

Trustees' Annual Report

For the period

From (start date) to end date

Section A Reference and administration details

Charity name

Other names the charity is known by

Registered charity number (if any)

HQ registration number

Charity's principal address

Scout Building
London Road
Holmes Chapel, Cheshire
Postcode C W 4 8 A Y

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	Kate Brock	Secretary	
2	Rebecca Mallon	Treasurer	
3	Nigel Player	Trustee	
4	Alan MacDonald	Trustee	
5	Peter Deegan	Chairman	
6	Alan Jackson	Trustee / GSL	
7	Julie Wall	Trustee	appointed 15/09/20
8	Michael Wilson	Trustee	appointed 15/09/20
9	Neil Bishop	Trustee	appointed 18/03/21

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

Section B**Structure, governance and management**

Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

The Group' 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)

The Group is a trust established under its rules which are common to all Scouts.

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:

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.

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 Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every month.

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.

Risk and Internal Control

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. 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 or building hire. The Group is primarily reliant upon income from hiring the building, 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.

Risk and Internal Controls

The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and a comprehensive insurance policies to ensure that insurable risks are covered.

Section C**Objectives and activities**

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

Summary of the main activities in relation to these objects

They learn by:

Take part in activities indoors and outdoors
 Learn by doing and enjoy what they are doing
 Take responsibility and make choices
 Undertake new and challenging activities
 Make and live by their Promise
 Share in spiritual reflection

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 year has largely been spent with meetings on line with the different sections to keep the interest in Scouting maintained. With only a few face to face meetings taking place when allowed. As the group has a building to maintain, applications were made for Covid funding from the local council and this assisted in the maintenance and running of the building whilst all external rental income ceased. A small number of capital projects were undertaken whilst the building was unused, taking advantage of the empty rooms.

Section E**Financial Review**

Brief statement of the charity's policy on reserves

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, with a further provision for maintenance on the building. The Group Executive Committee considers that the group should hold a sum equivalent to 6 months running costs, circa £10,000.

It is the continuing aim of the group to maintain sufficient funds in readily available accounts to meet short to medium term operational costs, including a reasonable provision for any possible major repairs needed to the HQ building as it becomes older and more maintenance is required. Longer term projects are planned to improve facilities and specific fund raising activities are undertaken where necessary to meet the costs of these with some grants available.

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

None - healthy reserves held

Further financial review details (optional information)

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

- the charity's principal sources of funds (including any fundraising);

Investment Policy

The Group has adopted a low risk 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 for future periods (details of any significant activities planned to achieve them)

Other information is given on the attached reports from the Chairperson and Group Scout Leader (GSL)

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)

Rebecca Mallon

Position (eg Secretary, Chair)

Treasurer

Date

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BEAVERS cubs scouts

Join the Adventure
<http://HolmesChapelScoutGroup.co.uk>
GSL@HolmesChapelScouts.org.uk
Charity Number: 506093

Scouts 
1st Holmes Chapel

Annual Report given by the Group Chairman (Sept 2020 - July 2021)

Peter Deegan, Chair.

I would like to start by thanking the HC Scout Group Executive Committee for their continued commitment during the past year to maintain the highest duty of care for the Scouting facilities during one of the most difficult periods for all of us within recent years. Despite all the lockdowns, our core asset, the HQ building, still needed maintenance and our organisation required constant governance by our trustees. We took the time to review our core safety processes, procedures and made sure we maintained full compliance in building safety and other regulations. A lot of hard work that doesn't often get noticed, but is the cornerstone of providing a safe and effective building for Scouting and community activities. This past year, the Exec committee's focus has therefore been to simply keep things going, without losing asset value or increasing risk of deterioration of our assets. I am pleased to say that we were, in the main, successful in this regard.

In particular, my thanks go to our Treasurer, Rebecca, who has worked diligently to seek the necessary COVID-19 grants to keep our cashflow acceptable with our greatly reduced revenues, without it negatively impacting on our ability to run Holmes Chapel Scouts. We have seen an unprecedented drop in revenues due to lockdown and our grants have made a huge impact in our ability to maintain a positive cashflow.

