

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

for the period:

16<sup>th</sup> May 2019 to 16<sup>th</sup> June 2020



6<sup>th</sup> Horsham Scout Group is sponsored by  
London Road Methodist Church

# 6<sup>th</sup> Horsham Scout Group

Trustees' Annual Report for the period: 16<sup>th</sup> May 2019 to 16<sup>th</sup> June 2020

## 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@lrnchorsham.org](mailto:office@lrnchorsham.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 King	Cub Pack Leader	
Christine Makin	Beaver Colony Leader	
Colin Coventry	London Road Church Representative	
Elected trustees:		
Martin Savage	Scouts Parents Representative	
Chris O'Leary	Cubs Parents Representative	
Debbie Whitlock	Beaver Parents Representative	

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

Group Accounts for 2019-2020 **will be** 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:

- Following the outbreak of corona virus we need to provide a safe environment for all participants, adult and children. We will take our lead from Scout Association and government guidance and only restart activities when safe to do so.
- 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

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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 encouraged to get involved in whatever way they can. Most are pleasantly surprised at how much they enjoy it.
- Mismanagement or 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



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- 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 (Beavers, Cubs and Scouts) 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.

The outbreak of corona virus has put all physical meetings on hold since March. Some Beavers are joining in with meetings over Zoom and working on Badges at Home. See later for some further comments on lockdown. Prior to lockdown, there were two significant events that affected our group over the past year, the leaving of two long serving leaders.

Firstly, after about 12 years, Andy Farr has stepped down as Cub Pack leader. We showed our gratitude to Andy for all his work with this section at the Parade Service in December. Andy is a hard act to follow but we have been very fortunate that Andy King has volunteered to step up as a uniformed leader and has a team of 5 pack assistants to help out on a rota. Andy has had first-hand experience with the group going through all the sections and then coming back to help with the Cubs. Also in December we said thank you to Hilary Penticost for all her volunteering in leading Larrikin Explorer Unit. Although not directly part of the group the Explorers have been closely linked with 6<sup>th</sup> Horsham since Hilary started the section in 2004. She has seen many successes in what the Explorers have achieved under her tenure.

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 as well as those who look after the group as part of our Executive Committee for all they do for 6<sup>th</sup> Horsham (Methodist) Scout Group.

*David Casey – Group Scout Leader*



(age 6-8)

The youngest section of our Scout Group, Beavers, are aged 6 and 7. During 2019 and early 2020 we have taken part in many exciting activities, challenged the Beavers to learn new skills and found out about the world around us. In October we held a sleepover at the 2nd Horsham Scout Hut on Swindon Road. We had the use of their climbing wall and their garden for a good old sing song around the campfire.

We worked on many badges during the year; cyclist, navigator, health and fitness, global issues and photography. For these last two I enlisted the help of Gillian Lloyd who I met when she came to give a talk on a Monday evening after our Beavers meeting. For those who don't know – Gillian is a wildlife photographer and has taken many impressive photos of bears and other wildlife around the world. She gave the Beavers a slideshow of some of her work and then allowed them to try out her cameras to take photos of each other. One Beaver asked how she avoided being eaten by her subjects!

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Much of what we do is outdoors or related to the outdoors. In the warmer months we went on a hike at Owlbeech and Leechpool Woods, made our own water filters, played relay games including wet sponges at the campsite, cycled around Horsham Park and visited Horsham Fire Station. In the cooler months we have imagined new machines to help the environment, learned about endangered animals and made apple bird feeders to hang in our gardens.

Events Beavers have joined in with this year are the 6th Horsham Family Camp and Go Beavers (a day of Scouting activities at Blacklands Farm with other Beavers across West Sussex). The family camp was a fantastic weekend at the Colgate campsite where Beavers, Cubs and Scouts were invited to bring a parent and camp. Eight families signed up this year and were joined by David & Jane Casey and Christine & Steve Makin. We took part in a treasure hunt, cooked over wood fires and had the campsite to ourselves.

The team for 2019 was Christine as Beaver Scout Leader with regular parent helpers Hamish McDermid, Toby Fleetwood and Nicole Wackerle. Hamish has since moved on as his youngest son moved up to Cubs in January. Caitlin Gill (young leader) moved to Cubs at a different Group in September. Amelia Bray continues to provide us with essential young leader support. I run a parent rota and Toby and Nicole assist me on alternate weeks. There is always room for more leaders, so please let me know if you'd like to come along and try it out.

*Christine Makin – Beaver Scout Leader*



(age 8-10½)

Our Cub pack continues to train the young people of tomorrow in what it means to be a Scout, taking them hiking, camping and challenging them with badge work covering a wide range of interests. After 12+ years leading the Cub Scout pack we said a huge thank you and goodbye to Andy Farr as he stepped down as Akela in December. Andy did a fantastic job leading the group and inspiring hundreds of young scouts on their journey through the scouting organisation.

The pack lives on with the help of our existing team; myself, Edward Pirie and Nathaniel Kennedy, our young leader. In addition the group has been ably assisted in planning and running of the meetings by a number of parents. These parents are Chris and Caroline O'Leary, Mark Tomlinson and Nick Evans.

