

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 Lickey Scout Group					
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Other names the charity is known by

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Registered charity number (if any)

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HQ registration number

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Charity's principal address

Beaconfield Campsite, 65 Monument Lane						
Lickey						
Birmingham						
Postcode	B	4	5	9	Q	L

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if notfor whole year
1	Peter Scrivener	Chair	N/A
2	Daniel Ellis	Secretary	From Sep-22
3	Becky Groves	Treasurer	N/A
4	Matthew Fox	Group Scout Leader	N/A
5	Karen Thompson	Trustee	N/A
6	Jayne Gill	Trustee	N/A
7	Sara Westwood-Tams	Trustee	From Sep-22
8	Gemma O'Neill	Trustee	From Sep-22
9			
10			
11			
12			
13			
14			

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

Type of advisor	Name	Address
N/A	N/A	N/A

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.

(e.g. trust deed, constitution)

How the charity is constituted

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

(e.g. trust, association, company)

Trustee selection methods

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

(e.g. appointed by, elected by)

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 Board of Trustees, 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 Board of Trustees consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, individual section leaders (if opted to take on the responsibility) and parent's representation and meets seven times per year.

Members of the Board of Trustees complete Trustee Induction Training along with other mandatory training within the first 5 months of joining the Board of Trustees.

This Board of Trustees 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 board of trustees that may be required;
- Appointing Group Administrators and Advisors other than those who are elected as required.

Risk and Internal Control

The Group Board of Trustees has identified the major risks to which they believe the Group is exposed to, 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 of Trustees 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.

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 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

The Board of Trustees have focused on ensuring activities continue as normal in a safe and compliant manner, a review of risk management measures and a review of equipment for replacement. All members of the Board of Trustees completed Trustee Induction Training along with other mandatory training within the first 5 months of joining the Board of Trustees.

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.

The Board of Trustees would like to acknowledge the continued support and dedication from parents, guardians, leaders, and young people in ensuring the continued success of the 1st Lickey Scout Group.

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.

Summary of the main achievements of the charity during the year

This year our achievements have been:
The Group has established itself with the removal of all Covid restrictions.
Increased numbers across all three sections with group membership verging on capacity throughout.
A high percentage of movers achieving their Top Award within the section they are leaving.
Many camps and residential experiences happening across the sections.
Participating in various District and County Events

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. The Board of Trustees considers that the Group should hold a sum equivalent to 12 months running costs, circa £7000.00

Quantify and explain any designations

The Group held reserves of approximately £7000 against this at year end. This is above the level required for operating expenses.

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

The Group identified a deficit in membership payments and issued direct letters to ensure outstanding payments rectified.

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);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives

Fundraising

Fundraising has restarted following lifting of Covid restrictions and forms part of the Scout ethos.

Investment Policy

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.

Membership Fees

The membership fees are set at £15.00 a month.

Section F**Other Optional Information**

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

Next Year Our Aim is:

To continue to recruit adults, help young people to achieve their Top Awards and have loads of fun along the way.

To participate in more District and County Events with a higher percentage of attendance.

To open an Explorer Scout Unit.

To participate in more overnight camps, which have been held regularly for each section.

To continue to establish the Scout Group within the local community.

To continue to support young people on National and International Scouting experiences.

To find additional storage away for our regular meeting place

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)

PETER SCAVENER	BECKY GROVES
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Position (eg Secretary, Chair)

CHAIR	TREASURER
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Date

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1st Lickey Scout Group Receipts and Payments Account

	Year start date		Year start date
For the year from	01/04/2022	To	01/04/2023

Receipts and payments

	2022/23 Unrestricted funds £	2021/22 Unrestricted funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions	12,179	8,670
Less: Membership subscriptions paid on (National/County/Area/District)	- 4,004	- 3,286
Net membership subscriptions retained	8,175	5,384
Donations	-	12
Legacies	-	-
Gift Aid	4,715	-
Other similar income	10,227	2,558
Sub total	23,117	7,954
Grants		
Maintenance grant	-	-
Other grants	1,017	-
Sub total	1,017	-
Fundraising (gross)		
BBQ and Quiz Night	298	-
Detail 2	-	-
Detail 3	-	-
Other fundraising activities	-	-
Sub total	298	-
Investment income		
Bank interest	14	-
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income	-	-
Other investment income	-	2,632
Sub total	14	2,633
Total Gross Income	24,446	10,587
Asset and investment sales, etc.	-	-
Total receipts	24,446	10,587

1st Lickey Scout Group Receipts and Payments Account

Year start date

Year start date

For the year from	01/04/2022	To	01/04/2023
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Receipts and payments

	2022/23 Unrestricted funds £	2021/22 Unrestricted funds £
Payments		
Charitable Payments		
Youth programme and activities	-	-
Adult support and training	-	-
Rent	950	290
Water and Sewerage	-	-
Electricity and Gas	-	-
Insurance	303	332
Repairs and Renewals	-	-
Materials and equipment	5,009	5,051
Printing and photocopying	-	-
Contribution to camp costs	10,630	-
Uniforms	1,034	-
AGM and trustee expenses	-	-
Other Costs detail 1	-	3,912
Other costs detail 2	-	-
Other costs detail 3	-	-
Sub total	17,926	9,004
Fundraising expenses		
BBQ and Quiz Night	236	-
Detail 2	-	344
Detail 3	-	-
Other fundraising costs	-	-
Sub total	236	344
Total Gross Expenditure	18,161	9,348
Asset and investment purchases, etc.	-	-
Total payments	18,161	9,348
Net of receipts/(payments)	6,285	1,239
Cash funds last year end	-	-
Cash funds this year end	6,285	1,239

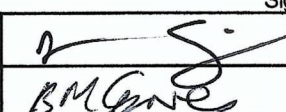
Statement of assets and liabilities at the end of the year

	31/03/2022	31/03/2021
	Unrestricted funds	Unrestricted funds
	£	£
Cash funds		
Bank current account	20,175	17,503
Bank deposit account	7,220	3,606
Building society account		
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
Total cash funds	27,395	21,110
Other monetary assets		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	550
Insurance claim	-	-
Sub total	-	550
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	-	856
Expenses incurred but not invoiced	-	4,905
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
Sub total	-	5,761

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 20/09/2023 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature



Print Name	Print Name
PEER SCALVENOR	Chair
BECKY GROVES	Treasurer

Template for the scrutineer's report to the trustees

Scrutineer's Report to the Trustees of the 1st Lickey Scout Group Scout Council

I report on the accounts of the Group/District for the year ended31 March
2023.....

Respective responsibilities of Trustees and Scrutineer


As the Group's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

Basis of Scrutineer's Statement

In accordance with the directions given in the Group's constitution, which is to be reviewed at the AGM, I have scrutinised the records and the accounts.

Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me.


Name: EDWARD RICKARD
Address: 44 LICKEY ROAD
MARLBROOK, BROMSGROVE WORCS
B60 1HF
Date: 28/6/23