

Report & Accounts for the 12 month period ended 31st March 2020

THE 5TH WOODBRIDGE (SEA SCOUT) GROUP

GROUP EXECUTIVE COMMITTEE

| | |
|------------------------------|-------------------------------------|
| Group Scout Leader | Mr B Hayter |
| Group Executive Chairman | Mr M Bell |
| Group Secretary | Mrs Louise Edworthy / Mrs N Notcutt |
| Group Treasurer | Dr J Douse |
| Scout Leader | Mrs N Tooke |
| Cub Scout Leader | Mrs M Ulph |
| Beaver Leader | Ms S. Ngassa |
| Explorer Scout Leader | Ms. J. Stone |
| Membership Secretary | Mrs Louise Edworthy / Mrs N Notcutt |
| Beaver Parent Representative | Mr M Davies |
| Cub Parent Representative | Mr T Morely |
| Quartermaster | Mr M Davies |
| Bosun | Mr D Russell |
| Scout Parent Representative | Mr B Whittle |
| Fundraising Coordinator | Vacant |

TRUSTEES: Elected

| | |
|--------------------------|---|
| Group Scout leader | Mr B Hayter2 |
| Group Executive Chairman | Mr M Bell |
| Group Secretary | Mrs Louise Edworthy replaced by Mrs N Notcutt |
| Group Treasurer | Dr Jonathan Douse |
| Scout Leader | Mrs N. Tooke |
| Cub Scout Leader | Mrs. M. Ulph |
| Beaver Leader | Ms S Ngassa |

BANKERS: BARCLAYS BANK PLC, Woodbridge Business Centre, Suffolk Coastal Group
4 Church Street, Woodbridge, Suffolk, IP12 1DJ

CUSTODIAN TRUSTEES: None

OTHER ADVISERS: None

Group Registration Number with The Scout Association: 40674

Charity Registration Number: 268625

Royal Navy Registration Number: 93

Contact Name and Address: Group Executive Chairman, 5th Woodbridge (Sea Scout) Group
5-7 Tide Mill Way, Woodbridge, Suffolk, IP12 1BY.

TRUSTEES ANNUAL REPORT

For the 12month period ended 31st March 2020

ACTIVITIES AND ACHIEVEMENTS IN THE YEAR

GROUP SCOUT LEADERS REPORT – Barrie Hayter Group Scout Leader

The group continues to deliver a great program with lots of badge awards and Chief Scout awards in Beavers, Cubs and Scouts. Our partnership with Debenside Explorers continues to benefit the group, with leaders from all sections helping where they can to cover meetings.

Our building plans have been approved so a Sub Committee has been setup to support the delivery of this exciting project.

We have been very lucky this year with the use of a reservoir near Friston which has meant all sections have been able to get on the water a lot more with some great progress made by all. We hope the use of this water continues in future years.

We will continue to improve facilities and equipment whilst building reserves for the building renovations.

BEAVER SCOUT REPORT – Sarka Ngassa Beaver Leader

Beavers are doing really well enjoying lots of outside and indoor activities. I have had help from my assistant leaders Petra, Oli and Terry. We also had 2 young leaders, Thomas and Grace doing their Duke of Edinburgh award. Thank you for all support I couldn't do it without you.

During the past year the Beaver Section had 20 Beavers, 1 Leader, 2 Assistant Leaders, 2 young leaders and a growing waiting list.

The Beavers have had another busy year, a varied programme and have worked towards a variety of badges, including the Space activity badge, Outdoor Challenge, Nautical skills Activity Badges as well as other activity badges.

Some of the Beaver activities have included :-

Craft evenings, Church visit, learning first aid, visit to coast guard tower, River walks, visit to museum at Bentwaters, Learning basic navigation skills, Learning to cook and prepare food, Learning new knots and making fire, Learning basic boat skills and many more exciting things to do.

We are concentrating global issues and took part in litter picking at Aldeburgh and Felixstowe beach.

Well done!

