

# Trustees' Annual Report

For the period

From (start date) 

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 to end date

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<b>Section A</b>	<b>Reference and administration details</b>
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Charity name 

Warrington West District Scout Council
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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 

Vale Owen Road							
Warrington							
Cheshire							
Postcode	W	A	2		8	T	P

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Paul Carey	Chair	
2	Debra Phillips	District Commissioner	1/1/23 - 21/1/23
3	Mo Patheyjohns	Secretary	
4	David Goodfellow	Treasurer	
5	Robert Patheyjohns		
6	Ian Turnbull		
7	Andrew Mountain		
8	Christopher Walls		
9	Christine Ralston		
10	Daniel Meadows		
11	Adam Potts	District Lead Volunteer	
12			

Names and addresses of advisers (optional information but encouraged as best practice)

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 District'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 District 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 District is managed by the District Trustee Board, the members of which are the 'Charity Trustees' of the District 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 3 independent representatives, Chair, Treasurer and Secretary together with the District Lead Volunteer and Assitant District Lead Volunteer and ordinary members. The District Trustee Board meets every 2 months.

Members of the District Trustee Board complete '*Essential Information for Trustees*' training within the first 5 months of joining the board.

This District Trustee Board exists to support the District Lead Volunteer in meeting the responsibilities of the appointments and is responsible for:

- The maintenance of District property;
- The raising of funds and the administration of District finance;
- The insurance of persons, property and equipment;
- District public occasions;
- Assisting in the recruitment of leaders and other adult support;
- Appointing any sub committees that may be required;
- Appointing District Administrators and Advisors other than those who are elected.

**Risk and Internal Control**

The District Leadership Board has identified the major risks to which they believe the District 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 District would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Groups. The District has sufficient buildings and contents insurance in place to mitigate against permanent loss.

Injury to leaders, helpers, supporters and members. The District 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 District is primarily reliant upon income from subscriptions and fundraising. The District does 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 District on an ongoing basis, either temporarily or permanently.

Reduction or loss of leaders. The District and the Groups within it are totally reliant upon volunteers to run and administer the activities. If there was a reduction in the number of leaders to an unacceptable level in a particular section, group or the district 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 Group(s).

Reduction or loss of members. The District provides activities for all young people aged 6 to 18. If there was a reduction in membership in a particular group or the district 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 Group(s).

Section C	Objectives and activities
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<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>
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<p>Summary of the main activities in relation to these objects</p>	<p>Running of District events (hikes, camps, jamborees, parades and fundraising events); Management of Warrington District Camp Site (jointly with Warrington East District and the local Scout Group); Management of Explorer Scouts within the District; Management of District premises and equipment, including stores and climbing wall facilities; Hosting of Warrington Scout Shop; Managing appointments and safeguarding within the District</p>
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Additional details of the objectives and activities (optional information but encouraged as best practice)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- contribution made by volunteers;
- policy on investments.

Public benefit statement

The District Scout organisation 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

Maintained Scouting activities and continued the post-Covid rebuild  
 Delivered on objectives for 1000+ young persons in area.  
 Training: Maintained zero tolerance policy on GDPR and safeguarding training  
 Finances: Managed debts relating to the old shop; managed Jamboree finances and reporting. Optimised energy contracts in inflated market.  
 Reduced insurance costs through asset analysis.  
 Governance: Trustee Board and Leadership groups formed in line with new Scout Organisation policy. Ensured continued governance via mixture of remote meetings during periods when face to face was not possible.  
 Safeguarding: Ensured all leaders and helpers were DBSd  
 Facilities: Enhanced premises for wider use.

**Section E****Financial Review**

Brief statement of the charity's policy on reserves

The District'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 District Trustee Board considers that the group should hold a sum equivalent to 12 months running costs, circa £50000.

Quantify and explain any designations

The Group held unreserved funds of approximately £48k against this at year end. This is at the level required for operating expenses.

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

The debt from Warrington East District Scout Council previously reported (relating to the Scout Shop financial management issued in 2015-2018) has been reduced from £6390 to £3890. The Police investigation was closed without prosecution.

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);
  - how expenditure has supported the key objectives of the charity;
  - investment policy and objectives

The District'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 District 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

The District Trustee Board 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 District Trustee Board considers the cash flow requirements.

**Section F****Other Optional Information**

Plans for future periods (details of any significant activities planned to achieve them)

2024 is all about continuing the growth of Scouting. The Scout shop has recovered well and is expected to grow further in 2024 with the support of local Scout Districts and Groups. Following the enhancement of the District Headquarter facilities, we look forward to more activities being conducted there.

**Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)	<i>Mo Patheyjohns</i>	<i>Paul Carey</i>
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Full name(s)	Mo Patheyjohns	Paul Carey
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Position (eg Secretary, Chair)	Secretary	Chair
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Date	0	7	0	1	2	4
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