We have kept a very positive and open continued relationship with the U3A group, who continue to support the Holmes Chapel Scout Group in managing the hirers; it has been pleasing to see that some of this is continuing and after the Government imposed sanctions are fully lifted, that the HQ will start to buzz with life again. We will continue to work with the U3A in our modernisation of the building, facilities and processes.

The role of the Executive Committee is to enable the GSL to provide a diverse experience in Scouting. We have therefore continued, where appropriate, to support funding that will support future Scouting activities and the purchase of a more modern minibus, a significant cash outlay, will actually save us money in the long term as the old buses were at the end of their serviceable life.

Moving to the future and the next year ahead, we are already looking at supporting front-line Scouting with investment opportunities that will further bring a calling to the young people of our Parish to seek new adventures through Scouting. Indeed, we are now starting to plan even further ahead, given that our centenary will be in 2026. The Exec. committee are already starting to plan for a year of celebration in 2026 that will engage and involve the whole local community! Watch this space!

Peter Deegan (Chairman)

Group Scout Leader's Report (Sept 2020- July 2021)

What an amazing year this has been.

During the period April 2020 – March 2021, due to COVID-19 restrictions there were few opportunities to meet face to face; all our section Leaders took to Zoom to provide some fantastic opportunities within the virtual environment. During the depths of the lockdown, we received some fantastic feedback from parents about how Scouting was the highlight of the week for both our young people and the rest of the families that also got involved. We have benefitted from an agreement between the Scout Association and Zoom that has provided us with a Zoom account to use for our meetings.

During Lockdown the number of young people within the group has dropped which was not unexpected, but we are seeing this increase now that we are resuming face to face meetings through a mix of some young people coming back and more pleasingly, new members coming to the group.

Looking ahead, we should expect a mix of virtual and face to face meetings until we are completely clear of COVID restrictions.

More recently, we have been collaborating with Brereton Scout Group with them allowing us to use their outdoor space in return for running some sessions on our climbing wall for them later in the year.

I don't think I can understate how fantastic our leaders have been this year. Some are key workers, helping our children in various schools, others were furloughed with some being made redundant while others volunteered at COVID testing centres. Some made the transition to working from home. Amongst all of these emotions, our leaders continued to deliver exciting and engaging activities on a weekly basis for our young people to get involved with as well as providing "Badges at Home" activities with many badges being achieved.

Supporting our leaders have been our fantastic executive committee who have continued to provide governance over the Scout Group. Our Exec have overseen a review of all our fire safety equipment and formalised procedures to ensure we remain compliant along with the installation of a new fantastic Wifi and network solution throughout the building. This is able to support our CCTV cameras that are now operational to help provide security for our building and resources.

We continue to work with our leaders to support them in completing their Adult Leader Training (also known as their Wood Badges), over the last year both Annabel and Stephen Bush completed theirs and received their awards. Well done to both of you.

We continue to look for more adults to help us within running our sections as well as supporting from the Executive Committee perspective. If you are interested in getting involved, please get in touch so we can work together to get the best role for you.

Alan Jackson GSL

1st Holmes Chapel Scout Group Receipts and Payments Account

For the year from	01/04/2020	To	31/03/2021
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Receipts and payments

	2020/21	2019/20
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income		
Membership subscriptions	4,905	15,520
Less: Membership subscriptions paid on (National/County/Area/District)	(4,850)	(6,035)
Net membership subscriptions retained	56	9,485
Donations	218	382
Legacies	0	0
Gift Aid	6,935	1,704
Other similar income	500	0
Sub total	7,708	11,571
Grants		
Maintenance grant	0	0
Other grants	19,669	0
Sub total	19,669	0
Fundraising (gross)		
Group Fundraising	0	2,748
Contributions to activities & camps	6	14,671
Kandersteg 2020 (Trip with other Scout Groups we collected the funds)	(5,682)	11,714
Other fundraising activities	2,083	0
Sub total	(3,594)	29,133
Investment income		
Bank interest	28	82
Building Society interest	0	0
The Scout Association Short Term Investment Service	0	0
Property Rent income	3,215	19,045
Other investment income	0	0
Sub total	3,243	19,127
Total Gross Income	27,027	60,831
Asset and investment sales, etc.	0	0
Total receipts	27,027	60,831

