



3rd Hampton Hill (St. James) Scout Group

Annual Report and Accounts

for the year ending 31st March 2022



This Report has been approved and agreed by the following Trustees within the Group Executive Committee:

Chair: Mr Martin Riddell

Group Scout Leader: Mr Richard Moody

Deputy Group Scout Leader: Mr Paul Fitchett

Treasurer: Mrs Clare Shelley

Life President: Mr John Nielsen

Scout Registration Number: 27686 Registered Charity: 303816

<https://www.3hscouts.org.uk/>

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

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INTRODUCTION

Welcome to our 3rd Hampton Hill Scout Group Annual Report. Although the report covers our financial accounts up to 31 March 2022, unless otherwise stated, the narrative will cover all activities up to the AGM on Saturday 1st October 2022.

To say the last few years has been challenging for Scouting is certainly an understatement. However, despite these past and current challenges, scouting in the UK is in a very healthy condition. There are now 420,00 young people involved, an increase of 16% within the last year. With around 140,000 volunteers there are over half a million people now involved in the movement.

With over 100 members (excluding leaders and adult volunteers) and a waiting list of over 50, this success is reflected in our membership and activities at local level. This report highlights the variety of activities taking place at 3rd Hampton Hill Scout Group and our partners in Peake Explorer Scout Unit, which continues to grow from strength to strength.

Over the next couple of years there will be a few financial challenges to be met; rising costs, especially utilities, and the need to replace our minibus which is nearing the end of its useful life. However, recognising the pain being felt by every family regarding the cost-of-living situation, the Executive Committee has agreed we will not raise subscriptions, at least for the next year. As the TV commercial says, "Every little helps".

I am confident we will meet these challenges with our normal prudent financial management.

I would also like to restate our policy which says no young person should miss out on the scouting experience due to financial problems. If anyone finds themselves in such a situation, please speak to your section leader in the first instance. We can help and it will be totally confidential.

Finally, on your behalf, I would like to express my thanks to Rich, Paul, and the entire leadership team for making it all happen; to the Executive Committee who support the group in various background roles; from managing the finances, taking the minutes, organising cleaning and bookings and hosting meetings; and to parents and guardians who have continued to support the Group,

My final thanks go to the Beavers, Cubs, Scouts, and Explorers who, through their attendance, commitment, and humor, make 3HH such a vibrant and active group.

Please continue to support the group in every way you can; being a committee member, taking on a leadership role, attending a maintenance day, attending Family Camp, paying your subs promptly etc. Many hands do indeed make light work.

Many thanks

Martin Riddell Chair (Group Executive Committee)

ACHIEVEMENTS AND REPORTS

Group Scout Leader

I have a new title! No, nothing the King may have bestowed on me but Deputy rather than Assistant Group Scout Leader, otherwise nothing has changed for me as I'm still running the group on behalf of Rich our GSL. So, what has happened since this time last year?

My what a difference a year makes as we returned to full, face-to-face Scouting activities, this bringing a most welcome return to my favourite Scout activity: camping. I was really pleased to be able to join our Cub & Scout Easter Camps for a few days and unexpectedly had to get stuck in helping the Scouts as poor Clive had hurt his back and there was I, hoping to sit drinking tea and soaking up the sun! I have to say I thoroughly enjoyed myself though. We've been camping alongside the Cubs at Easter for many a year now and it always proves most helpful, sometimes with shelter & warm food for the Scouts when snows have fallen, other times and this year especially with a joint campfire, led ably by Wend. This was the new Cub team's first camp as leaders, supported by mentor Wend and fed by Bill they did a really good job, and you could see how much the Cubs were enjoying themselves; I was really impressed.

My second theme last year was **recruitment** and whilst this will always feature, I have to say how terrific it is that most of the leaders we recruited in the last year are still with us. The team of Jane, Richard, Gazal, Garan, Priya and Elliot in **Beavers** are all still there and really getting stuck into programme planning and creating exciting evenings. We've named our Friday Colony Maple (Beavers after all like a good tree) and we'll be opening our second colony, Willow on Thursdays from November. It has been odd that we've struggled to reach the number of Beavers that would make splitting the colony into two viable, this despite a recruitment drive and taking every 6 & 7-year-old off the waiting list in the summer which should easily have provided enough, but we've decided to bite the bullet and do it anyway. Beavers is the section with the longest waiting list usually and we're also seeing a change in habits as some Beavers seem to be infrequent attenders and we're still trying to work out why. If you know of local friends or relatives with 6 & 7-year-olds, or younger ones that would go on the waiting list, please just get in touch with me.

