



1st Weston Green Scout Group

Trustees' Annual Report for the period

from 1 April 2021 to 31 March 2022.

Section A: Reference and Administration Details

Charity name: 1st Weston Green (All Saints) Scout Group

Registered charity number: 1180590

Scout Association HQ registration number: 10011869

Charity's principal address: The Scout Group is based at the Church Hall, All Saints Church, Chestnut Avenue, Weston Green, Esher KT10 8JL. The Church is our sponsor and most of our regular section meetings are held at the Church Hall. However, this is a facility that we share with the Church and with other community groups. Our address for correspondence is that of our Chairman: 36 Lower Green Road, Esher, Surrey KT10 8HD.

During the period to 31 March 2022, the trustees who managed the charity were:

- Nigel Harris Chairman
- Chad Newton Vice-Chairman
- Fiona Wood Secretary
- Andrew Panayides Treasurer
- Robert Cannell Group Scout Leader
- Carole Needham Assistant Group Scout Leader
- Emma Harris
- Susannah Evans (resigned 23/06/2021)
- Clare Wright (appointed 23/06/2021)
- Angela Cody (appointed 23/06/2021, resigned 4/3/2022)

Section B: Structure, Governance and Management

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 (POR) of the Scout Association. The Group is a trust established under these rules which are common to all Scout Groups. The trustees are appointed in accordance with the POR of the Scout Association.

The Group is managed as an educational charity by its Executive Committee, the members of which are the charity trustees. As 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 Executive Committee consists of three independent representatives: Chair, Treasurer and Secretary, together with the Group Scout Leader, Assistant Group Scout Leader, and parent representatives who between them represent all the sections (Beavers, Cubs, Scouts and Explorers). Individual section leaders may also join the Executive Committee as charity trustees if they wish, but none did so during this period. The Executive Committee meets a minimum of six times a year, with additional meetings as needed to arrange specific events such as fundraising. Representatives of our sponsoring body, All Saints Church, and of the Esher District scouts committee are invited to join our meetings.

Members of the Executive Committee are elected or appointed at the Annual General Meeting of the Group Scout Council, which includes all adult and associate members of the Scout Group (including the parents and guardians of young members) and all our Leaders, as well as representatives of our sponsoring authority (All Saints Weston Green Church) and Esher District scouts.

All new members of the Executive Committee must complete training in accordance with the Scout Association POR, including completing the *Essential Information for Executive Committee* training within five months of joining the Committee. All members of the Executive Committee, along with all adult volunteers having contact with young people are DBS checked.

The Executive Committee exists to support the Group Scout Leader in meeting the objectives of the charity, and is responsible for:

- the maintenance of Group property;
- raising funds and the administration of group finances;
- the insurance of persons, property and equipment;
- arranging the Annual General Meeting and other 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.

Risks and Internal Controls

The Executive Committee periodically reviews and monitors the main risks to which they believe the Group is exposed. The main areas of concern include:

Injury to leaders, helpers, supporters and members: The Group contributes to the Scout Association's national accident insurance policy through capitation fees, and takes out additional insurance if needed. Risk assessments are undertaken before all activities.

Reduced income from fundraising: The Group relies on income from subscriptions and fundraising. Our main fundraising activity is an annual collection, in early January, of Christmas trees for recycling. Our ability to operate this collection relies on the cooperation and support of a local garden centre and the council recycling service, neither of which can be guaranteed. There is a risk we could have to find new partners to enable us to continue the collection, and the associated costs could increase.

The group holds a reserve to ensure we would be able to continue our activities, or wind them down in an orderly manner, should there be a major reduction in income. We could also raise the level of subscription fees, should that become necessary, either as a temporary or permanent measure.

Reduction or loss of leaders: The Group relies entirely on volunteers to run and administer the activities of the Group. Most importantly, we need a certain number of uniformed leaders to be able to continue to operate our four sections (Beavers, Cubs, Scouts and Explorers) at full strength. Many of these volunteers are drawn from among the parents of the young people who join the group. The commitment required is substantial, and understandably, leaders often wish to move on or step down after a few years. If we were unable to maintain the necessary level of uniformed leaders, we might have to reduce the size of a section or close it altogether. In the worst case, we might have to close the entire Group. This is perhaps the greatest risk that the Group faces, and is one that requires constant attention from the Leaders and Executive Committee to ensure that we are constantly recruiting and developing new leaders.

