

Trustee's Annual Report

For the period from 01 April 2022 to 31 March 2023



Section A Reference and Administration Details

Charity Name 3rd Ballymena Scout Group
Charity Number 103874
Principal Address West Church, Ballymoney Road, Ballymena, BT43 5BS

The trustees that manage the charity are –

Name	Office	Dates acted, if not for full year
Leslie Carswell	Group Scout Leader	
Mark McKane	Chairperson	
Steven Potter	Treasurer	
Jane Thompson	Secretary	
Mark Dick	Trustee	
Douglas Hogg	Trustee	
Amanda Kyle	Trustee	Resigned 27.09.2022
Hilary Caithness	Trustee	

Section B Structure, Governance and Management

Type of 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.

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.

Group Executive Committee

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 Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, and a representative parent from each section of the Group. Additionally, some members are co-opted onto the Committee from time to time. The Committee meets at least once every 6 months.

The 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 and equipment
- 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

General

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 payments and comprehensive insurance policies to ensure that insurable risks are covered.

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 property and equipment

The Group would request the use of buildings, property and equipment from neighbouring organisations such as West Church and other Scout Groups. 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 Association's national accident insurance policy. Risk Assessments are undertaken before and during activities.

Reduced income from fund raising

The Group is primarily reliant upon income from subscriptions and fundraising. The Group does hold reserves 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, this would result in the complete closure of the Group.

Reduction or loss of members

The Group provides activities for all young people aged 4 to 15. If there were 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, this would result in the complete closure of the Group.

Section C Objectives and Activities

The Purpose of Scouting

The purpose of Scouting is to contribute to 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 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.
- Cooperation - We make a positive difference; we cooperate 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 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

Group Scout Leader's Review

Compared with last year, our great programmes of the previous year were not as badly disrupted by covid.

The total group numbers of young person members taken in the January 2023 census showed a total of 46 youth members. This represents an increase of 6 members on the January 2022 census but is still smaller than the January 2021 census figures which was recorded as 55. The good news is that the younger sections, Squirrels, and Beavers showed a significant increase over the 2022 figures, numerically 7 extra Squirrels up to 12, Beavers 3 extra up to 13. The Cub section showed a slight reduction, down 2 to 10 and similarly the Scout section down 2 to 11 but an extra 4 who are of Explorer age could be added as they are recorded as the District Explorers in the census. This means the Scout section is really 15 in size. An analysis of the ages in each of the younger sections shows that the ages of the members is near the upper age for the section. This will result in progress in swelling the numbers in each of the Beavers, Cubs and Scouts, and with the increasing number of Squirrels being attracted throughout the year, there is movement towards the pre-pandemic numbers levels and possibly beyond across all sections in the near future.

The adult leaders showed a number of changes. In June 2022 the two Cub leaders retired meaning that unless new leaders were found, the section could not function. Fortunately, one of the Beaver leaders moved up to become the new Cub Leader and an Assistant Scout leader moved down to the Cub Section such that Cubs would continue with the minimum of two leaders. New leaders, a husband and wife team, were recruited into the Beaver section leader team. This bodes well for the future as it is the intention of the current Beaver leader to step down at the end of June 2023. In the Scout section we welcomed a new young leader to the team, significantly reducing the average age of the Scout leader team!

The Cub section moved their meeting evening to a Friday at the beginning of September 2022. This has resulted in all sections in West Church meeting on the same evening in 3 different locations in the Church with two sections using the main hall consecutively. This makes it easier for the transport situation for parents who have two or more offspring attending different sections. It also makes it easier for leaders from the different sections to meet, exchange ideas, decide on who is going up from one section to another etc. We are grateful to our Church for facilitating this change.

2022 was a significant year for the Troop as it was 100 years from the start of Scouting in West Church. All sections were represented in the Church for a service on 24th April 2022, one day after the centenary of the first official Troop meeting. A centenary summer camp was held in the same field in Carnlough as the first Troop camp in 1927.

Some measure of progress within the Group can be made through examining the number of badges earned and awards gained. The younger sections facilitated progress towards badges in virtually every night of their meeting particularly through a range of crafts and games. The difficulty in writing this report which is to focus on the financial year ending 31 March each year is that although much progress is being made towards the Chief Scout Awards for each section many are not completed until nearing the summer of the following year. I am convinced with the current leadership teams, there is much more focus on these awards being gained in all sections. The number of these awards being gained is increasing each successive year. Well done.

All sections actively participate in their section's District events and more with some of our sections joining together for joint activities outside the normal meeting place. These events are spread throughout the year, not just in the later Spring time. Details of events can be seen in the reports for each section. Good use was made of the Education Authority (EA) grant monies for a number of these activities this year and our thanks go to the EA.

Finally, our thanks go to our Treasurer, Chair and Secretary and especially to all in the leader teams of each section for their energy, commitment and enthusiasm and further thanks go to those who are moving on and who have retired since April 2022 and are retiring this June for their commitment, progress in facilitating more badges and awards being gained and furthering the "Skills for Life" aims and objectives of The Scout Association.

Section E Financial Review

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 in reserve equivalent to 2 years running costs, circa £5,000 in reserve.

Investment Policy

The Group's Income and Expenditure is 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.

Treasurers Statement

The attached account statement shows the Group Income and Expenditure details and Bank Account balances as at our financial year end of 31 March 2023 (FY23). The Group and all Sections operate and report on a Cash Accounting basis.

Our main sources of income are normally from subscriptions, gift aid and fund raising.

The Group's policy to maintain reserves at approximately £5,000 continues. Reserves at 31 March 2023 were slightly higher due to receipt of a £2,000 donation which had not been spent by year end. The £5,000 level of cash reserves is deemed appropriate to cover any cash flow timing issues and also enable the Group to continue to operate for at least two years should funding such as Gift Aid cease. The Group is also keeping this under review.

Section F Declaration

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

Signed on behalf of the charity's trustees by -

A handwritten signature in black ink, appearing to read 'Mark McKane', written in a cursive style.

Mr Mark McKane
Chairperson & Trustee

Date:- 26 June 2023