

Trustees' Annual Report

For the period

From (start date)

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 to end date

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

Charity name

2nd Swanwick Scout Group					
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Other names the charity is known by

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Registered charity number (if any)

1	0	0	4	0	4	2
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Charity's principal address

Chapel Street							
Swanwick							
Alfreton							
Postcode	D	E	5	5	1	B	J

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Mr A Turner	Group Chairman	Started 1 Dec 2016
2	Mrs S Kerr	Group Treasurer	
3	Mrs L Bishop	Group Secretary	
4	Mr S Clarke	Group Scout Leader	Started 1 Sept 2016
5	Mr K Bestwick	Scout Leader	Started 1 Sept 2016
6	Mrs S Breider	Cub Leader	
7	Mr P Richmond	Cub Leader	Started 1 Sept 2016
8	Miss B Hackford	Beaver Leader	
9	Mr J Braithwaite	Explorer Leader	
10	Mr N Johnson	Executive Member	
11	Mrs. R Green	Executive Member	Finished July 2016
12	Mr G Laywood	Quartermaster	Finished July 2016
13	Ms W Styles	Scout Leader	Finished Sept 2016
14	Mr A Bond	Cub Leader	Finished July 2016
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16			

Section A Reference and administration details (continued)

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

Type of advisor	Name	Address

Section B Structure, governance and management

<p>Description of the charity's trusts Type of governing document (e.g. trust deed, constitution)</p>	<p>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.</p>
<p>How the charity is constituted (e.g. trust, association, company)</p>	<p>The Group is a trust established under its rules which are common to all Scouts.</p>
<p>Trustee selection methods (e.g. appointed by, elected by)</p>	<p>The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.</p>
<p>Additional governance issues (optional information but encouraged as best practice)</p>	<p>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.</p> <p>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 a minimum of 3 times per year.</p> <p>This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:</p> <ul style="list-style-type: none"> • 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. <p>The Group structure remains strong. Progress has been made on New Leader recruitment and development of the Website will be used to assist further recruitment and parent engagement over the next 12 months..</p>

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 and supplements this with Personal Accident and Medical Expenses Insurance for helpers not covered by the national scheme. Risk Assessments are undertaken before all activities.

Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions, fundraising and property rental from the hiring of the facility. 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 or facility hire charges 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 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 objectives of the group are as a unit of the Scout Association.

Summary of the main activities in relation to these objects

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.

2016 has again seen the Group participating in a wide variety of activities fulfilling the Scout Associations aims of a balanced programme. The Scout Section have further consolidated and expanded their leadership team. Due to work pressures Wendy Styles stood down as Scout Leader, but was replaced by Kevin Bestwick, who has previously been Scout Leader at the Troop.

We have maintained our profile in the local community-participating in the Parish Youth Leaders Dinner, the Parish Council Well Dressing and the Remembrance Day Parade in Swanwick. We have also taken part in the Victorian Christmas Market and helped to raise money with the Santa's Sleigh to partly fund a defibrillator located in the village. Fund raising has carried on throughout the year- principally Santa's Sleigh as our main fund raising activity (which again raised a record amount), accompanied by other events through the year.

We have taken part in all District competitions including indoor and outdoor football, Cub & Beaver Sports Day, Beavers Toy service and Cub & Scout Quiz Night.

Peter Richmond announced his intention to stand down as Group Scout Leader at this year's AGM, and was replaced in September by Steve Clarke who has been District Explorer Scout Commissioner for the last 14 years. Steve has had over 30 years experience as an Adult leader in the Scout Association and a long standing connection with 2nd Swanwick. Late in the year, Adrian Turner also joined the Executive Committee as it's Chairman.

All sections took part in Camps this year. This broke new ground in the Beaver Scout section as a recent rule change allows Beavers to spend nights away under canvas. They did this for the first time at Spitewinter in May. The Cub Scout section took part in the Cub Centenary Camp at Drum Hill, and held a Promise renewal ceremony in December to conclude their year of Centenary Activities. The Scout section took part in Chilly challenge, Patrol training camp, the County Rampage Competition and the Jamboree on the Internet.

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 grant making;
- contribution made by volunteers.

The key objective of the non-uniform members of the Group Executive is to provide an infrastructure which enables the Scout Leaders to fulfil their aims and responsibilities.

