

Trustees' Annual Report

for the period 1st January 2020– 31st December 2020.

Section A: Reference and administration details

Details

Charity name	The 11 th /9 th Cambridge Scout Group
Other name the charity is known by	Newnham Scouts
Registered charity number	308261
Charity's Principal Address	Newnham Scout and Guide Centre, Chedworth Street, Cambridge. CB3 9JF

Trustees

Names of the charity trustees who manage the charity

Trustee Name	Office (if any)	Dates acted if not whole year
Anthony William Claydon	Group President	
Anna Maw	Chair	
Robert Frank Lee	Group Scout Leader	
Sarah Collins	Beaver Scout Leader	
Christopher Rosier	Cub Scout Leader	
Deborah Mullinger	Scout Leader	
Debbie Pearl	Scout Leader	
Karen Dahlsveen	Scout Leader	
Emily Dutton	Explorer Scout Leader	
Andrew Ede	Treasurer	
Jill Ede	Secretary	
Andrew Fry		

Advisors

Names and addresses of advisors

Type of advisor **Name** **Address**

The Group used no advisors during the year.

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 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 (where they have opted to take on that responsibility) and parents' representation. It meets every three months.

Members of the Executive Committee complete 'Essential Information for Executive Committee' training within the first 5 months of joining the committee.

This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments 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

The Group Executive Committee 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. 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 Committee 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 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 would be required; the process for handling such a situation is detailed in the Policy, Organisation and Rules governing the operation of a Scout Group.

Section C: Objectives and activities

Charity objects

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

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.

Activities

Summary of the main activities in relation to these objects

Many activities during 2020 were curtailed due to the global pandemic. The group focussed on providing age-appropriate activities online while face-to-face activities were not permitted and worked within the guidelines for social-distancing when face-to-face activities were permitted once more. While many of the usual Scouting activities cannot be delivered online, the group is pleased to have been able to have provided some continuity for young people whose lives were disrupted.

Imaginative and diverse activities were provided, encouraging young people to take part in, for example, cookery, games or craft while on a shared video-call. This imaginative approach was recognised with a 'Volunteer for Cambridge Award' by the Mayor of Cambridge.

The group was fortunate that many parents were able to continue their financial contributions to the group so the financial consequences of the pandemic were reduced.

Details

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

Public benefit

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

Summary of the main achievements of the charity during the year

The Group has continued to provide education, training and support to young people in their personal development, empowering them to make a positive contribution to society. It has been supported in this aim by the parents of the young people in particular and the community generally.

Financial Review

Reserves policy

Brief statement of the charity's policy on reserves

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 12 months' running costs, circa £35,000.

The reserves at the end of 2018 were substantially in excess of this figure due to (a) the imminent acquisition of a trailer and (b) the strategic need to build funds to refurbish or replace the building in which the group meets.

Deficits

Details of any funds materially in deficit (circumstances plus steps to eliminate)

The group has no funds materially in deficit.

Further details

Further financial review details (optional information).

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

Section F: Other Optional Information

Plans

Plans for future periods (details of any significant activities planned to achieve them).


The Group intends to continue to offer high quality, co-educational Scouting to young people in the community. To achieve that in the medium term, it will be necessary to address the state of the building in which the Group meets, and which is used by the wider community.

Section G: Declaration

Approval

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

Signed on behalf of the charity's trustees

A handwritten signature in black ink that reads "Robert Frank Lee". The signature is written in a cursive style with a large, prominent 'R' and 'L'.