Cubs has gone from strength to strength over the past year and our numbers of Young People are growing strongly. The leadership team is growing too as we welcome Chantelle stepping up from an Occasional Helper to Cub Leader and we look forward to seeing her unique uniform as she returns to the role she did in South Africa. Jonathan Webb has joined Monday Cubs too as Cub leader, immediately as he turned 18 in January, although we're going to have to compete with Uni for his time

for a while, however Nat has found being a full time Police officer and Mum to a young daughter impossible to enjoy being a Cub leader too unsurprisingly, however, she'll be along when she can. This leaves Woody, broadly on his own, on a Monday so we are looking at recruiting another leader for Mondays to give Woody the support he needs.

There's been no change with **Scout leadership**, but we do need to be looking at long term succession plans as these teams have been unchanged for many a year now. Unfortunately, you can't just unbox a new Scout leader when required, so it makes sense to get new people in as helpers and assistants who can grow into the role. I can assure you that as we have such a knowledgeable team, no experience is required and as well as the Scout Association's training programme, all learning will be 'on the job'. I walked into this role in 1997 after three years as a Beaver leader with absolutely no experience whatsoever and survived 14 years as Scout leader, blagging it all the way!

Peake Explorer Scout Unit has been open a couple of years now and is proving very successful, indeed too successful as once they join at 14+, they all seem to stay on until 18 and its proving difficult to get all the Scouts who want to join in. There has been fantastic recognition of all the brilliant work Matt & Kate have done setting this unit up from scratch as Peake have been chosen to parade at the Cenotaph in this years' Remembrance Day Parade, a unique honour.

My third theme last year was **retention & growth**. Scouting has never been so popular and we're seeing unprecedented numbers of young people looking to join our group, this being reflected in every group across the country. Thankfully last year this was also being reflected in an increase in volunteers, people who have stayed and developed into great leaders. **We need to look after these fantastic people**, so how do we do this? Clearly, we'll continue to ensure that they get the help, support and training they need, something 3HH is really good at as our 'old' leaders never leave, but what we must also ensure is that we have a **good number of helpers in each section. Beavers in particular** will need some helpers when the colony splits.

We are very lucky to have many of our older Scouts/Explorers come back as Young Leaders but there is **no substitute for adult helpers**, people who can bring a particular skill or just take on the preparation for an evening. To do this the **only commitment you make is to undergo a DBS check** and to complete a small amount of online training to keep everyone safe. Don't wait to be asked, go and offer your services to your section leader. **Volunteering is not just about giving back** – it goes both ways. It improves your wellbeing, gives you skills for the future and of course opportunities to make new friends (and memories). Come and do that in the welcoming atmosphere of our large, successful, and friendly group.

As I write this in July, I'm looking forward to seeing the good number attending Family Camp at the beginning of October, currently over 70 booked. Unfortunately, the Bushy House, NPL Open House event, due to be held in September had to be cancelled, a shame as that was such a successful fund raiser for us in 2021.

Paul Fitchett, Deputy Group Scout Leader, on behalf of Richard Moody Group Scout Leader.



Our Maple Beavers group have settled in well with the return of un-interrupted face-to-face activities post Covid. We continue to meet on a Friday evening, and we're working to build the numbers of the colony so that we can form our second group, Willow Beavers, which we now plan to open on Thursdays after October Half Term 2022.

This year our Beavers have enjoyed a varied programme both inside and outside the HQ. Our Beavers have completed:

- The catapult challenge where the Beavers assembled a mini-catapult and then raced each other to launch the furthest.
- Learned about money and how bartering was the precursor to coins and notes.
- Completed the rainforest rescue challenge complete with jungle noises and creative use of cargo nets within the HQ!
- Successfully navigated a course around Bushy Park with map and compass
- Assembled rescue stretchers using tent poles, rope and tarp (no Beavers were dropped during the exercise!)
- Baked microwave mug cakes and customised them with orange and vanilla essence.
- And of course, held our traditional end-of-term marshmallow roasting with open fires.



