



Scouts

1st Ince and Elton

1st Ince and Elton Scout Group

Trustees Annual Report

2022/2023

Table of Contents

1. Reference and Administration Details	3
1.1 Trustees.....	3
2. Structure, Governance and Management.....	3
2.1 Governing Document	3
2.2 Group Scout Council.....	3
2.3 Constitution.....	4
2.4 Trustee Selection	4
2.5 Group Trustee Board.....	4
2.6 Risk and Internal Control.....	5
2.6.1 Injury to Leaders, Helpers, Supporters or Members	5
2.6.2 Damage to Buildings, Property or Equipment	5
2.6.3 Reduced Income from Subscriptions and Fund Raising	5
2.6.4 Reduction or Loss of Leaders	5
2.6.5 Reduction or Loss of Members	5
3. Objectives and Activities.....	6
4. Achievements and Performance.....	6
4.1 Public benefit statement.....	6
4.2 GSL Report	7
4.3 Chairperson’s Report	7
4.4 Beavers Section Report	8
4.5 Cubs Section Report.....	9
4.6 Scouts Section Report.....	9
5. Financial Review	10
5.1 Treasurer’s Report.....	10
5.2 Reserves Policy.....	12
5.3 Investment Policy.....	12
6. Declaration.....	13
Appendix 1 – Full Accounts 2022	14
Appendix 2 – Independant Examiners Report.....	15

1. Reference and Administration Details

Charity Name: 1st Ince and Elton Scout Group
Charity Number: 1025963
Principal Address: 28 Lime Grove, Elton, Chester, CH2 4PX

1.1 Trustees

Ashley Proctor	Group Scout Leader
Alex Foulds	Group Chair
Lynda Canham	Group Secretary
Nicole McNally	Group Treasurer
Sarah Price	Section Leader – Beavers
Graham Proctor	Section Leader – Cubs
<i>Position Vacant</i>	Section Representative – Scouts

Sharon Lennon, Jack Whibberley, Callum Linger*, Linda McKay.

**Part of year.*

2. Structure, Governance and Management

2.1 Governing Document

The Group's governing documents are those of The Scout Association. They consist of a Royal Charter, which in turn gives authority to the By-Laws of the Association and the Policy, Organisation and Rules (POR) of the Scout Association.

2.2 Group Scout Council

The Group Scout Council is the electoral body to which the Group Trustee Board is accountable. Membership of the Group Scout Council is open to:

- Scouters
- Colony, Pack and Troop Assistants
- Administrators
- Advisers
- Patrol Leaders
- All parents of Beavers Scouts, Cubs Scouts and Scouts

- any other supporters including former Scouts and their parents who may be admitted by the Group Scout Leader, the Group Trustee Board, or the Group Scout Council

2.3 Constitution

The Group is operated as an educational charity under the Policy, Organisation and Rules of the Scout Association. It has a constitution agreed by the Group Scout Council, but which is subservient to its governing documents.

2.4 Trustee Selection

The trustees are appointed in accordance with the Group's constitution and the Policy, Organisation and Rules of the Scout Association.

2.5 Group Trustee Board

The Group is led by a Group Scout Leader and managed by a Group Trustee Board. They are accountable to the Group Scout Council for the satisfactory running of the Group.

The Trustee Board exists to support the Group Scout Leader in meeting the responsibilities of their appointment.

Members of the Trustee Board must act collectively as charity Trustees of the Scout Group, and in the best interests of its members to:

- Comply with the Policy, Organisation and Rules of The Scout Association
- Protect and maintain any property and equipment owned by and/or used by the Group.
- Manage the Group finances.
- Provide insurance for people, property and equipment.
- Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
- Promote and support the development of Scouting in the local area.
- Manage and implement the Safety Policy locally.
- Ensure that a positive image of Scouting exists in the local community.
- Appoint and manage the operation of any sub-Committees, including appointing a Chair to lead the sub-Committees.
- Ensure that Young People are meaningfully involved in decision making at all levels within the Group.

- The opening, closure, and amalgamation of Sections in the Group as necessary.
- Appoint Administrators, Advisers, and Co-opted members of the Trustee Board.
- Approve the Annual Report and Annual Accounts after their examination by an appropriate auditor, independent examiner, or scrutineer.

2.6 Risk and Internal Control

The Group Trustee Board has identified the major risks to which they believe the Group is exposed which are:

2.6.1 Injury to Leaders, Helpers, Supporters or Members

The Group supports compliance with the Safety Policy and ensures appropriate risk assessment; elimination, reduction and control measures are taken to reduce the likelihood of any injuries.

