

Scouts 



**3rd DAVYHULME (LOSTOCK) SCOUT GROUP
SCOUT COUNCIL**

TRUSTEES' ANNUAL REPORT 2020/2021



3rd Davyhulme (Lostock) Scout Group

Annual General Meeting 2021/2021

5 October 2021 at 7.30pm

Held at The Endeavour, Conway Road, Davyhulme

AGENDA

1. Introduction by the Group Scout Leader
2. Apologies for absence
3. To approve the minutes of the AGM held on 3 November 2020.
4. To receive and consider the Trustees' Annual Report
5. To receive and consider the Treasurer's Annual Report and Audited Annual Statement of Account
6. To approve the Group Scout Leader's nomination of the Group Chair – The nomination is Colin Lewis
7. To elect a Group Secretary – The nomination is Joanne Aldham
8. To elect a Group Treasurer – The nomination is Paul Simpson
9. Resolutions and Proposals

The following are proposed:

1. The Constitution of the 3rd Davyhulme (Lostock) Scout Group

'The Constitution as laid down in POR Rule 3.23 represents an ideal Constitution and will apply where the circumstances and the support allow. This Constitution negates and supersedes all previous Constitutions.'

2. Conduct of Meetings in the 3rd Davyhulme (Lostock) Scout Group

*'At any meeting of the Group Scout Council the quorum will be **eight (8)** members present'.*

*'At any meeting of the Group Executive Committee the quorum will be **one-third** of the members present rounded up to the nearest whole number'.*

*'The number of Elected Members to the Group Executive Committee will be **four (4)**.*

*'At any meeting of a Group Executive Committee Sub-Committee the quorum will be **one-third** of the members present rounded up to the nearest whole number'.*

The forgoing negates and supersedes all previous quorums.

10. To elect certain members of the Group Executive Committee:
 - a. Elected members
 - b. Group Scout Leader's nominated members
11. To appoint an independent examiner or scrutineer as required – The nomination is Chris Varley.
12. Any other business
13. The Group Scout Leader will now close the official business

TRUSTEES' ANNUAL REPORT FOR THE PERIOD 1ST APRIL 2020 TO 31ST MARCH 2021

Charity name – 3rd Davyhulme (Lostock) Scout Group

Registered charity number – 521688

Charity's principal address – The Endeavour, off Conway Road, Davyhulme, Manchester M41 0TF

Names of the Charity trustees' who manage the charity

Trustee Name	Office	Dates acted if not for whole year
Colin Lewis	Group Chair ex-officio	
Joanne Aldham	Group Secretary ex-officio	08/02/2021 to present
Catherine Church	Group Treasurer ex-officio	03/11/2020 to 6/09/21
Michele Millington	Group Scout Leader ex-officio	
Darren Grace	Assistant Group Scout Leader ex-officio	
Allan Millington	Scout Leader ex-officio	
Angela Yarwood	Elected	3/11/20 to 24/05/21
Jemma Williamson	Elected	
Keith Church	Elected	3/11/20 to 24/05/21
Jade Loynes	Nominated	03/11/2020 to 21/06/21
Neil Robinson	Nominated	

Names and addresses of advisors

Type of advisor	Name	Address
Bank	Royal Bank of Scotland	Drummon House, 1 Redheughs Avenue Edinburgh EH12 9JN
Scrutineer	Chris Varley	c/o Cedar Solutions (Management) Ltd - Prospect House - 2 Sinderland Road - Broadheath - Altrincham - Cheshire - WA14 5ET



3rd DAVYHULME (LOSTOCK) SCOUT GROUP SCOUT COUNCIL

**Annual General Meeting
3 November 2020 at 7.45pm**

Held at via Zoom due to Covid restrictions

Minutes of Meeting

Attendees:

Graham Barrick – District Chair (GB)
Michele Millington – Group Scout Leader (MM)
Darren Grace – Assistant GSL (DG)
Allan Millington – Explorer Leader (AM)
Neil Robinson – Trustee (NR)
Jim Field (JF)
Heather Field (HF)
Angela Yarwood (AY)
Alison Kerrs (AK)
Colin Lewis – Group Chair (CL)

1. Introduction by the Group Scout Leader

GSL (MM) welcomed everyone to the AGM and thanked them all for their attendance.

GSL (MM) introduced herself and Colin Lewis (Group Chair)

2. Apologies for absence

Received from:

Chris Knowles (District Commissioner), Jemma Williamson (Bandmaster and Beaver Leader), Nadine Smith (outgoing Group Secretary), Becky Shaw (Cub Leader).

3. Minutes of the AGM held on 29 October 2019 and EAGM held on 3 November 2019

CL noted that the minutes of both of the above meetings are included in the Trustees report.

Approval Proposed by MM; Seconded by GB

4. Trustees' Annual Report

CL highlighted the sections in the Report, noting that it as per the format prescribed by the District, and that if anyone had any comments or questions about the Report to raise them.

CL summarised the Financial Review highlighting the Group's policy on reserves equivalent to 12 months running costs based on analysis of historical accounts amounting to £14,700, and ring-fencing £10,000 to meet future repair and maintenance obligations.

5. Treasurer's Annual Report and Audited Annual Statement of Account

CL summarised that the accounts had been independently scrutinised, a copy of the Scrutineers statement was available for inspection.

CL noted that the accounts were presented in the POR prescribed format.

GB queried the following:

1. Capitation figure was incorrect at £5,997 which is the 2020/21 value. The correct value should be £5,623.
2. Why no Gift Aid value was included. CL responded that an application for Gift Aid had not been made for a couple of years.

Subject to the aforementioned correction in (1) above being made, the accounts were accepted.

Nomination of officials

6. Group Scout Leader's nomination of the Group Chair – Colin Lewis

Proposed by DG; Seconded by AY

7. Election of the Group Secretary – Position currently vacant and no one stepped forward at the meeting. GSL/Chair were tasked with finding a replacement.

8. Election of the Group Treasurer – The nomination is Catherine Church

Proposed by MM; Seconded by CL

9. Resolutions and Proposals

None were tabled.

10. Election of certain members of the Group Executive Committee:

a. Elected members

Jemma Williamson - ***Proposed by MM; Seconded by NR***

Keith Church - ***Proposed by CL; Seconded by NR***

Allan Millington - ***Proposed by CL; Seconded by AY***

Darren Grace - ***Proposed by NR; Seconded by AM***

b. Group Scout Leader's nominated members

Neil Robinson - ***Proposed by MM; Seconded by CL***

11. Appointment of an independent examiner or scrutineer as required – The nomination is Sam Hastie.

Proposed by MM; Seconded by AM

12. Any other business

It was noted that a Covid-19 Risk Assessment (RA) had been completed and approved by the Exec Committee and District Committee. Other Section RA's are now being prepared.

MM thanked the GB for his guidance during the year and closed the meeting with thanks to all Attendees.



STRUCTURE, GOVERNANCE AND MANAGEMENT

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.

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

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

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.

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

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 policy to ensure that insurable risks are covered.

OBJECTIVES, ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society,

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.

Reports

Group Scout Leader's Report 2020 - 2021

We have certainly been tested over the last year as the whole world came to a standstill as the pandemic hit hard.

The new way of scouting started, home badge work and zoom meetings commenced.

The Eurojam was sadly postponed and then cancelled due to the Corona virus.

The band also cancelled many of their carnivals, competitions and band meets.

I would like to thank all the Leaders, Assistant Leader, helpers and Young Leaders that have assisted in running the zoom sessions throughout the Pandemic, a massive B.R.A.V.O from myself.

I would also like to thank all the members of the Exec who have made my life easier in helping and assisting with the financial running of the group and in order for myself and other leaders to make the Scout HQ covid safe to return after lock down.

Here's to a more face to face year and our road trip back to some sort of normality.

Michele Millington
Group Scout Leader

Group Chair Report

Whilst 2020/21 has been a challenging year, all leaders and members of 3D have worked hard to continue scouting activity as much as possible via Zoom and more recently with face-to-face meetings.

All Sections have operated in accordance with Government and Scouting Covid guidelines with appropriate Risk Assessments being prepared and approved.

Michele, our GSL, has been instrumental in obtaining substantial grant funds totalling £24,470.43 from Trafford Borough Council and the Lesley Naylor Memorial Fund. A portion of these grants has been used as follows:

- A new tarmac surface on the The Endeavour car park
- Refurbishing the fire pit area led by Darren Grace
- Fencing, paving, steps and soft landscaping works between the car park and building
- Electrical upgrades including heaters, hand dryers, internal and external lighting
- Additional cupboard space in the Lancaster Room, thanks to the joinery skills of Jim Field.

Whilst 2020/21 has been challenging for everyone, on behalf of the Leaders and Exec Committee I thank all Members and their parents for your continued support.

On behalf of myself and 3D's members, I thank all the Leaders and Exec Committee for their dedication and commitment over the past year. I look forward to working with them again over the coming year.

