

# 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 Highworth Scout Group

Other names the charity is known by

Registered charity number (if any)

3 0 5 9 2 9

HQ registration number

Charity's principal address

36 Bydemill Gardens

Highworth, Swindon

Postcode

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Names of the charity trustees who manage the charity

*(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)*

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Mr P Kruse	Chair	
2	Mr T J Williams	Treasurer	
3	Mr A Martin	Secretary	
4	Mr S Mollart	Group Lead Volunteer	
5	Mrs C Mollart		
6	Mr D Roblin		
7	Mrs N Durnin-Duffy		
8	Mr K Skillet		
9	Mr T Dobson		
10	Mrs C L Pryce		
11	Mrs N Gregory		
12	Mrs L Dibble	Section Lead Volunteer	
13	Mr G Rowlands	Section Lead Volunteer	
14	Mrs J Dobson	Section Lead Volunteer	
15	Mr J Storey	Section Lead Volunteer	1/4/23 to 6/11/23
16	Mr T Kimmins	Section Lead Volunteer	
17			

Names and addresses of advisers (optional information but encouraged as best practice)

*(These will be published in the annual report of the charity)*

Type of advisor	Name	Address
Independent Examiner	Mr K R White FCCA	3 Saxon Mill Chisledon Swindon SN6 0NP

**Section B****Structure, governance and management****Description of the charity's trusts**

Type of governing document

(e.g. trust deed, constitution)

1st Highworth Scout 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

(e.g. trust, association, company)

1st Highworth Scout Group is a trust established under its rules which are common to all ScoutsGroups.

Trustee selection methods

(e.g. appointed by, elected by)

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

**Additional governance issues (optional information but encouraged as best practice)**

You may choose to include additional information, where relevant, about:

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 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.

Our Board of Trustees is currently made up the Chair, Secretary ,Treasurer and Group Lead Volunteer and all the others named in the report and meets 8 or 9 times during the year.

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.

**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 6 to 14. 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.

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:</p> <ul style="list-style-type: none"> <li>- enjoy what they are doing and have fun</li> <li>- take part in activities indoors and outdoors</li> <li>- learn by doing</li> <li>- share in spiritual reflection</li> <li>- take responsibility and make choices</li> <li>- undertake new and challenging activities</li> <li>- make and live by their Promise.</li> </ul>

Summary of the main activities in relation	<p>Another busy year for 1st Highworth Scout Group. We continue to run 6 sections, with 2 Beaver Colonies, 2 Cub Packs and 2 Scout Troops. The leader team remains strong with a total of 31 members. Total youth membership has reduced slightly from 134 to 129 at the end of the year as we managed numbers to ensure there were spaces for those moving section. Our waiting list has increased to 102 youngsters, 64 of whom are old enough to join now. Because of the demand we have separated those outside our catchment area into their own, lower priority waiting list. This leaves 74 from our catchment area, of which 36 are of age to join.</p> <p>All sections ran a full programme of activities aimed at giving youngsters leadership skills, increased self-reliance and the opportunity to gain skills that will be useful throughout their lives. In addition to the regular evening meetings, we ran a number of camps and day activities. We made good use of our adventurous activity permits, running archery, kayaking and rafting sessions, and used external providers for indoor</p>
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climbing. During the coming year we intend to increase the number of permit holders and hope to add paddle boarding to our range of activities.

The Scout Association is in the middle of a transformation programme, and as part of that we are reorganising teams, adopting new titles (for example, Group Lead Volunteer instead of Group Scout Leader) and changing elements of volunteer recruitment and training. While this started during this reporting period, it will continue into the next year.

The 'uniformed' side of the group continues to be very well supported by the Trustee Board. As part of the transformation, their role is changing to be more governance focussed. The board are working to ensure the active involvement previously given by the Trustees can continue in the new structures.

