

# 6<sup>th</sup> Horsham Scout Group Trustees' Annual Report

for the period:

25<sup>th</sup> May 2018 to 16<sup>th</sup> May 2019



6<sup>th</sup> Horsham Scout Group is sponsored by

London Road Methodist Church

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Trustees' Annual Report for the period: 25<sup>th</sup> May 2018 to 16<sup>th</sup> May 2019

## Reference and Administration Details

Group Registration Number with the Scout Association: 45350

Charity Registration Number: XR25145

The Group operates from, and is sponsored by: London Road Methodist Church

41 London Road

Horsham

West Sussex

RH12 1AN

Phone: 01403 240714

Email: [office@lrmchorsham.org](mailto:office@lrmchorsham.org)

Names of the charity trustees are:

Name	Office	Dates (if not for whole year)
Ex-Officio trustees:		
Martin Cummings	Group Chairman	
Ann Williams	Group Secretary	
Martin Brogan	Group Treasurer	
David Casey	Group Scout Leader	
Michael Reeves	Scout Troop Leader	
Andrew Farr	Cub Pack Leader	
Christine Makin	Beaver Colony Leader	
Jane Casey	London Road Church Representative	
Elected trustees:		
Martin Savage	Scouts Parents Representative	
Chris O'Leary	Cubs Parents Representative	
	Beaver Parents Representative	

Group funds are held by: HSBC Bank, West Street, Horsham.

Group Accounts for 2018-2019 have been independently examined by: Mouzam Salam, ACCA FCCA

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### Structure Governance and Management

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

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

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, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders and parent's representation. The Executive Committee meets at least three times each year.

Members of the Executive Committee have all completed 'Essential Information for Executive Committee' training (module 1 or 1e).

This Group Executive Committee exists to support the Group Scout Leader and other leaders in meeting the responsibilities of their appointments and is responsible for:

- The raising of funds and the administration of Group finance;
- The insurance of persons, property and equipment;
- Liaison with London Road Methodist Church as our sponsoring body
- 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.

### Risk Management

The Group Executive Committee has identified the primary risks to which the Group is exposed, these are regularly reviewed and mitigated as follows:

- 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.
- Inappropriate behaviour towards young people. All adults involved with the Group are subject to a DBS check. Leaders are required to undertake Scout Association training in safeguarding.
- Damage to buildings, property and equipment. The Group has a documented sponsorship agreement with London Road Methodist Church that provides, maintains and insures the buildings and equipment that the Group uses. The Group is very grateful for this support and makes a donation to the church each year.
- Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. The Executive Committee reviews the value of subscriptions each year and organises fund raising events from time to time as required. The Group's policy on reserves is to hold an amount of money sufficient to support a rolling programme of equipment renewal and the week by week operating

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costs of the sections for a year, if income were to fall to the level of our expected payment commitments to The Scout Association (i.e. capitation).

- Reduction or loss of leaders. The Group is totally reliant upon volunteers to run and administer the activities of the Group. The Group is most grateful for all the efforts of its leaders and volunteers. Parents are always encouraged to get involved in whatever way they can. Most are pleasantly surprised at how much they enjoy it.
- Mismanagement of financial loss. The Group reviews its financial position at every meeting and requires two signatories for each payment from the bank account.
- Breach of privacy. The Group has appointed a data protection officer and is working to achieve compliance with the General Data Protection Regulation (GDPR).

## Objectives and Activities

### The Purpose of Scouting

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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

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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 cooperate with others and make friends.

### The Scout Method

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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.

To deliver these objectives we seek to provide:

- A regular programme of meetings, during term times, for scouts, cubs and beavers to include both indoor and outdoor activities and learning experiences
- Nights away experiences in each section including camps for scouts and cubs, and sleep-overs for beavers
- Participation in District organised events where possible
- Supporting London Road Methodist Church by encouraging members of all sections and their families to attend parade services.

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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.

### Achievements and Performance

The three sections of the Scout Group cater for over 60 young people - boys and girls. As you will see, from the reports below, each section has had a busy and interesting year providing a wide variety of activities for the young people. Each section prepares the boys and girls for their next stage in scouting as they grow. At 14 the Scouts have the opportunity to continue their Scouting by joining an Explorer Unit and many join our partner unit – Larrikin ESU - where they take more responsibility in making decisions and running their own programme. Also we have a supportive Group Executive Committee that plays an important role in looking after the administration of the Group.

The '(Methodist)' in our group name gives the clue to the fact that this is the Scout Group that is sponsored by our Church. This means the Scouts, along with the Guides and Brownies, are the collective responsibility to every member of our Church. We appreciate the support from everybody in the Church and look forward to that support growing in the future. I'm sure you want to share with me in my thanks and gratitude to all the leaders and helpers who run the scout sections on our behalf.

