

Trustees' Annual Report

For the period

From (start date)

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 to end date

3	1	0	3	2	6
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Section A Reference and administration details

Charity name	1st Woodend Scout Group																
Other names the charity is known by																	
Registered charity number (if any)	1	0	3	4	5	3	0										
HQ registration number																	
Charity's principal address	<table border="1"> <tr><td>c/o Oaktree House</td></tr> <tr><td>Underhill Road</td></tr> <tr><td>Charfield</td></tr> <tr> <td>Postcode</td> <td>G</td> <td>L</td> <td>1</td> <td>2</td> <td>8</td> <td>T</td> <td>D</td> </tr> </table>						c/o Oaktree House	Underhill Road	Charfield	Postcode	G	L	1	2	8	T	D
c/o Oaktree House																	
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Charfield																	
Postcode	G	L	1	2	8	T	D										

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	Peter Carnegie	GLV	
2			
3	Jess Brereton	Treasurer	
4	Mike Rickwood		
5	Sandra Carnegie		
6	Tina Rickwood		
7	Allison Trueman		
8	Anna Chappell- Jones		
9	Jeremy Dix		
10	Sarah Kirk		
11	Lindsay Heeley		
12			
13			
14			
15			

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

The Group is managed by the Group Trustee Board, 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 2 independent representatives, Chair and Treasurer together with the Group Lead Volunteer (GLV), individual Section Lead Volunteers (if opted to take on the responsibility) and parent representation and Group Lead Volunteer nominations they meet 6 times per year usually every two months. Members of the Board complete '*Essential Information for Trustee Boards*' training within the first 5 months of joining the Board.

This Board exists to support the Group Leader Volunteer in meeting the responsibilities of the appointments and is responsible for:

- 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 volunteers 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)
	Risk and Internal Control The Group Trustees have 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: Damage to the buildings, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as the village halls in Cromhall and Charfield, local schools, Tortworth Estates and other local Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss. Injury to Volunteers, 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. 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 volunteers. 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 volunteers 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 14. 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. 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	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 co-operate 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 <u>make and live by their Promise</u>
Summary of the main activities in relation to these objects	
Additional details of the objectives and activities (optional information but encouraged as best practice)	
You may choose to include further statements, where relevant, about: • policy on grantmaking; • contribution made by volunteers; • policy on investments.	
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	The introduction of a new Group web site plus the Delivery of a programme of activities across all sections and the award of the sectional Chief Scout Awards for the Beavers, Cubs and Scouts. All the young people within the Group have had the opportunity to participate in a nights away activity at a Camp or sleep over event.

Section E	Financial Review
Brief statement of the charity's policy on reserves	Reserves Policy The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Executive Committee considers that the group should hold a sum equivalent to 6 months running costs, circa £6000.00 The Group held reserves of approximately £10,000.00 against this at year end. This is above the level required for operating expenses. However this can be explained by the holding of additional reserves to cover repairs and ongoing maintenance works to our two headquarters buildings
Quantify and explain any designations	
Details of any funds materially in deficit (circumstances plus steps to eliminate)	N/A
Further financial review details (optional information)	
You may choose to include additional information, where relevant, about: - the charity's principal sources of funds (including any fundraising); - how expenditure has supported the key objectives of the charity; - investment policy and objectives;	Investment Policy 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. The Board of Trustees regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Board of Trustees considers the cash flow requirements.

Section F	Other Optional Information
Plans for future periods (details of any significant activities planned to achieve them)	The Group started planning for opening up a new section (Squirrels 4 to 6 year olds) , it is hoped to open the new section in circa 18 months time.

Section G	Declaration
The trustees declare that they have approved the trustees' report above	
Signed on behalf of the charity's trustees	
Signature(s)	
Full name(s)	Peter Carnegie Jess Brerton
Position (eg Secretary, Chair)	Group Lead Volunteer Treasurer
Date	0 4 0 9 2 6