

1st St Neots Scout Group Annual Trustees' Report

For the period

From (start date)

01/01/2024

To (end date)

31/12/2024

Section A – Reference and administration details

Charity name:

1st St Neots Scout Group

Other names the charity is known by:

Registered charity number (if any):

303347

HQ registration number:

10009988

Charity's principal address:

The Scout Hall
Bedford St
St Neots

Postcode:

PE19 1AX

Names of the charity trustees who manage the charity

Trustee Name	Office (if any)	Dates acted if not for whole year
Adam Wright	Group Lead Volunteer	
Gareth Howell	Chair (Acting)	From 7/6/24
Gareth Howell	Treasurer	
Keith Horn		
Helen Barnard		
Elly Warburton		
Victoria Filler		From 7/6/24
Ben Williams		From 7/6/24
Alan Watson	Chair	Until 7/6/24
Samantha Mason	Secretary	Until 7/6/24
Graham Capper		Until 7/6/24
Catherine Gregorious		Until 7/6/24
Martyn Wright		Until 7/6/24
Kim Ludlow		Until 7/6/24

Names and addresses of advisers

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 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. In addition, there is also a Declaration of Trust, dated 30th September 1935.

How the charity is constituted
(e.g. trust, association, company)

The Group is an educational charity, established under rules which are common to all Scout Groups.

The Group is governed by the Group Trustee Board. It is managed by the Group Leadership Team.

The Group Trustee Board exists to ensure the Group is:

- Well managed
- Carrying out its purposes for the public benefit
- Complying with its governing document and the law
- Managing the charity's resources well
- Compliant with the Policy, Organisation and Rules of The Scout Association
- Involving young people at all levels in decision making
- Sufficiently resourced to deliver a high-quality programme and achieve its strategic aims.

The Group Trustee Board comprises:

- Chair (appointed)
- Treasurer (appointed)
- Group Lead Volunteer (ex-officio)
- Up to five other appointed Trustees (including at least one under the age of 25)

The Group Trustee Board is accountable to the Group Scout Council – which is comprised of all Leaders, Young Leaders, Patrol Leaders and Parents/Guardians of members. The Group Trustee Board meets five times a year.

The Group Leadership Team manages the day-to-day operations of the Group. Its membership is comprised of: Section Team Leaders, Group Administrators, the Group Treasurer and other supporters as needed. It is led by the Group Lead Volunteer and meets three times a year

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Trustee selection
methods

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

Additional governance issues

Policies and procedures adopted for:

a) the induction and
training of trustees;

Trustees are required to complete a programme of mandatory training within the first 5 months of joining the Board. They are also cleared for working with children by the Disclosure and Barring Service.

b) trustee' consideration
of major risks and the
systems and procedures
to manage them

The Group Trustee Board conducts an annual risk assessment to identify/review the major risks to which they believe the Group is exposed. Where it is deemed necessary, controls have been applied to mitigate them.

The main areas of concern are:

Damage to the building, property and equipment

This is assessed as a **High** risk with **good controls**. The building is equipped with fire detectors, alarms and extinguishers. In the event of damage, 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

This is assessed as a **High** risk with **good controls**. All Leaders are trained to minimise injury to themselves and others. Written Risk Assessments are created before all activities and a process of dynamic risk assessment is continued during activities. Through annual membership fees, The Group contributes to the Scout Association's national accident insurance policy.

Reduced income from fund raising

This is assessed as a **Medium** risk with **reasonable controls**. The Group is primarily reliant upon income from membership subscriptions, hall rental and fundraising. The Group holds a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee has the option to

raise subscription fees to increase the income to the group on an ongoing basis, either temporarily or permanently.

Loss of Key People (e.g. Group Lead Volunteer or Chair

This newly identified risk is assessed as being a **High** risk with no current controls. The Group has identified corrective actions to control the risk.

Reduction or loss of leaders and other adult volunteers

This is assessed as a **Medium** risk with **reasonable controls**. 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, there would have to be a contraction, consolidation or closure of a section. In the worst-case scenario, this could result in the complete closure of the Group. The Group is always actively recruiting for additional Leaders.

Reduction or loss of young members

Based on the predicted growth of St Neots and the demand for scouting, this is assessed as a **Low** risk. The Group provides activities for all young people aged 4 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 could result.

Detrimental impact on welfare of Leaders, Supporters or Members

This is another newly identified risk that is assessed as being High. There are currently no specific controls, but corrective actions have been identified to control the risk.

Injury to the public: either at an event run by the Group, or because of a problem with the building (e.g. fire, falling slate)

This is assessed as a **Medium** risk with **good controls**. The building is subject to a continuous programme of maintenance and repair to reduce the likelihood of injury. Fire and H&S Risk Assessments have identified risks in these areas and appropriate corrective actions have been implemented to manage them. The Group carries Public Liability insurance to cover any residual risk.

Bad publicity and adverse media attention because of poor behaviour in public or a safety/safeguarding failure.

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This is assessed as a **Medium** risk with **good controls**. All leaders complete regular safety and safeguarding training. Leaders also undertake the TSA supplied leader training scheme that deals with party management.

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
- make and live by their Promise.

Summary of the main activities in relation to these objects

Each of the Group's seven sections runs a full programme of weekly meetings and external events and activities. Throughout the year, there are opportunities provided for young people to go to overnight (and longer) camps; both in accommodation and under canvas.

Additional details of the objectives and activities

- policy on grant making;

The Group does not make grants to non-Scouting bodies, however it does occasionally make donations to other scouting charities.

- contribution made by volunteers;

The Group could not function without the contributions of its volunteers: Young Leaders, Adult Leaders, Managers, Trustees and Supporters. All are unpaid but reasonable expenses are reimbursed.

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• policy on investments.	The Group currently holds its reserves in a combination of short and medium access cash-based accounts with zero risk and covered by the Financial Services Compensation Scheme.
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>2024 saw the continuation of a 12-year trend of growth (except 2021 following COVID impacts) where we recorded the largest number of youth and adult members since current records began.</p> <p>All members have taken part in a strong programme delivered across all sections by our volunteers further supported with nights away on offer to all members as well as other events and adventurous activities.</p> <p>Throughout the year, numerous Top Awards (Chief Scout Awards) were awarded to young people as well as Long Service Awards, Commissioner Commendations and Good Service Awards were presented to some of our volunteers.</p>
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Section E – Financial Review

Brief statement of the charity's policy on reserves	The Group's policy is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Trustee Board considers that the group should hold a sum equivalent to 8 months mandatory running costs.
Quantify and explain any designations	None
Details of any funds materially in deficit (circumstances plus steps to eliminate)	None

Further financial review details (optional information)

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

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<ul style="list-style-type: none"> the charity's principal sources of funds (including any fundraising) 	<p>The Group's primary sources of funding are membership subscriptions from young members, hall hire fees and fundraising.</p> <p>Hall hire income was up considerably on 2023.</p>
<ul style="list-style-type: none"> how expenditure has supported the key objectives of the charity; 	<p>Most income is spent on:</p> <ul style="list-style-type: none"> - running the programme; - maintaining and operating the hall; - insurances and other required costs; - servicing loans that were taken out to extend the building.
<ul style="list-style-type: none"> investment policy and objectives; 	<p>The Group does not have sufficient excess 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 UK banks or building societies.</p> <p>The Group Trustee Board 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 Trustee Board considers the cash flow requirements.</p>

Section F – Other Optional Information

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

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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)	Adam Wright	Gareth Howell
Position	Group Lead Volunteer	(Acting) Chair
Date		