Reduction or loss of members: At the end of the period, the Group had a waiting list of around 100 young people. Many of our young members originally joined as Beavers at age six and have worked their way up through the sections, but where space is available, we also have young people who join at older ages, either new to Scouting, or transferring from another Group. However, if there were to be a substantial reduction in the membership of a section, then we might have to reduce the size of a section or close it altogether. While our Beavers and Cubs sections are fully subscribed, we tend to lose some young people as they get older, because of other commitments. The Explorer Scout section (age 14-18) is operated jointly with other local scout groups.

The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss. All payments require the approval of both the Chair and the Treasurer. The Group has comprehensive insurance policies to ensure that insurable risks are covered.

Section C: Objectives and Activities

The purpose of Scouting is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

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.

Scouting takes place when young people, in partnership with adults, work together based on these values and:

- take part in activities indoors and outdoors;
- undertake new and challenging activities;
- learn by doing;
- share in spiritual reflection;
- take responsibility and make choices;
- enjoy what they are doing and have fun.

All members of the Scout Group, whether young people or adult volunteers, make a Scout Promise in which they promise to do their best to help other people and to be trusted, loyal, friendly and considerate, to have courage in difficulty, to have self-respect and to respect others.

The Group arranges a programme of weekly meetings during school term times, with indoor or outdoor activities and challenges for young people of all ages between six and eighteen. The Beavers section is for young people between six and eight years, and meets on Monday evenings. The Cubs section is for young people between eight and 10.5 years, and meets on Thursday evenings. The Scouts section is for young people between 10.5 and 14 years and meets on Monday evenings. We also have an Explorer Scouts unit for young people between 14 and 18 years old. This unit is administered as a section of our Group, but holds its meetings and activities jointly with other nearby scout groups. The Explorers, working with adult volunteers, plan their own programme of activities.

The Group also organises weekend and holiday activities that include camps, hikes, and other outdoor adventure activities. The Group also participates in programmes of events that are organised at District, County, or National levels.

Young people in scouting can earn badges in recognition of skills learned, challenges met, and activities carried out. Our regular programmes and our camp activities are designed to meet the requirements for these badges. Young people who participate fully in the Group's activities will complete enough activities and challenges to be rewarded with the Chief Scout's Award, which they can wear on their uniform with justified pride.

To help young people in their personal development, if and when our leaders judge that they are ready for the challenge, they may be given a position of responsibility. For example, at age nine or ten, a young person may be promoted to the role of "Sixer" or "Seconder" within the Cubs section, with responsibility for a group of five or six Cubs. Later, as a teenager in the Explorer section, they may choose to join the Young Leaders programme and assist adult volunteers in the planning and running of programmes for a younger section.

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. Subscription fees are set at a level that covers only the immediate running costs of the Group and the capitation fees to the Scout Association, to ensure they remain as low as possible and do not unduly restrict membership. We admit members primarily from the local community in the immediate area around Weston Green.

As charity trustees, members of the Executive Committee pay due regard to the Charity Commission's public benefit guidance where relevant to our decision making.

Section D: Achievements and Performance

The period from April 2021 to March 2022 saw a welcome return to face-to-face scouting and the gradual resumption of a full calendar of scouting activities, as COVID-19 restrictions were lifted. At all times, the group's activities were planned and adapted to comply with government regulations and to follow the advice and guidelines of the national Scout Association and the Esher District scouts.

At the start of the period, we were in the third national lockdown and were holding our meetings virtually via Zoom. In May 2021, when easing restrictions allowed outdoor gatherings of 30 people, our sections returned to outdoor meetings, with Beavers going litter picking and Scouts practicing erecting tents on the common. In August 2021, the group held its first camp for more than a year, with a small group of Scouts and Explorers visiting the Isle of Wight. By the end of the period, all legal restrictions arising from COVID-19 had been lifted, and we were looking forward to spring and summer terms with a full schedule of indoor and outdoor events, including group camping expeditions and an array of District and County events.