The core leadership team has matured too with Richard taking on the assistant Beaver lead role supporting Jane. Gazal, Priya, Elliott and Garan have been providing superb support throughout the year and are all working towards their Wood Badge with many training modules already completed. Our Fridays wouldn't be possible with the huge effort and contribution put in by all our volunteers to whom we're enormously grateful.

We're still pushing hard to identify new Beaver intake as we grow the colony as Paul mentioned in his opening comments.

Jane Riggs and Richard Castle - 3HH Beaver Leadership Team



Our two Cub packs, Nevis and Snowdon, have had a busy year on a joint programme. It has consisted of the usual mixture of core scouting skills and activities. We have built plenty of fires and scrutinised many an OS map! We have been scientists, shared our hobbies and entertained fellow Cubs and parents. Speaking to our Cubs at the end of term there is a general agreement that they love getting out and doing stuff! Highlights have included a trip to the fire station, out and about in Bushy Park, Sports day, pond dipping, and a firm favourite, swimming at Hampton open air pool!

We've taken the opportunity to run a pack forum in which Cubs can decide which badges they would like to work towards. We have a love of cooking and art in our current packs and will continue to allow the Cubs to influence badge choices.

It has been Otterlie, Maggie and Woody's first year as leaders and we are thoroughly enjoying it. We've had support throughout the year to ease us in. Diana stayed on with Snowdon until February half term and was a terrific advisor, we were sad to see her retire.

Then the wonderful Wend mentored us all through our first Christmas sleepover, first Easter camp at Phasels



Wood (which was immense!), and sessions until the summer. Her commitment to the transition is why we have a strong new Cub team. We couldn't have done it without her!

Snowdon has also had incredible support from Chantelle, who has terrific scouting experience and Carla with her love of games and fun! Nevis has had the constant support of Bill who has been outstanding as he's kept the evening possible. Also, we have had Jane who is a Beaver leader as a great support on a Monday

Our young leaders are superb! Rory, Sam and Tilly have been a wonderful help at Snowdon. Rory and Sam have done most of it before and can just jump in and assist, which is perfect. Young leaders Emily and Sam Scoggins have been a great support for Nevis, the Nevis team leader cannot ask for anymore than they give for the cubs. Each of them is kind, enthusiastic and reliable, acting as fantastic role models for our Cubs.

We look forward to the next year!

3HH Cubs Team



We run two troops, Claws and Talons, meeting on Tuesdays and Fridays. Our Scout intake is primarily made up of young people who have progressed from our own Cub packs. We are occasionally able to offer a few extremely restricted spots to young people over the age of 11 on our waiting list who are new to Scouting, but both troops are currently at or near their capacity.

Scouts participate in a diverse programme designed to help learn and apply Life Skills while participating in a variety of activities. Scouts gain the opportunity to share those skills with younger Scouts as they progress through the troop, creating possibilities for teamwork and leadership.

The year started with continued online Zoom meetings due to pandemic restrictions, but from April 2021 we were able to get back together in a safe but socially distanced way. To keep numbers within guidelines both troops were split into two groups, meeting on alternate weeks but able to continue with Scouting activities, including a treasure hunt in Bushy Park, a curry cook-off and training in the safe use of knives (the ultimate socially distanced activity!).

From September 2021 restrictions were lifted further, allowing "normal service" to resume. Scouts enjoyed a varied programme of activities including:

- Several cooking and baking activities (including using Trangia stoves; baking cinnamon rolls etc)
- Night navigation exercises on Esher Common (enduring downpours and very deep mud),
- A tour of St James's Church, including trips to the very top of the bell tower
- Vegetable racing (building and racing vehicles made entirely from vegetables and "one or two" cocktail sticks)
- Light painting; using torches and glowsticks to "paint" images using long-exposure photography
- Various craft evenings, including construction of marble runs, and making Christmas wreaths
- A visit from SPEAR, the local charity looking after homeless people in the Borough; including a very well-received collection of food and gifts for Christmas and the winter period.

In August we were able to run our first camp for some years, at Bentley Copse in the Surrey Hills. Our Scouts enjoyed time together on camp, and typical camp activities including cooking on open fires, climbing, pioneering and a day hike in the surrounding area.

Scouts spent some community service time in December at St James's Church's annual leaf sweep, clearing the church's roofs, gutters, and grounds of massive amounts of fallen leaves, enhancing safety underfoot and preserving the fabric of the building drainage systems.

