

# For the period

From (start date)

0	1	0	4	2	3
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to end date

3	1	0	3	2	4
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## Section A

## Reference and administration details

Charity name

**4th Portadown (St Mark's) Scout Group**

Other names the charity is known by

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Registered charity number (if any)

1	0	4	0	1	1
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HQ registration number

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Charity's principal address

c/o 41 Derryhale Road

Portadown

Postcode B T 6 2 4 H E

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Carol Wick		
2	Paul Walker	Chair	
3	Shelagh Calvert		
4	George Frazer		
5	Richard Gilpin		
6	Lynne Crawford	Treasurer	
7	Chontelle McCartney	Secretary	
8	Annette Dowds		
9	Lorraine Law		
10	Jennifer Agnew		
11	Timothy Neill		
12	Winifred Robertson		
13	Timothy Whan		
14	Stephen Dowds	GSL	
15			

Names and addresses of advisers

Type of advisor	Name	Address
Training Advisor	Jonathan Gracey	Scout HQ, Belfast

## Description of the charity's trusts

## 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.

## Additional governance issues

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 Group Executive Committee consists of 3 representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, individual section leaders (if opted to take on the responsibility) and parents' representation and meets every 4 months or as required.

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;
- 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. Risk Assessments are undertaken before all activities.

Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. 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 4 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.

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 objectives

Participation in comprehensive training and badge system at all section levels. A range of indoor and outdoor adventurous, physical, recreational and educational activities are provided throughout the year for all age ranges. Local, national and world issues form part of our comprehensive programme. Local community environmental projects are undertaken in consultation with local council and other charitable organisations.

Additional details of the objectives and activities

We encourage cross community and cross cultural participation and we empower young people to lead and make decisions in all aspects of our programme.

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

Our membership numbers remain steady and we have waiting lists for most sections. The Group has had excellent success in awarding in excess of 1000 badges to members across the sections. All sections with the exception of Squirrels attended overnight camps. 2 Network Scouts are about to be awarded the King's/Queen's Scout Award. 7 Explorer Scouts have been working on the Diamond Award and 4 working on the Platinum Award. We had a number of leaders completing their leadership training and achieving nationally recognised standard. The older sections have continued working with local council with 'Adopt a Street' programme to help tackle the problem of litter through the Borough. This is an environmental project.

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'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.

**Investment Policy**

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.

Section F

Declaration

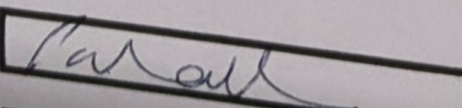
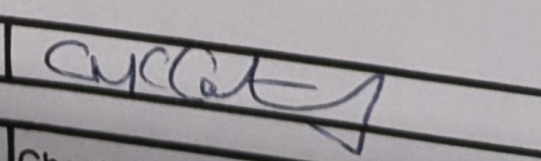
The trustees declare that they have approved the trustees' report above  
Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair)

Date

	
Paul Walker	Chontelle McCartney
Chair	Secretary
22	30