Scouts
5th Saffron Walden

Do more.
Share more.
Be more.

5th Saffron Walden Scout Group
Annual Report & Accounts 2024

We prepare young people with skills for life

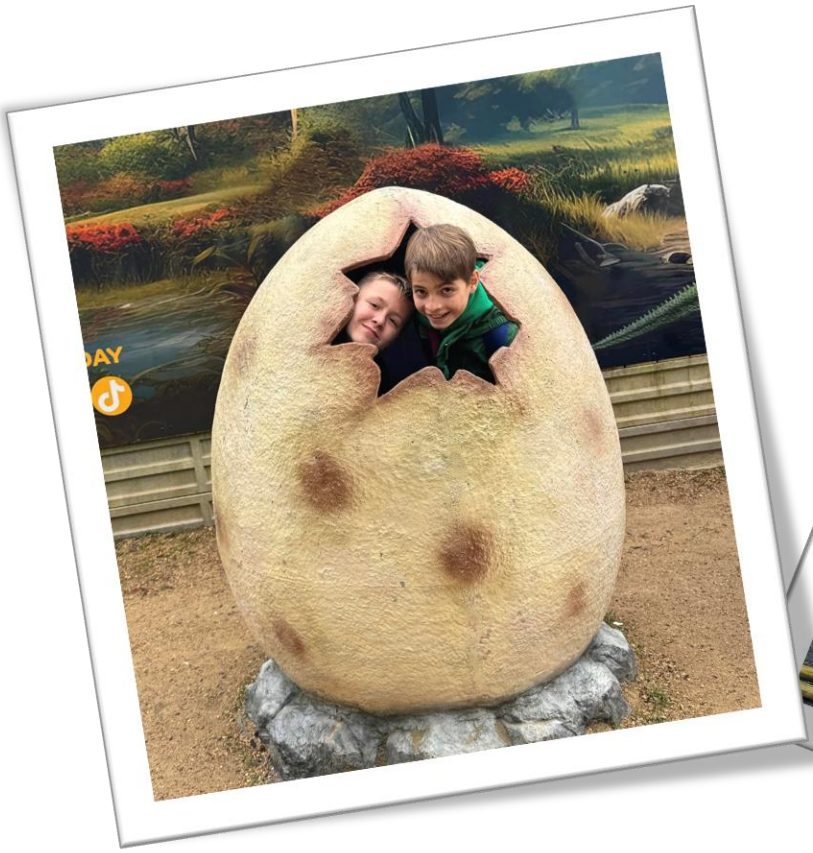
#SkillsForLife

Highlights of the Year

BEAVERS

Squirrels

cubs



SCOUTS

#SkillsForLife

Highlights of the Year

BEAVERS

cubs

Squirrels

SCOUTS

#S orLife

Awards and Achievements from the Year

Chief Scout's Award

The Chief Scout's Award can be awarded to Squirrels (Acorn), Beavers (Bronze), Cubs (Silver) and Scouts (Gold). They are each gained by completing a set of challenges and activities. The awards are the culmination of a huge amount of work on proven tasks by the participant over a period of time.

The Chief Scout's Awards celebrate the highest level of award that a Squirrel, Beaver, Cub or Scout can achieve and are rightly recognised and celebrated as a major achievement. The awards are often presented at special events when friends and family are invited to attend.

The awards require the young person to complete a variety of tasks that include: learning new skills, working on projects, trying out new activities and showing their peers and Leaders what they have managed to achieve / make / learn to meet the requirements of the award.

During the last twelve months the following have been presented with their Chief Scout's Award.

Chief Scout's Acorn Award

Jack Bartlett | Alex Bibby | Seth Bibby | Phoebe Boardman | Harriet Campbell-Ryan | Jack Rust | Safoa Shepherd | Sophie Twell

The Chief Scout's Acorn Award is gained by completing the following:

- All About Adventure Challenge Award
- All About Me Challenge Award
- All Around Us Challenge Award
- All Together Challenge Award

and completing any two activity badges or staged activity badges.