CUB SCOUT REPORT – Maggie Ulph, Cub Scout Leader

Welcome to the Cub Section Report –

Currently we have a full section We have 25 cubs on the register. We have had a busy year and maintained good attendance each week with a bit of a fall off after lockdown started on the 23rd March. We have been a bit thin on the ground leadership wise for various reasons but hopefully a bit more back up to strength in the autumn.

Thank you Jacquie for being such a stalwart and thank goodness for Terry is all I can say!!!

From having the freedom of delivering activities in the way that face to face group scouting offers on one day and being in lockdown the next has seen the Cub section go through a huge learning curve as to how we continue. OSM, emails, telephone calls, zoom meetings, badges at home and the postal system are becoming the new normal. One positive spin off (there are others) has been getting to know the parents better and they have been great sports with supporting activities and supporting their children with these. We have a whole new section of cubs that have become confident bike riders, hikers (one has completed a half marathon) and shown skills in digital game makers, artists, scientists, shelter builders, pioneers, engineers and the cubs have been lots of fun when joining in our crazy hat night and invent a new drink night - too many more things to mention.

We are currently working on a virtual camp to be held in July. Jacquie and I will be putting up tents in our respective gardens to join in. Everything is a first and thank you parents/guardians for being so supportive.

Maggie, Jacquie and rest of the cub leader team.

SCOUT REPORT – Nicola Day, Scout Leader

It's been another amazing year!

Troop numbers have increased slightly to 32 Scouts and we have 4 fantastic Young Leaders. We continue to have a strong leadership team who have been fantastic at ensuring that we are able to offer a fantastic programme, both before lockdown and from home.

We have continued to run Junior Officer training and selection sessions and are very pleased with our current group of JO's. This included a peer lead JO sleepover at the hut. It was a great success and really showed what our Scouts are capable of. Throughout the year we have awarded a few more Chief Scout Gold Awards, the highest award available in the Scout Section, with a few more on the horizon and hundreds of other badges.

Whilst we didn't win the Woodbridge Regatta raft race last July, the team did their best and we look forward to regaining our title in the future.



In October we embarked on our third Norfolk Broads Adventure Cruise. 14 Scouts, and 5 leaders (and Mabel) had a fantastic time cruising from Stalham to Salhouse with many adventures along the way including a hike, sailing, rowing, power boating and visiting the sites. Thank you to all of the leaders that made it happen.

Last July saw us the annual Wet again, with 10 of Young Leaders, Power boat

help us with safety cover. We teamed up with 1st Rendlesham to running Pulling for the event.



attend and support Weekend Camp Scouts and a couple who used their qualifications to camp as well as



Though many of our events and activities have been put on hold while face-to-face scouting is suspended, we have continued to run an active and varied programme with Scouts still covering water skills, home skills and camping at home. Many have also completed badges of their choice and we participated in the Scouts Associations Hike to the Moon, raising money for Children in Need. We will continue to provide Scouting @ Home for as long as we need to but look forward to some proper scouting and boating in the (hopefully near) future.

As always, we would like to thank all our leaders, parent helpers and Young leaders for their highly valued support and assistance throughout the year. We really could not do what we do without you all- specially over the past year.

EXPLORER SCOUT REPORT – Jane Stone, Explorer Scout Leader

Another busy and successful year and for obvious reasons a challenging period. The 2019 spring and summer term included some great opportunities for water activities, which mainly took place at Friston Lake. This year a Network Scout Seb Garfield organised the Top Gear Challenge, which has the Explorers in teams of PowerBoats, Cars and Train racing from the HQ to Half Penny Pier in Harwich: The car won by 30secs. The Explorers also enjoyed Gilwell 24; a weekend at Gilwell Scout HQ in London, where they are challenged to stay awake for a full 24hours of activities! One of the biggest highlights of the year is always the Explorer Summer Camp to Nine Ashes Campsite in Cornwall for adventure training activities including, Mountain biking, surfing, sea kayaking, coasteering and Pizza takeaway nights. The later half of 2019 was a busy period with water activities continuing into the Autumn. In October half term 3 members attended what would prove to be the last ever HMS Bristol Camp in Portsmouth Navy Base. The end of year party was a visit to Clip and Climb in Ipswich where we invited Scouts from 1st Woodbridge to join us as part of their Link Activities.

