



**3<sup>rd</sup> Hazel Grove Scout Group**  
*... Everyday adventure*

**GROUP TRUSTEES  
ANNUAL REPORT & ACCOUNTS**

**For the Year ended 31 December 2020**

# **3<sup>rd</sup> Hazel Grove Scout Group Annual Report & Accounts 2020**

## **1 Introduction**

This Annual Report is issued by the Trustees of 3rd Hazel Grove Scout Group in conformity with requirements of the Charities Act 2011 and the Policy, Organisation and Rules of the Scout Association, current edition, for the financial year ended 31 December 2020 and the Census Year ended 31 January 2021.

## **2 Reference and Administration Details**

3rd Hazel Grove Scout Group  
Open (Non-sponsored)  
Established August 1957

Scout Registration Number            33420  
Registered Charity Number        520209

Email:            secretary@3hg.org  
Website:        www.3hg.org

Adj. No.2 Macclesfield Road,  
Hazel Grove, Stockport, SK7 6BD

### **Trustees**

The Group is led by the Group Scout Leader and managed by the Group Executive Committee (the Trustees)

#### **Ex Officio Members:**

Group Chairman	Michael Wells
Group Scout Leader	Angela Massey
Section Leaders	Sharon Bebbington, Jonathan Mayo, Gill Barlow, Paul Barlow
Group Secretary	Sarah Mennie
Group Treasurer	Lee Allsopp
Nominated Members	Robin Sheehan, Nicola Hunt, Quentin Blagg
Elected Members	Dave Phillips, Alan Marsh, Steve Holt (ESL)
Co-opted Members	-

### **Advisers**

Independent Examiner:    Richard M Lamb

### **3 Structure, Governance and Management**

#### **Governing Document**

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.

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

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

#### **Management**

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 Leader, individual section leaders' and parents' representation. It meets regularly.

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 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 Association's national accident insurance policy and also takes out additional accident insurance for supporters. Risk Assessments are undertaken before all activities.

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- 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.

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 comprehensive insurance policies to ensure that insurable risks are covered.

#### **4 Objectives and Activities**

The objectives of a charity are set out in its governing document and therefore 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.

#### **Public Benefit**

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.

#### **5 Achievements and Performance**

##### **Developments**

Overall it is a major achievement to sustain a Group of the size and complexity of 3rd Hazel Grove Scout Group. This is done entirely by voluntary effort and support. (Note: the Group is an Open Group and is therefore not sponsored by any organisation e.g. religious bodies, schools, industrial/commercial firms, community associations, etc.).

The core business of the Group is the promotion of the development of its young people through the Scout Association's Training Scheme that, for a young person maintaining membership from Beaver Scouts through to Explorer Scouts, is 12 years duration.

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#### Composition of Sections within the Group

Numbers quoted are from 31 January 2021 Census and do not include Young Leader helpers from Scout and Explorer sections at Cub packs and Beaver Colonies. Numbers in brackets refer to 31 January 2020 (For information 5 Young Leaders help with the sections).

Section		Boys/Girls	Leaders	Helpers
Carrwood	Monday Beavers	9/0 (17/1)	1 (2)	0 (0)
Princes Wood	Thursday Beavers	12/2 (19/2)	4 (4)	0 (0)
Shawnee	Monday Cubs	11/0 (15/0)	4 (5)	0 (0)
Seneca	Thursday Cubs	24/6 (22/8)	8 (8)	0 (0)
Troop	Friday Scout Troop	26/9 (36/6)	6 (6)	0 (0)

**Others:** Group Scout Leader, Quartermaster and 2 Active Support Members

#### 3rd Hazel Grove Group 2021 Census

	2021	2020	2019	2018	2017
Number of boys/girls	82/17	109/17	116/22	112/21	120/16
Number of adult members	39	44	33	37	28
Total Group Membership	155	184	171	170	164
Exec	8	11	9	7	7

The Group is one of the largest in the Greater Manchester East Scout County. Numbers have held up well despite the limitations placed on Scouting by the Covid pandemic.

(Note that the Bullock Smithy Explorer Unit for the 14-18 year age range is treated as part of a separate District managed Group and their figures are not included in 3rd Hazel Grove Group's census figures. At the January census the Unit had 9 (9) members and 3 (3) leaders).