Chief Scout's Bronze Award

Florence Chivers | Joey Howitt | Stanley Bigwood | Tommy Wilton-Keely | Teddy Prior | Henry Byrne | Gabriel Moran

The Chief Scout's Bronze Award is gained by completing the following:

- My World Challenge Award
- My Skills Challenge Award
- My Outdoors Challenge Award
- My Adventure Challenge Award
- Teamwork Challenge Award
- Personal Challenge Award

and completing any four activity badges or staged activity badges.

Chief Scout's Silver Award

Annabelle Byrne | Jack Leggott | Elliot Prior | Lauren Salmon | Lily Wise | Aurora Wright | Julia Galczynska | Lily Chadwick | Kiran Seth | Bella Prior | William Sconce

The Chief Scout's Silver Award is gained by completing the following:

- Our World Challenge Award
- Our Skills Challenge Award
- Our Outdoors Challenge Award
- Our Adventure Challenge Award
- Teamwork Challenge Award
- Team Leader Challenge Award
- Personal Challenge Award

and completing any six activity badges or staged activity badges.

Chief Scout's Gold Awards

Felix Butterworth | Rory Halsall | Zoe Baxter | Amy Howard | Isla Williamson | Oliver Stollery | Dylan Hart | Florence Bissett | Keela Bates | Alistair Curran | Poppy Leach | Daniel Sleep | Charlie Hornigold | Isaac Fraser | Milo Collins | Sophia Ward | Archie May | Nick Weaver | Charlie Mannion

The Chief Scout's Gold Award is gained by completing the following:

- World Challenge Award
- Skills Challenge Award
- Creative Challenge Award
- Outdoors Challenge Award
- Adventure Challenge Award
- Expedition Challenge Award
- Teamwork Challenge Award
- Team Leader Challenge Award
- Personal Challenge Award

and completing any six activity badges or staged activity badges.

Our congratulations to all those who have achieved these awards and who can be easily recognised by their Chief Scout's Award Badge on the front, right-hand side of their uniform.

The adventure continues...

EXPLORERS

At around their fourteenth birthday our young people must leave the Scout Troop. At that time they have the option to move up to Explorer Scouts, which is run by Saffron Walden District Scouts, for young people aged 14 to 18 years.

Explorers provides the ideal opportunity to both develop & broaden skills, as well as take on even more challenging "adventures".

Young Leader training

Many of our Explorer Scouts additionally choose to volunteer & join the Young Leader programme.

Our Young Leaders are given the opportunity to undergo training specific for their role and often progress to becoming Adult Leaders. Some volunteer with us for a full four years, for others it's for a shorter term as part of their Duke of Edinburgh's Award,

We're lucky enough to have 9 Young Leaders volunteering with our Group. They provide invaluable support to the adult volunteer team and we're very grateful for their continued help.

Growing Leaders

A number of our former Young Leaders & Scouts have now become adult leaders with the 5ths including Grace & Cian this year with others in the pipeline. This is excellent role modelling for the young people and a tremendous boon to the leaders. We look forward to more young leaders taking this step.

Adult training

The Leaders, Young Leaders and adult helpers in the Group are offered training to assist them in their roles. Some training is a required part of becoming a volunteer with the Scouts and some to enhance their existing skills or qualifications. Many of these sessions result in nationally recognised qualifications and can be useful in other areas of their lives e.g. First Aid, and some is offered internally on a more informal basis.

Depending on their role, adult helpers are offered a variety of training courses and modules. Some of these are voluntary, however, to become a 'Leader' each person must complete various training modules and gain a Wood Badge to ensure they, and the children in their care, are fully prepared and trained for the many adventures to come.

The following adult Leaders have completed Wood Badge training for their roles this year:

- Liz Furse (Beavers)

In addition, the following have obtained permits or instructor qualifications:

- T-1 Hill walking permit: Andrew Armour, Herbo Taylor (Scouts)

Finally, the Scouts recognises longevity of service and excellence of service for our leaders and supporters. Our congratulations and thanks this year go to the following who have been recognised this year:

- Geoff Brace (40 years)
- Eryl Stafford (10 years)
- Baz Hart, Tom McGonegal (5 years)

Group Scout Leader's Report

Some years are about big, international trips and pushing boundaries & expectations, whilst others are about consolidating and building strong foundations. This year has been one of the latter, providing amazing activities and experiences whilst ensuring we're resourced and set for the future.

