



**Ware District Scout Council  
Trustees Annual Report  
1 January to 31 December 2022**



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## A. Reference and Administration Details

Report for the period 1 January 2022 to 31 December 2022

Charity name: Ware District Scout Council  
Other names the charity is known by: Ware & District Scouts  
Registered charity number: 302624  
Scout Association registration number: 10001449  
Principal address: District Scout Headquarters, Broadmeads,  
Ware SG12 9HY  
Website: warescouts.org.uk

### Trustees for the period 1 January to 31 December 2022

Trustee Name	Office (if any)	Dates acted if not for the whole year
David Allen	Chair	
Geoff Addy	Treasurer	
Pat Horridge	District Commissioner	To 31 July 2022
Paul Stretch	District Commissioner	From 1 August 2022
Ollie Rose	District Explorer Commissioner	From 14 March 2022
Peter Raymen	District Appointments Chair	
Keith Jennings		
Gavin Miles		

## **B. Structure, Governance and Management**

The Charity's governing documents are those of The Scout Association. They consist of a Royal Charter which in turn gives authority to the By-laws of the Association and the Policy, Organisation and Rules of The Scout Association and the Constitution of Ware District Scout Council.

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

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

The Charity is managed by the District Trustee Board, 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. The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the District Commissioner and other members appointed in accordance with the Constitution and meets approximately every 3 months. Members of the Trustee Board complete the Scout Association's 'Trustee Introduction' training within the first 5 months of joining the committee. This Trustee Board 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.

### **Risk and Internal Control**

The Charity has in place a system of internal controls that are designed to provide reasonable assurance against material mismanagement or loss. These include two signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

## C. Objectives and Activities

The primary objective of the District is that of the Scout Association generally, namely:

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

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### 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.

The activities of the District are:

- The provision of the Scouting programme for 4 to 25 year old members
- Support and administration for the management and activities of the Groups

### District Management Team

The District team consists of volunteers who help and support section events. A core of those also have management roles and meet regularly to contribute to the management and development of Scouting are:

- Paul Stretch, District Commissioner as of August 2022
- Ollie Rose, District Explorer Scout Commissioner as of March 2022
- Lynn Isham, Assistant District Commissioner Beavers
- Trevor Byworth Assistant Cub Scout Leader
- Graham Paul, Assistant District Commissioner Scouts
- Karen White, District Appointments Secretary & Local Training Manager
- Peter Raymen, Appointments Committee Chair

There are also additional c. 25 adult volunteers who support the District in several ways, many in background roles. Our thanks to all those unsung helper and supporters.

### **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 and Performance**

### **Trustee Board**

The year has again challenged us all as we get back into the Scouting we all know. The introduction of Squirrels shows how much can be achieved, as well as demonstrate, how dedicated those involved are in getting young people into Scouting.

The HQ has now been refreshed after being empty for some time as the building was not in use due to Covid restrictions. The lease for the building has been discussed and positive negotiations with the landlord, East Herts District Council, are taking place.

There was a need to review archived material and dispose of any confidential material in the correct way. As we went through the material it was quite interesting to see how Scouting has developed into what we know today, and see some familiar names dating back to the 1990's. One of which was Paul Stretch who became the District Commissioner during this year and has been working hard to develop the District and put his experience and knowledge to good use.

I'd like to thank Pat Horridge for everything that he did during his time as District Commissioner, as well as all the other volunteers who together make Scouting in Ware & District successful.

**David Allen, District Chair**

### **Youth Programme**

#### **Squirrel Scouts**

Last year we welcomed our first Squirrel drey into the district. Now as I'm writing this, we have grown to 3 dreys allowing approximately 40+ 4-6yr olds to gain so many skills for life but also experience so many adventures.

Our Squirrels have fitted a lot into one year including fire building, cooking, gardening, tent building, lots of parties and even go karting! They have been out in the community volunteering with various litter picking events, enjoyed a family river boat trip, enjoyed pond dipping at the local RSPB centre, attended the beavers district easter egg hunt event and took part in the most recent district camp with 3 Squirrels even obtaining their first nights away!

140 + badges have been achieved over the year with 3 Chief Scout's Acorn awards too, which on its own shows just how busy they have been but also what great opportunities they have got to experience thanks to the leaders who took on the challenge of our new adventures with Squirrel dreys.

The Squirrels also attended several District Beaver events as they don't yet have their own District programme of events, but that will come soon.

