

Trustees' Annual Report

For the period

From (start date)

0	1	4	4	2	0
---	---	---	---	---	---

 to end date

3	1	0	3	2	1
---	---	---	---	---	---

Section A Reference and administration details

Charity name

12th St John's Guide and Scout Group

Other names the charity is known by

Registered charity number (if any)

HQ registration number

Charity's principal address

St John's Church Centre

Ashurst Road

Tunbridge Wells

Postcode T N 4 9 L G

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	Rob Stanton	Chair	
2	Gill Mayes	Secretary	
3	Emma Edwards	Treasurer	
4	Fran Birkby	Treasurer	
5	Kate Sharpe	Group Scout Leader	01-01-21
6	Nicole Batchelor	Group Scout Leader	01-01-21
7	Nick Bottle	Ralph Fund Trustee	27-04-21
8	Nick Bottle	Group Scout Leader	up to 31.12.2020
9	Kate Sharpe	Beaver Colony Leader	
10	Paul Batchelor	Scout Leader	
11	Becca Krug	Cub Parent Rep	
12	Ginny Wishart	Cub Pack 1 Leader	
13	Kate Sharpe	Cub pack 2 Leader	
14	Barrie St John Jones	Scout Parent Rep	
15	Vacant	Beaver Parent Rep	

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.

How the charity is constituted (e.g. trust, association, company)	The Group is a trust established under its rules which are common to all Scouts.
Trustee selection methods (e.g. appointed by, elected by)	The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.
Additional governance issues (optional information but encouraged as best practice)	
You may choose to include additional information, where relevant, about:	
Policies and procedures adopted for: a) the induction and training of trustees; b) trustee' consideration of major risks and the systems and procedures to manage them	<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>The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets regularly throughout the year.</p> <p>Members of the Executive Committee complete '<i>Essential Information for Executive Committee</i>' training within the first 5 months of joining the committee.</p> <p>This Group Executive Committee exists to support the Group Scout Leaders in meeting the responsibilities of the appointments and is responsible for:</p> <ul style="list-style-type: none"> 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 (Specimen 1)</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 fund raising. 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 18. 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.

Risk and Internal Control (Specimen 2)

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 a 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:</p> <ul style="list-style-type: none"> - 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.
Summary of the main activities in relation to these objects	In order to achieve these aims the Group relies heavily on its volunteer leaders who all undertake training relevant to their appointments. All young people across the district have had the opportunity to experience a wide and diverse programme of activities.

Additional details of the objectives and activities (optional information but encouraged as best practice)

<p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none">• policy on grantmaking;• contribution made by volunteers;• policy on investments.	<p>The Executive Committee looks to ensure that personal financial circumstances do not prevent a young person from taking part in Scouting. The Group oversees a fund known as the Ralph Fund which looks to support any young person with either paying subs in full/part or paying towards a camp (to the value of £40) per year. The Executive Committee look to ensure that personal financial circumstances do not prevent a young person from taking part in Scouting. The fund is overseen by a trustee and the GSL Team. Each application is treated with the strictest confidence to minimise any embarrassment to the family involved. Regular fundraising is completed during the year to maintain a level in this fund.</p>
---	--

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	<p>It was a tough year for the Group, because of Covid and the restrictions put in place by TSA. Even though it has been a tough year for the Group the Leaders have all adapted the programme and have organised interesting, exciting and engaging zoom sessions to enable YP to complete badgework and achieve awards. A number of virtual camps were organised by Kate, Ginny and Jonathan which were well attended.</p> <p>Zoom activities included cooking, bingo, drumming, lego workshops, treasure hunts, animation sessions, Kahoot quizzes, horse racing, cocktail night, Burns Night, pancakes making.</p> <p>VE Day, Race Around The World, Necker Challenge, Clap for Carers, Nourish Food Collection, Jike to the Moon, St George's Day Promise, Remembrance Day, Wintercamp.</p> <p>Leaders Challenge - Superman</p> <p>There was a significant change to the Group at the start of 2021 with Nick Bottle stepping down as GSL and Kate Sharpe and Nicole Batchelor becoming joint GSL's.</p> <p>Demand continues to exceed capacity and we still have long waiting lists for all sections. An ongoing review is being carried out to the waitlist and everyone is being contacted and updated on the situation within the Group and given the option to remain on the list, be transferred back to District or be removed entirely. The reason for the review is two-fold: firstly, to allow us to clean up and reduce the waitlist and secondly to comply with GDPR.</p> <p>We have had a suffered a turnover of leaders again this year with a number of our possible, future leaders leaving or stepping back and also lost a number of Sectional Assistants/Assistant Leaders.</p> <p>The capitation figures for 2020-2021 were lower than 2019-2020. This was primarily due to the lack of leaders, the "temporary closure" of Colony 2 and also Covid. The numbers for the 2021 Census (completed in January 2021) were down by 23 young people (19%) from 119 to 96 and by 5 adults (26%) from 19 to 14.</p> <p>The decision was made that from September 2020 that due to the lack of a leader for Colony 2 that the colony would be closed temporarily. All members from Colony 2 were transferred to Colony 1 and no new members were taken from the waitlist.</p>

