



## Trustees' Annual Report for the period

From 1/4/2020

To 31/3/2021

Charity name: 16TH LANCASTER (ST PAUL'S) SCOUT GROUP

Charity registration number: 521575

## Objectives and Activities

Summary of the purposes of the charity as set out in its governing document	SORP reference Para 1.17	<p>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.'</p> <p><u>The Values of Scouting</u> As Scouts we are guided by these values:</p> <ul style="list-style-type: none"><li>• Integrity - We act with integrity; we are honest, trustworthy and loyal.</li><li>• Respect - We have self-respect and respect for others.</li><li>• Care - We support others and take care of the world in which we live.</li><li>• Belief - We explore our faiths, beliefs and attitudes.</li><li>• Co-operation - We make a positive difference; we cooperate with others and make friends.</li></ul> <p><u>The Scout Method</u> Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:</p> <ul style="list-style-type: none"><li>• enjoy what they are doing and have fun</li><li>• take part in activities indoors and outdoors</li><li>• learn by doing</li><li>• share in spiritual reflection</li><li>• take responsibility and make choices</li><li>• undertake new and challenging activities</li><li>• make and live by their Promise.</li></ul>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The activities of the Group are:</p> <ul style="list-style-type: none"><li>• The provision of the Scouting programme for 6-14 year old members</li></ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>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.</p>

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>When we entered lockdown in 2020, sections met online using Zoom. This was a very different Scouting experience and didn't suit everyone but, to the credit of our leaders, they kept going and some parents told us it was the highlight of their child's week. Meeting again face-to-face (outside) was a step closer to normal and sections managed hikes and trails, games and challenges. Most importantly, they enabled our Young People to meet with their peers - to talk and socialise in ways they had been missing. I am proud that through difficult times 16th Lancaster has continued to fulfil our vision of what Scouting is all about: the fun, the friendships, the adventure and providing Skills for Life. At the end of March 2021 we had 65 young people on the register from a variety of cultural and socio-economic backgrounds within the local area.</p> <p>Local authority grants were used to undertake repairs on the building and refurbish the main hall and kitchen, in order to expand the activities available to users and improve health and safety of the premises.</p>

Investment performance against objectives	Para 1.41	<p>The Group's Income and Expenditure is very small and as a consequence, 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.</p>
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## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>16<sup>th</sup> Lancaster is in a sound financial position due to careful management of expenditure and the benefit of some COVID related grants from the Local Authority during the period. We have continued to collect subscriptions, at a reduced rate, throughout the pandemic in order to support the continued delivery of an online programme and running costs.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>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 <b>12 months running costs, circa £10,000.</b></p> <p>The Group held reserves of approximately <b>£20,000</b> against this at year end. This is above the level required for operating expenses. However this can be explained by the need for planned works updating and renovating the hut and also the uncertainty brought about by multiple lockdowns resulting in a suspension of activities during the COVID 19 pandemic.</p>
Amount of reserves held	Para 1.22	<b>£20,000</b>
Reasons for holding zero	Para 1.22	None

reserves		
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The principal source of funds is member subscriptions, which are typically £35 per term (£105 per annum).
Investment policy and objectives including any social investment policy adopted	Para 1.46	The Group's Income and Expenditure is very small and as a consequence, 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.
A description of the principal risks facing the charity	Para 1.46	<p>The Group Executive Committee has identified the major risks to which they believe the Group is exposed which are:</p> <p><b>1.1.1 Injury to Leaders, Helpers, Supporters or Members</b></p> <p>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.</p> <p><b>1.1.2 Damage to Buildings, Property or Equipment</b></p> <p>The Group would request the use of buildings, property and equipment from neighbouring organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.</p> <p><b>1.1.3 Reduced Income from Subscriptions and Fund Raising</b></p> <p>The Group is primarily reliant upon income from subscriptions and fund-raising. 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.</p> <p><b>1.1.4 Reduction or Loss of Leaders</b></p> <p>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.</p>

**1.1.5 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.

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	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 (POR) of the Scout Association.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The Group is a trust established under the Policy, Organisation and Rules of the Scout Association.
<p>The Group Scout Council is the electoral body to which the Group Executive Committee is accountable. Membership of the Group Scout Council is open to:</p> <ul style="list-style-type: none"> <li>• Scouters</li> <li>• Group Active Support Managers and members</li> <li>• Colony Pack and Troop Assistants</li> <li>• Skills Instructors</li> <li>• Administrators</li> <li>• Advisers</li> <li>• Patrol Leaders</li> <li>• All Parents of Beavers, Cubs and Scouts</li> <li>• The sponsoring authority or its nominee</li> <li>• Any other supporters, including former Scouts and their parents, admitted by the Group Scout Leader, the Group Executive Committee or the Group Scout Council</li> <li>• The District Commissioner and District Chair are ex-officio members of the Group Scout Council.</li> </ul>		
<p>The Group is led by a Group Scout Leader and managed by a Group Executive Committee. They are accountable to the Group Scout Council for the satisfactory running of the Group.</p> <p>The Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment.</p> <p>Members of the Executive Committee must act collectively as charity Trustees of the Scout Group, and in the best interests of its members to:</p> <ul style="list-style-type: none"> <li>• Comply with the Policy, Organisation and Rules of The Scout Association</li> <li>• Protect and maintain any property and equipment owned by and/or used by the Group</li> <li>• Manage the Group finances.</li> <li>• Provide insurance for people, property and equipment.</li> <li>• Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fund-raising activities.</li> <li>• Promote and support the development of Scouting in the local area.</li> <li>• Manage and implement the Safety Policy locally</li> <li>• Ensure that a positive image of Scouting exists in the local community.</li> <li>• Appoint and manage the operation of any sub-Committees, including appointing a Chair to lead the sub-Committees</li> <li>• Ensure that Young People are meaningfully involved in decision making at all levels within the Group</li> <li>• The opening, closure and amalgamation of sections as necessary.</li> <li>• And all other duties as set out in Policy, Organisation and Rules.</li> </ul>		
Trustee selection methods including details of any constitutional provisions	Para 1.25	The trustees are appointed in accordance with the Policy, Organisation and Rules of the Scout Association.