With the Covid-19 World Pandemic and the LockDown of the UK in March the Explorers moved online. Activities have included weekly challengers run over Messenger Groups and meetings over Zoom. These have included ‘Pets TopTrumps’, which featured on Radio Suffolk, International Star Wars Day and LightSaber training, Live Music from Explorer Bands, Virtual Treasure Hunts round Suffolk, water safety, back garden adventurous activities and finishing off the summer term we had an Explorer Festival with Yoga, MockTails, live music, facemask painting and a video from Tim Kidd the UK Chief Commissioner.

NETWORK REPORT

The Network Section remains the quietest section. The Network is not a traditional activity section but was set up to keep contact with young members who have departed for university, during their term breaks the members are invited back to help with water and land activities for the younger sections. In time these members may become the Groups Leaders of the future.

GROUP POLICY AND OBJECTIVES

At the end of the period, cash reserves amounted to **£14145.35** after deduction for current liabilities due within the year. The Group's policy on reserves is to hold an amount sufficient to cover the essential running costs for the next 6 months and to budget for longer term maintenance and capital replacement to ensure the long term viability of the Group.

The executive committee has started a fund to pay for refurbishment/ replacement of the headquarters building £18246.21 of has been reserved this purpose.

The objectives of the group are to follow the aims of the Scout Association to promote the development of young people in achieving their full physical, intellectual, social and spiritual potential. The Group is a trust established under the rules of the Scout Association, which are common to all Groups/Districts. Trustees are appointed in accordance with the Policy, Organization & Rules of The Scout Association.

The accounts, which cover a 12 month period, have been drawn up on the receipts and payments basis, which is consistent with the previous year.

Approved by the trustees on 4/8/20

Receipts & Payments Account Summary for the year ended 31st March 2020

| | This year | Previous Year |
|--|------------------|------------------|
| Total receipts for the year (see page C7) | 28949.05 | 22036.07 |
| Total payments for the year (see page C8) | 19414.17 | 15140.71 |
| Net receipts (payments) for the year | <u>9534.88</u> | <u>6895.36</u> |
| Cash, bank and similar funds brought forward | 28737.48 | 21842.12 |
| Cash, bank and similar funds carried forward (Net Monetary Assets, see page C9) | £38272.36 | £28737.48 |

The above account and accompanying statement of assets and liabilities were approved by the Trustees

on 8/9/20 and signed on their behalf by

.....Group Treasurer

Receipts for the year ended 31st March 2020

| | This Year | Previous Year |
|--|-------------------|------------------|
| | £ | £ |
| MEMBERSHIP SUBSCRIPTIONS | 10675.08 | 8905.99 |
| District Fees refund | nil | nil |
| Less on line scout manager | (43) | (43) |
| Less Association fees paid | <u>nil (note)</u> | <u>(3400)</u> |
| | 10632.08 | 5462.99 |
| INVESTMENT INCOME RECEIVED | | |
| Bank Interest BPA a/c | 20.21 | <u>11.96</u> |
| | 20.21 | <u>11.96</u> |
| DONATIONS/GRANTS | | |
| East Suffolk Council | 3966 | nil |
| Royal Navy | nil | 2393 |
| HMRC Gift Aid | 3525.93 | 1999.51 |
| Others | <u>1364.93</u> | <u>1394.90</u> |
| | 8856.86 | 5787.41 |
| ACTIVITIES | 5111.97 | 5178.30 |
| FUND RAISING | 3312.49 | 4639.73 |
| SUNDRY RECEIPTS | | |
| Uniform/Life Jackets | 406.61 | nil |
| Boat Insurance | 581.70 | 955.68 |
| Electric rebate | 27.13 | nil |
| Training | <u>nil</u> | <u>nil</u> |
| | 1015.44 | 955.68 |
| TOTAL RECEIPTS FOR THE YEAR | £28949.05 | £22036.07 |

(note) association fees were billed on 31/3/20 and were paid in tax year 20-21 (£4180).