*David Casey – Group Scout Leader*



(age 6-8)

Beavers meet in the Wesley Hall on a Monday between 5.15 and 6.15. We offer a huge variety of different activities enabling the young people to have fun, gain confidence, practise new skills and learn about the world.

The team to start 2018 was Christine as Beaver Scout Leader, Sarah Rai as Colony Assistant and regular helpers Hamish McDermid and Caitlin Gill (young leader). Two parents have joined as regular helpers during the year; Toby Fleetwood and Nicole Wackerle. We have also gained another young leader – Amelia Bray. Sadly Sarah Rai had to leave us in December because of the pressure of work and family commitments. Thanks to Sarah for all the energy, enthusiasm and good sense she brought to Beavers.

There is always room for more leaders, so please let me know if you'd like to come along and try it out.

In November we held a sleepover in the Wesley Hall which was attended by 13 Beavers. Beavers put up their tents and made their beds before going out on a town number challenge. Afterwards we had hot chocolate followed by a discussion of what the teams had discovered. Then it was story time, teeth cleaning and bed. After all the Beavers (if not all the adults) had had a few hours sleep, a fabulous breakfast was cooked by Chris O'Leary and family. The Beavers washed up their own dishes, packed up the tents and played some games before heading off home. Thanks to the adults who made this event possible including our Group Scout Leader – David Casey. The sleepover introduced the young people to some of the essentials of camping while being in a familiar place.

Other exciting and challenging activities during the year have been Laser Extreme, hiking, Colony Capers, Horsham High Places and Go Beavers. Go Beavers was a full day District event with four zones - adventure, scout skills, fun and craft. The 6th Beavers had a fantastic time.

We have worked on many badges including Cook, Communicator, Book Reader, Experiments, Space and Air Activities. One of our parents is a pilot and kindly visited to talk to the Beavers about what it's like to fly a jumbo

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jet. Toby also taught the Beavers how to make a flight plan, learning navigational and mathematical skills. Toby enjoyed the experience so much that he has become a regular helper.

We enjoy going outdoors eg. learning how to make a fire at the campsite, making bird feeders to hang in our gardens, making pictures from natural objects, exploring our wonderful campsite to find hidden facts, singing songs around a campfire. Beavers put something back this year by carrying out a litter pick in Horsham park.

We learn about other countries and festivals. For example, we celebrated Chinese New Year by making stir fried vegetables and building a 6th Horsham version of the Great Wall. We held our very own Commonwealth Games where each Lodge was a different country. Beavers learned some new athletic skills – including javelin throwing!

*Christine Makin – Beaver Scout Leader*



(age 8-10½)

Our Cub pack continues to train the Scouts of tomorrow, taking them hiking, camping and challenging them with badge work covering a wide range of interests.

It has been another good year for the Cub pack. Numbers have remained consistent between sixteen and twenty-six with some leaving the Group, others going on to Scouts, new ones joining and a steady flow moving on from Beavers. A taste of our activities follows:

The highlight of any year at Cubs is the Camp. This year's camp was at the Beacon hill campsite in Colgate. We camped with several packs from Horsham and had wonderful catering provided by Chris O-Leary. Activities included a Hike, Campfire, fire lighting, games, and many more.

We managed several other hikes as a pack this year; including our annual Denne Hill night hike in November, including the infamous mud slide followed by a well-deserved portion of chips and ketchup - clean hands optional!

Cubs is running with only one uniformed leader currently ably assisted by Pack Andy King and Edward Pirie who have both helped previously as Young leaders. We currently also have one young leader Nathaniel Kennedy.

All the fun activities are made possible by the leaders, helpers, parents and Group Exec who support us and deserve much thanks for their combined efforts.

I will be stepping down from Cub Scouts at the end of 2019 after 12+ years helping with Scouts. This is due to my changing work commitments.

*Andy Farr – Cub Scout Leader*



(10½ - 14)

The Scout group meets on Thursday nights in the Wesley Hall during term time. The age range is from 10½ to 14.

Over the last 12 months we have maintained healthy numbers at 25. We have had a good intake through from Cubs, all who seem really keen and committed. We continue to have a good balance of girls and boys.

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We currently have three uniformed leaders, myself, Alan Turnbull and Matt Duffin. Jordan Biggin continues as a regular helper. Both Brett Peate and Paul Banyard have stepped away from the group for family reasons however do offer support when we really need it.

Last summer we camped at Broadstone Warren near East Grinstead. The weather was really kind and the Scout all took part in activities such as Shooting, Archery, Snorkelling, Axe Throwing, High Ropes and Human table football.

More traditional activities saw us undertaking a day hiking, doing bush craft and making fires. The Scouts cooked all their own food and managed not to go hungry. They predominantly cooked on gas, but with a couple of days on open fires. Own cook night where the Scouts create a menu for an evening meal with a budget and have free reign to be creative with their food was also a great success.

