

# 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 

Galgate Scout Group
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Other names the charity is known by 

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Registered charity number (if any) 

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HQ registration number 

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Charity's principal address 

34 Glen View Crescent							
Heysham							
Morecambe							
Postcode	L	A	3	2	Q	W	

Names of the charity trustees who manage the charity  
*(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)*

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Edward Prior	Chairperson	
2	Lisa Marple	Treasurer	
3	Emma Drummond		
4	Fil McIntyre	Section Lead	
5	Sammy Dawkins	Section Lead	
6	Jesse Phillips	Section Lead	
7	Darren Phillips	Group Lead	
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Names and addresses of advisers (optional information but encouraged as best practice)  
*(These will be published in the annual report of the charity)*

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 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 Trustee Board, 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 Trustee Board consists of up to 2 independent representatives, Chair and Treasurer, together with the Group Lead Volunteer, individual Section Lead Volunteers (if opted to take on the responsibility) and parent's /carer's representation and meets normally every 4 months.  Members of the Trustee Board complete ' <i>Essential Information for Executive Committee</i> ' training within the first 5 months of joining the Trustee Board  This Group Trustee Board exists to support the Group Lead Volunteer in meeting the responsibilities of the appointments and is responsible for: *The maintenance of Group equipment; *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 volunteers 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)
	<p><b>Risk and Internal Control</b>                      The Group Trustee Board 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:</p> <p><b>Loss of meeting locations and equipment</b> 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.</p> <p><b>Injury to volunteers helpers, supporters and members</b>                      The Group, through the capitation fees, contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken and appropriate control measures agreed/implemented before all activities. Risk Assessments are reviewed regularly.</p> <p><b>Reduced income from fund raising</b> The Group is primarily reliant upon income from subscriptions and fundraising. The Group does not hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Trustee Board could raise the value of subscriptions to increase the income to the Group on an ongoing basis, either temporarily or permanently.</p> <p><b>Reduction or loss of leaders</b> The Group is reliant upon volunteers to run and administer the activities of the Group. If there was a reduction in the number of volunteers 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, this may lead to the complete closure of the Group.</p> <p><b>Reduction or loss of members</b> 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 a whole then there would have to be a contraction, consolidation or closure of a Section.</p> <p><b>Risk and Internal Control</b> 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 insurance policies to ensure that insurable risks are covered.</p>

Section C	Objectives and activities
<p>Summary of the objects of the charity set out in its governing document</p>	<p><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> 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.</p>
<p>Summary of the main activities in relation to these objects</p>	<ul style="list-style-type: none"> <li>• Regular sessions are held at Ellel Village Hall, at Galgate Methodist Church, and around the village. Members undertake badge work and related activities, plan and evaluate programmes and enjoy a variety of games.</li> <li>• Additional activities are frequently arranged away from Galgate; these include local hikes, water sports, District and County programmes, visits to places of interest and social events such as outdoor 'ice' skating in Lancaster in December.</li> <li>• Sections camp regularly, mainly at the District's two activity centres.</li> </ul>
<p>Additional details of the objectives and activities (optional information but encouraged as best practice)</p>	
<p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul>	<p>The Trustee Board has agreed to waive or subsidise, where appropriate and financially possible, termly subs and/or activity costs for members' families who are unable to meet these sums.</p>
<p>Public benefit statement</p>	<p>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.</p>

**Section D****Achievements and performance**

Summary of the main achievements of the charity during the year

Delivery is divided between the three sections dependent on age: Beavers, Cubs and Scouts. Many activities described are in addition to standard weekly meetings.

**Beavers:**

- A total of 70 badges were awarded
- Two Beavers achieved their Chief Scout's Bronze Awards in recognition of a wide range of badges earned and activities undertaken.
- Joined with district groups for a practical environmental awareness activity day at Leighton Hall.
- Adventurous activities at a local centre e.g. archery, axe throwing, paddle boarding, climbing and orienteering
- Sleepover with approx. 100 Beaver Scouts in a local soft play centre.

**Cubs:**

- 65% of Cubs spent one or more nights away during this period - a key part of the Cubs experience
- Adventurous activities have included bike rides, water fights and raft building
- Special sessions included visitors bringing exotic creatures such as snakes and spiders, and a Guide Dog with its handler.

**Scouts:**

- Scouts continues to have an exciting programme of activities. This year that included several camps and the opportunity to attend the District Master at Arms day to do Fencing, Shooting, Archery, Crossbow and Axe Throwing.
- Many of our Scouts gained badges and are now well on their way to achieving the Chief Scout's Gold Award.
- We welcomed new members to the team, Abi and Hattie.
- Our Scout section continues to grow and we are excited for the future.

**Group Lead:**

Overall it has been a good year for the group in terms of delivering an exciting programme to our young people.

The current economic situation means that finance continues to be an issue, and as a charitable group we cannot allow that to continue. It is the responsibility of the Trustees to keep the group solvent, and as such we must, reluctantly, increase subscription fees for the coming years.

Section E	Financial Review
Brief statement of the charity's policy on reserves	<p><b>Reserves Policy</b></p> <p>The Group's policy on reserves is to build up a reserve equal to 12 months running costs for the group in order to protect against loss of subscriptions and additional funding.</p>
Quantify and explain any designations	

Details of any funds materially in deficit (circumstances plus steps to eliminate)	N/A
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<p><b>Investment Policy</b></p> <p>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.</p> <p>The Group Trustee Board Treasurer 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>
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Section F	Other Optional Information
Plans for future periods (details of any significant activities planned to achieve them)	N/A

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)	<i>Ed Prior</i>	<i>DMPhillips</i>
Full name(s)	Edward Prior	Darren Phillips
Position (eg Secretary, Chair)	Chairperson	Group Lead Volunteer
Date	3 0 0 9 2 4	