1st Holmes Chapel Scout Group Receipts and Payments Account

Year start date

Year end date

For the year from	01/04/2020	To	31/03/2021
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Receipts and payments

	2020/21		2019/20	
	Unrestricted funds		Unrestricted funds	
	£	£	£	£
Payments				
Charitable Payments				
Youth programme and activities inc Camps	237		12,338	
Badges & Uniforms	375		1,515	
Climbing Wall & Shooting range running Expenses	0		(1,184)	
Minibus running expenses	551		2,494	
HQ Expenses - Premises	0		0	
Light & Heat	2,060		4,677	
Cleaning	2,976		3,841	
Insurance	1,749		1,702	
Water Rates	331		498	
Telephone/broadband	40		194	
General maintenance	0		0	
Repairs & renewals - premises	660		2,991	
Repairs & renewals - equipment	341		300	
HQ - Building works	2,558		1,245	
ACM and trustee expenses	0		82	
Meeting and other operating expenses	263		421	
Training costs	0		335	
Bank charges - Go cardless	150		694	
Sub total	12,290		32,146	
Fundraising expenses				
Group Fundraising	0		0	
Detail 2	0		0	
Detail 3	0		0	
Other fundraising costs	0		0	
Sub total	0		0	
Total Gross Expenditure	12,290		32,146	
Asset and investment purchases, etc.	14,287		0	
Movement in Debtors & Creditors	179		(369)	
Total payments	26,756		31,777	
Net of receipts/(payments)	22,076		32,054	
Cash funds last year end	68,066		40,012	
Cash funds this year end	90,142		72,066	

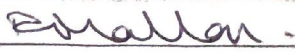
Statement of assets and liabilities at the end of the year

	31 March 2021	31 March 2020
	Unrestricted funds	Unrestricted funds
	£	£
Cash funds		
Bank current account	9,711	18,472
Bank deposit account	58,364	49,336
Building society account	0	0
The Scout Association Short Term Investment Service	0	0
Cash/Floats	261	258
Total cash funds	68,336	68,066
Other monetary assets		
Gift Aid Tax claim - 20/21	965	0
Gift Aid Tax claim - prior years	0	4,130
Debts due from the County/Area/District/Group	0	0
Trade Debtors & Go Cardless monies	(20)	25
Sub total	965	4,155
Investment assets		
Investment property - detail	0	0
Quoted investments	0	0
Other investments - detail	0	0
Sub total	0	0
Non monetary assets for charity's own use		
Badge stock - n/a	0	0
Shop stock - n/a	0	0
Other stock - n/a	0	0
Land and buildings - acquired by donation (valuation for insurance)	425,764	425,764
Motor vehicle 1 second hand minibus	9,600	1,653
Scouting equipment, furniture etc - value for insurance	40,818	40,818
Other WIFI system at HQ & new front door	5,687	0
Sub total	481,869	468,235
Liabilities		
Accounts not yet paid	170	394
Expenses incurred but not invoiced	0	0
Subscriptions not yet paid	0	0
Kandersteg 2020 - funds due to be paid out	0	11,714
Other liabilities	0	0
Sub total	170	12,108

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 6th July 2021 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature



Print Name

Rebecca Mallon

Treasurer



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
1st Holmes Chapel Scout Group

**On accounts for the year
ended**

31st March 2021

**Charity no
(if any)** 506093

Set out on pages

1 - 3

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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:

Neil Cox

Date:

08/01/2021

Name:

Neil Cox

**Relevant professional
qualification(s) or body
(if any):**

Finance Director and Member of the Institute of Financial Accountants.

Address:

1 Gleneagles Drive, Holmes Chapel, Cheshire CW4 7JA.