#### Section Activities

Usually the Group actively follows the Scout Association's progressive training scheme within each Section (Beaver Scouts, Cub Scouts, Scouts and Explorer Scouts) through weekly meetings, badge work, County and District activities, outdoor activities, week-long and weekend camps (indoor and outdoor).

Whilst the year started as usual, by early March it became apparent that the Covid pandemic would have a significant impact. Face to face Scouting was suspended on March 17, but by Easter the group had moved to meeting online, running weekly meetings with a fun and challenging programme with the support of parents at home. In April the Group ran its first Camp at home - a great success. It is a testimony to the Group and the leaders that we retained the majority of young people and this is also reflected in the number of badges and top awards still being awarded. Four Camps at Home later and virtual visits from amazing visitors and activities that we wouldn't normally be able to do without considerable travelling or cost. With huge thanks to the extended Scout community for sharing ideas, and the parents and leader for embracing a new way of scouting.

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- **Beaver Scout Colonies**

*Colony activities:* Pantomime at the Plaza, several Camps at Home.

- **Cub Scout Packs**

*Pack activities:* Members from both packs attended the Scout "Snowshine" Camp and attended Camps at Home.

- **Scout Troop**

*Troop activities:* "Snowshine" was held at Hesley Wood, Sheffield. With a visit from Robin Sheehan who worked with all the groups over the day developing a winter camp, Camps at Home.

#### **Awards**

*Scouts:* - 6 (3) Gold Chief Scout Awards.

*Beavers, Cubs & Scouts:* - who achieved 15(9) Bronze, 13 (15) Silver Chief Scout awards and various and numerous core 144(148), challenge 252 (241), activity 378 (241) and staged 94 Scouting badges.

#### **Vision 2018/2023**

Headquarters issued a 5 year 'Vision for 2018'. This had four key areas for growth, inclusivity, youth shaped and community impact:

- *Growth:* Census figures show that we have not increased our youth membership. We will be looking to do some recruitment once we have returned to face to face scouting. More adult leaders are needed particularly in Beavers and scout sections. Most Beavers are taken off the waiting list around their 6<sup>th</sup> birthday.
- *Inclusion/Diversity:* Scouting's Equal Opportunities policy supports the principle that no member should be discriminated against on the basis of class, gender, ethnic background, nationality, sexuality, mental or physical ability and political or religious belief. As an open Group our membership is not in any way restricted and we welcome all.
- *Youth Shaped:* Young members have always been encouraged to get involved with the organisation of their section via 'Log Chews' (Beavers), pack and troop forums, patrol leaders' councils etc. Their ideas are respected and where possible incorporated into the section programmes by the leaders.
- *Community Impact:* Community involvement is a regular feature of the training offered by 3HG. Many of our young people supported the local Care homes delivering cards and rainbows.

The Vision 2023 is to "prepare better futures, delivering skills for life in a changing world". 3HG will be there!

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In line with government-approved Youth Sector Guidance, we continue to work with a phased approach to returning to face-to-face Scout meetings and activities. This is broken down by four levels:

- Red, for when the rate of infection remains consistent or growing
- Amber, for when the rate of infection is reducing consistently
- Yellow, for when there are very few cases in the population
- Green, for when there are no new cases or there is a vaccine readily available

Section Leaders, Group Scout Leaders, Commissioners and Executive Committee members are ensuring that their plans for face-to-face meetings and activities are developed so that volunteers and young people at all times:

- Comply with social distancing requirements (determined by their government)
- Ensure hygiene levels are maintained, including hand washing, as well as surface and equipment cleaning
- Safely manage any risk to volunteers, young people and the wider community, including a reduction in group sizes where necessary.
  - Make sure vulnerable young people and adults can be effectively safeguarded, both in relation to COVID19, as well as other risk factors.
- Volunteers, parents and young people all clearly understand what adjustments need to be made to ensure everyone's safety and have had a chance to inform them.

Whilst we moved camps for 2020 into 2021, we have already cancelled most of them, but are hopeful of camping sometime in 2021. The Scout Troop was to hold International Camp in Croatia but we have already taken the decision to cancel this camp.

The Group is currently in a strong financial position and has been able to withstand the downturn in membership subscriptions. Grant support from the local authority has also gone some way to offsetting loss of rental income.

#### **Religious Activities**

The Group actively reminds all its members of the Movement's aim for spiritual awareness and development by:

- Prayers at weekly meetings.
- Scouts' Own (informal, non-structured services) at camps.
- Attendance at the District's St. George's Day annual parade and service.
- Representation at the local Remembrance Day Service.

