

Trustees' Annual Report

For the period

From (start date)

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 to end date

3	1	0	3	2	1
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Section A Reference and administration details

Charity name

Sunderland District Scout Council

Other names the charity is known by

Registered charity number (if any)

5	2	0	7	1	3
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Charity's principal address

Kayll House
9 Foyle Street
Sunderland
Postcode S R 1 1L B

Names of the charity trustees who manage the charity

Trustee Name 2019/2020	Trustee Name 2020/21	Office (if any)	Dates acted if not for whole year
1 Keith Lowes	Keith Lowes	Chair	
2 Pip Cottam	David Russell	Deputy D.C./Acting D.C.	1 January 2017-10 July 2020/6 July 2020
3 Lesley Robinson	Lesley Robinson	Deputy D.C./ADC Cubs	
4 Roz Barker/Fiona Slater	Fiona Slater	Treasurer	12 Feb 2020
5 Dave Russell	Dave Russell	Deputy DC	
6 David Kay	Pip Cottam/David Kay	Secretary	9 January 2017-22 Feb 2021
7 John Michael Galley	John Michael Galley		17 September 2017-1 July 2020
8 Steven Whatt	Steven Whatt		
8 Ben Hudson	Ben Hudson	District Explorer Scouts Commissioner	
9 Andrew Robinson	Andrew Robinson		
11 Joanna Chapman	Joanna Chapman		
10 Phil Atkinson	Phil Atkinson		
11 Victoria Hunter	Victoria Hunter		
13 Kris Woods	Kris Woods		01/07/20

Section A Reference and administration details (continued)

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

Type of advisor	Name	Address
Conveyancing	Gordon Brown Law Firm	143 Front Street, Chester le Street, Co. Durham, DH3 3 AU
Property Disposal	Addisons Chartered Surveyors	13 Galgate, Barnard castle, County Durham, DL12 8 BQ
Property Valuation	ABP Property Consultants	Arrow Business Centre, 14 Foyle Street, Sunderland, SR1 1LE

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document

The District'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.

(e.g. trust deed, constitution)

How the charity is constituted

The District 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)

Policies and procedures adopted for:

The District is managed by the District Executive Committee, the members of which include the 'Charity Trustees' of the District Scout Council 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.

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 and parents' representation and meets once every school term.

This District Executive Committee exists to support the District Commissioner in meeting the responsibilities of the appointments and is responsible for:

The maintenance of District property;
The raising of funds and the administration of District finance;
The insurance of persons, property and equipment;
District public occasions;
Assisting in the recruitment of leaders and other adult support;
Appointing any sub committees that may be required;

Appointing District Administrators and Advisers other than those who are elected.

Section B	Structure, governance and management (continued)
	<p>Risk</p> <p>The District Executive Committee has identified the major risks to which they believe the Executive 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:</p> <ol style="list-style-type: none"> 1) Damage to the building, property and equipment. The District has sufficient buildings and contents insurance in place to mitigate against permanent loss. 2) Injury to leaders, helpers, supporters and members. The District through the membership fees and other funds contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities. 3) Reduced income from fund raising. The District is primarily reliant upon income from subscriptions donations and occasional realisation of surplus assets. The District 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. 4) Availability or loss of leaders. The District is totally reliant upon volunteers to run and administer the activities of the District. If there was a reduction in the number of Executive Committee Members to an unacceptable level then steps would be taken to recruit new Members from both within the District's Groups and from outside of the organisation. <p>Internal Control</p> <p>The District 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.</p>

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p>The objectives of the District Scout Council are as a unit of the Scout Association.</p> <p>The Aim of The Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local national and international communities. The method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.</p>
Summary of the main activities in relation to these objects	<p>The District Scout Council exists to support and develop Scouting within the District boundaries within the Sunderland area.. It attempts to do this in several ways; the main ones being as follows:-a) operating, equipping and maintaining the District Headquarters and shop at Kayll House which also provides a focal point and meeting rooms for District members; b) provision of adult support and training. Recruitment of potential leaders and helpers through to interview with the Appointments Sub-Committee. Organising training courses as required including skills training days and "Getting Started Sessions"; c) provision of advice from specialists such as assistant district commissioners, activity permit advisors, and the District Treasurer as well as the general pool of leaders and other adults with a wide range of experience to call on; d) organising and funding District events. These include competitions and non-competitive events. Encouragement and support is also given to members who wish to participate in County, National and International events.</p>