We had an evening out at the Arlington Raceway watching the Stock Car and Banger racing. This was really popular and the general consensus was that the drivers even more bonkers than Scout leaders.

During the year on troop nights we have developed skills in cooking, pioneering and fire lighting, etc. With our active and mixed programme we are always outside every few weeks, regardless of the weather, putting these skills in to practice. The scouts this term have all taken it in turns to organise an evening, planning all activities and games.

Matt Duffin was recently able to arrange an evening with the Ambulance Service's Hazardous Area Response Team at their HQ in Crawley. We spent the evening being shown all the specialist rescue kit, trying on radiation and blast proof protective clothing and breathing apparatus. Lastly we had some stretcher and rescue rope throwing competitions. This was a fantastic opportunity to ask questions and see what the service does.

We have also taken part in a variety of activities, often which have come from ideas of the Scouts themselves. We have held a quiz, a bowling evening and been working towards the fitness activity badge.

This has been another successful year, offering young people an opportunity to experience different things, allowing them to gain practical skills that will support them in life.

A big thank you to all the leaders for their support.

*Mike Reeves – Scout Leader*

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## Financial Review

Receipts and Payments Account Summary for the year ended 31 March 2019:

	This Year General Fund	This Year Activity Fund	This Year Equipment Fund	This Year Total	Last Year Total
Total Receipts for the year (breakdown overleaf)	£ 6,657	£ 2,859	£ 0	£ 9,515	£ 8,550
Total Payments for the year (breakdown overleaf)	£ 6,193	£ 1,487	£ 0	£ 7,680	£ 7,356
Net Receipts /(Payments) for the year	£ 463	£ 1,372	£ 0	£ 1,835	£ 1,194
Tranfers between funds	£ 0	£ 0	£ 0	£ 0	£ 0
Net movement for the year	£ 463	£ 1,372	£ 0	£ 1,835	£ 1,194
Cash, bank and similar funds bought forward	£ 4,481	£ 3,109	£ 3,986	£ 11,576	£ 10,382
Cash, bank and similar funds carried forward	£ 4,944	£ 4,481	£ 3,986	£ 13,411	£ 11,576

	This Year General Fund	This Year Activity Fund	This Year Equipment Fund	This Year Total	Last Year Total
<b>Monetary Assets</b>					
<i>Bank Current Account (less uncleared cheques)</i>				£ 8,227.8	£ 6,399.2
<i>Bank Deposit Account</i>				£ 5,183.6	£ 5,176.6
<i>Cash in Hand</i>				£ 0.0	£ 0.0

<b>Liabilities due within one year</b>					
<i>Cheques not cleared</i>				£ 122.0	£ 121.0

Notes:

Subs	£ 4,799
Giftaid	£ 815



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	2018 / 19 Unrestricted Funds £	2017 / 18 Unrestricted Funds £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	4,799	4,594
Less: Membership subscriptions paid on (National / County / Area / District)	3,434	3,445
Net membership subscriptions retained	1,365	1,149
Donation	1,000	1,000
Gift Aid	815	851
Other similar income	36	0
Sub total	3,216	3,000
<b>Fundraising (gross)</b>		
Activities	2,859	2,102
Other fundraising activities	-	-
Sub total	2,859	2,102
<b>Investment Income</b>		
Bank Interest	7	3
Sub total	7	3
<b>Total Gross Income</b>	6,082	5,105
<b>Asset and investment sales, etc</b>		
<b>Total Receipts</b>	6,082	5,410

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	2018 / 19 Unrestricted Funds £	2017 / 18 Unrestricted Funds £
<b>Payments</b>		
Charitable Payments	-	208.75
Youth programme and activities	3,381	2,394
Adult support and training	-	-
Rent	500	500
Insurance	42	42
Repairs and Renewals	-	22
Materials and equipment	-	66
Uniforms	323	608
Other cost detail 1	48	70
Sub total	4,294	3,911
<b>Fundraising expenses</b>		
Sub total	0	0
<b>Total Payments</b>	4,294	4,302
<b>Net of receipts/(payments)</b>	1,788	1,194
<b>Cash funds this year end</b>	13,411	11,576

At the end of the year the operational reserve stood at £5,183 which would be sufficient to continue running the Group for over a year in the absence of income from subscriptions.

Our equipment reserve stood at £3,986. Based on our last assessment we believe this amount to be sufficient to meet a rolling programme of equipment renewal. We review that assessment from time to time to ensure that it continues to be adequate.

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.

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## Declaration

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

Signed on behalf of the charity's trustees:

Name	Role	Signature	Date
Martin Cummings	Group Chairman		
Martin Brogan	Group Treasurer		

This report was formally presented to the Scout Group AGM on 16<sup>th</sup> May 2019.