Scouts also participated in the GLSW Night Hike in early March, which was the first time the event had been held in several years owing to Covid limitations. Starting and finishing at Bentley Copse, 3HH fielded two teams that finished 12th and 27th out of 46 teams, respectively, before sleeping overnight in bitterly cold weather. Given that many Scouts had never competed in such an event before, this was a fantastic effort.

3HH Scouts welcomes everyone's involvement in planning and executing the Scout programme, so please let us know if you have a job, skill, or participate in an activity that you think may interest Scouts, or if you'd like to help at meetings and/or future camps.

Thanks, from the Scout Leadership Team

Shooting at 3HH

Following a slow return to shooting following lockdown and our unexpected success at the Kingston District Shooting Competition last Autumn, we have gone from strength to strength. The 'Second Saturday Shoot' started last September and it's always good to see our returning shooters, as well as being delighted to introduce the skill to new scouts, ten of whom joined us for the Youth Proficiency Scheme (YPS) in January 22. The level of performance was stunning at the YPS and where the highest attainable grade, Mastershot, has been a rarity, we saw one Marksman, one Expert Shot and eight Mastershot grades achieved.

We entered the Kingston Spring Comp in March, with outstanding results from the whole team, but especially, Thomas, Tilly, Arne and Freddie, who between them, came away with 4 golds, 5 silvers and 2 bronze medals, collectively winning the trophy for best Rifle and Pistol Troop and overall best Rifle Group. Notably, Thomas achieved best Pistol Explorer Unit for Peake, on his own!

Five of our shooters attended the Intercounty Competition in May at the national shooting centre in Aldersley, Wolverhampton and took part in practice sessions at the 1st New Malden HQ. GLSW came 5th overall; Tilly came 3rd in the reserves U18 aggregate comp; and Freddie was awarded the best GLSW team shooter medal.

The group was delighted to take possession of some equipment donated by an ex-3HH scout and from our armourer. We always welcome additions to our armoury and later this year we hope to invest in some new pistols as we look forward to next year and the 21st anniversary of our first ever Bisley entry. We have also held several 'team building' fundraiser events for adults (feel free to register your interest with me).

The 44th National Scout Rifle Championship will be held this year, the first one since 2019, hurrah! A team of 6 scouts and 11 explorers have been selected to represent 3HH, Peake and Richmond Upon Thames District with focused practice taking place throughout September and October ready for the comp at Bisley 14-16 Oct 22.

A huge thanks to the leaders and helpers who make all this happen (we could do with some more adults to join the support team) but as always, congratulations to the Scouts and Explorers who put the time and effort into their training.

Wend Williamson, 3HH Skills Instructor & Shooting Lead Quartermaster's Report

The group has made good use of the equipment stores this year with all the sections enjoying activities at the HQ and away camping. Our largest expedition was Borough Camp in July this year. It saw most of our canvas tents and a handful of hike tents pitched to perfection, if you include the odd hammock nearly 20 tents were pitched, used for less than 48 hours and taken down again. Roughly 300 tent pegs were needed!



The annual maintenance day took place in March this year, this is a great opportunity to straighten the 300 bent tent pegs and scrape the mud off the ground sheets. Thanks to all who attended to help with these tasks and the general maintenance of the HQ. The maintenance day is also used as a gardening day, by the time this day comes around the HQ can be very overgrown. There are several canvas tents that are showing signs of wear and tear, these will require repair or replacement over the next year. We have access to a good repair shop so items will not be discarded unnecessarily. The decision to repair or replace will be based on the return on investment. Other projects in the coming months include the repair or replacement of the Burco water heater, this will also need a new case and a flag stand for the section flags at church parade.

We do occasionally need a little bit of help during the year, so if you are feeling the need to learn some new skills (no experience required) and would like to help the team then please do get in touch. Don't forget that it's our volunteers that keep our costs down, this in turn means we don't have to subsidise the stores via increased subs or camp fees, meaning we can continue to offer all the fantastic value activities for the Young People.

Charles Shelley, Quartermaster

PEAKE EXPLORER SCOUT UNIT

Peake Explorers have just celebrated their second birthday, having starting in April 2020 as a Zoom only section, we have been delighted to be able to be a proper Unit meeting face to face this last year. We now have 24 Explorers, held our first camp in October 2021, and are currently looking forwards to both Borough Camp and our first summer camp to be held in the New Forest this coming August. We also had a very memorable day hike on Box Hill with a night spent at 3HH in the aftermath of the significant storms this February!

