

# Trustees' Annual Report

For the period

From (start date) **0 1 0 4 2 0** to end date **3 1 0 3 2 1**

**Section A Reference and administration details**

Charity name **3rd Poole Sea Scout Group**

Other names the charity is known by

Registered charity number (if any) **9 0 0 2 8 3**

Charity's principal address

**Edith Lyle Hall**  
**West Quay Road**  
**Poole**  
 Postcode **B H 1 5 1 JF**

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Mark Hockey	Chair	
2	David Chamberlain	Secretary	
3	Angela Marsh	Treasurer	
4	Anthony Dakin	GSL	
5	Marsha Magnin	Assistant GSL	
6	Tracy Lamb	Hall Bookings	
7	Jason Valet		
8	Carol Stewart		
9	Jill Bailey	Sea Ranger Leader	
10	Richard Mitchell	Scout Leader	
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**Section A****Reference and administration details (continued)**

Names and addresses of advisers (optional information but encouraged as best practice)

Type of advisor	Name	Address
None		

**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:

- the induction and training of trustees;
- trustee' consideration of major risks and the systems and procedures to manage them

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 and meets every 3 months.

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
- Appointing any sub committees that may be required;
- Appointing Group Administrators and Advisors other than those who are elected.

**Risk 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 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.

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.

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.

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**

<p>Summary of the objects of the charity set out in its governing document</p>	<p>The objectives of the group are as a unit of the Scout Association.</p>
<p>Summary of the main activities in relation to these objects</p>	<p>The Aim of The Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local national and international communities. The method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.</p>

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

<p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• contribution made by volunteers.</li> </ul>	<p>In addition to the help we get from parents during meetings, some have volunteered when we have maintenance projects with our premises and equipment thus saving the Group considerable expense. We have a fully equipped hall that we are able to rent out to visiting groups with the option of hiring our power boats if visiting Brownsea Island. In addition the hall can be hired out for use by the local community. As a group we actively apply for grants from various companies / trusts to help improve / update our equipment and facilities.</p>
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**Section D Achievements and performance**

<p>Summary of the main achievements of the charity during the year</p>	<p>This year has been a challenge due to COVID19 and as a result the sections have not been able to meet regularly . When allowed, sections have split into two and met bi-weekly so as to maintain government guidelines with reference to social distancing and safety for all members. The group continues to provide scouting skills to all the boys and girls in Beaver, Cub and Scout sections. Unfortunately no camping has been permissible this year along with all boating, sailing and kayaking activities being cancelled. The Group have continued with planned boat maintenance over the winter months which included the updating of the storage system in the boat shed for easier and safer access. The group is actively putting into practice the Aim of the Scout Association.</p>
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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 3 months running costs, circa £8,000. At this unprecedented time, the group continued to use these funds to pay all commitments due during the Coronavirus closure of group meetings. The executive committee have actively minimised the outgoings of the group by reducing electricity and gas usage to a minimum especially after the decision to reduce all sub payments to £1 a month to help our parents financial position throughout the ongoing pandemic. This decision was made easier by the continuing support of the BCP with maintenance payments.. The committee are confident that they can maintain this level of funding until groups are able to restart weekly meetings.

The Group held reserves of approximately £15,000 against this at year end. This is above the level required for operating expenses. The Group's separate Projects fund, where money raised through grants will be held for any future proposed plans on refurbishment or replacement of future scout and boating projects has reserves of approximately £12,000. This money is granted on the understanding that it cannot be used to pay any liabilities that arise in running the group.

Quantify and explain any designations

None

Details of any funds materially in deficit (circumstances plus steps to eliminate)

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds (i)
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives

### Investment Policy

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.

**Section F****Other Optional Information**

Plans for future periods (details of any significant activities planned to achieve them)

The group have actively sought fundraising and grants to replace, refurbish and maintain all aspects of the boating paraphernalia. At present funds are being raised to continue to fulfil the next stage of our long term strategic plan which is to give our young people the best facilities and boating equipment that we can offer.

**Section G****Declaration**

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

**Mark Hockey**

**Angela Marsh**

Position

**Chair**

**Treasurer**

Date

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