In addition, through membership fees, the Group contributes to the Scout Association's national accident insurance policy.

2.6.2 Damage to Buildings, Property or Equipment

The Group would request the use of buildings, property and equipment from neighbouring organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

2.6.3 Reduced Income from Subscriptions and Fund Raising

The Group is primarily reliant upon income from subscriptions and fund-raising. The Group holds adequate reserves to ensure the continuity of activities should there be a major reduction in income. The board could also raise the value of subscriptions to increase the Group income either temporarily or permanently.

2.6.4 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 volunteers to an unacceptable level, then there would have to be a contraction, consolidation or closure of activities or sections.

2.6.5 Reduction or Loss of Members

If there were a reduction in membership of a particular section or the Group as a whole then there would have to be a contraction, consolidation or closure of a section.

3. Objectives and Activities

The primary objective of the Group is that of the Scout Association generally, namely:

“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 cooperate 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.

The activities of the Group are:

- The provision of the Scouting programme for 6–14 year old members

4. Achievements and Performance

4.1 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.

4.2 GSL Report

Ashley Proctor – Group Scout Leader

Doesn't time fly, it's been nearly a year since I took on the role of Group Scout Leader – filling a role that was vacant for longer than we anticipated.

We've certainly been busy in the last twelve months, with the Beavers, Cubs and Scouts getting up to all sorts of different badge work, activities and trips – however, I'll leave it to the sectional reports to update you with what each of the sections have been up to.

Our last Firework Spectacular was a roaring success despite having to drop the bonfire element, thankfully it was a quieter affair than in 2021 with most visitors being from the local area. This is something that we're looking to continue with later this year.

Off the back of the success of our Firework event, we continue to heavily engage with our local community by working with the Elton Events Committee and Elton Parish Council to support the following events:

- Elton Christmas Light Switch-On
- Spring Fayre
- Kings Coronation Street Party
- Elton Village Fete

We remain committed to supporting our local community where we can, so please look out for us at future community events!

I'd just like to say a huge THANK YOU to every single one of our Volunteers, Trustee Board Members, Parent Helpers, Parents and our Young People for the support they provide the group.

4.3 Chairperson's Report

Alex Foulds – Group Chairperson

Welcome to 1st Ince and Elton Scout Groups Annual AGM.

I would like to take the opportunity to thank all the Leaders for their hard work and tireless dedication over the past year. We have a very creative and skilled group of Leaders who will always go above and beyond for the children.

Also, a huge thank you to our trustee board members and all the other volunteers who give up their valuable time and do a fantastic job to ensure everything runs smoothly.

Volunteers are such an important and integral part of Scouts. Please see one of the Leaders or any Trustee Board member if you would like to help. There are many roles available for parents from formal leadership and trustees, to fundraising helpers and occasional support for our Sub-Committees.

Having volunteers on our Group Trustee Board and these Sub-Committees is vital to ensure our leaders can concentrate on the delivery of the Scouting Programme. Please think about what you are able or willing to do to support us.

The Group has done amazing work on its fundraisers this year, as we'll see in the Treasurer's report.

I'm excited to see the children learn and grow some more over the forthcoming year!

4.4 Beavers Section Report

Sarah Price – Section Leader (Beavers)

We have had an amazing year at Beavers. At the time the report was written we have 26 active Beavers.

We have had a great year and had lots of fun. We have covered many badges including builder, craft and adventure. We have awarded 137 badges and 7 Beavers achieved the highest accolade, the Chief Scout Bronze Award before leaving us to move up to Cubs.

The Beavers have taken part in various activities throughout the year. In the Autumn Term we attended the District "35 years of Beaver Scouts Birthday Bash", we went to QCW to play night games, we made cakes for McMillan, we attended a joint messy church with the rest of the group and made Harvest craft, we attended the Harvest festival.

We went to QCW and took part in a spooky walk, hosted by other scouts – it was ace. We joined together with the other sections and made Remembrance Day crafts and left them at church when we paid our respects. We attended the Christmas Light switch on in the village. We made Christmas gifts for our families and went to see Santa at the hayrack.

In the Spring Term, we went to the Chester Gang Show, which resulted in some of our Beavers wanting to take part in one next year. Our theme for this term was joining in. We have made Chinese food and wrote our names in Chinese, we have solved puzzles, attended Easter Messy Church, helped at a Spring Fair and welcomed our new King. We welcomed the lighter nights and took full advantage by tracking, going on small walks and orienteering.

The Summer Term has seen us attending a group camp at Tatton Park. We went in the cave bus, went on a walk, slept under the stars and had lots of fun. Teamwork is our theme this term and we have been playing water games, battleships and learning the rules of rounders.

