

Trustees' Annual Report

For the period

From (start date) to end date

Section A Reference and administration details

Charity name

Other names the charity is known by

Registered charity number (if any)

HQ registration number

Charity's principal address

81 Cornfield Close						
Bradley Stoke						
Bristol						
Postcode	B	S	3	2	9	D R

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		Dates acted if not for whole year
1	Nick Nelson	Group Chairperson	
2	Barbara Holliday	Group Secretary	
3	Hugh Thorpe	Group Treasurer	
4	Joanne Bland	Group Administrator	
5	Belinda Hodgson	Group Fundraising Co-ordinator	
6	Ian Bakewell	Group Waiting List Co-ordinator	
7	Katherine Robinson	Assistant Group Scout Leader-Beavers	
8	Dave Pace	Assistant Group Scout Leader- Cubs	
9	Dan Shadbolt	Assistant Group Scout Leader- Scouts	
10	Donna Carl	Beaver Scout Leader	
11	Tomi Hernija	Water Rats Unit Leader	
12	Ryan Watts	Water Rats Unit Leader	
13	Anthony Robinson	Website Admin Officer & Data Protection Officer	
14	Scott Warburton	Explorer Youth Rep	14-Oct-19
15	Matt Calloway	Explorer Youth Rep	15-Oct-19

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

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Section B	Structure, governance and management
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Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

The Group's governing documents are those of the The Scout Association. They consist of a Royal Charter granted 4 January 1912, 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

(e.g. trust, association, company)

The Group is a trust established under its rules which are common to all Scouts. It is an unincorporated association with a primary objective to promote the development of young people in achieving their full physical, intellectual, social and spiritual potential; as responsible citizens and as members of their local, national and international communities.

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 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 and youth representatives. The Group Executive Committee meets at least 7 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)
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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.

As a consequence of the COVID-19 crisis, the Group has taken steps to reduce its commitments. This has included negotiating with its leaseholders to reduce lease costs, which led to them being reduced to nil for the period until the premises can be used again and reducing the monthly subscriptions for members accordingly. Where families were in hardship as a result of the crisis, consideration has been given to paying subscriptions on their behalf using reserves.

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 a comprehensive

these include 2 signatories for all payments and a comprehensive insurance policies to ensure that insurable risks are covered.

On 8th February 2019 it was discovered by one of group section leaders that six calor propane 13kg bottles were stolen by person(s) unknown from a metal cage unit of the required standard, secured with an approved lock. The cage was located in a concealed area behind secure metal gates. Access to the area was gained by climbing over the fences, forcing the lock and removing gas bottles. The theft was reported to Avon and Somerset Constabulary and remains an undetected crime. A claim to replace the stolen items was made on the group insurance and settled in full by Unity Insurance. Due to the nature of the material being stored there is no other suitable location for the gas bottles to be stored but additional re-enforcement and padlocks have been provided to the secure caging unit.

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.bradley-stoke-scouts.org

Section C	Objectives and activities
<p>Summary of the objects of the charity set out in its governing document</p>	<p>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.</p> <p>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.</p> <p>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.</p>
<p>Summary of the main activities in relation to these objects</p>	<p>See the attached Appendices Appendix 3 - Skills For Life - our plan to deliver better futures Appendix 5 - Assistant Group Scout Leader (Beavers) Report Appendix 6 - Assistant Group Scout Leader (Cubs) Report</p>

Appendix 7 - Assistant Group Scout Leader (Scouts) Report
Appendix 8 - Youth Representatives Report
Appendix 9 - Water Rats Unit Report
Appendix 10 - Marching Band Unit Report

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.

See the attached 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 - Group Family Tree

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 Appendices which document how we meet our objectives
Appendix 1 - Group Chair Report
Appendix 2 - Group Scout Leader Report
Appendix 3 - Skills For Life - our plan to deliver better futures
Appendix 5 - Assistant Group Scout Leader (Beavers) Report
Appendix 6 - Assistant Group Scout Leader (Cubs) Report
Appendix 7 - Assistant Group Scout Leader (Scouts) Report
Appendix 8 - Youth Representatives Report
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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 has formally set aside £10,011.

Covid-19

As a result of Covid-19 all face-to-face scouting activity across the UK was suspended in March 2020 for an indefinite period. Whilst the group is continuing 'virtual scouting' where possible, this is at a significantly reduced level. As a result the group has taken the following action:-

- * Agreed with our landlords at Brook Wasy and Holy Trinity School that no rent will be payable during the period of closure.
- * Stopped all discretionary spend across the group.
- * Reduced monthly subscriptions to £4, reflecting the annual membership fee payable to District in March each year.

During the period of suspension the group is incurring costs such as insurance, rental for equipment storage and IT. These costs amount to approximately £325 per month and it was agreed by the Executive Committee that they would be charged to reserves. The group has sufficient reserves to cover both these costs for at least the next 12 months.

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:

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

- investment policy and objectives;

Accounts

The Group's Accounts for the period 1st April 2019 to 31st March 2020 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 Accountant in accordance with the Charities Act 2011. The Group Accounts together with the Examiners report are attached. See **Appendix 11**

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.

Income and Expenditure

Excluded restricted funds, the Group had a total income for the year of £47,894

Cash funds

The increase in unrestricted cash funds to £13,734 will largely be offset by Avon Jamboree refunds in April 2020, leaving cash funds at a similar level to the prior year. The Executive Committee will take a decision as to how these funds will be applied as the full impacts of Covid-19 become clear and the plans for a new storage container are finalised.

The general reserve for contingencies remains in line with Finance Policy at £10,011 and as noted below it is expected that some changes will be made to these reserves as a result of Covid-19. The development fund is largely unchanged at £13,510 with activity currently underway to achieve planning consent for a new storage container.

Section F Other Optional Information

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

COVID-19 continues to impact on Scouting and future activities. All face to face Scouting has been suspended but we maintain our engagement with our members by developing virtual Scouting and managing meetings and badgework accordingly.

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