

35th Norwich Sea Scout Group
Scout Registration 28954
Registered Charity 1071584

Annual General Meeting 7th June 2025
Trustee Board Annual Report 2024/25

A Trustees (showing dates acted if not for the whole year)

Trustees at 31 March 2025

Deane Money	Chair	
Brian Tucker	Group Scout Leader	
Roger Graham-Leigh	Treasurer	
Tina Herrington	Beavers Section Leader	
Matthew Walker	Scouts Section Leader	
Jason Drake	Cubs Section Leader	Co-opted 14/1/2025
Victoria Mulcahy	Parent Trustee	Co-opted 13/3/2025

Trustees who left during the year

Liz Smith	1/4/2024 – 16/4/2024
Laura Morgan	1/4/2024 – 27/6/2024
Nicki Collins	1/4/2024 – 16/7/2024
Amanda Graham-Leigh	16/7/2024 - 13/3/2025

B Structure, governance and management

The Group'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 (POR).

In 2024 the Group adopted the model constitution for Scout Groups set out in POR.

The Group is a trust established under its rules which are common to all Scouts. Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

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 proper accounts and making returns to the Charity Commission as appropriate.

The Trustee Board consists of the Chair, Group Scout Leader, Treasurer, and up to nine other Trustees (maximum 12 in all) and meets alternate months.

The Trustee Board exists to make sure that 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 which give young people skills for life.

New members are always welcome to join the Trustee Board, and any vacancies and opportunities are circulated from time to time for anyone who can spare some time to help keep the Group running successfully.

Trustee Board members complete Being a Scouts Trustee learning within six months of joining the Board.

Risk and Internal Control: The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these

include requiring two signatories for all payments and a comprehensive insurance policy to ensure that insurable risks are covered.

C Objectives and activities

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

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 co-operate 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 Review of 2024/25

Early in the year two of our Trustees left the Group, Laura who was going to act as Group Secretary, and Nicki our Cub Section Leader. So the Group had a difficult period in keeping the Cubs Section running, and I would like to thank Matthew, our Scouts Section Leader, and also the 9 parents who stepped into a parent rota, Gwen Wilkin, our District Lead Volunteer, Paula Humphrey also from the District Team, Colin Goff from 1st Lingwood & Strumpshaw, and Young Leaders Joel Walker and Ben Wright who all gave generously of their time and effort to ensure the Cubs Section was able to keep going. I'm very pleased to be able to say we were able to recruit Jason Drake to lead the Cubs Section, as well as Chris Mulcahy and Andy Breakspear as Team Members, with Jason being co-opted onto the Trustee Board in January this year.

Trustees must thank our secretary, Amanda, for all the hard work she has done to develop and improve the smooth running of the Trustee Board and administration for the Group. We also have had Victoria Mulcahy join the Trustee Board as a co-opted member since March, so welcome Victoria. We have had help from some parents to maintain and repair the Headquarters and we would like to extend our thanks for that too.

Matthew also developed the new Group website, which has since gone live and will be a great help to both existing and future members and their families.

Matthew also took on the additional role of Assistant GSL during the year. And as we have heard, the fundraising effort led by Matthew and Debby Walker has been excellent, raising another £2,500 towards Norjam in August this year.

The Trustees have successfully obtained grants from:

Red House Youth trust, £2275, contributing 50% toward the replacement of the fire exits.

Ellam Trust, £2275, contributing the other 50% of the fire door replacement, and £502 toward replacing tents

Paul Bassham Charitable Trust, £2000 to be allocated at some time in the future.

Norfolk Community Fund, £1925 Cub Camp and Camping Equipment

We were also successful in applying for a fully funded activity camp for 20 Scouts and 4 leaders at Broadstone Warren in West Sussex with an equivalent cost of £4500

Thanks are due to Brian Tucker our Group Scout Leader for his unfailing enthusiasm and support to our Section Leaders, especially in the difficult time early in the year, and for his invaluable work on the Trustee Board. The Group's Section Leaders, Tina, Matthew and Jason, have continued to provide a varied and exciting programme of activities which has had a major impact on the young people's confidence and enjoyment. A big achievement considering the year started with 54 members, increasing to 65 at the end of the year.

Thanks to all parents and carers for your continued support of the 35th Norwich Sea Scout Group.

E Financial Review

The Group annual Accounts are attached. The financial position of the Group remains secure, and our income exceeded expenditure over the year.

Reserves Policy

The Group's policy on financial 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 24 months running costs, about £12,500.

The Group held reserves of approximately £20,300 at year end. This present level of reserves is above the level required for operating expenses, however the Board is currently obtaining quotes for refurbishment building works.



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, and all funds are held in cash in TSB current and deposit accounts.

