

# 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	1st Holmer (Hereford) Scout Group																																
Other names the charity is known by																																	
Registered charity number (if any)	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td>5</td><td>2</td><td>1</td><td>3</td><td>6</td><td>9</td></tr></table>	5	2	1	3	6	9																										
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Charity's principal address	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="8">Holmer Scout Headquarters</td></tr> <tr><td colspan="8">Highmore Street</td></tr> <tr><td colspan="8">Hereford</td></tr> <tr><td style="text-align: center;">Postcode</td><td style="text-align: center;">H</td><td style="text-align: center;">R</td><td style="text-align: center;">4</td><td style="text-align: center;"> </td><td style="text-align: center;">9</td><td style="text-align: center;">P</td><td style="text-align: center;">G</td></tr> </table>	Holmer Scout Headquarters								Highmore Street								Hereford								Postcode	H	R	4		9	P	G
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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	Mrs Faye Evans	Co-Chair	
2	Mrs Natalie Vernalls	Co-Chair	
3	Mr Simon Evans	Treasurer	
4	Dr Chris Brammer	GSL (Ex-Officio)	
5	Mr Todd Fower	Elected Trustee	
6	Mrs Theresa Wood	Elected Trustee	
7	Mr Greg Colman	Elected Trustee	
8	Mr Glyn Davies	Elected Trustee	
9	Mrs Melanie Brammer	CSL (Ex-Officio)	
10	Mrs Heather Brazier	Nominated Trustee	
11	Mrs Jackie Mumford	Nominated Trustee	
12	<i>Vacant</i>	<i>Secretary</i>	

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
Independent Scrutineer	Mrs Susan Webb	17 Geoffrey Avenue, Hereford HR1 1BZ

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 Byelaws 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 2 Co-Chairs, who share the duties of the Chair, a Treasurer and a Secretary (role vacant for the entire year, duties shared with other members of the Committee), together with the Group Scout Leader, individual section volunteers (if opted to take on the responsibility) and 4 elected trustees as well as the Group Scout Active Support Manager (nominated trustee) and meets every 2 months.

Members of the Executive Committee complete Module 1 (Essential Information), GDPR, Safety, Safeguarding and Trustee Introduction training within the first 5 months of joining the committee.

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.

**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 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 and the Group Executive Committee actively follows the Safety Policy of The Scout Association.

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, and 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, and in the worst case scenario the complete closure of the Group..

In 2020, the COVID-19 pandemic has presented an unprecedented challenge to UK Scouting and our Scout Group. From March 2020 through to the Summer no face to face Scouting has been possible or permitted. The Group Executive Committee recognised the added risks posed by the pandemic and responded accordingly. The Group remains in a strong financial position, having been in receipt of several COVID-related grants which have helped to offset loss of income/additional running costs, and our Sections have continued to operate "Scouting at Home" to deliver our Charity Objects when unable to meet face to face. In addition, our Sections have had risk assessments approved to enable face to face Scouting at every point when this has been permitted.

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	<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>
Summary of the main activities in relation to these objects	<p>This Scout Group delivers a programme for young people between the ages of 6 and 14, in three Sections - Beavers (6-8yo), Cubs (8-10.5yo) and Scouts (10.5-15yo). Our programme delivers the awards and badges of The Scouts using the Scout method described above and all young people are welcome to join, whatever their background, gender or faith. During the various COVID lockdowns from March 2020 onwards we continued to deliver "Scouting at Home" utilising Zoom and other methods and we have held face to face activities whenever we have been permitted to do so.</p>
Additional details of the objectives and activities (optional information but encouraged as best practice)	
<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 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. We are entirely reliant on volunteers—as leaders, trustees and supporters in a variety of roles.</p>
Public benefit statement	<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
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Summary of the main achievements of the charity during the year

In 2020, the COVID-19 pandemic has presented an unprecedented challenge to UK Scouting and our Scout Group. From March 2020 through to the Summer no face to face Scouting has been possible or permitted. The Group Executive Committee recognised the added risks posed by the pandemic and responded accordingly. The Group remains in a strong financial position, having been in receipt of several COVID-related grants which have helped to offset loss of income/additional running costs, and our Sections have continued to operate "Scouting at Home" to deliver our Charity Objects when unable to meet face to face. In addition, our Sections have had risk assessments approved to enable face to face Scouting at every point when this has been permitted. There was a significant (28%) fall in youth membership between the 2020 Census and 2021 Census but this is comparable to the national trend and since January we have made a good recovery, with membership up by >10%. All sections have now returned to face to face Scouting.

Section E	Financial Review
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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 in reserve a sum equivalent to 6 months running costs, circa £3600.

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

The Group does not have any debts or deficits.

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);

The Goup normally has three main sources of income:

1. Membership subscription (supplemented by gift aid)
2. Scout Post - cancelled in 2020 due to COVID restrictions.
3. Other fundraising activities (also severely restricted due to COVID).

In 2020-2021 the Group was pleased to receive a number of grants from central government (adminstered by local government) to support us through COVID, and this means we remain in a stable financial position.

The Group is actively pursuing a number of other grant opportunities to further our objectives.

- how expenditure has supported the key objectives of the charity;

Expenditure is entirely committed to the following activities:

- Continuing to grow our Beaver, Cub and Scout Sections, by delivering our programme and recruiting adut volunteers;
- Maintaining and upgrading the Headquarters to improve the environment for our young people, and for the wider community to use.
- Involvement in projects which help in our local community.

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

At Holmer we are fully committed to The Scouts' Skills for Life strategic plan.  
 We undertake that by 2023:  
 We will have prepared more young people with skills for life, supported by amazing leaders delivering an inspiring programme.  
 We will be growing, more inclusive, and our Group and programme will be shaped by young people, and  
 We will be making a bigger impact on our community.  
 In order to realise these ambitions our Scout Group has set itself some strategic goals, along with some local development goals, all of which are underpinned by some actions in our development plan.

Our strategic goals are:  
 To be growing – more young people enjoying Scouting and gaining Skills For Life;  
 To be inclusive – to fully reflect the community we serve;  
 To be youth shaped – ensure young people are shaping their Scouting, and taking on leadership roles;  
 To have greater Community Impact – our young people are seen to have a positive impact on their community.

Our local goals are:  
 To demonstrate stable and effective management and governance;  
 To show a modern, welcoming and exciting face to our community;  
 To have safe, welcoming and modern facilities and equipment, accessible to the wider community.

<b>Section G</b>	<b>Declaration</b>
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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)	Natalie Vernalls	Faye Evans						
Position (eg Secretary, Chair)	Co-Chair	Co-Chair						
Date	<table style="margin: auto; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px 5px;">2</td> <td style="border: 1px solid black; padding: 2px 5px;">7</td> <td style="border: 1px solid black; padding: 2px 5px;">0</td> <td style="border: 1px solid black; padding: 2px 5px;">6</td> <td style="border: 1px solid black; padding: 2px 5px;">2</td> <td style="border: 1px solid black; padding: 2px 5px;">1</td> </tr> </table>		2	7	0	6	2	1
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