Robert Frank Lee
Group Scout Leader
21st October 2021

11th/9th Cambridge Scout Group

Accounts

For the Year Ended 31st December 2020

Receipts and Payments

	2020 £	2019 £
Receipts		
Donations, Legacies and similar Income		
Donations	£ 210.00	£ 4,602.67
Other Similar Income		
Sub-total	£ 210.00	£ 4,602.67
 Grants		
Maintenance grants	£ -	£ -
Insurance claim		
Gift Aid	£ 4,071.20	£ 4,347.90
Other grants	£ 11,356.51	£ -
Sub-total	£ 15,427.71	£ 4,347.90
 Fundraising (gross)		
Christmas tree & Fete		
Other fundraising activities	£ -	£ 1,165.00
Sub-total	£ -	£ 1,165.00
 Investment Income		
Bank Interest	£ 3.70	£ 5.15
Property rental income	£ 438.00	£ 4,708.00
Minibus usage contributions	£ 1,119.17	£ 4,650.94
Guiding contribution	£ 510.00	£ 1,175.00
Sub-total	£ 2,070.87	£ 10,539.09
 Scouting income		
Membership Subscriptions	£ 13,650.50	£ 15,216.02
Uniform sales	£ 26.00	£ 357.35
Camps income	£ 3,501.00	£ 13,290.60
Other activities income	£ 939.08	£ 3,309.24
Sub-total	£ 18,116.58	£ 32,173.21
 Total Income	 £ 35,825.16	 £ 52,827.87

Payments

Charitable Payments

Rent	£	100.00	£	175.00
Water and Sewerage	£	547.54	£	253.98
Electricity Gas & telecoms	£	436.08	£	2,222.22
Insurance	£	1,492.90	£	1,430.97
Building repairs	£	602.58	£	500.96
Equipment materials and repairs	£	1,483.95	£	2,507.26
AED purchase	£	-	£	2,299.20
Housekeeping	£	2,853.00	£	2,352.20
Sub-total	£	<u>7,516.05</u>	£	<u>11,741.79</u>

Scouting activity Payments

Scouting assoc fees	£	5,548.50	£	5,355.00
Youth activities	£	1,840.28	£	6,182.18
Camps	£	6,307.78	£	12,962.20
Uniform & badges	£	1,485.41	£	2,901.41
Sub-total	£	<u>15,181.97</u>	£	<u>27,400.79</u>

Fundraising expenses

AGM expenses	£	-	£	201.22
Other Fundraising costs	£	-	£	-
Sub-total	£	<u>-</u>	£	<u>201.22</u>

Minibus expenses

Minibus purchases	£	-	£	-
Minibus running costs	£	2,475.47	£	4,772.04
Sub-total	£	<u>2,475.47</u>	£	<u>4,772.04</u>

Total Gross expenditure

£ 25,173.49 £ 44,115.84

Surplus

£ 10,651.67 £ 8,712.03

Cash funds last year end

£ 90,557.98 £ 81,826.90

Cash funds this year end

£ 101,209.65 £ 90,557.98

Assets

Scout Group Cash Funds

Scout Bank current accounts	£	65,610.22	£	61,160.07
Cash/ floats		0	£	-
Sub-total	£	65,610.22	£	61,160.07

Centre Cash funds

Centre Bank current accounts	£	25,271.08	£	19,054.21
Centre Bank deposit accounts	£	10,328.35	£	10,324.65
Sub-total	£	35,599.43	£	29,378.86

Total Current Assets 31/12/20 £ 101,209.65 £ 90,538.93

Fixed Assets

Centre Building	£	1,000.00	£	1,000.00
Minibusses & trailer	£	19,400.00	£	22,400.00
Camping equipment	£	1,000.00	£	1,000.00
Total fixed assets	£	21,400.00	£	24,400.00

Total assets £ 122,609.65 £ 114,938.93

England & Wales

Template 1: Unqualified report for a non-company charity preparing receipts and payments accounts with a gross income of £250,000 or less in the relevant financial year

Independent examiner's report to the trustees of 11th / 9th Cambridge Scout Group Scout council

I report to the trustees on my examination of the accounts of the 11th / 9th Cambridge Scout Group for the year ended 31st December 2020.

Responsibilities and basis of report

As the charity trustees of the 11th / 9th Cambridge 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 11th / 9th Cambridge 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 11th / 9th Cambridge 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: David Summerfield

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

Address: 5 Sherlock Road, Cambridge, CB3 0HR

Date: 28th April ~~2020~~ 2021