Unlike some other scout groups around the country, 1st Weston Green scout group emerged from the COVID-19 pandemic in strong form, with Beavers and Cubs sections at or near capacity, and strong Scouts and Explorer sections. The Group remained popular within the community, with around 100 people on the waiting list, around half of them below the age at which they could start in Beavers, and the other half waiting for a place to come free in the Beavers or Cubs section.

The Group continued to experience turnover in leaders during the period. Nicola Chetwynd-Stapylton, who had led our Beavers section for many years, moved away from the area and left the group in summer 2021. A new leader for the Beavers group was recruited from among the parents with children joining the section and made a great start of planning and executing the section's activities, working with the established team of section assistants. The Cubs section continued to be run by a small team who share the leader role, with the assistance of our experienced Group Scout Leader, Rob Cannell.

The Executive Committee continued to support the Leaders during the period by transferring as much of the administrative burden as possible to parent volunteers. Christina Chamberlain, who had managed our waiting list for many years, stepped down in summer 2021. We established a new role of Membership Secretary, to manage both the waiting list and the transfer of young people between sections. We recruited a parent volunteer to manage the maintenance and insurance of the Group's vehicles. We continue to use parent volunteers to manage badge stocks and allocation for the sections, relieving the leaders of this administrative burden.

Our main annual fundraising event, the collection of Christmas trees for recycling, which we had been forced to cancel in January 2021 because of the national COVID-19 lockdown, went ahead almost as normal in January 2022. This year, the local council changed the arrangements for processing the trees we collected, forcing us to complete the collection in a shorter time than usual. A team of vehicles and drivers that we had used in the past was no longer available to us, and instead we used the Scout Group's own vehicles and self-drive vans from a local rental company. Despite these impediments, we collected around 1,000 trees and raised £7,000 (after costs) for the Group.

Section E: Financial Review

Reserves Policy

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group, or at the very least, to conduct an orderly wind-down of the Group, should income and fundraising activities fall short. The Executive Committee considers that the group should hold a sum equivalent to at least 12 months of essential running costs, including premises rental, insurance, vehicle and equipment costs, but excluding capitation fees and other items covered directly by membership fees. We have agreed to maintain cash reserves of £10,000.

The Group held cash reserves of approximately £32,600 at 31st March 2022. This an increase of nearly 30% from the previous year. With a return to full scouting activities, our outgoings increased, but these were more than covered by higher membership fees and fundraising income.

Investment Policy

The Group does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Group has adopted a low-risk strategy to the investment of its funds. All funds are held in cash, using only mainstream banks or building societies.

The Group Executive regularly monitors the level of bank balances and interest rates received to ensure the Group obtains maximum value from its banking arrangements. The Executive would carefully consider the Group's cash flow requirements before entering into any arrangement that requires a period of notice before funds can be withdrawn. At present, all funds are held in accounts with instant access to funds.

Section F: Other Information and Future Plans

The Group is smaller than some other scout groups, which may have several Beaver colonies, Cub packs and Scout troops. We have only one of each, but we operate close to the recommended maximum number of young people in the Beavers and Cubs sections, and our Scout troop has enough members to fill the Church Hall where we hold our weekly meetings. From the size of our waiting list, there is clearly some additional demand in the local community. We are limited to our current size by the availability of suitable evening time slots at the Church Hall, and the lack of other available meeting venues. We also struggle to find enough new adult volunteers who can act as section leaders, to maintain our current operation.

Unlike many scout groups, we do not own, or have exclusive access to, our own premises. We have limited storage space at the Church Hall and further storage for equipment off site. We have no specific plans to change these arrangements, but remain open to considering other possibilities, should they arise.

Rather than actively seeking to expand, our priority is to operate the sections that we have, to offer our young members as rich and exciting a programme as possible. Our leaders are very active in planning and running events. Each year, we give young people in every section the opportunity to participate in camps and residential activities designed to provide the right level of challenge for their age group. We also participate as fully as possible in events and activities that are arranged by the scouting District (Esher) or County (Surrey), and when possible, give our young members the opportunity to participate in national or international scouting events.

Section G: Declaration

The trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the charity's trustees:

Signatures:

	
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Full Names:

Nigel Brian Harris	Fiona Lindsay Wood
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Position:

Chair	Secretary
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Date:

12 July 2022	12 July 2022
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