

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

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| 1st Winchester Scout Group | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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Other names the charity is known by

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| 1st Winchester Boy Scout Group | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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Registered charity number (if any)

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HQ registration number

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Charity's principal address

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| 1st Place, Scout HQ, Fleming Road, | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Weeke, Winchester | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Postcode | | | | | | | | | | | | | | | S | O | 2 | 2 | 6 | E | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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 | Mike Wilson | GSL | |
| 2 | Edwin Loveseed | Treasurer | |
| 3 | Tom Shaw | Secretary (acting Chair) | |
| 4 | Gill Bowyer | Group Administrator | |
| 5 | Mike Hobby | Member | |
| 6 | Jonathan Robinson | Member | |
| 7 | Melanie Gregorian | Member | |
| 8 | Mark Weston-Smith | Member | |
| 9 | | | |
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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 |
|-----------------|------|---------|
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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 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

The Group is a trust established under The Scout Association rules, which are common to all Scouts.

(e.g. trust, association, company)

Trustee selection methods

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

(e.g. appointed by, elected by)

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:

The Committee consists of a minimum of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader and parent representatives, and meets every month.

a) the induction and training of trustees; b) trustee consideration of major risks and the systems and procedures to manage them

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 appointment 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) |
|-----------|--|
| | <p>Risk and Internal Control</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. If these were unavailable, the Group would request the use of buildings, property and equipment from neighbouring organisations such as churches and other Scout Groups. 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 Association's national accident insurance policy. Risk Assessments are undertaken before all activities. Additional insurance is held for those helpers who are not covered by the Scout Association policy.</p> <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.</p> <p>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 sections. In the worst case scenario the complete closure of the Group.</p> <p>Reduction or loss of members. The Group provides activities for all young people aged 6 to 14 (note that the Osborne SEN section does have some scouts who are over 14 years - this has been carefully considered by the GSL, and the DC is aware). 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</p> |

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 two signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

| Section C | Objectives and activities |
|---|---|
| Summary of the objects of the charity set out in its governing document | <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> |

Summary of the main activities in relation to these objects

The Group has seven sections: two Beaver Colonies, two Cub Packs and three Scout Troops. They all meet weekly during term-time, plus they all have a programme of camps throughout the year. The Sections have the use of the Scout Hut (the Special Educational Needs Scout Troop use the Osborne school for their meetings), although they all plan to be out and about in the local area as much as possible, particularly during the Summer. The Group has the opportunity to come together on a number of occasions throughout the year. Remembrance Sunday and Christmas carols are both hosted in local churches. There are also a number of whole group events which are often combined as opportunities to fundraise: such as the annual bonfire litter pick, Littleton country show car parking and occasional Quiz night. At least once a year the group tries to organise a Family fun day which attempts to showcase scouting

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 grant making;
- contribution made by volunteers;
- policy on investments.

No formal group policy exists for these aspects - they are considered by the Executive on a case by case basis. They may well become the subject of group policy in due course.

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

This year (from 1 April 2022 to 31 March 2023) was characterised by a return to normality as we re-established (post Covid) a more 'normal' annual programme of events, both as individual Sections, and as a Group. Sections enjoyed camps and a full range of scouting activities, we came together for Remembrance Day, we helped with the Littleton show, we had a Christmas Carol Service, and we planned for a Family Fun Day in the Summer. We also had a very successful family quiz night in the Scout Hut, with good attendance from families across the Group. Attendance at all these events was mostly good, with strong demand for activities and camps. There was no shortage of Young People wanting to join the Group, and there was an encouraging number of new volunteers for various roles.

Some long-standing leaders have 'hung up their woggles', but new volunteers have stepped in, and so all the Sections have continued to thrive. Increased emphasis on leader training and on Risk Assessments has become accepted as part of the routine, with new volunteers seeing this as normal.

There has been more collaboration between the pairs of Sections, with the Beavers, Cubs and Scout sections planning together and sharing the load of preparation for activities. Improved use of the On-line Scout Manager application has reduced some of the burden of

application has reduced some of the burden of administration and helped with sharing of resources.