30 parents, Scouts, leaders and trustees got together in May to focus on the Strategy for the Group going forward. In addition to succession planning, we focused on what we need to help us to remain at the forefront of Scouting for the next 65 years! More of this in Stephen's report.

As always, I am awed at the desire from leaders to put on so many amazing camps & nights away (over 800 for the year, exceeding last year's unbelievable record, even without an international trip!) in addition to all the amazing activities from off-road biking to kayaking, snow-sports, hiking over the Peaks and so on.

One of the proudest moments from this year was celebrating the first full cohort moving through our newest section, Squirrels (4–5-year-olds). As we approach the 2-year mark, we've seen the Squirrels camping alongside the Beavers as well as connecting with other Squirrel dreys for adventurous activities including archery, climbing, tomahawks and fire. Thanks, and huge kudos to Debs & the ever-growing team of leaders who make this happen each week.

Our busy Beavers visited their namesake animals in Finchingfield, completed multiple sleepovers including under canvas, supported our elderly neighbours in Audley Court and Stanley Wilson Lodge as well as getting on the water to steer a narrow boat and open canal locks! And it's not just the Squirrels celebrating their first full cohort, the last of the original Friday Ferrets moved to Cubs this year too!

Our Cubs joined c.100 others from the District for Junior Jailbreak in October as well as attending a Thanksgiving Sleepover and Pirate camp! Both packs have undertaken traditional Scout skills such as pioneering, navigating, cooking over a campfire and rafting in addition to community spirited work, putting on Cubs Christmas Café for the community church and visiting Stanley Wilson Lodge. Our most recent highlight was spending the day learning skiing, snowboarding and tobogganing – an unusual summer activity but one which the Cubs (and leaders) loved!

The Scouts have been insatiable for camps, notching up well over 400 nights away again since September – and they're not stopping, even at the end of term with the amazing North Wales camp coming up in late July. New highlights included Zoo camp, and a week's walking in the Peak District thanks to our 2 newest hillwalking permit holders Andrew & Herbo.

We remain the largest Group in the District in terms of young people and adult support, staying at approx. 165 young people this year. Despite our size, we have the highest ratio of adults to young people of any Group in the District! This only happens because we retain the vast majority of our adult leaders (we have well in excess of 300 years of leader experience in the Group!) and their example continues to attract new volunteers too. That said, we could always do with more! And it's not just Leaders we need but behind the scenes support too, especially with our new structure (see final couple of pages of this report for a summary of opportunities to help!)

My thanks go to those of you who have helped us to find new places to camp or use for traditional Scout skills such as bushcraft. We now have small places for our young people to try wild camping in Radwinter and Widdington as well as Saffron Walden. If you know of any land we can use – please do let us know.

Lastly, a note of recognition for our Trustee Board which has grown over the last couple of years to an experienced & supportive team. It goes unseen but the Group wouldn't function without it. Particular thanks to Stephen Rapkin who has served as Chair for the last 5 years and who is now stepping back to be our URC rep.

Every year in Scouts is full of fun, adventure and skills for life; thank you for continuing to belong to and to believe in the Mighty 5ths!

Dom Moloney
Group Lead Volunteer
June 2024

Group Chair's Report

As I reflect on the last 4 years as Chair of the Executive Committee / Trustee Board of the Mighty 5ths, I can't help but notice the enormous change that has happened in this time. The Group has grown by about 75% (in terms of young people as well as volunteers) and the ambition and enthusiasm of the leadership to make the experience of Scouting even better than ever continues unabated.

What never ceases to impress me is the constant desire to improve, to embrace change and to set a strong foundation for the future. This year we, along with the rest of UK Scouting, have been set a challenge to transform the way we run Scouting locally. We saw the beginnings of this last year when we converted from an Executive Committee to a Trustee Board. 12 months on, we see that, once again, the Mighty 5ths were ahead of the game compared to many other Groups in implementing this early.

