

Trustees' Annual Report

For the period

From (start date)

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to end date

3	1	1	2	1	7
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Section A

Reference and administration details

Charity name

Blaydon & District Scout Association

Other names the charity is known by

n/a

Registered charity number (if any)

n/a

Charity's principal address

20 Cloverhill Drive

Crawcrook

Tyne and Wear

Postcode NE40 4TG

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Helen Laird		
2	Graham Elder	Chair	
3	Sharon Carr	Secretary	
4	Paul Smith	Treasurer	01/01/2017-08/03/2017
	Val Pauw	Treasurer	19/06/2017-31/12/2017
5	Jamie Ion		
6	Colin Hurst		
7	David Below		
8	Kit Carson		
9	Brian Stubbs		
10	Peter Jensen		
11	Richard Connor		
12	Simon Babb		
13	Nathan Lynn		
14	Sophie Scotland		
15	Jack Harrison		
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Section A

Reference and administration details (continued)

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

Type of advisor	Name	Address
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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document

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.

(e.g. trust deed, constitution)

How the charity is constituted

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

(e.g. trust, association, company)

Trustee selection methods

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

(e.g. appointed by, elected by)

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 Executive Committee, the members of which are the 'Charity Trustees' of the Scout 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 Commissioner, District Youth Commissioner, District Explorer Scout Commioner, District Scout Network Commissioner, up to six voted members, up to six nominated members and up to six co-opted members and meets 4-6 times per annum. All new trustees undergo Module 1E training within 5 months of their appointment, and follow the formal induction process with the District Chair.

This District Executive Committee exists to support the District Commissioner in meeting the responsibilities of the appointment 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.

Section B	Structure, governance and management (continued)
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Risk and Internal Control

The District Executive Committee 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 equipment. The District has sufficient 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 subscription levy, fundraising and grants. The District 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 the levy to increase the income to the District on an ongoing basis, either temporarily or permanently, or seek additional grant funding.

Reduction or loss of trustees/leaders. The District is totally reliant upon volunteers to run and administer the activities of the District. If there was a reduction in the number of trustees/leaders to an unacceptable level there would have to be a concerted effort at replacing them from inside or outside of Scouting. In the worst case scenario there would be a complete closure/merging of the District. A District Development Plan is in place to retain and grow adult numbers.

Reduction or loss of members. The District provides activities for all young people aged 6 to 25. If there was a reduction in membership in a particular section then there would have to be a contraction, consolidation or closure. A District Development Plan is in place to retain and grow youth members.

GDPR -the Trustees recognise their responsibilities and plans are in place to ensure compliance by May 2018

The District bank account requires 2 signatories for all payments, including online transactions.

Section C	Objectives and activities
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Summary of the objects of the charity set out in its governing document

The objectives of the District 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.

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.

The Executive Committee gratefully acknowledges the valuable contribution made by volunteer leaders across the District who work hard to deliver quality Scouting in Blaydon District.

Public benefit statement

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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

2017 saw a large amount of District events and activities, all well attended, including:-
 Cub/ Beaver Winter Walk
 District Swim
 District Beaver Sleepover
 St George's Day Parade & Service
 Scouts First Aid competition
 Family Camp
 Scouts Kirby Shield
 Beavers Chopwell Woods activity evening
 Cubs Chopwell Woods activity night
 District Cub Camp
 Pantomime visit
 2017 also saw our Explorer Scouts winning County focused competitions for the first time, and continuing to achieve Bronze, Silver and Gold Duke of Edinburgh awards alongside their Chief Scout's awards.

We continue our good relationships with many of our local councillors, MP and other organisations.
 Thanks must go to every occasional helper, section assistant section leader, GSL, ADC, District Adviser and all members of executive committees within the District for their help and support, time and dedication in 2017.

Section E	Financial Review
<p>Brief statement of the charity's policy on reserves</p> <p>Quantify and explain any designations</p>	<p>Reserves Policy</p> <p>The District's policy on reserves is to hold sufficient resources to continue the charitable activities of the District should income and fundraising activities fall short. The District Executive Committee considers that the District should hold a sum equivalent to six months running costs, circa £1,000.</p> <p>The District held reserves of approximately £1,000 against this at year end. The District also has designated a £1,000 fund to support the Growth and Development Plan which includes areas such as adult recruitment, adult training, young person recruitment, equipment purchase related to growth and development.</p>
<p>Details of any funds materially in deficit (circumstances plus steps to eliminate)</p>	
<p>Further financial review details (optional information)</p> <p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • the charity's principal sources of funds (• how expenditure has supported the key objectives of the charity; • investment policy and objectives 	<p>The District Executive Committee gratefully acknowledges the financial support received in 2017 from:- Nat West Bank</p> <p>Investment Policy</p>

The District does not have sufficient funds to invest in longer term investments. The District 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.

Section F

Other Optional Information

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

The District is organising an international trip to take place in July/August 2018 - all risk/insurance/financial issues have been or are being addressed.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

 

Full name(s)

Graham Elder Sharon Carr

Position (eg Secretary, Chair)

Chair Secretary

Date

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