Highlights over the last year include one of our Explorers, Jonathan Webb, receiving a Jack Petchey award, a brilliant table tennis night, marble run fun, built steam powered boats, many a cooking and campfire session, alongside some very practical first aid, pioneering and map reading skills sessions. We are also delighted that seven of our Explorers are volunteering as Young Leaders within 3HH helping to support the group as a whole.

Thanks to all our Explorers for being such an easy group to run, and helpful in planning and delivering their own programme.



Peake Explorer Team

FINANCIAL REVIEW – TREASURER’S STATEMENT FY 2021/2022

With a return to somewhat normal conditions by the end of the financial year, the numbers look very different to last. The reduction in COVID restrictions allowed the group to return to regular program activities such as camping and offsite activities. As a result, subs returned to normal rates. The group was also able to increase its rental income by offering the use of our HQ out to groups in the local area such as regulars like Annie Deadman but also new groups like the Woodcraft Folk and we managed to run a fund-raising event at NPL for Bushy House Open Day. The group is yet to put in its Gift Aid claim, and while this is not going to be on the same scale of the previous claim (which covered a four-year period) it is still a great source of additional funding for the group. I would like to take this opportunity to request everyone complete a gift aid declaration on OSM so we can maximise our claim. While income has not returned to the pre COVID level of £40k (2019-20) it is £18k higher than last year (£12k 2020-21).

With the increase in the programme we deliver to our young people there are the associated costs of hosting the evenings, and offsite activities, paying competition entry fees such as Day Prowl and County Night Hike. With the new design and presentation of the financial statements, the report

informs where the group's money is spent in an easy to digest format. There are two things to note regarding this: firstly, the headings are being continuously refined as the group moves out of COVID restrictions and secondly there is a lag between the income received and the costs incurred in such events such as camps. The aim is to bring the timing of these closer together and streamline the claiming of expenses and the payments using online banking and making a move away from cheques.

Overhead costs have reduced in the year, but this is mainly due to large one-off projects undertaken last year including an electrical survey, remedial works, a tree survey and legal fees for amending the deed. Minibus maintenance was reduced in the year but both the Hampton Hill Junior School and 3HH are exploring the possibility of replacing the minibus in the near future due to its age. The aim is to do this as a joint purchase in line with the current arrangement as this has worked well in the past and the running and upkeep costs can be shared. Water charges were queried with the water company and have been adjusted by Castle Water, this is the reason for the large reduction, going forward this cost will be somewhere in between the prior year and current year cost.

Cash preservation remains a focus with the small surplus in the year going some way to recover the deficit from last year. With lockdowns hopefully a thing of the past the new challenge for the group and its wider community members, is the cost-of-living crisis. During the year all contracts have been reviewed and reflected upon for value for money. The decision has been made to cancel the payphone contract and change the energy provider. Electricity costs have doubled in the year, due to rising energy prices and increase in the use of the HQ when compared to last year.

Insurance and capitation (annual membership fees) remain the most significant costs of the group, with both these costs controlled by the Scout Association it is not possible to switch providers or negotiate, but close cost control in other areas can fund this.

The group holds cash reserves of £64k (£60k 2020/21). This year we have generated a small surplus of around £4,000, this is in part due to payments for Easter camps being received before year end, with associated payments made in the next financial year. We also aim to build a small surplus from subscriptions and event fees each year, which enables us to replace our equipment and invest in opportunities for our young people. Going forwards we believe this small surplus will be offset by rising energy prices.

We are holding a reserves fund of circa £60,000. As we own our building, £25,000 of this balance is ring-fenced to enable us to carry out remedial works if they are required. A further £5,000 is designated to enable us to replace our old heaters to become more energy efficient. We have also designated £15,000 towards a new capital project that will enable us to store our group Trailer (used for transporting camp equipment) on our premises, as it will shortly no longer be able to be stored off-site. We have put £10,000 towards the cost of a new minibus and will be looking to raise the balance of the funding needed for this. Finally, we have £5,000 in true unrestricted reserves to ensure that we can safely run our scout group / scout hut should we see a significant drop in income.

Please note the accounts refer to the income and expenditure statement as the Profit and Loss, I am in discussion with the software support to see if this can be amended. Any reference to profit and loss, should be considered income and expenditure or surplus and deficit. The accounts have been independently scrutinised by Kayleigh Chaplin.