Payments for the year ending 31st March 2020

| | This Year £ | Previous Year £ |
|---|------------------|--------------------|
| PREMISES | | |
| Light/Heat/Water | 809.41 | 883.02 |
| Insurance | 731.53 | 657.98 |
| Repairs and Renewals | <u>1104.12</u> | <u>422.30</u> |
| | 2645.06 | 1963.30 |
| BOATS | | |
| Insurance | 1701.87 | 1608.89 |
| Repairs and Renewals | <u>3621.43</u> | <u>3361.97</u> |
| | 5323.30 | 4970.86 |
| DONATIONS/GRANTS | nil | nil |
| ACTIVITIES | | |
| Activities | 5740.64 | 6193.40 |
| Equipment | <u>695.08</u> | <u>1038.87</u> |
| | 6435.72 | 7232.27 |
| FUND RAISING EXPENSES | 716.38 | 40 |
| ADMIN/ESTABLISHMENT EXPENSES | nil | nil |
| TRUSTEES EXPENSES | nil | nil |
| OTHER EXPENSES | | |
| RN Inspection | nil | nil |
| Training | 105 | nil |
| Personal Group insurance | <u>42</u> | <u>42</u> |
| | 147 | 42 |
| PURCHASE OF CAPITAL EQUIPMENT | nil | nil |
| PURCHASE OF BADGES/BOOKS | 525.70 | 812.28 |
| SUNDRY PAYMENTS | | |
| Miscellaneous | 50 | 80 |
| Uniform/Life Jackets | <u>1698.01</u> | <u>nil</u> |
| | 1748.01 | 80 |
| Planning permission (from new HQ account) | 1873 | |
| TOTAL PAYMENTS FOR THE YEAR | £19414.17 | £15140.71 |

Statement of Assets & Liabilities at 31st March 2020

| | This Year | Previous Year |
|--|--------------|------------------|
| | £ | £ |
| MONETARY ASSETS | | |
| Cash, bank and similar funds | | |
| Bank Current Account(s) R&P A/C | 13964.90 | 7401.31 |
| ‘Subs’ A/C | 6742.39 | 5152.31 |
| ‘Fund Raising’ A/C | 6283.40 | 10182.06 |
| Bank Deposit Account(s) | 11281.67 | 6001.80 |
| Cash in Hand (Petty Cash A/C) | <u>nil</u> | <u>nil</u> |
| Net Monetary Assets (see page C4) | 38272.36 | 28737.48 |
| | | |
| OTHER MONETARY ASSETS | nil | nil |
| | | |
| INVESTMENT ASSETS | nil | nil |
| | | |
| NON-MONETARY ASSETS for Charity’s own use | | |
| Land and buildings (insurance valuation) | 322966 | 318149 |
| Boats and marine equipment (insurance valuation) | 33944 | 28894 |
| Scouting equipment (insurance valuation) | <u>29274</u> | <u>15420</u> |
| | 386184 | 362463 |
| | | |
| LIABILITIES those due within one year | | |
| Cheques issued, not yet presented | 5880.80 | 1957.67 |
| Expenses incurred not yet invoiced | <u>Nil</u> | <u>nil</u> |
| | 5880.80 | 1957.67 |
| | | |
| LIABILITIES those payable after one year | nil | nil |
| | | |
| CONTINGENT LIABILITIES AND FUTURE OBLIGATIONS: None | | |

Independent examiners report

I report to the trustees of 5th Woodbridge Sea Scouts (charity number 268265) on the accounts for the year ended 31st March 2020.

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the 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: 2/9/2020