**Lucy Isham, Squirrel Scout Leader**

## **Beaver Scouts**

It was good to get back to running the tug of war completion after covid. Although attendance wasn't the best, all Beavers had fun and the weather was kind to us.

Our sleepover at Chauncy School was well attended with 117 Beaver Scouts. The CEO of Paradise Wildlife Park attended to judge the handicraft competition which was endangered animals made of salt dough. The Beavers learnt facts about endangered animals like what they ate, where they lived etc. Darren brought along his Lego for the Beavers to make either an animal or their habitat. It was a busy and full evening.

We decided to join our hike and the Easter Egg hunt together this year however the rain and the conditions on the trail meant we had to make a last minute's alteration and cancel the hike and use 2<sup>nd</sup> Ware's HQ instead. The Beavers completed bases and then finished off the afternoon finding their half of the Easter egg in the field, when they had both parts of the eggs they were exchanged for their prize.

A skills day was run which was well attended with over 100 Beavers where they had a chance to light fires with flint and steels, climb a climbing wall to name a few. Although not as hot as we expected everyone enjoyed themselves with a quick bonfire and songs to finish off the afternoon.

I would like to add my thanks to all the leaders for their help and support throughout the last year and look forward to many more events to come.

**Lynn Isham, Assistant District Commissioner (Beavers)**

## **Cub Scouts**

After the disruption of the previous years, 2022 saw the start of a lot more activity for the Cub section. Although in the first few months, the usual district events were still impractical, the Cub packs had a lot more freedom to return to normal activities.

In May we were then able to hold our first district event with 10 packs gathering for the return of our Go-Kart competition and then in June we had 120 Cubs for the Fun Run around Hertford Cricket Club.

Our Oxley Shield competition returned in September under a flag at half-mast as we mourned the loss of our Queen, and we paid tribute with marmalade sandwiches at our Cubs' Own service. We also made collages of corgis, castles, coaches and crowns from natural materials for our Wildgoose Handicraft competition and pictures of them were taken and added to the tributes in Green Park. We also got to celebrate the ascension of the King and to make our promises to the King for the first time.

We finished of our district events for the year in October with the return of the Night Hike, an awards ceremony for Chief Scout Silver Awards and a complete programme of events planned for 2023.

Sadly, we have lost three of our packs over the past couple of years, but we hope they will be able to reopen again sometime soon and give more young people the adventure



that Scouting offers, an adventure that's made possible by an amazing and hardworking group of leaders and supporters. I thank you all for everything you do.

### **Trevor Byworth, District Cub Scout Leader**

#### **Scouts**

2022 was the first year in which Scouting was not impacted in the wake of the COVID-19 pandemic. Although it has taken a while to restart district events, with some events being prioritised over others, the Scout Section has made progress.

The Cooking Competition was our only event in the Spring Term, with 2<sup>nd</sup> Ware winning both the District and County Competitions that carried the theme of "1952 or Platinum Jubilee or Queen Elizabeth".

The Summer Term began with the Swimming Gala at Fanshaw Pool (closed to spectators due to the limited indoor capacity), followed by the Ware Raft Race, both of which were won by 2<sup>nd</sup> Ware. July also saw introduction of a multi-activity day at ESSA, in which scouts participated non-competitively in paddle sports (kayaking, canoeing, stand-up paddle boarding and dragon boating), which proved popular.

We also saw the return of the District Nocturnal Competition (last run 2014) and the County Green Beret competition, which were won by Great Amwell and 5<sup>th</sup> Ware (highest placed district team) respectively.

2021-2022 was also a period of reflection for many, with some section leaders moving onto new roles and some assistant leaders leaving TSA; I thank the leaders for their contributions and wish them all the best with their future endeavours. Thanks to the incumbent Scout Section Leaders and Assistant Scout Leaders for their time and ongoing commitment to supporting their Scout Troops in 2022 and 2023.

### **Graham Paul, Assistant District Commissioner (Scouts)**

#### **Explorer Scouts & Young Leaders**

This number of Explorers has increased again this year. The Explorer activity programme is now rebuilding after Covid, with a good range of activities and camps being offered e.g. night hike, quiz night, high ropes, summer camp, Peak Assault and Green Beret.

Many Explorers are now working towards and completing their activity badges and we have had several Explorers complete their top awards, the Chief Scout's Diamond and Platinum awards.

We have had several of our leaders achieving long service awards and complete their adult training, as well as working alongside the Scout leaders to enable and encourage the Scouts to move to Explorers.