Additional details of the objectives and activities (optional information but encouraged as best practice)

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 charity during the year

The Group has provided a range of diverse and exciting events and meetings for the Beavers, Cubs and Scouts. This is at the heart of what we are here to do in line with the Scout Association's mission, to engage and support young people in their personal development, empowering them to make a positive contribution to society. The Group has continued to invest in the provision of equipment and training to continue to provide activities to the Sections. In addition, the Group has continued to invest in maintaining the high standard of the facilities we have to ensure the safety of all participants in the Group. Last year we also secured access to additional land behind the scout hut to enable additional activities outside without the need to always travel away from the hut. We plan to continue in supporting the Sections by maintaining and investing in volunteer training, equipment and facilities next year.

Section E	Financial Review
<p>Brief statement of the charity's policy on reserves</p> <p>Quantify and explain any designations</p>	<p><b>Review</b>  Income for 2023/24 at £31,758 was up on the previous year by £1,164 and expenses at £23,071 were £24,421 below last year with works on the hall and car park accounting for the reduction.</p> <p><b>Reserves Policy</b>  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 and funds for emergency repairs in total £20,000. At the end of the current financial year excess reserves of £22,414 were held by the Group which will be put to good use with some expenditure already earmarked for filling in the roof space in the entrance hall and storage facilities for kayaks at Cotswold Sailing Club.</p> <p>We have set an ambitions target to become carbon neutral by 2030 and £6000 has been ring fenced to help this transition</p>
<p>Details of any funds materially in deficit (circumstances plus steps to eliminate)</p>	<div style="border: 1px solid black; height: 100px;"></div>
<p>Further financial review details (optional information)</p>	
<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• the charity's principal sources of funds</li> <li>• how expenditure has supported the key investment policy and objectives;</li> </ul>	<p><b>Investment Policy</b>  The Group's Income and Expenditure is not sufficient to have 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 excess funds which are held in cash using only mainstream banks or building societies.</p> <p>Membership fees (including giftaid) but excluding capitation was £15,713, below the £16,779 of charitable payment necessary to sustain the operational running of the group. Additional donations including those minibus usage and fundraising ensured the Group did not have to spend reserves to keep the operation of the Group functioning</p> <p>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.</p>

## Section F

## Other Optional Information

Plans for future periods (details of any

The Scout Association is implementing its Transformation programme to develop Scouting and make a greater connection with volunteers on which it is so dependent. Highworth Scout Group the Board of Trustees, Group Lead Volunteer and Section volunteers are working to help give a warmer welcome for everyone in scouting to deliver better learning and simplify how we volunteer together. We are always looking for volunteers to support Scouting in Highworth. Subscription fees for 2024/25 have been reviewed and the Board of Trustees has increased the termly charge from £48 to £50 with the aim of covering higher utility bills expected.

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

TERRY JOHN WILLIAMS	PHILIP KEWSE
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Position (eg Secretary, Chair)

TREASURER	CHAIR
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Date

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# 1st Highworth Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year  
from

01-Apr-23

To

31-Mar-24

### Receipts and payments

2023/24

2022/23

Unrestricted funds

Unrestricted funds

£

£

### Receipts

<b>Donations, legacies and similar income</b>		
Membership subscriptions	17,970.00	17,457.00
Less: Membership subscriptions paid on	5,779.00	5,236.00
Net membership subscriptions retained	12,191.00	12,221.00
Donations	1,040.00	1,597.00
Mini bus	2,120.00	1,579.00
Gift Aid	3,522.00	3,107.00
Other similar income	561.00	362.00
<b>Sub total</b>	<b>19,434.00</b>	<b>18,866.00</b>
<b>Grants</b>		
Maintenance grant	0.00	0.00
Other grants from Swindon Borough Council		
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund-raising (gross)</b>		
Scout post	2,192.00	2,212.00
Other	1,499.00	1,258.00
Activities/Events/Camps	8,252.00	8,139.00
International Activities		
Group Closure		
<b>Sub total</b>	<b>11,943.00</b>	<b>11,609.00</b>
<b>Investment income</b>		
Bank interest	0.00	0.00
COIF		
The Scout Association Short Term Investment	0.00	0.00
Property Rent income	0.00	0.00
Other investment income	381.00	119.00
<b>Sub total</b>	<b>381.00</b>	<b>119.00</b>
<b>Total Gross Income</b>	<b>31,758.00</b>	<b>30,594.00</b>
<b>Asset and investment sales, etc.</b>	<b>0.00</b>	<b>0.00</b>
<b>Total receipts</b>	<b>31,758.00</b>	<b>30,594.00</b>

