

# Trustees' Annual Report

For the period

From (start date)

0 1 0 4 1 8

to end date

3 1 0 3 1 9

## Section A

## Reference and administration details

Charity name

1st Bradley Stoke Scout Group

Other names the charity is known by

None

Registered charity number (if any)

1 1 4 0 4 5 3

HQ registration number

1 0 0 1 6 4 9 4

Charity's principal address

81 Cornfield Close

Bradley Stoke

Bristol

Postcode

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Names of the charity trustees who manage the charity

*(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)*

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Clive Mason	Group Scout Leader	
2	Nick Nelson	Group Chairperson	
3	Barbara Holliday	Group Secretary	
4	Hugh Thorpe	Group Treasurer	
5	Donna Carl	Beaver Scout Leader	
6	Joanne Bland	Group Administrator	
7	Belinda Hodgson	Group Fundraising Co-ordinator	
8	Ian Bakewell	Group Waiting List Co-ordinator	
9	Kath Robinson	Assistant Group Scout Leader (Beavers)	
10	Dave Pace	Assistant Group Scout Leader (Cubs)	
11	Dan Shadbolt	Assistant Group Scout Leader (Scouts)	
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Names and addresses of advisers (optional information but encouraged as best practice)

*(These will be published in the annual report of the charity)*

Type of advisor	Name	Address

**Section B**

**Structure, governance and management**

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.

(e.g. trust deed, constitution)

How the charity is constituted  
(e.g. trust, association, company)

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

Trustee selection methods  
(e.g. appointed by, elected by)

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 and administrative support most of whom are parents of group members and meets at least 6 times a year. 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 Assistant Group Scout Leaders, individual section leaders, fundraising and waiting list co-ordinators most of whom are parents of group members. The Group Executive Committee meets at least 6 times 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.

**Section B**

**Structure, governance and management (continued)**

**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 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.

**Risk and Internal Control**  
 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 policies to ensure that insurable risks are covered.

**General Data Protection Regulation**  
 On the 25th May 2018 the European Union introduced new legislation for the protection of personal data. The General Data Protection Regulation also known as GDPR sets a common standard across all businesses and organisations that handle personal data for any EU person. The GDPR applies to all countries handling EU personal data even if the country is not part of the European Union. The GDPR ensures that each person is aware of how organisations use the data they hold about them, is adequately protected and that the person has provided consent for the data to be used in that way by the organisation.

The 1st Bradley Stoke Scout Group take Data Protection and Privacy very seriously. Our Data Privacy Notice can be found under 'Information' on our website [www.1st.bradley-stoke-scouts.org](http://www.1st.bradley-stoke-scouts.org)

Section C	Objectives and activities
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<p>Summary of the objects of the charity set out in its governing document</p>	<p><b>The Purpose of Scouting</b>          Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b>          As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b>          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.</p>
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<p>Summary of the main activities in relation to these objects</p>	<p>See the attached following Appendices  <b>Appendix 3</b> - Skills For Life - our plan to deliver better futures  <b>Appendix 4</b> - Assistant Group Scout Leader (Beavers) Report  <b>Appendix 5</b> - Assistant Group Scout Leader (Cubs) Report  <b>Appendix 6</b> - Assistant Group Scout Leaders (Scouts) Report  <b>Appendix 7</b> - Water Rats Unit Report  <b>Appendix 8</b> - Marching Band Report</p>
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Additional details of the objectives and activities (optional information but encouraged as best practice)

<p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• contribution made by volunteers;</li> </ul>	<p>See the attached following Appendices  <b>Appendix 1</b> - Group Chair Report  <b>Appendix 2</b> - Group Scout Leader Report  <b>Appendix 3</b> - Skills For Life - our plan to deliver better futures</p>
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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

See the attached following Appendices  
**Appendix 1** - Group Chair Report  
**Appendix 2** - Group Scout Leader Report  
**Appendix 3** - Skills For Life - our plan to deliver better futures  
**Appendix 4** - Assistant Group Scout Leaders (Beavers) Report  
**Appendix 5** - Assistant Group Scout Leaders (Cubs) Report  
**Appendix 6** - Assistant Group Scout Leaders (Scouts) Report  
**Appendix 7** - Water Rats Unit Report  
**Appendix 8** - Marching Band Report

## 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 has formally set aside £10,000 in the reserves.

In addition, the Group Executive Committee has set aside £13,500 in a separate development fund to meet the future needs of the Group. For example to replace the Groups shipping storage container.

An upper limit of reserves has not been set, but total cash reserves are reviewed on an ongoing basis by the Executive Committee to ensure they meet the strategic objectives of the Group.

Quantify and explain any designations

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

None

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

#### Accounts

The Group's Accounts for the period 1st April 2018 to 31st March 2019 have been prepared on a Receipts and Payments basis in line with guidance set out by the Scout Association and the Charities Commission in order to comply with the Charities Act 2011. The Accounts have been subject to independent examination by Dunkley's Accountants in accordance with the Charities Act 2011. The Group Accounts together with the Examiner's report are attached. See **Appendix 9**

. investment policy and objectives;

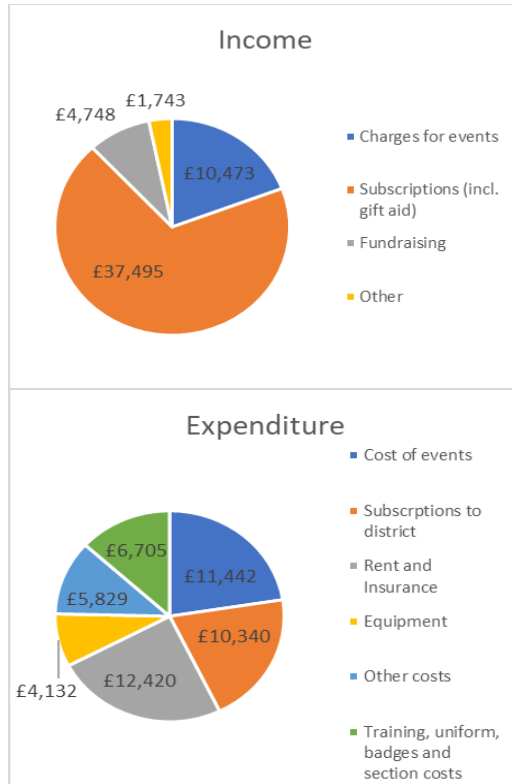
#### Investments

The Group Executive Committee does not consider it appropriate for the Group to invest in assets other than cash and has not identified any fund it would be appropriate to hold in longer term investments. All funds are therefore held in cash with Lloyds Bank.

. the charity's principal sources of funds (including any fundraising)

#### Income and Expenditure

Excluded restricted funds, the Group had total income for the year of £54,459 and expenditure of £50,867 which can be summarised as follows.



The Group makes a separate charge for specific events that are run on a break-even basis.

The other significant costs which are met from subscription income are membership payments to the Scout Association, rent and insurance. These account for nearly half of the subscriptions collected, with the balance utilised for section consumables, activities, badges, equipment, leader training, cost of fundraising and other costs.

All expenditure in the year has supported the key objectives of the charity.

**Section F Other Optional Information**

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

**Section G 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