

Trustees' Annual Report

For the period

From (start date)

0 1 0 4 2 0

to end date

3 1 0 3 2 1

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:

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	Office (if any)	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	Clive Mason	Acting Group Scout Leader	
6	Belinda Hodgson	Group Fundraising Co-ordinator	
7	Ian Bakewell	Group Waiting List Co-ordinator	Stood down Sept '20
8	Katherine Robinson	Deputy Group Scout Leader-Beavers	Stood down July '20
9	Beena Chheda	Deputy Group Scout Leader-Beavers	Commence July '20
10	Dave Pace	Deputy Group Scout Leader- Cubs	
11	Dan Shadbolt	Deputy Group Scout Leader- Scouts	
12	Donna Carl	Beaver Scout Leader	Stood down Sept '20
13	Richard Shepherd	Marching Band Leader	Commence Sept '20
14	Tomi Hernija	Water Rats Unit Leader	
15	Ryan Watts	Water Rats Unit Leader	

16	Anthony Robinson	Website Admin Officer & Data Protection Officer	
17	Scott Warburton	Explorer Youth Rep	Stood down July '20
18	Matt Calloway	Explorer Youth Rep	Stood down July '20

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
(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 individuals, 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 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 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, Chairperson, Treasurer and Secretary together with the Deputy Group Scout Leaders, individual section leaders, fundraising 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)

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. During the COVID crisis we have been able to conduct section meetings led by leaders by using Zoom media. This has resulted in increased levels of flexibility and adaptability by the Group and leaders to engage with the young people and to provide a type of Scouting never experienced before. This has assisted in retention of leaders. Trustees who have stood down from the Executive Committee have done so due to change in personal circumstances which would have created the same outcome regardless of COVID. Having planned for these changes the Executive Committee were able to introduce and appoint new Trustees seamlessly.

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 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. As previously referenced COVID 19 has brought about a new way to provide Scouting for young people as face to face has not been permitted. Young people have engaged with section meetings being held over Zoom and for many young people it has been their their primary area of external engagement with other young people.

The Group has in place systems or controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 for any payments and comprehensive insurance policies to enable that insurable risks are covered.

There have been no insurance claims during this reporting period

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 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 takes Data Protection and Privacy very seriously. Our Data Privacy Notice can be found under the heading 'information' on our website www.bradley-stoke-scouts.org

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

See the attached Appendices

Appendix 3 - Skills For Life - our plan to deliver better futures

Appendix 5 - Deputy Group Scout Leader (Beavers) Report

Appendix 6 - Deputy Group Scout Leader (Cubs) Report

Appendix 7 - Deputy 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 Chairperson Report

- Appendix 2** - Group Scout Leader Report
- Appendix 3** - Skills For Life - our plan to deliver better futures
- Appendix 5** - Deputy Group Scout Leader (Beavers) Report
- Appendix 6** - Deputy Group Scout Leader (Cubs) Report
- Appendix 7** - Deputy Group Scout Leader (Scouts) Report
- Appendix 8** - Youth Representatives Report
- Appendix 9** - Water Rats Unit Report
- Appendix 10** - Marching Band Report

Section E	Financial Review
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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 not drawn on reserves as a result of the impacts of Covid-19 and has formally set aside **£10,013**.

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 2020 to 31st March 2021 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

Excluding restricted funds, the Group had a total income for the year of **£15,720**.

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 continued 'virtual scouting' where possible, this was at a significantly reduced level. A more detailed summary of the financial impacts are included in the charity accounts, but in summary:-

- * A number of grants were received to offset the lease costs at Brook Way.
- * Agreed with our landlords at 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 for the period April to November 2020, reflecting the annual membership fee payable to District .

Cash funds

The reduction in unrestricted cash funds to £10,655 was largely due to AJAM refunds processed in April 2020, with Covid-19 having limited overall impact due to strong cost control and virtual-scouting supporting membership numbers. The Executive Committee will take a decision as to how these funds will be applied as the full long term impacts of Covid-19 become clear and the plans for a new storage facility are finalised.

The general reserve for contingencies remains in line with Finance Policy at £10,013 and the development fund is largely unchanged at £13,514 with activity currently underway to achieve planning consent for a new storage facility.

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)		
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Full name(s)	Nick Nelson	Hugh Thorpe
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Position (eg Secretary, Chair)	Chairperson	Treasurer
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Date					
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