# 1st Highworth Scout Group

## Receipts and Payments Account

For the year from	01-Apr-23	To	31-Mar-24
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### Receipts and payments

	2023/24	2022/23
	Unrestricted funds	Unrestricted funds
	£	£
<b>Payments</b>		
<b>Charitable Payments</b>		
Water costs	253.00	162.00
Electricity & gas	2,950.00	3,581.00
Insurance	1,307.00	1,235.00
Mini bus	4,020.00	4,030.00
Repairs and Renewals	1,258.00	21,684.00
Materials and equipment	2,837.00	2,614.00
Internet costs	734.00	541.00
Uniforms/Training	222.00	176.00
AGM and trustee expenses		
International Events	800.00	1,138.00
Group expenses	2,348.00	2,257.00
Other	50.00	72.00
Grants		
<b>Sub total</b>	<b>16,779.00</b>	<b>37,490.00</b>
<b>Fund-raising expenses</b>		
Christmas post	830.00	904.00
Activities/Camps	5,411.00	9,064.00
Other fund-raising costs	51.00	34.00
<b>Sub total</b>	<b>6,292.00</b>	<b>10,002.00</b>
<b>Total Gross Expenditure</b>	<b>23,071.00</b>	<b>47,492.00</b>
<b>Asset and investment purchases, etc.</b>		
<b>Total payments</b>	<b>23,071.00</b>	<b>47,492.00</b>
<b>Net of receipts/(payments)</b>	<b>8,687.00</b>	<b>(16,898.00)</b>
<b>Cash funds last year end</b>	<b>33,732.00</b>	<b>50,630.00</b>
<b>Cash funds this year end</b>	<b>42,419.00</b>	<b>33,732.00</b>

# 1st Highworth Scout Group

## Receipts and Payments Account


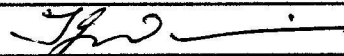
For the year from	01-Apr-23	To	31-Mar-24
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Statement of assets and liabilities at the end of the year

	2023/24	2022/23
	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account	26,162.00	17,856.00
Bank deposit account		
United Trust 1 year bond	16,257.00	15,876.00
The Scout Association Short Term Investment	0.00	0.00
Cash/Floats		0.00
<b>Total cash funds</b>	<b>42,419.00</b>	<b>33,732.00</b>
<b>Other monetary assets</b>		
Tax claim	0.00	0.00
Debts due to the District	0.00	0.00
Insurance claim	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>
<b>Investment assets</b>		
Other investments - detail	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	0.00	0.00
Scout Shop stock	0.00	0.00
Scout post	0.00	0.00
Land and buildings	0.00	0.00
Scouting equipment, furniture etc	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>
<b>Liabilities</b>		
Accounts not yet paid	0.00	0.00
Expenses incurred but not invoiced	0.00	0.00
Subscriptions not yet paid	0.00	0.00
Loan - detail	0.00	0.00
<b>Sub total</b>	<b>0.00</b>	<b>0.00</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees *22nd May 2024* and signed on their behalf by

Signature

Print Name

<i>P. Kense</i>	Chairman
T. J. WILLIAMS	Treasurer

## Independent Examiner's Report to the Trustees of 1<sup>st</sup> Highworth Scout Group

I report on the accounts of 1<sup>st</sup> Highworth Scout Group for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

### Respective responsibilities of Trustees and Examiner

The Group's trustees are responsible for the preparation of the accounts. They 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 Commissioners (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 report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group 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 you as 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.

Name: KEN WHITE

Signature:



Qualification: FCCA, FMAAT

Address: 3, SAXON MILL  
CHISELDON  
SN4 0NP.

Date: