

# 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 

108th Belfast (St Brigid's) 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 

1	0	0	1	4	4	5	6
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Charity's principal address 

St Brigid's Church of Ireland							
Ballyclare Road							
Newtownabbey Co Antrim							
Postcode	B	T	3	6	5	H	L

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Phyllis Cooke		
2	Nan Mallett	Chair	
3	Maureen Davidson	Treasurer	
4	Jeanette Allen		
5	Jonathan Allen		
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Names and addresses of advisers (optional information but encouraged as best practice)

Type of advisor	Name	Address

## Description of the charity's trusts

## Type of governing document

The Group'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.

## How the charity is constituted

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

## Trustee selection methods

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

## 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 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.

## 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 Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets formally at least twice a year.

Members of the Executive Committee complete 'Essential Information for Executive Committee' training within the first 5 months of joining the committee.

This Group Executive Committee 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 committees that may be required;
- Appointing Group Administrators and Advisors other than those who are elected.

**Risk and Internal Control**

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

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 and also has a non-members insurance policy. Risk Assessments are undertaken before all activities.

Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and Gift Aid. The group 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.

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 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 above objectives are achieved by providing an enjoyable scheme of progressive training based on the Scout Promise and Law and guided by adult leadership. This includes weekly Section meetings with age-appropriate activities, including games, badgework and craft/art activities. The young people also participate in Outings and Camps and events organised at both District and County level.

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.

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.

**Section D****Achievements and performance**

Summary of the main achievements of the charity during the year

All sections (Squirrels, Beavers, Cubs and Scouts) hold weekly meetings although numbers remain lower than pre-Covid. Some of the leaders have moved to new sections and we are encouraging the development of Young Leaders. Activities include age-appropriate games, arts and craft and badgework. A Group Camp was held at Crawfordsburn at the end of June and provided the opportunity to participate safely in various outdoor activities eg pond-dipping, the challenge of the climbing wall. All sections took part in a Sponsored Silence to raise funds for a UNICEF project to help children in Ukraine. They also contributed to an art project which was displayed in the Church on Remembrance Sunday. From making poppy petals to Tommy silhouettes, all age-groups had their part to play. The Beavers participated in N I Beaver Rally Day and in the District Christingle Service. Cubs completed the Chefs Badge and enjoyed a walk up the Cavehill, where they completed various treasure hunt tasks. The Scouts focused on outdoor activities and improved their skills in compass work, map-reading, orienteering, fire-lighting and outdoor cooking. A team participated in the Scout County Flag Skills Day. Last but not least, the Squirrels attended the Belfast County Squirrel Fun Day in February 2023.

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**Section E****Financial Review**

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 Group Executive Committee considers that the group should hold a sum equivalent to 6 months running costs, circa £2000.

Quantify and explain any designations

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

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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

<p><b>Investment Policy</b></p> <p>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.</p>
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**Section F**

**Other Optional Information**

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

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**Section G**

**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

M. Davidson	
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Full name(s)

Maureen Davidson	Jonathan Allen
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Position (eg Secretary, Chair)

Treasurer	Group Scout Leader
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Date

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