e.g. election to post or name of any person or body entitled to appoint one or more trustees		
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## Reference and Administrative details

Charity name	16TH LANCASTER (ST PAUL'S) SCOUT GROUP
Registered charity number	521575
Charity's principal address	16 <sup>th</sup> Lancaster (St Paul's) Scout Group Hut, Dorrington Rd, Lancaster. LA14TD

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Lisa Patterson	Group Exec Member		
2	Lindsay Butcher	Group Secretary		
3	Michelle Smart	Group Exec Member		
4	Nigel Davis	Group Treasurer		
5	Adam Murfitt	Group Chair (Sept 2021 onwards)		
6	Daniella Martin	GSL		
7	John Gedge	Group Secretary (to Sept 2021)		
	Steven Quayle	Group Chair (to Sept 2021)		

Corporate trustees - names of the directors at the date the report was approved

<b>Director name</b>		

Name of trustees holding title to property belonging to the charity

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	

**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements	None

for safe custody and segregation of such assets from the charity's own assets	
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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

None
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## Other optional information

None
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## Declarations

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

**Signed on behalf of the charity's trustees**

**Signature(s)**

D.Martin

**Full name(s)**

Daniella Martin

**Position (eg  
Secretary, Chair, etc)**

Group Scout Leader

**Date**

05/02/2022

**16th Lancaster St Paul Scout Group**

**Receipts and Payments Account Year Ended 31 March 2021**

**Section Consolidated**

	Current Year		Current Year
<b>RECEIPTS</b>		<b>PAYMENTS</b>	
Donations Legacies & Similar Income	451.00	CHARITABLE PAYMENTS	0.00
Membership Subscriptions	2994.32	Section Activities	433.75
Less HQ Fee, County & District Levy	3542.00	Adult Support & Training e.g. Leader Traini	249.55
Net membership subscriptions retained	-96.68	Rent	270.00
Donations	100.00	Water & Sewerage	59.84
Donations re use of building	748.00	Electricity & Gas	729.63
Legacies	0.00	Equipment & Buildings Insurance	1375.31
Camp Receipts	0.00	Leaders' Insurance	0.00
Gift Aid	4722.58	Repairs & replacement of existing equipme	15422.85
Other similar Income - activity receipts	143.50	Purchase of materials & equipment	162.01
Sub Total 1	5617.40	Printing, photocopying & stationery	29.41
		Contribution to camp cost	0.00
<b>GRANTS</b>		Uniforms	309.70
Sharpe Bequest	0.00	AGM & Trustee Expenses	0.00
Grants from other sources	23169.21	Badges	297.84
Sub Total 2	23169.21	Bank Charges	403.51
		Cleaning	520.00
<b>FUNDRAISING (GROSS)</b>		Internet Connection	178.54
Christmas Post	0.00	Sub Total 1	20441.94
Bag Packing	0.00		
Fayres	0.00	<b>FUNDRAISING EXPENSES</b>	
Jumble Sales	0.00	Christmas Post	0.00
Other 1	95.60	Bag Packing	0.00
Other 2	610.00	Fayres	0.00
Sub Total 3	705.60	Jumble Sales	0.00
		Other 1	80.00
<b>INVESTMENT INCOME</b>	0.00	Other 2	0.00
Bank & Building Society Interest	8.06	Sub Total 2	80.00
Other Investment Income 1	0.00		
Other Investment Income 2	0.00	<b>TOTAL GROSS EXPENDITURE</b>	
Sub Total 4	8.06	CHARITABLE PAYMENTS Sub Total 1	20441.94
		FUNDRAISING EXPENSES Sub Total 2	80.00
<b>TOTAL GROSS INCOME</b>		<b>TOTAL GROSS EXPENDITURE</b>	<u>20521.94</u>
Donations Legacies & Similar Income Sub total 1	5617.40		
Grants Sub total 2	23169.21	<b>TOTAL GROSS INCOME</b>	29500.27
Fundraising (gross) sub total 3	705.60	LESS TOTAL GROSS EXPENDITURE	<u>20521.94</u>
Investment Income sub total 4	8.06	<b>SUB TOTAL = CASH FUND THIS YEAR Sub T</b>	<u>8978.33</u>
Total Gross income	29500.27		
		<b>Balance Brought Forward</b>	
<b>Balance Brought Forward</b>		Cash	0.00
Cash	0.00	Bank Current Account	13665.02
Bank - Current Account	4994.75	Bank - Reserve Account	20755.66
Bank - Reserve Account	20447.60	<b>Total</b>	34420.68
<b>Total</b>	25442.35		

We confirm that this represents a true & fair value of the fund from the records presented to us

*Andrew White*

Andrew White  
Independent Examiner

Date: 28/06/2021

The records and accounts have been subjected to an independent examination which includes a review of the accounting records kept by the organisation and

*Nigel Davis*

Nigel Davis  
Treasurer

Date: 18/05/21

**16th Lancaster St Paul Scout Group**

**Receipts and Payments Account Year Ended 31 March 2021**

**Section Consolidated**

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Independent Examiner

Date: 28/06/2021

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*Nigel Davis*

Nigel Davis  
Treasurer

Date: 18/05/21