The Young Leader team have run ten module training nights using the Young Leader Training Scheme to support our young people and develop their knowledge and confidence in working within their chosen sections of the District. We have had good uptake of these sessions, with over thirty new young people completing their Module A training.

We have awarded eight Young Leaders their belt buckles, service awards and certificates for completing the Young Leader training scheme and we have many more well on their way to completing their training.

This year we have managed to visit Young Leaders within their groups and offer training and guidance to those who cannot access the training at District Headquarters in Ware. Working with the adult training team we were also able to offer twelve first aid training spaces to the young people to complete their module K for the first time in many years.

Finally, a big thank you to all the leaders that have worked with us over the year.

**Ollie Rose, District Explorer Scout Commissioner**

### **Active Support Unit**

The Active Support Unit continues to provide help and support across the District, who I am pleased to say are taking advantage of our assistance. We have helped, as usual, with marshalling and staffing bases at various group, district and county events. I would like to thank all the ASU members who have helped me make it a most enjoyable year with their support. I am looking forward to welcoming new members and expanding the Active Support Unit's engagement with the groups throughout the coming year.

**Peter Raymen, Scout Active Support Manager**

## **E. Financial Review**

### **Treasurer's Report**

#### **Income / Receipts**

Total Income was £21,917 for the year compared to £3,703 for 2021, which is due to an increase in Scouting activities in 2022 and increased activity in the Scout Shop. There was also a Christmas Tree Collection service in 2022 which contributed £1,735 in additional income, along with the collection of £1,395 from young people going towards the cost of the World Scout Jamboree. Membership subscriptions were included in the above total and the total amount collected was £40,899 compared to £36,202 in 2021.

The District received £200 in donations during the year, whereas in 2021 it received £325. The Scout section's income was £8,999 compared to a 2021 total of £0 in 2021.

Gift Aid in 2022 was £113 compared to £466 in 2021, and for your information is always a year behind the year of subscriptions that the Gift Aid relates too.

No bank incentives were received during the year compared to £1250 for 2021.

#### **Payments**

Total payments for the year were £29,338 compared to £11,047 for 2021.

This included £9,648 on Scouting activities in 2022 compared to £1,300 in 2021. Other highlights include the refurbishment of the District HQ and this is reflected in the higher expenditure on Materials and Equipment of £3,283 compared to £0 in 2021.

The district also made payments of £6,345 to Hertfordshire Scout County for the World Scout Jamboree. Future funding of the Jamboree by the District is currently under review as the District has to identify new sources of income to cover its costs.

The Scout Shop made total purchases of £5,782 with this activity being reduced in 2023 due to the small contribution it makes to district's net income.

#### **Summary**

Overall, the District made a loss of £7,422 for the financial year compared to a loss of £7,344 in 2021, and this decreased the cash reserves to £55,910 at the end of 2022, and this includes the Restricted Funds balance of £28,296 as at the 31<sup>st</sup> December 2022.

**Geoffrey Addy, District Treasurer**

#### **Reserves Policy**

The Trustee Board's policy on reserves is to hold sufficient resources to continue the charitable activities in the district should income and fundraising activities fall short. The Trustee Board considers that the Charity should hold a sum equivalent to 12 months running costs, circa £16,000. The Charity held reserves of approximately £27,614.00 against this at year end.

## **Investment Policy**

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

## Accounts 2022

Ware District Scout Council					
Receipts and Payments Account					
	For the year from	Year start date	To	Year end date	
		01-Jan-22		31-Dec-22	
<b>Receipts and payments</b>					
	<b>2022</b>				<b>2021</b>
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>	<b>Total funds</b>	<b>Total funds</b>
	£	£	£	£	£
<b>Receipts</b>					
<b>Donations, legacies and similar income</b>					
Membership subscriptions	39,129	1,770		40,899	36,202
Less: Membership subscriptions paid on (National/County/Area/District) <small>enter figures with a minus sign</small>	- 37,584			- 37,584	- 36,226
Net membership subscriptions retained	1,545	1,770	-	3,315	24
Donations	200			200	325
Youth programme and activities	8,999			8,999	-
Gift Aid	113			113	466
Jamboree		1,395		1,395	276
<b>Sub total</b>	<b>10,856</b>	<b>3,165</b>	<b>-</b>	<b>14,021</b>	<b>1,043</b>
<b>Grants</b>					
Maintenance grant	-			-	-
Other grants	-			-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fundraising (gross)</b>					
Locheamhead Expedition	-			-	275
Christmas Tree Collection	1,735			1,735	-
County Lottery	261			261	-
Training Sections				-	540
Race Night				-	-
Barn Dance				-	-
Scout Shop	5,798			5,798	495
<b>Sub total</b>	<b>7,794</b>	<b>-</b>	<b>-</b>	<b>7,794</b>	<b>1,310</b>
<b>Investment income</b>					
Bank interest	2			2	100
Bank Incentive				-	1,250
The Scout Association Short Term Investment Service				-	-
Property Rent income	100			100	-
Other investment income				-	-
<b>Sub total</b>	<b>102</b>	<b>-</b>	<b>-</b>	<b>102</b>	<b>1,350</b>
<b>Total Gross Income</b>	<b>18,752</b>	<b>3,165</b>	<b>-</b>	<b>21,917</b>	<b>3,703</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>18,752</b>	<b>3,165</b>	<b>-</b>	<b>21,917</b>	<b>3,703</b>

