



*The southernmost Scout Group in Wales; providing scouting for communities in the rural Vale  
Y Grŵp Sgowtiaid mwyaf deheuol yng Nghymru; yn darparu sgowtio i gymunedau yn y Fro*

**1<sup>st</sup> Penmark with Porthkerry Scout Group /  
Grŵp Sgowtiaid 1<sup>af</sup> Penmarc gyda Porthceri**

# **1st Penmark with Porthkerry Scout Group Annual Report 2021**

## **Trustees' Annual Report for the period**

**From 1 January 2021 to 31 December 2021**

### **1. Reference and Administration Details**

**Charity Name:** 1st Penmark with Porthkerry Scout Group (15th Barry)

**Charity Number:** 511320

**Principal Address:** 76 Llanmead Gardens, Rhoose, CF62 3HX

#### **1.1 Trustees**

- Bob McNicol Group Chair
- Martin Evans Group Scout Leader
- Kelvin Spear Group Treasurer (appointed 21 January 2022)
- Katharine Lewis Group Treasurer (resigned 21 January 2022)
- William Meiklejohn Gift Aid Secretary
- David Morris Scout Leader
- Susan Evans Cub Scout Leader
- Colette Raymond Cub Scout Leader
- Karen Holt Beaver Scout Leader
- Rhiannon Jenkins Beaver Scout Leader
- Catherine Morris Executive Committee Member
- Lesley McNicol Executive Committee Member
- Peter Williams Executive Committee Member
- John Voss Executive Committee Member
- Gareth Holt Executive Committee Member

### **2. Structure, Governance and Management**

#### **2.1 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.

#### **2.2 Constitution**

The Group is a trust established under the Policy, Organisation and Rules of the Scout Association.

## **2.3 Trustee Selection**

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

## **2.4 Group Executive Committee**

The Group is led by a Group Scout Leader and managed by a Group Executive Committee.

The Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment.

Members of the Executive Committee must act collectively as charity Trustees of the Scout Group, and in the best interests of its members to:

- Comply with the Policy, Organisation and Rules of the Scout Association;
- Protect and maintain any property and equipment owned by and or used by the Group; Manage the Group finances;
- Provide insurance for people, property and equipment;
- Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities;
- Promote and support the development of Scouting in the local area;
- Manage and implement the safety policy locally;
- Ensure that a positive image of Scouting exists in the local community;
- Appoint and manage the operation of any sub-Committees including appointing a Chair to lead the sub-Committees;
- Ensure that Young People are meaningfully involved in decision-making at all levels within the Group;
- The opening, closure and amalgamation of sections as necessary;
- and all other duties as set out in Policy, Organisation and Rules.

## **2.5 Risk and Internal Control**

The Group Executive Committee has identified the major risks to which they believe the Group is exposed which are:

### **2.5.1 Injury to Leaders, Helpers, Supporters or Members**

The Group supports compliance with the Safety Policy and ensures appropriate risk assessment, elimination, reduction and control measures are taken to reduce the likelihood of any injuries.

In addition, through membership fees, the Group contributes to the Scout Association's national accident insurance policy

## **2.5.2 Damage to Buildings, Property or Equipment**

The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

## **2.5.3 Reduced Income from Subscriptions and Fundraising**

The Group is primarily reliant upon income from subscriptions and fundraising. The Group holds adequate reserves to ensure the continuity of activities should there be a major reduction in income. The committee could also raise the value of Subscriptions to increase the Group income either temporarily or permanently.

## **2.5.4 Reduction or Loss of Leaders**

The Group is totally reliant upon volunteers to run and administer the activities of the Group. If there were a reduction in the number of volunteers to an unacceptable level, then there would have to be a contraction, consolidation or closure of activities or sections.

## **2.5.5 Reduction or Loss of Members**

If there were a reduction in membership of a particular section or the Group as a whole then there would have to be a contraction, consolidation or closure of a section.

## **3. Objectives and Activities**

The primary objective of the Group is that of the Scout Association generally, namely:

“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 Faith's 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.

The activities of the of the Group are:

- the provision of the Scouting program for 6-14 year-old members.

## **4. Achievements and Performance**

### **4.1 Annual Review**

2021 was another challenging year for the Group as we learnt how to operate in the Pandemic environment. Last year, after a year of online Scouting provision in 2020, we returned to face to face Scouting; meeting outdoors at first but in the latter half of last year indoors with appropriate Covid safety measures. Despite the challenges the Group remains strong and we have lost very few youth members. Indeed at the end of last year all sections were full and we had waiting lists across all age groups.

The major success of the period was the refurbishment and modernisation of our Scout Hall. Quite an achievement in the midst of the pandemic but achieved with the help of local businesses and a lot of volunteer hours. When the hall was officially reopened on 28 November, almost a year to the day from the commencement of the project, all present were impressed with the transformation. We now have a modern, bright, enhanced and safe environment for the next forty years of Scouting in Rhoose.

