st</sup> Shoreham-by-Sea (Kingston Buci) Scout Group for the year ended 31<sup>st</sup> December 2024.

### Responsibilities and basis of report

As the charity trustees of the 1<sup>st</sup> Shoreham-by-Sea (Kingston Buci) 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 1<sup>st</sup> Shoreham-by-Sea (Kingston Buci) 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 1<sup>st</sup> Shoreham-by-Sea (Kingston Buci) 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: JANE PAYNTER

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

Address: 63, DOWNSWAY, SHOREHAM-BY-SEA, WEST SUSSEX  
BN43 5GN

Date: 23/3/2025