Colin Lewis

3D Group Chair

Avro Beavers

Well what can I say..... covid 19 struck and we were all in lock down. However, Scouting still carried on via zoom meetings. We had fun on zoom, playing games, cooking, creating constellations which went towards the space activity badge, quizzing and earning many, many badges.

Avro Beavers joined in with the County Great Weekender and all had fun making dens in their homes and camp outs in their back gardens. Here's to a more face to face year.

I want to say a massive thank you to all the Leaders and Young Leaders who have given up their time during lock down to assist and entertain on zoom. B.R.A.V.O.

Metro Beavers

The past 12 months have been a challenging one for everyone, especially for scouting.

Over the past 12 months we have carried out zoom meetings with the beavers which they have all enjoyed. Managing to gain badges along the way.

We are very excited to be getting back to face to face scouting!

I would like to take this opportunity to Thank Hannah and Jo for their hard work over the past 12 months. Due to my job I had to take a back seat but they have done a fantastic job!

Powell Pack Section Report

Well it certainly has been a different year this year. Some of the cubs were lucky enough to take part in the County chess competition the weekend before we went into lock down. In the past year we have been continuing our regular Wednesday meetings but via Zoom.

We have done a variety of activities on zoom including games, challenges, craft, baking and badge work. The cubs have gained badges including communicator, disability awareness and hobbies. Individual cubs have also been doing badge work at home.

During some of our zoom meeting we had some visitors including Skittleman, Guide Dogs and Shiny Kitchen. Some of the cub pack took part in the District Cub Zoom quiz. Alfie came first and Alistair came second.

We also had two of our cubs Marianne and Beth take part in a virtual camp.

Although Zoom has not been the same as it is when we meeting face to face the cubs seem to have enjoyed it and we have had lots of positive feedback from parents.

We are looking forward to being able to meet face to face very soon.

Baden Cubs

Baden Cubs like all other sections have been meeting via zoom and/or badge work at home.

They have camped out in gardens and dens in their homes, joined in with many activities and all via zoom. The Cubs have earned many badges and entertained Michele and Allan during the year with their fun and enthusiastic nature.

The Cubs have ran their own sessions, with first aid quizzes, books quizzes, animal and general quizzes. Two Cubs Archie and Hadley created a fantastic quiz and hosted this to the Avro Beavers and as such they completed their training and were awarded their Chief Silver Awards in Cubs which is fantastic especially due to the covid pandemic. B.R.A.V.O.

The section is full.

A massive thank you to all the Leaders, Assistant Leaders, Sectional Assistants, Helpers and Young Leaders who make the pack possible.

Here's to a more normal scouting year.

All the Leaders at Baden Pack

Scout Report

We have continued our scouting journey during the pandemic via zoom. We have had quizzes, scavenger hunts and plenty of chatting!

Some Scouts have moved up to Explorers and earned many badges.

May I thank all the scouts for their hard work during these strange times. And also thank the parents for their continued support.

Onwards and upwards!!

Yours in Scouting
Darren and Allan

Merlin Explorers

Merlin Explorers like all other sections have completed their year via social media and/or zoom meetings.

Lots of quizzes were completed where most of the Explorers beat the Leaders!! They also completed their cooking badge live via zoom with Tom winning, B.R.A.V.O. Some Explorers completed their Young Leader training and again a massive BRAVO to all of them.

Trying times for everyone and hopefully the section will be able to go camping again soon and have a great time.

Thanks to all the Leaders who have helped with the section.

Y.I.S.

Allan and Angela

Band

Due to covid the band has not been able to do anything. We have had a few zoom social meetings to keep up to date.

Two of our members took part in the BYBA National Soloist competition, of which Graham Bond one of our Euphonium Players took First place in his section. Huge congratulations to him!

The band rejoined TYMBA (traditional youth marching band association) in January and since then members have been taking part in various sessions ran by British Army Music, all aimed to help us improve our playing and rehearsals.

The band are excited to meet back and looking to make the band bigger and better than ever over the next 12 months.

Jemma
Bandmaster

FINANCIAL REVIEW

The accounts are presented in a Receipts and Payments format recommended the 'Charity Statement of Recommended Practice (SORP)', which forms part of The Scout Association Policy, Organisation & Rules (POR).

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.

The Group 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 Group Executive would consider the cash flow requirements.



The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the Group Scout Council 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, circa **£14,700**. The Group continues to develop its financial policy, and in addition to the running cost reserves noted above, we are proposing to ring-fence the sum of **£10,000** to meet future repair and maintenance obligations relating to the HQ and its grounds.