This year, we're embracing more detail in the change to reflect the future structure of Scouting nationally, with the:

- Restructuring of the Trustee Board to focus on true Trustee specific governance
- Introduction of the Group Leadership Team, a committee representing the sub-teams we believe are needed to provide operational support to ensure the smooth running of the Group going forward
- Section Leaders Team to provide the weekly 'hands on' Scouting activities

Working in partnership, these 3 teams will give us the opportunity to provide the best possible experience of Scouting both for our young people and our volunteers.

To help with this, we held a strategy evening back in May with 30 representatives of parents, young people, leaders & trustees where we looked at our strengths, challenges and vision for the future. I was impressed at the level of discussion and engagement from all parties as well as the top line messages we distilled from the evening including strategies for buildings, transport & outdoor spaces as well as a provision for all age groups and working on a pathway from younger sections through to young leaders & adult volunteers.

With such a clear focus and strong vision for the future in place and the promise of a supportive & sustainable structure for the Group, now is the time for me to step back from the Chair role from our 2024 AGM and hand the reins to a new, enthusiastic Chair. I will remain on the Trustee Board as the URC representative and look forward to supporting the new Chair and the Group teams going forward.

I have enjoyed my time as Chair, especially witnessing, first hand, the enjoyment of the young people on activity days & coming back from trips, and I would encourage everyone to become involved by volunteering in whatever way you can: hands on or behind the scenes – even if just 30mins a week!

Yours in Scouting

Stephen Rapkin
Group Chair
June 2024

Scrutineer's Report

Independent Financial Examiner's Report to the Trustees of the 5th Saffron Walden Scout Council

I report to the trustees on my examination of the accounts of the **5th Saffron Walden Scout Group** for the year ended 31st March 2024.

Responsibilities and basis of report

As charity trustees of the **5th Saffron Walden Scout Group** 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 **5th Saffron Walden Scout Group** accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the **5th Saffron Walden Scout Group** as required by section 130 of the Act; or

2. The accounts do not accord with those records.

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

Signed:

Name: Amy Empson FCPA
Address: provided
Date: 26 June 2024

Group Treasurer's Report

5th Saffron Walden Scout Group: Treasurer's Report – June 2024

At the end of the financial year (FY) on 28th March 2024, the Group bank balance was £12,156.88 in credit. In addition, the treasurer holds £120.00 in mixed cash to provide floats for cash-based fundraising events. Overall, for the FY 2023-24, the Group made a loss of £1912.95; once Gift Aid claims are complete, it is likely that our income will nearly exactly match the expenditure. Current reserves represent approximately 1.5 times annual capitation costs, meaning we are in a reasonable financial position.

Capitation is the levy the 5th Saffron Walden Scout Group pay to support the running of the organisation as a whole. Capitation is paid directly to District, who in-turn divide it between the UK headquarters, County and District. 2024 capitation charges were £49 per child, a modest increase of £2.50 from 2023; the combined bill of £8085 was paid in March.

To my knowledge there has been no increases in the rates charged for hiring halls for our various groups over the past few years. It is not clear if this situation will continue, but it is safer to assume that increased energy costs and inflation of maintenance costs will be passed through to hall hirers in the fullness of time.

Although this is planned for Q3 2024, no gift aid claim has yet been made for the FY 2023-24. Gift Aid is a very important source of income for the Group and our understanding is that there will be eligible parents who have not yet signed a Gift Aid declaration; it is worth noting that Gift Aid claims can be backdated by several years with the 2022-23 claim also still to be made. It should also be noted that the record of Gift Aid eligible parents/guardians in the OSM database is very incomplete. The income from Gift Aid for the FY 2023-24 is estimated at around £1900.

Just over £2944 was raised by donations and fundraising activities; fundraising is a key income stream for the group and allow investment in kit and support camps and trips. Fundraising relies on the generosity of parents, carers, members of our community and corporate entities; it is also testament to the hard work of our Group Leaders and the children themselves in engaging and seeking out opportunities to raise extra funds for the group.