I have been doing this for about 15 Years and I have never given out a Snow badge before and one of our beavers has achieved Level 2 - so that is a great achievement.

We have really enjoyed having honorary beaver parent helpers and thank you! And we hope that we will get support for the rest of the year as you all seemed to enjoy it!

Finally, I would like to thank Hayley and Jaimie for all their support, I couldn't do it without you!!

4.5 Cubs Section Report

Graham Proctor – Section Leader (Cubs)

Building on our successes of 2021, it's been another exciting and busy year for the Cubs section! Our numbers have grown to 20 young people, with most attending each week – although we will shortly be losing some of our Cubs as they continue their Scouting journey into Scouts.

Following the Summer Break of 2022 and up to Christmas, the Cubs were busy establishing their mapping skills, joined the Beavers and Scouts at the Harvest Service (with a difference), made Bug Hotels out of hanging baskets as well as getting out and about around Ince and Elton across several evenings.

The Cubs also visited the Fire Station, worked on Home Help and Safety, had a visit from Cheshire Police before finishing off with a Christmas Treat with Ten Pin Bowling.

Moving into 2023, the Cubs have continued to work on their badges, with highlights being the GIAI Sleepover at Chester Cathedral, the Mother's Day Pamper Night in March, Animal Care and the Group Camp at Tatton Park – where a number of our Cubs got the chance to try Kayaking and Raft Building.

On behalf of the leadership team, I would like to thank all the young people for showing up every week and taking part in all the activities and showing great enthusiasm.

I would also like to take the opportunity to thank all the leaders and helpers (Christie, Kim, and Tina) for their continued support and dedication to providing great activities for the Cubs.

4.6 Scouts Section Report

Stephen Spencer – Assistant Section Leader (Scouts)

2022 was a very enjoyable year with the following activities that were well attended:

- Cosford Airshow – Where were able to tick off the Air Spotter activity badge.
- A trip to Games Workshop in Chester to make Warhammer models – Ticking off elements of the Creative Challenge badge.
- Kayaking on the River Dee (Water activities).
- Orienteering at Delamere Forest – Orienteering activity badge.
- Ice skating Christmas trip – Teamwork Challenge badge.
- Visit Chester Gangshow
- Crossbow Shooting at QCW – Master at Arms activity badge.
- Aqua Chimp at Wildshore Delamere.

We also took part in a "Wellbeing Weekend" at QCW with the district YouShape team.

A group camp at Tatton Park was a great time with the Scouts taking part in Kayaking and Raft-Building with thanks to permit holders from other groups in the district.

4 of the Scouts took part in a District Challenge Day at QCW with our group taking 4th place behind some very strong teams, one of which is now going on to represent Cheshire after taking the Mersey Weaver title.

We had 2 teams competing in the Cheshire Hike – Chloe and Harry doing a great job completing the Pathfinder route, and Tillie joining 2 other Scouts from Widnes and Moore completing the Pathfinder+ route.

Finally, but certainly not least we have 1 Scout who has done an amazing job achieving her Gold award.

We have got lots planned for the next year including a mini expedition (run similarly to the Cheshire Hike, albeit shorter distance) which will encourage the older Cubs to take part in a hike and camp-over.

5. Financial Review

5.1 Treasurer's Report

Nicole McNally – Treasurer

The beginning of 2022, saw the completion of the renovations to the external area of HQ were completed with the cladding being installed. We also changed the internal doors to fire doors to adhere to regulations with the intention of having sleepovers in the Hut for some of our younger members.

We continued our fundraising events, with the Fireworks display being as popular as ever, despite no bonfire and now referred to as our Firework Spectacular.

We are now using a new accountancy tool which links to OSM to keep our financial records, so this year's data is presented slightly differently to previous years.

Income

The total income for 2022 was **£15,974.02**.

	2022	2021	2020
TOTAL INCOME	£15,974.02	£84,400	£21,300
Subs/membership Fees	£5,107.41	£4,600	£4,600
Donations and grants	£8,073.57	£64,600	£13,000
Fundraising	£853.29	£10,300	£1,100
Outings and Activities (all sections)	£1,599.75	£200	£2,100
Other	£340	£4,700	£500

Donations and Grants

We were fortunate to receive donations from The Charities Trust, Elton Parish Council and fund matching through people working in the finance sector. The Firework Spectacular continues as our most successful fundraising event.

Fundraising

The Firework Spectacular continues as our most successful fundraising event, which raised over £2,700 after expenses including donations.