I am encouraged by the level of volunteering and commitment by adults, which is delivering a full range of programme activities for the Young People in our community, preparing them for life and also providing rewarding opportunity for the adults themselves. The Group feels strong and confident at a time of real need. There have been some early conversations about starting a 'Squirrels' section - this could be within reach in the short to medium term.

| Section E | Financial Review |
|---|---|
| Brief statement of the charity's policy on reserves | <p>Reserves Policy</p> <p>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. This means the Group holds a sum equivalent to approximately 1 year of ordinary subscription income - approximately £21,000. The Group has no staff wages or pensions to maintain a reserve for.</p> <p>The trustees note that, in addition to maintaining a scouting programme, we must ensure that the scout HQ remains available for the use of a pre-school during the daytime in accordance with our commitments to Hampshire County Council in respect of their grant funding for the 2014 rebuilding programme.</p> <p>The Group's largest sources of revenue in normal times are membership subscriptions, and the renting out of 1st Place when not being used for scouting. The Group maintains business continuity insurance to mitigate the risk to this revenue in the event that the building was unavailable (due to fire etc.), but it is not possible to insure against the business risks of the nursery itself.</p> <p>Asset Replacement Policy</p> |

The Group estimates that the average operating life of its equipment assets (camping equipment etc.) is around 10 years. Accordingly it budgets 10% of the insured value of those assets annually towards replacement. Any unspent equipment budget from one year is rolled in to the equipment budget for the next year.

The Scout HQ Building, 1st Place, was substantially refurbished in 2014, financed by a combination of the established Group building fund, dedicated fundraising, grants and a loan from the Scout Association. The trustees consider that with appropriate maintenance they can expect an operating life of 40 years (to 2054) before a full renewal would be required. However, it is noted that the lease on the site expires on 1 June 2044, so we cannot with complete confidence plan on using the building for its full lifetime.

Our accommodation from 2044 will depend critically on the support of the landlord (Winchester City Council) to extend the lease, or the availability of land elsewhere and funding to make use of it. With that in mind, the executive work with 25 years from refurbishment as a planning horizon, and for purpose of reporting asset value in the annual accounts.

In the first years of this plan, the trustees' financial focus was to finance as many of the deferred optional build elements (movable partition (2015) and external stores (2017)) as was determined as affordable at the time and to clear the debt incurred in the 2014 rebuild. The remainder of the loan was repaid in 2021.

In the coming years the trustees will aim to complete such of the remaining optional elements of the rebuild (such as the hard path along the front of the building) as they deem appropriate at the time, and then commit accumulated surpluses to form a building replacement fund in anticipation of the need to finance a move in 2044, or a rebuild/refurbishment a few years later.

It is anticipated that the building replacement fund alone would not be sufficient to replace the building. The expectation is that the trustees will assess the costs of rebuilding and look for additional sources of finance (grants, fund raising, loans) as may be required starting 2039.

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

NA

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about: **Investment Policy (Specimen 1)**

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

To date the group has had insufficient 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.

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

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 and objectives;

The Building Fund is a longer term proposition however, and the Group Executive considers that the use of equity investments will be necessary to provide an appropriate level of return, particularly in a climate of higher inflation rates. The target is to achieve a fund of £100,000 by 2040. The appropriateness of the target will be reviewed annually.

Section F Other Optional Information

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

1st Winchester Scout Group is essentially operating 'at capacity'. The Scout Hut is used each weekday evening by one or two sections as well as by Explorers. There is no scope for an additional beaver, cub or scout section in the weekly programme at the Hut. The two Beaver colonies, two Cub packs and two Scout troops make up a pipeline that can accommodate children from 6 to 14 and allows for flexibility by offering different sections and evenings at each stage. Growing the movement, a key part of the Scout Association Strategy, is therefore achieved by supporting the growth of other Groups. Support is provided to the 2nd Winchester Scouts through the extension of the Exec and GSL to provide oversight.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Tom Shaw Mike Wilson

Full name(s)

Tom Shaw Mike Wilson

Position (eg Secretary, Chair)

Chair Group Scout Leader

Date

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