

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	6th Hove Scout Group																										
Other names the charity is known by	N/A																										
Registered charity number (if any)	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td>1</td><td>0</td><td>2</td><td>5</td><td>7</td><td>3</td><td>9</td></tr></table>	1	0	2	5	7	3	9																			
1	0	2	5	7	3	9																					
Charity's principal address	<table style="width: 100%; border-collapse: collapse;"> <tr><td colspan="6">6th Hove Scout Headquarters</td></tr> <tr><td colspan="6">Hurst Crescent</td></tr> <tr><td colspan="6">Portslade</td></tr> <tr><td style="width: 50%;"></td><td style="width: 5%;">B</td><td style="width: 5%;">N</td><td style="width: 5%;">4</td><td style="width: 5%;">1</td><td style="width: 5%;">1</td><td style="width: 5%;">S</td><td style="width: 5%;">G</td></tr> </table>	6th Hove Scout Headquarters						Hurst Crescent						Portslade							B	N	4	1	1	S	G
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Portslade																											
	B	N	4	1	1	S	G																				

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Neil Bennison	Chairman	-
2	Louise Markanday	Group Scout Leader	-
3	Marcus Bennison	Assistant GSL	-
4	Alison Evenden	Secretary	-
5	Clare Ashdown	Treasurer	-
6	Amy Young	Cub Scout Leader	-
7	Nicholas Hollingdale	Cub Scout Leader	-
8	Dominic Batchelor	Scout Leader	-
9	Jacqueline Rawlinson		
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Section B**Structure, governance and management**

Description of the charity's trusts:

Type of governing document

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

The Group is a trust established under its rules which are common to all Scouts.

Trustee selection methods

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

Additional governance issues:

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 2 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
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.

Risk and Internal Control (Specimen 1)

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.

Risk and Internal Control (Specimen 2)

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.

The Scout Group's main objective is to increase the participation in Scouting within the local community (Portslade). It does this by supporting the Group Scout Leader and her team in ensuring that appropriate administrative and financial arrangements are in place to promote good practice within the Scout Group. In particular it organises activities for young people, which are possibly not provided at a section level. The Scout Group ensures that communications from our wider community (Brighton and Hove Scout District) are effectively delivered in order to achieve as close to full participation as possible.

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

This year's census figures show a 4.8% growth in membership since the last financial year and we continue to be the largest group within the Brighton and Hove Scout District. Over the last few months, we have worked with the County Development Officer to open a new Beaver Colony in the Poets Corner area of Hove (on Monday evenings). Our members continue to enjoy exciting programmes with some achieving their Chief Scout Awards across all sections. We have also successfully back dated a Gift Aid claim which has helped us to stabilise our financial position.

As always, thanks go out to all of the leaders, administrators and other adults who help to make the scout group successful. Without you, we really wouldn't be able to provide such fantastic opportunities for our young people.

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 £4000 plus funds held by individual sections which can fluctuate between £2,000 and £10,000 depending on activities being undertaken. These funds are not to be considered as available to the Scout Group.

At the end of 2018, the Group held reserves of approximately £7762, including sectional funds. Funds available in the Group account are lower than 12 months worth of running costs however, we are awaiting money to be transferred from some of the sections for outstanding group fees and membership costs.

Details of any funds materially in deficit

None

Further financial review details

Investment Policy (Specimen 1)

The Group's Income and Expenditure is very small and as a consequence 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.

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.

Investment Policy (Specimen 2)

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)


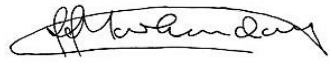
Work will continue to complete the refurbishment of the group headquarters in order to provide the best facilities for the young people within the Scout Group. The Group Executive Committee will seek to change accounting processes in order to streamline financial records for the Group. We will continue to support the new Monday Night Beaver Colony by using the leadership teams of existing colonies to plan programmes collaboratively.

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)

Neil Bennison	Louise Markanday
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Position (eg Secretary, Chair)

Chairman	Group Scout Leader
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Date

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