Outings and Activities

The children have taken part in lots of activities and several outings further outlined in the section reports. The £1,599.75 figure is the amount we have collected from parents/carers for outings and activities.

Expenditure

The total expenditure for 2022 was **£22,562.47**.

	2022	2021	2020
TOTAL EXPENDITURE	£22,562.47	£68,600	£8,900
Hut Renovations/& Maintenance	£8,252.20	£53,300	£100
Fundraising		£2,600	£600
Equipment& general expenses	£646.72	£2,100	£400
Outings and Activities/Events	£6,533.87	£1,500	£500
Badges and uniform	£1,339.04	£400	£200
Camps	In Events	£100	£1,000
Utilities (heat, water, light)	£1,231.36	£200	£1,600
Census	£2,729.50	£2,400	£2,900
Insurance	£423.02	£300	£300
Other (bank charges, admin, donations)	£723.76	£5,700	£1,200
Training for Leaders	£683.00		

Renovations for the hut were completed in this year, including the external cladding and internal fire doors to permit us to have sleepovers for the children at HQ. The events and activities were subsidised more this year as shown when comparing the expense with the income for activities/events.

Subscriptions

Membership fees cover the costs of the group, including the Census, hut maintenance, weekly activity costs, etc. We calculate a yearly cost and then divide by 12 for lower monthly payments, so please all be aware that the subs don't stop during the holidays. We are trying to continue with the £12 per month sub fee for as long as feasibly possible.

Bank Accounts

Amounts held in Bank Accounts or cash as at 31/12/2022 were £34,735.77. A full set of the Annual Accounts for 2022 are included in the appendix below.

5.2 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 appropriate level of reserves for operating the group for 6 months is judged to be circa £6,000.

As reported earlier in this report, the group ended 2022 with total funds, including reserves and grant monies of £34,735.77, which is above the level required for operating expenses. However, this can be explained by:

- Not being able to spend the surplus from last year with the receipt of COVID-19 grants from the local authority accruing in 2020 and 2021.
- continuing to hold a contingency for the final phase of the HQ External Works Project in case any unforeseen issues arise.
- the Group Trustee Board was also mindful of the ongoing situation with rising energy prices and wished to hold extra reserves for this purpose until the next review of our reserves policy.

5.3 Investment Policy

The Group's Income and Expenditure is very small and consequently, 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.

6. Declaration

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

Signed on behalf of the charity's trustees:

Signature: *A. Proctor*

Date: *23/06/2023*

Full Name: **Ashley Proctor**

Position: Group Scout Leader

Signature: *N. McNally*

Date: *23/06/2023*

Full Name: **Nicole McNally**

Position: Group Treasurer

Appendix 1 – Full Accounts 2022

1st Ince and Elton Scout Group			
Annual Accounts for Year Ended 31st December 2022			
Opening Balance as of 01/01/2022			
		Bank	£ 40,367.69
		Cash	£ 1,253.06
Total			£ 41,620.75
Income			
Expenditure			
Subscriptions	£ 5,289.08	Hut Renovation	£ 5,830.00
Donation	£ 8,073.57	Census	£ 2,729.50
Fundraising	£ 853.29	Events & Activities	£ 6,533.87
Events& Activities	£ 1,599.75	Utilities	£ 1,231.36
Rent	£ 340.00	Hut Maintenance	£ 2,422.20
Sundry		Badges	£ 1,339.04
Stripe/Go Cardless	-£ 181.67	Equipment	£ 646.72
cash in hand from 2021	-£ 296.53	Insurance	£ 423.02
		Sundry	£ 1,406.76
TOTALS	£ 15,677.49		£ 22,562.47
Closing Balance as of 31/12/2022			
		Bank	£ 33,077.31
		Cash	£ 950.67
		Stripe account balance(OSM cards)	£ 643.68
		Balance on equals cards	£ 64.11
Total			£ 34,735.77
Opening balance at 01/01/2022			£ 41,620.75
Income			£ 15,677.49
Expenditure			£ 22,562.47
Closing Balance at 31/12/2022			£ 34,735.77

Appendix 2 – Independent Examiners Report

Scrutineer's Report to the Trustees of the 1st Ince and Elton Scout Council

I report on the accounts of the Group/District for the year ended 31st December 2022.

Respective responsibilities of Trustees and Scrutineer

As the Group's/District's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

Basis of Scrutineer's Statement

In accordance with the directions given in the Group's/District's constitution, I have scrutinised the records and the accounts presented to me, set out on Spreadsheet "Final Cashbook 2022"

Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Name: Judith Dodd
Address: "Iona"
Willington Road
Willington
CW6 0ND.
Date: 05/06/2023