Declaration

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

Signed on behalf of the charity's trustees

Signatures (**electronic signatures with permission from both parties**)

	
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Full names

Colin Lewis	Michele Millington
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Position

Group Chair	Group Scout Leader
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Date

1 st October 2021

3rd DAVYHULME (LOSTOCK) SCOUT GROUP Receipts and Payments Account

	Year start date		Year end date
For the year from	01/04/2020	To	31/03/2021

Receipts and payments		
	2020/21 Unrestricted funds £	2019/20 Unrestricted funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions	11,389	13,862
Less: Membership subscriptions paid on (National/County/Area/District)	(5,997)	(5,623)
Net membership subscriptions retained	5,393	8,240
Donations	-	-
Legacies	-	-
Gift Aid	12,135	-
Band receipts	1,205	3,359
Other similar income	59	728
Sub total	18,791	12,327
Grants		
Maintenance grant	-	-
Other grants	24,470	-
Sub total	24,470	-
Fundraising (gross)		
Events (e.g. bonfire night, hotdog stand, Xmas craft stalls)	-	658
Band competition	-	-
Detail 3	-	-
Other fundraising activities (Clothes Collection)	172	-
Sub total	172	658
Investment income		
Bank interest	19	13
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income	-	-
Other investment income	-	-
Sub total	19	13
Total Gross Income	43,452	12,998
Asset and investment sales, etc.	-	-
Total receipts	43,452	12,998

3rd DAVYHULME (LOSTOCK) SCOUT GROUP Receipts and Payments Account

	Year start date	To	Year end date
For the year from	01/04/2020		31/03/2021
Receipts and payments			
	2020/21		2019/20
	Unrestricted funds		Unrestricted funds
	£		
Payments			
Charitable Payments			
Youth programme and activities	-		2,143
Adult support and training	40		842
Rent	200		} 6,705
Water and Sewerage	399		
Electricity and Gas	1,479		
Insurance	1,260		
Repairs and Renewals	3,753		
Materials and equipment	3,274		2,737
Printing and photocopying	-		-
Contribution to camp costs	-		60
Uniforms, badges, woggles, neckers	183		1,558
AGM and trustee expenses	-		-
Band competition expenses	-		-
Bursary, Jamboree 2019 contributions	-		-
Website costs, tuck shop, etc	753		276
Band expenses	429		3,419
Sub total	11,770		17,740
Fundraising expenses			
Group Bonfire Night (Fireworks, Sparklers,)	-		400
Detail 2	-		-
Detail 3	-		-
Other fundraising costs	-		-
Sub total	-		400
Total Gross Expenditure	11,770		18,140
Asset and investment purchases, etc.	-		-
Total payments	11,770		18,140
Net of receipts/(payments)	31,682		(5,142)
Cash funds last year end	80		-
Cash funds this year end	31,762		(5,142)

Statement of assets and liabilities at the end of the year

	2020/21 Unrestricted funds £	2019/20 Unrestricted funds
Cash funds		
Bank current account	-	-
Bank deposit account - Group (excluding Band)	52,798	21,893
Bank deposit account - Band	14,216	13,360
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	80
Total cash funds	31,682	35,333
Other monetary assets		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	500
Sub total	-	500
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	2,300	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
Sub total	2,300	-

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 30 June 2021 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature (electronic signatures with permission of both parties)

Print Name



Colin Lewis (Group Chair)



Michele Millington (GSL)

RE: 3rd Davyhulme Scouts - 2020/21 accounts scrutineer

Chris Varley <chris.varley@cedar-solutions.co.uk>

Mon 04/10/2021 09:22

To: Lewis Family <snailson tour@hotmail.com>

Cc: Michele Millington <michelemilly2013@yahoo.co.uk>; Catherine Church <catherinechurch83@gmail.com>

Colin,

Sorry for not coming back to you over the weekend – I am afraid I don't know where time goes!!

I have been through the spreadsheets provided and crosschecked a sample of transactions to the bank statements.

I am happy that the accounts, as drafted, show a reasonable view of the performance of the Group and are in accordance with the underlying records. The only item I am unaware of is the £2,300 of "accounts not yet paid" in the statement of liabilities – I presume you had certain invoices to pay at 31/3/21 which are included? – as it is not significant to the accounts, I am happy to include this item as stated.

I have not seen evidence of the Band bank statements for the year but again, as it is not significant to the performance of the year, I am happy to proceed with the balances as stated. For the completeness of my records, I would appreciate sight of the 31/3/21 Band bank statement in due course.

I trust this is acceptable and you have a good AGM (and the accounts are approved).

Let me know if you have any queries.

Kind regards

Chris Varley

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