Additional details of the objectives and activities (optional information but encouraged as best practice)	<p>Activities have included competitions and non-competitive events, covering aspects of the training programme of the different sections. Encouragement is also given to those who wish to participate in County, National or International events.</p> <p>All District activities take place within the regulatory framework of Policy, Organisation and Rules, and within budgeted financial limits as agreed by the District Executive Committee.</p> <p>Activities have included:- Weekend Camps, Sleepovers, climbing event, Cross Country Run, Christmas Campfire along with Competitions covering Handicrafts, Photography, Safety, Indoor Games, and General Knowledge to list some examples.</p> <p>Groups have also taken part in County events for all sections.</p> <p>Members have also taken part in international camps, tall ships training and outward bound.</p>
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Public Benefit Statement	<p>The District meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.</p>
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Section D	Achievements and performance
Main achievements during the year	<p>In the months leading up to the AGM Scouting in Sunderland continued to be severely impacted by the Covid 19 crisis. Our mission statement for last year – no business as usual but open for business – was followed through as far as was possible and particularly by the application of information technology, we have carried on. It is the case however, that we have lost a number of young people and adults for a variety of reasons such as time constraints but we have also found strength in adversity and our members and volunteers have risen to the challenge of how to make Zoom meetings work, participated in the County Camps@Home and are slowly getting back to face to face meeting when restrictions allow (and risk assessments have been signed off!). There has also been an inordinate amount of training happening and we are the only District in Durham County with 100% compliance for all Mandatory Modules.As a district we haven't been able to hold any events this year but as restrictions ease, our usual program will be slowly reinstated. The fact that Scouting in Sunderland still exists is our lasting achievement thanks to the effort and commitment of all concerned.</p>

Section E	Financial Review
Brief statement of the charity's policy on reserves	<p>Reserves Policy</p> <p>The Trustees recognise that given the age and size of the Headquarters building together with its status as a Grade II Building of Architectural or Historic Interest that sufficient resources should be held to cover the costs of necessary maintenance, security and repairs. Likewise the mothballed building at Dene Lane Seaburn incurs running costs although to a lesser degree. It would also be desirable to continue the charitable activities of the group should income and fund raising activities fall short. The District Executive Committee has previously decided that reserves should be held at a sum equivalent to not less than one year's running costs against these items, circa £9,500. However, as noted elsewhere the future of the District's property assets is under review.</p>
Quantify and explain any designations	<p>Not applicable</p>
Details of any funds materially in deficit (circumstances plus steps to eliminate)	<p>Not applicable</p>

Further financial review details (optional information)

• how expenditure has supported the key objectives of the charity;

• investment policy and objectives

Investment Policy - Normally the District's Income and Expenditure excluding membership fee collection is very small and as a consequence does not have sufficient funds to invest in longer-term investments such as stocks and shares. The District 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. Expenditure has focussed on meeting the Districts running costs, including the costs of utilities, rates and rents, insurance, building maintenance and security, supporting members activities and other expenditure, where essential.

The District Executive 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 District Executive considers the cash flow requirements. However given the current situation in relation to low interest rates on accounts available to charities it is proposed to consolidate funds in a single account.

Not applicable

Other Optional Information

Section F

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

The key objective for the District will be an assessment of the emerging numbers of young people and adults following the reintroduction of face to face activities. A recruitment drive will be considered both in terms of overall numbers and at the level of individual groups where viability is threatened because of falling membership. Little progress has been made in relation to the District's property review, largely due to the restrictions imposed by the Covid-19 lockdowns. The Executive Committee had previously taken the decision in principle to dispose of redundant property in Dene Lane, Sunderland, which continues to be a drain on resources, currently for no return, and is still investigating the best way of doing this. The Property Sub-committee of the District Executive Committee established to pursue this matter, for the reasons stated above has had no opportunity to progress its remit. Likewise the same Sub-committee has had little opportunity to pursue all other options, including possible disposal of the District HQ building Kayll House. This Sub-committee is to be reconstituted and convened by early date. The H.Q. Building is expensive to maintain and other than currently hosting the district shop is underused and its purpose and future is to be thoroughly reviewed. In addition the Covid-19 lockdown restrictions has exposed the viability of some of the groups in operating from the premises they currently use and the Executive Committee will explore how it can help to address these challenges by making the most effective use of the Districts property assets.

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)

Keith Lowes

Position

Chair

Date

Independent Examiner's Report

Independent examiner's report to the trustees of Sunderland District Scouts

I report on the accounts of the Trust for the year ended 31 March 2021.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) But that an independent examination is needed, in accordance with the financial rules of the charity.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 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 Commission. An examination includes a review of the accounting records kept by the charity 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 next statement.

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 2011 Act and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Signed *TArmstrong*

Name: Tracy Armstrong

Relevant professional qualification or body: AAT

Address: 4 Bowood Close, Tunstall Grange, SUNDERLAND SR2 0BY

Date: 18th May 2021