Name: Richard Short FCCA

Professional Qualifications: Chartered Certified Accountant

Address: 20 Hercules Road, Rendlesham, Suffolk IP12 2GP

Budget* for the 12month period to 31st March 2021
Essential Running Costs

| | £ |
|--|-------------|
| ASSOCIATION FEES | 4100 |
| PREMISES | |
| Light/Heat/Water | 900 |
| Insurance | 750 |
| Repairs and Renewals (Note 1) | <u>1000</u> |
| | 2650 |
| | |
| BOATS | |
| Insurance | 1800 |
| Running costs, Repairs and Renewals (Note 2) | <u>1000</u> |
| | 2800 |
| | |
| ADMIN/ESTABLISHMENT EXPENSES | 80 |
| | |
| TRUSTEES EXPENSES | nil |
| | |
| OTHER EXPENSES | |
| RN Inspection | nil |
| Personal accident insurance | 45 |
| Training | <u>400</u> |
| | 445 |
| | |
| PURCHASE OF CAPITAL EQUIPMENT | |
| Tents and camping equipment (note3) | 500 |
| | |
| PURCHASE OF BADGES/BOOKS | 500 |
| | |
| SUNDRY PAYMENTS | |
| Miscellaneous | nil |
| | |
| ACTIVITIES (note 4) | 1000 |

TOTAL ESSENTIAL RUNNING COSTS FOR THE YEAR: £12075

Note 1- essential repairs and Health & Safety expenditure.

Note 2 – includes mooring fees, essential servicing and maintenance of existing boats and motors.

Note 3: only replacements for broken kit

Note 4 Scouting activities should be self-financing but have run at a deficit in the last 3 years. In 2018-19 activities ran a deficit of £1015. In 2017-18 activities ran a deficit of £926.73. 2019-20 deficit £589

5TH WOODBRIDGE (SEA SCOUT) GROUP

ESTIMATED INCOME FOR YEAR

| | |
|------------------------|-------------|
| SUBSCRIPTIONS (note 5) | 6200 |
| Gift Aid | <u>3500</u> |
| | 9700 |
| | |
| DONATIONS / GRANTS | |
| Use of hall/ parking | 300 |
| | |
| UNIFORM/ T-SHIRTS | 300 |
| | |
| FUNDRAISING (note 6) | 400 |

TOTAL ESTIMATED INCOME FOR THE YEAR: £10700

Note 5: Due to the circumstances around the COVID-19 pandemic, the trustees agreed to make subs voluntary during the summer term of 2020.

Note 6: from 23 March 2020, mass gatherings have been banned this resulted in the cancellation of fundraising events.

Appendix A

Accounts relating to Debenside Explorer Unit

Lloyds Bank
Sort code 309985
Account 5101676

Statement of Assets & Liabilities at 31st March 2020

| | This Year £ | Previous Year £ |
|---|------------------|--------------------|
| MONETARY ASSETS | | |
| Cash, bank and similar funds | | |
| Bank Current Account(s) R&P A/C | 591.65 | 183.33 |
| Cash in Hand (Petty Cash A/C) | <u>nil</u> | <u>nil</u> |
| Net Monetary Assets | 591.65 | 183.33 |
| | | |
| OTHER MONETARY ASSETS | nil | nil |
| | | |
| INVESTMENT ASSETS | nil | nil |
| | | |
| NON-MONETARY ASSETS for Charity's own use | | |
| Land and buildings (insurance valuation) | nil | nil |
| Boats and marine equipment (insurance valuation) | nil | nil |
| Scouting equipment (insurance valuation) | <u>nil</u> | <u>nil</u> |
| | nil | nil |
| | | |
| LIABILITIES those due within one year | | |
| Cheques issued, not yet presented | nil | nil |
| Expenses incurred not yet invoiced | <u>nil</u> | <u>nil</u> |
| | Nil | nil |
| | | |
| LIABILITIES those payable after one year | | |
| Fundraising | 37.67 | nil |
| Receipts for activities | 6706.62 | 5162.09 |
| Payments for kit | nil | (285.20) |
| Payments for activities | <u>(6335.97)</u> | <u>(4889.39)</u> |
| Net receipts (payments) | 408.32 | 12.50 |
| | | |
| Transactions relating to Debenside Explorer unit included in 5 th Woodbridge accounts during year 31 st March 2019: | | |
| Subscriptions collected from Explorers | 2250 | 1565 |
| Association fees | nil | (447.50) |
| Online scouts manager | (43) | (43) |
| Badges | nil | (85.20) |
| Use of hall and equipment | <u>(2207)</u> | <u>(989.3)</u> |
| Balance | nil | nil |
| Note association fees billed on 31/3/20 were £880 and were paid in tax year 20-21 | | |