

6th Horsham Scout Group Trustees' Annual Report

for the period:

6th May 2017 to 25th May 2018



6th Horsham Scout Group is sponsored by
London Road Methodist Church

6th Horsham Scout Group

Trustees' Annual Report for the period: 6th May 2017 to 25th May 2018

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

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	
Jonathan West	Assistant 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:		
Becci Pirie	Scout Parents Representative	
Martin Savage	Cub Parents Representative	
Chris O'Leary	Beaver Parents Representative	
Neil Whitear	Beaver Parents Representative	To 2 nd October 2017

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

Group Accounts for 2017-2018 have been independently examined by: Mouzam Salam ACCA FCCA.

6th Horsham Scout Group

Trustees' Annual Report for the period: 6th May 2017 to 25th May 2018

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.

6th Horsham Scout Group

Trustees' Annual Report for the period: 6th May 2017 to 25th May 2018

- 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 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 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

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 cooperate 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.

6th Horsham Scout Group

Trustees' Annual Report for the period: 6th May 2017 to 25th May 2018

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.

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 about 60 young people - boys and girls.



(age 6-8)

On a Monday afternoon between 5:15 and 6:15, our Beavers meet to expand their horizons while having fun with their friends. We are lucky to have the use of the Wesley Hall with ample space for physical games, tables and chairs for our Lodge activities and a well-equipped kitchen.

We do get out and about, especially in the lighter evenings. There is a fantastic campsite at Colgate where we can offer traditional scouting experiences such as fire lighting, backwoods cooking, learning navigation skills and playing wide games. In 2017 we also visited Horsham Park, Owlbeech Woods, another Scout hut, Horsham town centre, Warnham Nature Reserve and Horsham Fire Station.

Some of our adventurous activities this year included climbing, archery, attending Colony Capers, toasting marshmallows over a fire and going on a hike in aid of Chestnut Tree House. We held another sleepover in 2017 and again, the Wesley Hall was the perfect location. The Beavers pitched their tents, made their beds and for some, had their first night away from their parents. 14 Beavers attended and achieved their nights away badge.

We have worked on many activity badges including Global issues, Disability awareness, Health and Fitness, International, Cyclist, Emergency Aid, and Navigator. We are indebted to the parents who help with some key activities. For example, one parent who is a paramedic talked about his work and taught the Beavers some important first aid skills.

During their two years with us, Beavers who join in with most activities and complete a sleepover, have the chance to earn their Chief Scout's Bronze award. To do this they must complete their personal challenge badge. They complete a challenge given by the leader and one that they choose themselves. In 2017 seven Beavers earned their Bronze award.

In November Matt Ward hung up his Scouting boots after 7 loyal years. Christine continues as Beaver Scout Leader with invaluable help from Colony Assistant Sarah Rai. Ann Williams brings her wealth of experience to several meetings per term and Hamish McDermid as the newbie is a hit with the young

6th Horsham Scout Group

Trustees' Annual Report for the period: 6th May 2017 to 25th May 2018

people. There is always room for more leaders, so please let me know if you'd like to come along and try it out. We are grateful to all the parents who help on our rota. Young Leader (YL) Jess Street left us early in the year so I was pleased to welcome back Calum West in September shortly followed by new YL Caitlin Gill. Both are well liked by the Beavers and are a great help in making the meetings run smoothly.



(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 2nd Horsham. 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 and it would be great if we could find another one. We are lucky to have 3 pack assistants. Alan Turnbull who has helped for several years has been joined by Andy King and Edward Pirie who have both helped previously as Young leaders. We currently also have one young leader Nathaniel Kennedy.



(10½ - 14)

The Scout Group meets on Thursday nights in the Wesley Hall during term time. Our numbers have continued to increase throughout the year from around 20 to almost 30. We are currently at maximum capacity and are having to control numbers quite closely. There is a good intake through from Cubs, all who seem really keen and committed. We continue to have a good balance of girls and boys.

Currently there are three uniformed leaders, Mike Reeves, Alan Turnbull and Matt Duffin. Brett Peate and Jordan Biggin are regular helpers. Paul Banyard continues to support on special occasions.

The highlight of the year was summer camp at Phasels Wood near Hemel Hempstead. During the week the weather was kind to us and we took part in activities such as Shooting, Archery, 3d Giro, tunnelling and Ice Climbing. More traditional activities saw us undertaking a day hike along the Great Union Canal, making camp gadgets from wood and making fires. The scouts cooked for us all during the week, predominantly on gas, but with a couple of days on open fire. Own cook night was also a great success, where the scouts create a menu for an evening meal with a budget and have free reign to be creative with their food.

