

APPROVED

82nd Bristol (St. Bernadette) Scout Group

Trustees' Annual Report

For the Period 6th April 2020 to the 5th April 2021.

Trustee	Position	Trustee	Position
Jemma Williams	Group Scout Leader	Claire Blake	Elected Member
Steve Williams	Chairman	Kate Aplin	Elected Member
Kate Maynard	Secretary	Kevin Morley	Elected Member
Philip Hennessey	Treasurer	Lianne Sheldon	Elected Member
Millie Talbot	Scout Leader	Natalie Norley	Elected Member
Angela Williams	Cub Scout Leader	Ryan Probert	Elected Member
Debra Chappell	Beaver Scout Leader		

Bank (All accounts)

Lloyds TSB Bank.
Westbury-on-Trym Branch.
PO Box 1000
BX1 1LT

Other Advisors

The Scout Association

Account Scrutineer

Richard O'Sullivan

82nd Bristol Scout Group
Principal Address
(Treasurer)

31 Davids Road
Whitchurch
Bristol.
BS14 9JH

82nd Bristol Scout Group web site:

www.82ndscouts.org.uk

82nd Bristol Scout Group email address:

82ndbristolscouts@gmail.com

Scout Association Registration number:

39782

Charity Commission Registration number

287697

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 Executive Committee, the members of which are the 'Charity Trustees' of the Scout Group, which is an educational charity, manages the group. 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 Leader, individual section leaders and parent's representation and meets approximately every 3 months. All members of the Executive Committee must complete several on-line "Trustee Introduction Training" e-modules as soon as practically possible after being elected.

This Group Executive Committee exists to support the Group Scout Leader, 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 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 and Internal Control

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:

Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as a church, community centre and other Scout Groups. We would offer similar reciprocal arrangements with these organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Occasional helpers are covered under a separate 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 Leaders. The group is totally reliant upon volunteers to run and administer the activities of the group. If there were a reduction in the number of leaders to an unacceptable level in a particular

section or the group then there would have to be a contraction, consolidation, or closure of a section and 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 were a reduction in membership in a particular section or the group then there would have to be a contraction, consolidation, or closure of a section and 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 policy to ensure that insurable risks are covered.

Objectivities 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 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.
- Make and live by their Promise.

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.

Achievements and Performance.

See attached reports from the GSL and the Chairman's and Treasurers report for an overview of the work carried out over the last 12-month period.

Financial Review

Reserve Policy

The Group's policy on reserves is to hold sufficient funds to continue the charitable activities of the Scout Group should income and fundraising activities fall short. The Group Executive Committee considers that the group should hold a sum of 12 months running cost, circa £10,000 - £12000.

The Group held reserves of £46,288 against this at year-end. This is above the level required for operating expenses. However, this can be explained by: -

- Business Grants and staged closure payments from Bristol City Council due to Covid-19 pandemic lockdown measures.
- Grant from The Scout Association due to reduction of annual income and the Scout Groups location and IMD level.
- Rebate of District Subscriptions for 2020/21
- Reserves for future improvements and running costs to the Scout HQ premises during the period whilst the scout premises cannot be used either for Scout meetings or prolonged period of being unable to permit private hire to the premises.

Investment Policy

The Group's income and expenditure is relatively small and consequently does not have sufficient funds to invest in longer-term investments such as stocks and bonds. The Group has therefore adopted a low-risk strategy to the investment of its funds. All funds are held in cash using only mainstream bank.

The Group Executive 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 Group Executive considers the cash flow requirements.

Plans for the coming year.

The full planning for the next financial year is currently being delayed because of the uncertainty of continuing to be able to conduct face to face meetings due to restrictions caused by the Covid-19 pandemic. Once restrictions are confirmed planning will be undertaken to provide a full programme within the limitations that we might have to adhere too (social distancing and other measures etc.).

Section meetings and our Scout programme will be conducted through our dedicated Facebook page and by Zoom virtual meetings when face-to-face meetings are restricted or prohibited. These have proved extremely successful over the last 12-month period due to the ingenuity and detailed planning of the uniformed leadership team.

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the Charity's Trustees.



Stephen Williams
Chair

82nd Bristol (St. Bernadette) Scout Group



Kate Maynard
Secretary

82nd Bristol (St. Bernadette) Scout Group

Date 15 April 2021

Date 19 April 2021