The success of 12th St John's Scout Group is down to the hard work and dedication of our volunteers. We are extremely lucky to have a creative, dedicated and hardworking team.

Section E	Financial Review
Brief statement of the charity's policy on reserves	<p>Our gross income for 2020-2021 as a group was £14,737.56 this is considerably less than in 2019-2020 due to Covid, no events, the temporary closure of Colony 2 and reduced payments of subs.</p> <p>Expenditure in 2020-2021 was £13,503.69 which is yet again significantly less than 2019-2020.</p> <p>The difference between income and expenditure for 2020-2021 is £1223.87. The expenditure for sections was less as the activities we were able to provide were on zoom and therefore relatively low cost.</p>
Quantify and explain any designations	<p>Reserves Policy</p> <p>resources to continue the charitable activities of the group should income and fundraising activities fall short. At the end of the 2019-2020 financial year during discussions it was thought the Group should hold a sum equivalent to 6 months running costs, circa £9,600. This was worked out on subs at £40 a term, per young person with 120 young people over two terms. Given that our outgoing costs are low, as we do not have our own premises, vehicle and other outgoings this figure may not be correct. It would not be right for the Group to hold an excess of funds. The Exec Committee have agreed that it would be reasonable to hold</p>
Details of any funds materially in deficit (circumstances plus steps to eliminate)	
Further financial review details (optional information)	
<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none">• the charity's principal sources of funds (including any fundraising);	<p>Investment Policy (Specimen 1)</p>

<ul style="list-style-type: none"> • how expenditure has supported the key objectives of the charity; • investment policy and objectives; 	<p>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.</p> <p>The Group Executive regularly monitors the levels of bank</p> <p>Investment Policy (Specimen 2)</p> <p>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.</p>
---	---

<p>Section F</p> <p>Plans for future periods (details of any significant activities planned to achieve them)</p>	<p>Other Optional Information</p> <p>Things are now starting to look more positive as we start to come out of the Covid restrictions. The sections have already started to organise Face to face activities at Adamswell and off site. Beavers and Cubs have had several sessions at Adamswell and have been sledging at Bowles. Scouts have participated in high ropes, rock climbing and raft building.</p> <p>Scouts are in the process of recruiting two new leaders. The plan is to open a second Scout Troop in 2021.</p> <p>There is an ongoing recruitment push within Beavers and the Exec Committee to build succession planning so we are able to deal with the rise and fall of leader numbers.</p> <p>We are continuing to work on a library of Risk Assessments, Leader training and ensuring we comply with rules and legislations</p>
---	--

<p>Section G</p>	<p>Declaration</p>														
<p>The trustees declare that they have approved the trustees' report above</p>															
<p>Signed on behalf of the charity's trustees</p>															
<p>Signature(s)</p>															
<p>Full name(s)</p>															
<p>Position (eg Secretary, Chair)</p>															
<p>Date</p>	<table border="1" data-bbox="579 1987 857 2048"> <tr> <td>D</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td></td> <td>D</td> <td>M</td> <td>M</td> <td>Y</td> <td>Y</td> <td></td> </tr> </table>	D	<input type="text"/>		D	M	M	Y	Y						
D	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>									
	D	M	M	Y	Y										