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

This year we have learnt all about other cultures, festivals, science, our local community and even a few outdoor skills! One of the highlights was our colour run for the Holi Festival in March which resulted in some multi-coloured cubs by the end of the night. Apologies again to the parents for that one!

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..

*Andy King – Cub Scout Leader*

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(10½ - 14)

The Scout group meets on Thursday nights in the Wesley Hall during term time. The age range is from 10½ to 14. We currently have three uniformed leaders, myself, Alan Turnbull and Matt Duffin. Jordan Biggin continues as a regular helper. Brett Peate, Rob and Paul Banyard continue to support with adhoc activities as required.

Last summer we camped at Buckmore Park in Kent. The weather was really kind and the Scouts all took part in activities such as Mountain Biking, Archery, Caving and Slack Lining. More traditional activities saw us doing bush craft and making fires. The annual 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. It certainly wasn't sugar free! Buckmore Park Scout campsite was opened in the 60's and the Scouts originally built the Buckmore Park Go Kart track. Now one of the best karting circuits in the country and owned by the family of John Surtees, it would have been remiss of us not to have a go. The Scouts spent an afternoon learning how to control the karts, take corners and race. In the last 5 minutes they quickly learnt how to negotiate rainy conditions, as the leaders watched though their fingers. They had a blast.

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. In January we went climbing at Clip & Climb at BBH.17. We have been working towards the Outdoor Challenge badge which we completed several weeks ago with a survival skills day at the campsite. The Scouts were well tested as we were challenged with storm Dennis.

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 2020:

6th HORSHAM (METHODIST CHURCH) SCOUT GROUP

**Receipts and Payments Account Summary for April to March 2020**

	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)	£ 2,341	£ 1,649	£ 0	£ 3,990	£ 8,550
Total Payments for the year (breakdown overleaf)	£ 3,190	£ 2,683	£ 59	£ 5,933	£ 7,356
Net Receipts /(Payments) for the year	(£ 849)	(£ 1,034)	(£ 59)	(£ 1,943)	£ 1,194
Transfers between funds	£ 0	£ 0	£ 0	£ 0	£ 0
Net movement for the year	(£ 849)	(£ 1,034)	(£ 59)	(£ 1,943)	£ 1,194
Cash, bank and similar funds brought forward	£ 4,944	£ 4,481	£ 3,986	£ 13,411	£ 11,576
Cash, bank and similar funds carried forward	£ 4,095	£ 3,447	£ 3,926	£ 11,469	£ 13,411

	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>				£ 6,218.6	£ 8,227.8
<i>Bank Deposit Account</i>				£ 5,234.1	£ 5,183.6
<i>Cash in Hand</i>				£ 0.0	£ 0.0

Liabilities due within one year

<i>Cheques not cleared</i>				£ 16.0	£ 122.0
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Notes:

Subs	£ 1,934
Giftaid	£ 357



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6th Horsham Scout Group  
Receipts and Payments Account

For the Year From	April 1, 2019	To	March 31, 2020
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## Receipts and Payments

	2019 / 20 Unrestricted Funds £	2018 / 19 Unrestricted Funds £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	1,934	4,799
Less: Membership subscriptions paid on (National / County / Area / District)	2,800	3,434
Net membership subscriptions retained	-	1,365
Donation	-	1,000
Legacies		
Gift Aid	357	815
Other similar income	0	36
Sub total	-	3,216
<b>Fundraising (gross)</b>		
Activities	1,649	2,859
Other fundraising activities	-	-
Sub total	1,649	2,859
<b>Investment Income</b>		
Bank Interest	51	7
Sub total	51	7
<b>Total Gross Income</b>	1,190	6,082
<b>Asset and investment sales, etc</b>		
<b>Total Receipts</b>	1,190	6,082

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### 6th Horsham Scout Group Receipts and Payments Account

For the Year From	April 1, 2019	To	March 31, 2020
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#### Receipts and Payments

	2019 / 20 Unrestricted Funds £	2018 / 19 Unrestricted Funds £
<b>Payments</b>		
Charitable Payments	145	0
Youth programme and activities	2,800	3,334
Adult support and training	-	-
Rent	-	500
Insurance	-	42
Repairs and Renewals	-	-
Materials and equipment	30	-
Uniforms	158	323
Other cost detail 1	-	48
Sub total	3,133	4,247
<b>Fundraising expenses</b>		
Sub total	0	0
<b>Total Payments</b>	3,133	4,247
<b>Net of receipts/(payments)</b>	- 1,943	1,835
<b>Cash funds this year end</b>	11,469	13,411

At the end of the year the operational reserve stood at £5,254 having already paid our annual dues to the Scout Association and our regular donation to the church for use of the premises. As a result of lockdown we are not collecting any further subs for the rest of this academic year. If parents have any questions about subs please contact the relevant section leader. We are fortunate compared to some groups in that we do not have property maintenance responsibilities and should be in a good position to restart activities when this becomes possible.

Our equipment reserve stood at £3,926. 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> June 2020.