Ed Byrne
Treasurer, 5th Saffron Walden Scout Group

Statement of Financial Activities and Balance Sheet

Cashflow	2023-24 FY
Subscriptions	£10,007.61
Capitation	-£8,085.00
Gift aid	*Still to claim*
Tesco Christmas collection	£600.17
Railway Pub collection	£565.00
AGM 2023	£592.60
Just Giving	£10.00
Corporate Donation	£1,000.00
Easy Fundraising	£136.62
Other Donations	£40.00
Interest	£34.66
District support	£495.00
Insurance claim (Normandy)	£610.57
Other income	£0.00
Total Net Income	**£6,007.23**
Hall Hire	-£2,656.50
Regular Meeting expenses*	-£2,000.00
OSM costs	-£19.00
AGMeeting expenses	-£777.84
Badges	-£529.22
Insurance	-£280.43
Leaders Uniforms	-£940.83
Leaders Training Expenses (inc Travel)	£0.00
Purchase of Handbooks & Uniforms	£0.00
Fundraising expenses	£0.00
Bank Charges	-£60.00
Purchase of Camping Equipment	-£1,022.50
Total Expenditure	**-£8,286.32**
Net cashflow meetings/fundraising (exc camps and trips)	**-£2,279.09**
Receipts from camps and trips	£16,879.58
Payment for camps	-£13,582.00
Expenses claims*	-£2,931.44
Net cashflow on camps and chargeable activities	**£366.14**
Total Cashflow	**-£1,912.95**
Opening Balance at start of FY (3rd April 2023)	£14,069.83
Closing balance at end of FY (28th March 2024)	£12,156.88

* Expenses for camps versus pack nights are currently mixed with estimates provided
c.£120 held in mixed cash for floats etc

Trustees' Annual Report

A. Reference & administration details

The 5th Saffron Walden (Free Churches) Scout Group, Scout Association registration number 10013718, is an excepted charity abiding by the rules of the Charity Commission for England & Wales.

This document is the Trustee's Annual Report for the period 1 April 2023 to 31 March 2024.

The charity's principal address is the Scout Headquarters, 52 High Street, Saffron Walden, CB10 1EE.

Charity trustees for 1 April 2023 – 31 March 2024

Trustee Name	Office
Stephen Rapkin	Chair
Lauren Moran	Elected (to 27 Feb)
Wei Jia	Secretary*
Peter Pollak	Secretary*
Ed Byrne	Treasurer
Dom Moloney	Group Scout Leader
Ken Lowe	Assistant GSL
Jenny Simms	Elected
Mayank Seth	Elected
James Wright	Nominated
John Ford	Sponsor Church Rep
Nigel Bailey	Elected

Other Advisor	Office
Amy Empson	Independent auditor

*Secretary role performed by Wei Jia to 10 Feb 2024. Replaced by Peter Pollak from 1 Mar 2024

B. Structure, governance & 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.

How the charity is constituted

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

Trustee selection methods

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

Additional governance information

The Group is managed by the Group Trustee Board, 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 of proper accounts and making returns to the Charity Commission as appropriate.

The Trustee Board consists of the Chair, Treasurer and up to 12 Trustees (including 1 Ex Officio Trustee) and meets approximately four to six times a year.

Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 months of joining the Board.

This Group Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high quality and safe programmes that gives young people skills for life.

Risk and internal control

The Group Trustee Board has identified the major risks to which it believes 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 buildings, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as churches, schools and other Scout Groups. The Group has sufficient insurance in place to mitigate for permanent loss.

Injury to leaders, helpers, supporters and members. Risk assessments are undertaken before all activities.

The Group through the annual membership fees contributes to the Scout Association's national personal accident and medical insurance policy and its third-party liability insurance policy.

Reduced income from fundraising. 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 Board 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 4 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. In the worst-case scenario, the complete closure of the Group.

C. Objectives & Activities

The Purpose of Scouting

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

The Values of Scouting

As Scouts we are guided by these values:

- **Integrity** - We act with integrity; we are honest, trustworthy and loyal.
- **Respect** - We have self-respect and respect for others.
- **Care** - We support others and take care of the world in which we live.
- **Belief** - We explore our faiths, beliefs and attitudes.
- **Co-operation** - We make a positive difference; we cooperate with others and make friends.

The Scout Method

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.

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.

D. Achievements & Performance

The main activities and achievements of the Group are described elsewhere in the report.

E. 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 Trustee Board considers that the Group should hold a sum equivalent to 12 -18 months operations, circa £10,000.