F Declaration

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

Signed on behalf of the Trustees

Signatures		
Full names	Deane Money	Roger Graham-Leigh
Positions	Chair	Treasurer
Date	21/5/2025	21/5/2025

35th Norwich Sea Scout Group (Charity no. 1071584)			
Receipts and payments account			
	Year start date		Year end date
For the year from	01/04/2024	To	31/03/2025
Receipts and payments			
	2023/24		2024/25
	Unrestricted funds		Unrestricted funds
	£		£
Receipts			
Donations, legacies and similar income			
Membership subscriptions	6,233		7,310
Donations	-		36
Legacies	-		-
Gift Aid	1,472		594
Members' contributions to activities programme	3,158		3,854
Uniforms	147		32
Business Rate refund	-		105
Other similar income	-		-
Sub total	11,009		11,931
Grants			
Elam Trust grant, 50% of cost of rebuilding fire exits			2,275
Red House Youth Trust, 50% of cost of rebuilding fire exits			2,275
Norfolk Community Fund. Cub Camp Sept at EVAC, plus tents			1,925
Paul Bassham Trust Grant			2,000
	500		
Sub total	500		8,475
Fundraising events			
14 events raising money to offset the cost to members of NORJAM 2025	854		2,493
Sub total	854		2,493
Scout hut income			
Hire of building	395		1,071
Hire of equipment	-		-
Other Scout hut income	-		-
Sub total	395		1,071
Investment income			
Bank interest	123		246
Other investment income	-		-
Sub total	123		246
Total Gross Income	12,881		24,215
Asset and investment sales, etc.	-		-
Total receipts	12,881		24,215

35th Norwich Sea Scout Group (Charity no. 1071584)			
Receipts and payments account			
	Year start date		Year end date
For the year from	01/04/2024	To	31/03/2025
Receipts and payments			
	2023/24		2024/25
	Unrestricted funds		Unrestricted funds
	£		£
Payments			
Charitable Payments			
Membership subscriptions paid on	2,550		3,673
Youth programme and activities	4,272		7,297
Adult support and training	-		-
Business Rates	104		105
Water and Sewerage	-		148
Electricity	1,361		1,444
Insurance	1,884		1,922
Repairs renewals and maintenance (includes £4,036 grant-funded fire exit doors)	73		5,004
Materials and equipment (includes £1,437 grant-funded tents purchase)	87		1,590
Printing, postage, stationery	43		20
Contribution to camp costs	415		801
Uniforms	191		-
Membership subscriptions refund of overpayment	44		-
Refund of Member's deposit for camp			60
Section petty cash expenses	112		68
Subscriptions to Online Scout Manager	42		34
Sub total	11,178		22,167
Fundraising expenses			
Fundraising costs	-		137
Sub total	-		137
Total Gross Expenditure	11,178		22,303
Asset and investment purchases, etc.	-		-
Total payments	11,178		22,303
Net of receipts/(payments)	1,703		1,912
Cash funds previous year end	19,738		21,441
Cash funds this year end	21,441		23,353

35th Norwich Sea Scout Group (Charity no. 1071584)

Receipts and payments account

	Year start date		Year end date
For the year from	01/04/2024	To	31/03/2025

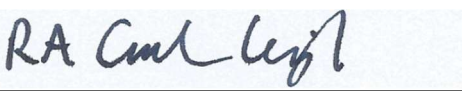

Statement of assets and liabilities at the end of the year

	31/03/2024		31/03/2025
	Unrestricted funds		Unrestricted funds
	£		£
Cash funds			
Bank current account	3,789		2,869
Bank deposit account	12,220		20,344
Building Fund account	5,284		-
Cash/Floats	147		139
Total cash funds	21,441		23,353
(agree balances with receipts and payments account)	ok		ok
Other monetary assets			
Credit with Wave (our water supplier) due to previous overcharging	97		-
Credit with Eaton Vale	44		-
Grant approved but not yet received (Elam Trust)	-		503
Sub total	141		503
Investment assets			
Investment property - detail	-		-
Quoted investments	-		-
Other investments - detail	-		-
Sub total	-		-
Non-monetary assets for charity's own use			
Badge stock	-		-
Other stock	-		-
Land and buildings	See note below		See note below
Boats, trailers, canoes	2,881		2,593
Scouting equipment, furniture etc	2,696		2,427
Camping equipment	1,479		1,400
Sub total	7,056		6,420
Liabilities			
Cheques not cleared	20		-
Expenses incurred but not invoiced	265		-
Sub total	285		-
Total net assets	28,923		30,275

Note on Land and Buildings assets

The land and buildings occupied by 35th Norwich Sea Scout Group are owned by Norwich Area Scout Trust (NAST). The Group is responsible for the insurance and long term upkeep of the premises on behalf of NAST. The insured value in 2024 was £398,263.

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 13th May 2025 and signed on their behalf by

Signature	Print Name
	Roger Graham-Leigh Treasurer
	Deane Money Group Chair

Scrutineer's Report to the Trustees of 35th Norwich Sea Scout Group

I report on the accounts of the Group for the year ended 2024

Respective responsibilities of Trustees and Scrutineer

As the Group's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

Basis of Scrutineer's Statement

In accordance with the directions given in the Group's/District's constitution, I have scrutinised the records and the accounts set out on pages four to six.

Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.



Name: Simon Mobbs
Address: 30 Oak Lane, Norwich, NR3 3QG
Date: 11th May 2025.