#### **Community and Inter-Activities**

Within the family of Scouting and the community the following typical activities of the Group have been severely disrupted by the Covid19 emergency:



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- Joint camp with other Cub/Scout Groups.
- District & County Camps and events.
- November 5th Bonfire - the Group uses properly certified operators for our community fireworks display.
- Table Top Sales and Car Boot at Hazel Grove High School with Norbury Guides.
- Bullock Smithy Hike. This is a national event organised mainly by past and present 3HG supporters and members.
- Support for the Rotary and St Ann's Hospice.
- Participation at Hazel Grove Carnival

The Group looks forward to re-establishing its commitment to these activities later in 2021.

#### **Group and Supporters' Fund Raising Activities**

The Group's regular events are:

- Table Top and Car Boot sales at Hazel Grove High School - successful but rely on a few faithful supporters.
- Bullock Smithy Hike (a national long distance walking event registered with the LDWA)
- Bonfire night
- HQ party hires

Disruption to these key fundraising activities in 2020, and the first half of 2021, will require significant focus in future.

Sustaining such a large unsponsored Group is a major task for the Trustees and Leaders who are grateful for help given by parent supporters enabling them to get on with their leadership responsibilities.

#### **Leader Training**

Many leaders already hold their advanced training award (the Wood Badge). Two more leaders completed their Wood Badges this year. Some leaders have continued their training, expecting more wood badges to be completed this year.

All leaders have now completed the on-line Safeguarding and Safety courses which must be renewed every 3 years before role renewals. New updated safeguarding and safety training is now available online. All sections have leaders with first aid certification which must be renewed every 3 years. This has been adapted to 2 modules, a theoretical online module and then a practical module once restrictions ease.

Leaders have 1xTerrain 2 (T2) mountaineering certification for leading walks above 800 m, 1xT1 award (up to 800m), 1 x archery. More authorisations are always desirable for our active Group. Activity permits currently need renewing or validating as soon as restrictions allow.



## **Awards**

Medal of Merit - Paul Barlow

Bar to Medal of Merit - Alison Hewitt

Silver Acorn - Angela Massey

Commissioner Award for outstanding service and support was awarded to James Mennie for his support to the whole group and particularly during the Lockdown.

Some sections are given valued help by Explorers and Scouts.

## **Equipment & Maintenance**

It is important to keep the HQ and equipment in good repair. Repairs and maintenance has been lower this year. Future purchases include replacing the old hall roof and old hall heating system, general HQ improvements and painting. The upgrading of the toilets and kitchen continues to be a major goal and it is intended to include facilities for the disabled. With improved facilities our HQ would be more appealing and provide a better service to the wider community. Options for investment are currently under development.

## **6 Financial Review**

### **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; this year estimated to be £38,000 in normal circumstances (2019: £37,316).

The Group made a surplus in the year of £19,638 (2019: £19,570) and held reserves of £101,978 (2019: £82,340) at the year-end. This is above the level required for operating expenses but it includes, less known liabilities, provisions now totalling around £49,000 for future major purchases and building improvements.

### **Investment Policy**

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. Therefore the Group has adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

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.

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#### Fund Raising

The Group, being non-sponsored, is entirely dependent upon raising all of its required funds. Raising funds to support the large membership and for the maintenance, renovation, refurbishment and replacement of buildings, vehicles and equipment is a major task. To maximise on Inland Revenue allowances all parents have been asked to pay subscription by Gift Aid. An increase in the number paying this way has been achieved and efforts will continue to make best use of our charitable status, ensuring advantage is taken of the more relaxed Inland Revenue rules for charitable giving. In addition to membership subscriptions there are several regular fund raising activities organised by supporter and leaders (See section 5).

#### 7 Conclusion

Despite the pandemic this has been another year of quality Scouting provided, a little differently, by all involved with the Group.

The trustees would like to thank all leaders and supporters for their enthusiasm and commitment. The older Scouts and Explorer Unit members also provide much appreciated help but there is always a need for more warranted leaders in all sections. New leaders are always welcome and working with youth is very rewarding.