### **4.2 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.

## **5. Financial Review**

### **5.1 Reserves Policy**

The Group 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 being approximately £9,000.

The Group held reserves of £16,819 at 31 December 2021 with the surplus over the 12 months running costs earmarked for 2021 Group camp costs and a forecast deficit for 2022.

### **5.2 Investment Policy**

The Group's income and expenditure is very small and as a consequence, the Group 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 or The Scout Association's Short Term Investment Service.

## **Declaration**

The Trustees declare that they have approved the Trustees Report above.

Signed on behalf of the charity's trustees:



Signature:

Date: 18 June 2022

Full name: Martin Evans

Position: Group Scout Leader



Signature:

Date: 18 June 2022

Full name: Kelvin Spear CTA FCCA

Position: Group Treasurer

**1<sup>st</sup> Penmark with Porthkerry Scout Group /  
Grŵp Sgowtiaid 1<sup>af</sup> Penmarc gyda Porthceri**

Income and expenditure - 12 months ended 31 December 2021

		2021	2020
		£	£
Income	Subscriptions:		
	Beavers	1,075.00	1,878.00
	Cubs	2,514.00	2,951.00
	Scouts	2,959.00	3,273.00
		<hr/>	<hr/>
		6,548.00	8,102.00
	Less: subs paid on to District	-3,360.90	3,392.00
	Net subscriptions retained	3,187.10	4,710.00
	Gift Aid	1,155.52	899.52
	Explorers Subs	1,725.00	-
	Less: Explorers subs	-1,725.00	-
	Explorers contribution to costs	738.62	-
	Camps, trips & activities contributions	250	1,023.10
	Uniform sales	1,053.00	135.4
	Grants	31,750.00	10,000.00
	Fundraising & general donations	752.44	862.5
	Christmas post	30.12	35
	Commissions rec.	61.99	320
	Equipment hire	-	50
	Misc sales	138	
Total Gross Income	<hr/>	<hr/>	
	39,116.79	18,035.52	
Expenditure	Hall Refurbishment	33,777.66	-
	Costs of activities	2862.07	493.25
	Uniforms & badges	1,414.36	394.4
	Christmas post	-	340.44
	Fundraising costs	-	525
	Equipment	302.93	403.84
	Building maintenance	129.52	3,745.60
	Cleaning	107	110
	Electricity and gas	734.89	1,179.60
	Insurance	1,843.42	1,629.66
	Water	312.5	281.72
	Phone / IT	398.53	401.69
	Miscellaneous	-	72
	Total expenditure	<hr/>	<hr/>
		41,882.88	9,577.20
Surplus / (Deficit) for year	-2,766.09	8,458.32	
Reserves brought forward	19,585.21	11,126.89	
Reserves carried forward	<hr/>	<hr/>	
	16,819.12	19,585.21	

**1<sup>st</sup> Penmark with Porthkerry Scout Group /  
Grŵp Sgowtiaid 1<sup>af</sup> Penmarc gyda Porthceri**

Statement of Assets & Liabilities as at 31st December 2021

	2021	2020
	£	£
<b>Cash Funds as at 31/12/21</b>		
Lloyds Bank current account	19,581.12	21,477.14
Santander current account	70	70
Payment cards account	1,197.56	1,081.25
	<u>20,848.68</u>	<u>22,628.39</u>
<b>Liabilities</b>		
Fourovus funds held	-4,029.56	-3,043.18
	<u>18,819.12</u>	<u>19,585.21</u>
<b>Total Net Assets</b>	<u>18,819.12</u>	<u>19,585.21</u>
<b>Charity Funds</b>		
Surplus/(Deficit) for year	-2,766.09	8,458.32
Reserves brought forward	19,585.21	11,126.89
<b>Reserves carried forward</b>	<u>18,819.12</u>	<u>19,585.21</u>
<b>Reserves comprise:</b>		
Restricted funds - AWC deposits	330	330
Restricted funds - building fund	0	239.84
Designated funds - building fund	0	1,079.00
Other reserves	18,489.12	17,936.37
	<u>18,819.12</u>	<u>19,585.21</u>

## **Independent examiner's report to the trustees of 1st Penmark with Porthkerry Scout Group**

**Year ended 31 December 2021**

I report to the trustees on my examination of the accounts of the 1st Penmark with Porthkerry Scout Group for the year ended 31 December 2021.

### **Responsibilities and basis of report**

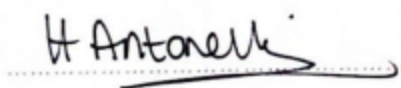
As the charity trustees of the 1st Penmark with Porthkerry Scout Group, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the 1st Penmark with Porthkerry Scout Group accounts carried 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 1st Penmark with Porthkerry 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.



Name: Mrs Helen Antonelli CTA

Relevant professional qualification: Chartered Tax Adviser

Address: 5 Rhuddlan Close, Rhiwderin, Newport NP10 8QU

Date: 10 July 2022