## Ware District Scout Council Receipts and Payments Account

	Year start date		Year end date	
	For the year from	01-Jan-22	To	31-Dec-22
<b>Receipts and payments</b>				
	<b>2022</b>			<b>2021</b>
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>	<b>Total funds</b>
	£	£	£	£
<b>Payments</b>				
<b>Charitable Payments</b>				
Youth programme and activities	9,648			1,300
District Camp				900
Administration Costs	375			-
Rent / Lease Renewal				50
HQ Maintenance	39			2,345
Electricity and Gas & Rates	879			346
Insurance	2,543			2,865
Badges	30			-
Materials and equipment	3,283			-
Website	66			432
Contribution to Jamboree		6,345		45
Uniforms				291
AGM and trustee expenses	62			53
Donations To Charity	28			40
Training		169		550
Hertfordshire County Lottery	92			83
<b>Sub total</b>	17,043	6,514	-	23,557
<b>Fundraising expenses</b>				
Scout Shop	5,782			1,747
				-
				-
				-
<b>Sub total</b>	5,782	-	-	1,747
<b>Total Gross Expenditure</b>	22,825	6,514	-	29,338
<b>Asset and investment purchases, etc.</b>		-	-	-
<b>Total payments</b>	22,825	6,514	-	29,338
<b>Net of receipts/(payments)</b>	- 4,073	- 3,349	-	- 7,422
<b>Transfers between funds</b>			-	-
<b>Cash funds last year end</b>	31,687	31,644	-	63,331
<b>Cash funds this year end</b>	27,614	28,296	-	63,331

## Statement of assets and liabilities at the end of the year

	31st December 2022				31-Dec-21
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
<b>Cash funds</b>					
Bank current account	27,614	14,377		41,991	49,377
Bank deposit account		13,919		13,919	13,918
Building society account				-	-
The Scout Association Short Term Investment Service				-	-
Cash/Floats				-	37
<b>Total cash funds</b>	<b>27,614</b>	<b>28,296</b>	<b>-</b>	<b>55,910</b>	<b>63,331</b>
<b>Other monetary assets</b>					
Tax claim				-	-
Debts due from the County/Area/District/Group				-	-
Insurance claim				-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>					
Investment property - detail	-	-	-	-	-
Quoted investments	-	-	-	-	-
Other investments - detail	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>					
Badge stock				-	-
Shop stock				-	-
Other stock				-	-
Land and buildings				-	-
Motor vehicles				-	-
Scouting equipment, furniture etc				-	-
Other				-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Liabilities</b>					
Accounts not yet paid				-	-
Expenses incurred but not invoiced				-	-
Subscriptions not yet paid				-	-
Loan - detail				-	-
Other liabilities				-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

### Scrutineer's Report to the Trustees of the

WARE DISTRICT SCOUT COUNCIL

I report on the accounts of the Group/District for the year ended 31st December 2022

#### Respective responsibilities of Trustees and Scrutineer

As the Group's/District'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 .....1..... to ..3.....

#### Scrutineer's Statement

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

Name: .....Karl James Gravenor.....

Address: 'Dinas' Oxford Road.....

.....Gerrards Cross.....

.....Buckinghamshire.....

.....SL9 7DL.....

Date: .....6<sup>th</sup> April 2023.....

Signature: .....





## F. Declaration

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

Signed on behalf of the Trustees.

Signature: *D Allen*

Name: David Allen

Position: Chair

Date: 24 June 2023

Signature: *P Stretch*

Name: Paul Stretch

Position: District Commissioner

Date: 24 June 2023