#### 8 Declaration

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

Signed on behalf of the charity's trustees:

Signature:

Name:

Position:

Date:



**Michael Wells**

Chair

31 August 2021



**Angela Massey**

Group Scout Leader

9 Independent Examiner's Report

**Report to the trustees/ members of** 3<sup>rd</sup> Hazel Grove Scout Group

**On accounts for the year ended** 31 December 2020

**Charity no** 520209

**Set out on pages** 11 and 12 of this report

**Respective responsibilities of trustees and examiner** The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

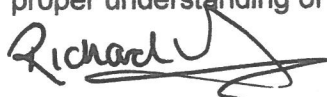
**Basis of Independent examiner's statement** My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement** In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**



**Date:** 31 August 2021

**Name:** Mr Richard M Lamb

**Relevant professional qualification(s) or body (if any):** Bank Manager

**Address:** Flat 14, Beaufort Mews, 1-3 Kingsway  
Woking, Surrey  
GU21 6EH

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## 10 Statement of Income & Expenditure for the Year ended 31 December 2020

	2020 £	2019 £
<b>Receipts</b>		
Subscriptions	14,304	16,759
Less Capitation	<u>(5,561)</u>	<u>(6,357)</u>
Net Subscriptions	8,743	10,402
<b>Activity Income:</b>		
Beavers	-	1,261
Cubs	433	3,648
Scouts	5,291	13,854
Room Hire	2,053	5,332
Bullock Smithy Hike	4,527	10,404
Bonfire Night	-	4,141
Table Top Fundraising	-	1,700
Group Meal	<u>830</u>	<u>991</u>
Total Activities	13,134	41,331
<b>Other Income:</b>		
Donations	1,116	1,210
Gift Aid	3,161	3,474
Other	11,922	469
Interest Receipts	<u>-</u>	<u>-</u>
	<b>38,076</b>	<b>56,886</b>
<b>Less Payments</b>		
Transport	145	831
Premises Maintenance	4,075	4,171
Premises Utilities	2,569	3,829
OSM Fees	422	598
Insurances (Inc. Vehicle)	2,319	2,255
Equipment & Consumables	<u>2,041</u>	<u>1,585</u>
<b>General Expenses</b>	11,571	13,269
Beavers	425	1,528
Cubs	1,390	4,186
Scouts	3,382	8,228
Bonfire Night	-	2,154
Bullock Smithy	-	3,461
Group Meal	493	1,074
Training & Badges	685	1,467
AGM	-	-
Other	<u>492</u>	<u>1,949</u>
<b>Activity Expenses</b>	6,867	24,047
	<b>18,438</b>	<b>37,316</b>
<b>Net Receipts on Activities</b>		<b>19,638</b>
<b>Major Asset Purchases</b>		-
<b>Opening Balances:</b>		
Deposit Accounts	21,987	21,987
Current Accounts	50,615	35,728
Section Accounts	8,363	3,929
Cash	1,375	1,126
	<b>82,340</b>	<b>62,770</b>
	<b>101,978</b>	<b>82,340</b>
<b>Closing Balances:</b>		
Deposit Accounts	21,987	21,987
Current Accounts	64,728	50,615
Section Accounts	14,829	8,363
Cash	434	1,375
	<b>101,978</b>	<b>82,340</b>

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## 11 Statement of Assets and Liabilities for the Year ended 31 December 2020

	2020 £	2019 £
<b>Assets</b>		
<b>Cash Funds:</b>		
Deposit Accounts	21,987	21,987
Current Accounts	79,557	58,978
Cash	434	1,375
<b>Total Cash Funds</b>	<b>101,978</b>	<b>82,340</b>
<b>Non Monetary Assets:</b>		
Premises	551,076	533,437
Motor Vehicles (Inc. trailers)	14,018	15,000
Scouting Equipment	39,677	38,634
<b>Total Non Monetary Assets</b>	<b>587,071</b>	<b>587,071</b>
<b>Total Assets</b>	<b>689,049</b>	<b>669,411</b>
<b>Liabilities</b>		
Receipts in advance	(14,527)	(5,000)
Amounts owed	-	(807)
<b>Total Liabilities</b>	<b>(14,527)</b>	<b>(5,815)</b>
<b>Total Net Assets</b>	<b>674,522</b>	<b>663,596</b>

Income & Expenditure Account and Statement of Assets & Liabilities signed on behalf of the charity's trustees:

Signature:



Name: **Michael Wells**  
Position: **Chair**



Name: **Lee Allsopp**  
Position: **Treasurer**

Date: **31 August 2021**