The Group held reserves of approximately £12,000 against this at year end. This is above the level required for operating expenses.

Investment policy

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.

Declaration

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

Signed on behalf of the charity's trustees

Stephen Rapkin
Group Chair

Dom Moloney
Group Scout Leader

24 June 2024

Want to Get Involved?

The Group has BIG plans for the future but we can only do this with the right people in the right roles. Can you spare 30 mins a week? We need some specific skills but also people just willing to get stuck in and take some tasks on. Not feeling brave enough to take a role individually, why not job-share? Many roles overlap – we can flex to you! We need volunteers both as Leaders and behind the scenes on our Trustee Board and Active Support team. If you're inspired by what we do, why not add your skills to the mix and help us provide the most exciting and engaging experience of scouting to the young people of Saffron Walden?

Trustee Board roles

The Trustee Board is there to support volunteer line managers, so that they can do their role of supporting leadership teams to provide a great programme for young people. There are several areas that a Trustee Board is responsible for supporting local Scouting with:

- **Strategy** - Supporting and driving the strategy for the Group.
- **Finance** – Ensuring our finances are properly managed
- **Fundraising** – We have big plans; can you help ensure we have funds in place to execute them?
- **Buildings** – Keeping the roof(s) over our heads! Those big plans we spoke about may also require new venues and thus developing a future buildings' strategy.
- **Health & Safety** – H&S assessment of our many buildings and volunteers, to keep us all safe.
- **Risk Management** – Ensuring everything we do is done in a safe way

Group Leadership Team (Operations)

The Group Leadership Team is a way that adults can provide support to local Scouting.
What does the GLT? In short, the answer is anything that supports Scouting! GLT is a way for adults to volunteer some time to Scouting in a flexible way that suits them. The team is a resource for managers of local Scouting to use in whichever way is required. The ways that GLT can aid Scouting are almost endless; below are a few examples

- **Families Outreach** – responsible for fun! Socials, AGM BBQ & Late-Night Shopping logistics
- **Community Liaison** – build community relations including close ties with charities, local councils, good causes, businesses etc.
- **Helping with admin** – for example processing "want to join" enquiries and recruitment, or helping with camp paperwork, ordering scarves, badges and other items.
- **Camp support** – getting kit to and from camp, cook teams, tent hanging, replacing gas cylinders.
- **Specific skills** – got a job, hobby or skill that would help with a badge? We want to hear from you!
- **Social media** – can you help us with our Facebook pages to get the word out on the great things we do?

Leader roles

We'd love to have new blood in every section and have vacancies in each. Time commitment varies depending on activities and how involved you get in planning, but weekly sessions are between 1 & 2 hrs:

- **Squirrels** – we have a highly successful Squirrel drey and may need another one - could you help shape how we lead the youngest Scouts? 4-6 years
- **Beavers** – we have two strong beaver colonies, and are looking for more volunteers to join in the fun! 6-8 years
- **Cubs** – we'd love to get additional leaders into both packs to ensure stability when some of our younger leaders head off to university. 8-10½ years
- **Scouts** – we have some well-established leaders in Scouts but only two female leaders! We'd love new leaders of any gender, but new, female leaders would be a boon, especially on camp. 10½ -14 years

Strategy

As scouting in general, and the group in particular undergoes the 'transformation', it has been timely to consider the future of the 5th Saffron Walden Scout Group. What difficulties might we face in the future? What are we doing well, and what could we do better?

Following a successful strategy session (thanks to all those who attended) we are developing a plan for the future that will help us to bring more amazing experiences to more young people within Saffron Walden.

Initial objectives will be shared at the AGM but keep an eye on our website and other communications for how we are developing, and how you can help.

Inclusion

One of the principles of scouting is that finances should not be a barrier to participation. Particularly in these challenging times, this remains the case.

If you or someone you know is facing financial hardship and needs support with subs, camp fees, uniforms etc, speak to us confidentially and we will discuss how we can help you cover costs for scouting.

Interested in second-hand uniform? We would love to have a 'thrift' shop, but currently don't have the storage space it would require. In the meantime, therefore, let us know and we can use our social media to try and help find uniform for you.