

# Trustees' Annual Report

For the period

From (start date) 

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 to end date 

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## Section A

### Reference and administration details

Charity name

50th Cambridge (Milton & Landbeach) Scouts

Registered charity number (if any)

N	A				
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Charity's principal address

Rob Farrington, 8 Pryor Close, Milton,					
Postcode	C	B	24	6	B U

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Rob Farrington	GSL/ Acting Chairman	
2	Michael Wright	Group Secretary	
3	Bob Pain	Group / Cub / Beaver Treasurer	
4	Bob Pain	Cub Scout Leader	
5	Julie Farrington	Scout Leader /Treasurer	
	Theresa Feetenby	Beaver Leader	
6	Helen Latchem	Trustee	
7	Margaret Wright	Trustee	
8	Rob Cook	Trustee	Retired May 2011
9	Sue Tumbull	Trustee	
10	Carol Chapman	Trustee	
11	Di Sanderson	Trustee	
13	Helen Bamforth	Trustee	
14	Sarah-Jane Kirby	Trustee	
15	Fiona Sanderson	Trustee	
16	Emma Harbour	Trustee	Appointed May 2011
17	Louise Shane	Trustee	Appointed May 2011
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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:

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.

Policies and procedures adopted for:

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

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 every 3 months. (\*The Treasurer is also the Cub Scout Leader. The Group holds dispensation from the District Commissioner).

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.

## Section B

### Structure, governance and management (continued)

#### 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. 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 Association's 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.

#### **Risk and Internal Control**

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**

Summary of the objects of the charity set out in its governing document

#### **Objectives and activities**

The objectives of the group are as a unit of the Scout Association.

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.

Summary of the main activities in relation to these objects

Programmes for the weekly meetings in all sections (Beavers, Cubs and Scouts) are designed to provide a wide variety of activities to bring out the best in the young people whilst ensuring that they have an enjoyable time. These activities include visits to places of interest, talks / demonstrations provided by outside organisations, games, craft work and general badge work. In addition The Beavers take part in a number of 'fun' events during the year with other Beaver Colonies while the Cubs & Scouts have the opportunity to attend numerous camps and activity days some of which are with other packs / troops. Explorer Scouts (14 -18 yrs) are also catered for with more challenging activities and helping as young leaders in any of the sections.

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 grantmaking;
- contribution made by volunteers.

**Section D**

**Achievements and performance**

Summary of the main achievements of the charity during the year

The Group overall Group membership has remained fairly stable during the year with a slight decline in young people, but an encouraging small increase in leadership. There has been a good commitment by adults to give support in the sections, but there is still a need to recruit more trained leaders. Fund raising events have been maintained at a satisfactory level to produce adequate income to finance the Groups requirements during the year and increase reserves.

**Section E**

**Financial Review**

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 12 months running costs, circa £12,000.00.

The Group held reserves of £42,698.24 against this at year end. This is above the level for operating expenses. However this can be explained by the fact that the Group ran six main fund raising events during 2010 and continued to encourage subscription to be paid under the Gift Aid arrangements.

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)

**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)

None

**Section G**

**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

[Signature line]

Full name(s)

[Full name line]

Position (eg Secretary, Chair)

[Position line]

Date

[Date grid]