6th Horsham Scout Group

Trustees' Annual Report for the period: 6th May 2017 to 25th May 2018

As a surprise and using grant money provided by HSBC Bank, we took the scouts to the Snow Dome in Hemel Hempstead where they were able to have a snowboard lesson. This was a favourite by most of the scouts, it took some getting used to but eventually most became confident. We thank Caroline Peate and Paul Banyard who kindly supported us at camp.

In October half term, we held a weekend survival camp at Colgate campsite where in small groups we built shelters to sleep in, cooked up some food and played some wide games. We had a really great turn out and despite 'Storm Brian' giving us true survival conditions we were very proud of how the scouts listened and acted to ensure they all remained warm, dry and safe.

Family Camp

A highlight of our past year was the family camp in June. With parents, children and leaders we had about 40 people staying overnight at the campsite in Colgate. It was a chance for all ages to experience the fun of scout camping. The weekend included camp craft, games and cooking the evening meal on open fires. The picture of the evening sun shining through the smoke of 4 camp fires as the teams worked together to prepare and cook their evening meals was very atmospheric.

6th Horsham Scout Group

Trustees' Annual Report for the period: 6th May 2017 to 25th May 2018

Financial Review

Receipts and Payments Account Summary for the year ended 31 March 2018:

	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)	£ 5,826	£ 2,649	£ 75	£ 8,550	£ 8,460
Total Payments for the year (breakdown overleaf)	£ 4,940	£ 2,394	£ 22	£ 7,356	£ 7,352
Net Receipts /(Payments) for the year	£ 886	£ 255	£ 53	£ 1,194	£ 1,108
Tranfers between funds	£ 0	£ 0	£ 0	£ 0	£ 0
Net movement for the year	£ 886	£ 255	£ 53	£ 1,194	£ 1,108
Cash, bank and similar funds bought forward	£ 3,595	£ 2,854	£ 3,933	£ 10,382	£ 9,274
Cash, bank and similar funds carried forward	£ 4,481	£ 3,109	£ 3,986	£ 11,576	£ 10,382

	This Year General Fund	This Year Activity Fund	This Year Equipment Fund	This Year Total	Last Year Total
Monetary Assets					
<i>Bank Current Account (less uncleared cheques)</i>				£ 6,399.3	£ 5,208.1
<i>Bank Deposit Account</i>				£ 5,176.6	£ 5,174.2
<i>Cash in Hand (Gift aid accrued)</i>				£ 0.0	£ 0.0

Liabilities due within one year					
<i>Cheques not cleared</i>				£ 121.0	£ 277.5

Notes:

Subs	£ 4,594
Giftaid	£ 851

6th Horsham Scout Group
Trustees' Annual Report for the period: 6th May 2017 to 25th May 2018

	2017 / 18 Unrestricted Funds £	2016 / 17 Unrestricted Funds £
Payments		
Charitable Payments	209	230
Youth programme and activities	2,394	3,152
Adult support and training	-	
Rent	500	500
Insurance	42	41
Repairs and Renewals	22	
Materials and equipment	66	150
Uniforms	608	229
Other cost detail 1	70	
Sub total	3,911	4,302
Fundraising expenses		
Sub total	0	0
Total Payments	3,911	4,302
Net of receipts/(payments)	1,194	1,108
Cash funds this year end	11,576	10,382

6th Horsham Scout Group
Trustees' Annual Report for the period: 6th May 2017 to 25th May 2018

	2017 / 18 Unrestricted Funds £	2016 / 17 Unrestricted Funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions	4,594	4,207
Less: Membership subscriptions paid on (National / County / Area / District)	3,445	3,050
Net membership subscriptions retained	1,149	1,157
Donation	1,000	520
Gift Aid	851	531
Other similar income	0.00	0.00
Sub total	3,000	2,208
Fundraising (gross)		
Activities	2,102	3,039
Other fundraising activities	-	160
Sub total	2,102	3,199
Investment Income		
Bank Interest	2	3
Sub total	2	3
Total Gross Income	5,105	5,410
Asset and investment sales, etc		
Total Receipts	5,105	5,410

6th Horsham Scout Group
Trustees' Annual Report for the period: 6th May 2017 to 25th May 2018

	2017 / 18	2016 / 17
	Unrestricted Funds £	Unrestricted Funds £
Cash funds		
Bank current account	6,399	5,208
Bank deposit account	5,177	5,174
Building Society account		
The Scout Association Short Term Investment Service		
Cash / Floats	0	0
Total Cash Funds	11,576	10,382

At the end of the year the operational reserve stood at £5,177 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.

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 25th May 2018.