Key activities include:

- Fund raising, the focus continues to be on a smaller number of smart events which also helps with our objective of increasing our profile within the community.
- Facilities, the facility provides an excellent base for 2nd Swanwick. No further operational equipment is required for the centre. Focus continues to be on maintenance in order keep the facility available to support a wide range of Scouting activities and attractive to other community groups which helps with revenue.

Section D

Achievements and performance

Summary of the main achievements of the previous year

2016 was a good year for the Group, despite a few ups and downs. We regretfully had to close one of the Cub Scout Packs (Brown Bears- meeting on Monday nights) due to difficulties in recruiting enough adult leaders to run two Packs. The two Packs were successfully merged into one with no loss of members. We have expanded the Young Leaders programme and several are approaching the age of 18 when we will be looking to retain them as adult leaders. This is encouraging for the long term future of the Group. Parents have contributed to several activities during the year, and also in fund raising.

Fund raising events have been very successful for different reasons. The Santa's Sleigh event, despite the current economic environment, exceeded expectations. The proceeds will significantly benefit the group and also help us to achieve one of our objectives which is to be a key player in the local community and support other local charities. Attendance at local community fund raising events :- the Victorian Market (every 2 years) and participation in the Well Dressing event helps to raise the Scout Group's profile within the village. We have also attracted lots of different community groups including a new mother and toddler group to the facility which helps to generate revenue and again raise our profile within the community.

Reserves Policy Brief statement of the charity's policy on reserves	<p>The Group's policy on reserves comprises two elements:</p> <ol style="list-style-type: none"> 1. Maintenance of the charitable activities of the Group - This is one of the primary responsibility of the Trustees and policy 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 £2,800. 2. Facility maintenance reserves - The Group occupies excellent facilities which were first opened in 2007, however, the Trustees recognise the need to establish and maintain a reserve to protect from uninsured losses and the unplanned replacement of major items such as the heating boiler or kitchen appliance. A minimum reserve of £3,000 has been identified as necessary in respect of this requirement and will be put into place during 2017.
Quantify and explain any designations	
Details of any funds materially in deficit (circumstances plus steps to eliminate)	None
<p>Further financial review details (optional information)</p> <p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • the charity's principal sources of funds (including any fundraising); 	<p>This trustees report covers a twelve month period to 31 December 2016.</p> <p>Around 35% of the receipts of the Group for this period were in the form of contributions to camping and other youth programme activities.</p> <p>The remaining receipts provide for the running costs of the Group, facilities and equipment to support the aims and objectives of the organisation. This funding has traditionally had four principal sources of funds which together provide for over 90% of the running costs, Membership Subscriptions are expected to increase and account for around 50%. Property Rental Income has decreased this year from an average of £3,000 to £1,560. In addition the Santa's Sleigh gave a net income of a little over £2,780 which was up on the previous year and included one more evening collection. The fourth source of funding is traditionally gift aid, and though we haven't claimed this again this year, we will claim this again in the next year as it is cumulative and can be back dated.</p>
<ul style="list-style-type: none"> • how expenditure has supported the key objectives of the charity; 	<p>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.</p>
<ul style="list-style-type: none"> • investment policy and objectives 	<p>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.</p>

Section F	Other Optional Information
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Plans for future periods (details of any significant activities planned to achieve them)

The facility is approaching 10 years old and thought needs to be given to ongoing maintenance plans so it continues to be a suitable facility for Scouting and attractive for potential hirers.

The Group is struggling to develop a larger network of fundraisers who could take on the responsibility for the organisation and delivery of fundraising and social events. This would greatly benefit the group by reducing the burden on the leaders who are currently undertaking this role in addition to their section responsibilities and have sometimes resorted to using section funds to support events rather than investing in the time to secure support from parents. It is our intention that throughout 2017/18 to develop a fund raising committee to free up the adult leaders time to put into their Sections.

Group development is hitting a natural barrier as all Sections are running at close to maximum numbers. This will require perhaps "out of the box" thinking to grow all 3 sections. This may include opening new sections, varying the meeting nights or even daytime/ weekend meetings. Future housing developments in the village may expand our potential membership and we need to prepare for this.

The Group is responsible for all funds but has for a number of years successfully operated by giving the Sections autonomy for their day-to-day finances. In the coming year to fulfil the requirements of the Group Reserves policy it will be necessary to transfer some funds between the Sections and the Group.

Also it is recognised that from time to time circumstances will arise when it may be appropriate for the Group or Sections to make charitable donations and consideration should also be given to establishing a Group donations policy.

Section G	Declaration
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The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature's

Full name's

Position (e.g. Secretary, Chair)

Date