

# Trustees' Annual Report

For the period

From (start date) 

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 to end date 

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## Section A Reference and administration details

Charity name	1st DITTON SCOUT GROUP																
Other names the charity is known by	1st Ditton Scouts																
Registered charity number (if any)	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td>3</td><td>0</td><td>3</td><td>3</td><td>7</td><td>8</td></tr></table>	3	0	3	3	7	8										
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HQ registration number	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td>1</td><td>0</td><td>0</td><td>1</td><td>2</td><td>2</td><td>5</td><td>4</td></tr></table>	1	0	0	1	2	2	5	4								
1	0	0	1	2	2	5	4										
Charity's principal address	<table style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2">480 Lunsford Lane</td></tr> <tr><td colspan="2">Larkfield</td></tr> <tr><td colspan="2">Aylesford</td></tr> <tr><td style="width: 30%;">Kent</td><td>Postcode</td></tr> <tr><td style="text-align: center;">M</td><td style="text-align: center;">E</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: center;">0</td></tr> <tr><td style="text-align: center;">6</td><td style="text-align: center;">J</td></tr> <tr><td style="text-align: center;">A</td><td></td></tr> </table>	480 Lunsford Lane		Larkfield		Aylesford		Kent	Postcode	M	E	2	0	6	J	A	
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M	E																
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6	J																
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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	ADAM RAY		
2	CRAIG WORCESTER		
3	LLOYD COVEY		27/10/21
4	KAREN KING		24/02/2022
5			
6			
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15			

**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, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association.

<p>How the charity is constituted</p> <p>(e.g. trust, association, company)</p>	<p>The Group is a trust established under its rules which are common to all Scouts.</p>
<p>Trustee selection methods</p> <p>(e.g. appointed by, elected by)</p>	<p>The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.</p>
<p>Additional governance issues (optional information but encouraged as best practice)</p>	
<p>You may choose to include additional information, where relevant, about:</p>	<p>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.</p>
<p>Policies and procedures adopted for:</p>	<p>The Committee consists of the Group Scout Leader (Acting), with the three officer roles remaining vacant. Other members of the Executive Committee are Elected, Nominated, or Co-Opted, and Section Leaders are offered their right to opt-in, annually. The Executive Committee meets approximately once a quarter.</p> <p>Members of the Executive Committee complete Getting Started Training, including Trustee Introduction Training within the first 5 months of joining the committee.</p> <p>This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:</p> <ul style="list-style-type: none"> <li>The maintenance of Group property;</li> <li>The raising of funds and the administration of Group finance;</li> <li>The insurance of persons, property and equipment;</li> <li>Group public occasions;</li> <li>Assisting in the recruitment of leaders and other adult support;</li> <li>Appointing any sub committees that may be required;</li> <li>Appointing Group Administrators and Advisors other than those who are elected.</li> </ul>

Section B	Structure, governance and management (continued)
	<p><b>Risk and Internal Control</b></p> <p>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:</p> <p>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.</p> <p>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.</p>

Reduced income from fundraising. 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 14. 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 comprehensive insurance policies to ensure that insurable risks are covered.

Section C	Objectives and activities
<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>
<p>Summary of the main activities in relation to these objects</p>	<p>As Scouts we believe in preparing young people with skills for</p>

AS SCOUTS, we believe in preparing young people with skills for life. We encourage our young people to do more, learn more and be more. Each week, the 1st Ditton Scout Group gives young people of Ditton the opportunity to enjoy fun and adventure while developing the skills they need to succeed.

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.

Volunteers are not left out of pocket, and all reasonable expenses are paid within the Finance Policy, which is available to all Volunteers on the Group's Shared Drive.

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

1st Ditton Scout Group has re-opened and grown within the financial year, 2021/2022. The Group is under new management and the Trustees have started work to ensure that the Group is set up well for the future. Young People are enjoying Scouts, each and every week, meeting new people, learning new things, and picking up Skills for Life. During 2021/2022 we reset our membership records, moving all within an online system called Online Scout Manager, and our waiting list is now also managed through here. Towards the end of the year, the Leaders started getting Young People moving through the sections again, taking on bigger and better challenges each week.

**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 considers that the group should hold a sum equivalent to 6 months running costs, circa £5000.

Quantify and explain any designations

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

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);

- how expenditure has supported the key objectives of the charity;

- investment policy and objectives;

**Investment Policy**

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 or The Scout Association's Short Term Investment Service.

The Group Executive regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Executive considers the cash flow requirements.

**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 Other Optional Information**

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

1st Ditton is a successful Scout Group, and continues to grow, at the end of the financial year, with a full Beaver Colony, and waiting list of 30 young people. The Trustees are investing in Growth and Development, as well as continuing work on the HQ, to ensure that it is an attractive, welcoming space, that is safe and secure, looking after young people and the assets that they need to learn Skills for Life. The Group continues to engage with the community and will continue to do this, taking part in community events, such as Remembrance Sunday, as well as supporting at other events.

**Section G Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

*AR* *C Worcester*

Full name(s)

Adam Ray Craig Worcester

Position (eg Secretary, Chair)

Group Scout Leader (Acting) Trustee

Date

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