Clare Shelley, Treasurer

APPENDICES

Group Governance

As a reminder – What we (scouts) do . . .

As Scouts, we believe in preparing young people with skills for life.

We encourage young people to do more, learn more and be more. Each week, we help over 460,000 young people aged 6-25 enjoy fun and adventure while developing the skills they need to succeed, now and in the future.

We're talking about teamwork, leadership, and resilience – skills that have helped Scouts become everything from teachers and social workers to astronauts and Olympians. We help young people develop and improve key life skills.

We believe in bringing people together. We celebrate diversity and stand against intolerance, always. We're part of a worldwide movement, creating stronger communities and inspiring positive futures.

REFERENCE & ADMINISTRATION DETAILS

3rd Hampton Hill (St. James) Scout Group

Charity Registration Number: 303816

Scout Association Group Registration Number: 27686

Headquarters Address: The George Stanley Hall
'The Triangle' (rear of Holly Road Recreation
Ground, School Road Avenue, Hampton Hill).

Contact details: Group Scout Leader Mr Richard Moody

Tel: 0208 286 6918

E-mail: vacancies3hh@btinternet.com

Website : www.3hscouts.org.uk

Independent Examiner of Accounts: Mrs Kayleigh Chaplin

List of Trustees:

POSITION	NAME
GSL	RICH MOODY
DGSL	PAUL FITCHETT
BEAVER LEADER	JANE RIGGS RICHARD CASTLE
CUB LEADER	DAVE ALLEN OTTERLIE FIEGHAN MAGGIE CARTER
SCOUTS LEADER	CLIVE SCOGGINS
EXPLORER LEADER	KATE DELANEY
TREASURER	CLARE SHELLEY
SECRETARY	SAM JANSSEN
PARENT AND SOCIAL- BEAVERS	TBA
PARENT AND SOCIAL-CUBS	GERADO ORLANDO SILVANA CUOMO
PARENT AND SOCIAL- SCOUTS	SHARMILA HANSON BARBARA CLIFFORD
CHAIR	MARTIN RIDDELL
BOOKING SECRETARY	FIDELMA MCCARTHY
BADGE SECRETARY	CATHERINE ST JOHN SMITH
ADMIN	SARAH TIFFIN
YOUNG LEADER	TBA
MAINT COORDINATOR	JOHN WILLIAMSON
QM	CHARLES SHELLEY
SHOOTING REP	WEND WILLIAMSON

PURPOSE AND OBJECTIVES

The primary purpose of Scouting is “to encourage the physical, intellectual, social, emotional and spiritual development of young people so that they take a constructive place in society as responsible citizens, and as members of their local, national and international communities”.

In support of this, our specific objectives over the next 12 months are:

- Maintain and grow our leadership team and Group Executive Team by active recruitment and robust succession planning
- Continue to improve the Group’s facilities and infrastructure including purchase of a new minibus, installation of more efficient and greener heating system, improved use of land for further storage.
- Secure funding to achieve above.
- Resume social activities for all members with assistance from Parent/Social reps.

We are fortunate enough to have a broad Leadership and Support Team leadership training. However, there is a continual need to recruit more adult help into the Group to sustain the team and to cover succession planning. Adult leaders and helpers are DBS checked and Occasional Helper Forms are completed for anyone who helps, once a month or more, at Group Section meetings. Although the Group has been successful in attracting additional adult help in the past year, the main priorities are additional parent representatives and succession planning for the leadership. The Leaders, Group Executive Committee and volunteers who give their time to the Group help make it

such a success and have a sense of achievement from being part of the Group. For adult helpers there is regular training in Safety, Safeguarding and First Aid. Role/Job descriptions are available for anyone who would like to consider volunteering for any roles. Training programmes and full support from the rest of the Leadership Team are available to adults involved with the Group. Contact the Group Scout Leader, Richard Moody on (020) 8286 6918 or email Vacancies3HH@btinternet.com for more information.

STRUCTURE, GOVERNANCE & MANAGEMENT

3rd Hampton Hill (St James) Scout Group is an autonomous charitable trust affiliated to The Richmond-upon-Thames District Scout Council and the County of Greater London South West Scout Council (GLSW), and to the Scout Association. The rules under which the Group operate are authorised by the Policy, Organisation and Rules (POR) of the Scout Association, which, in turn, are authorised by the Royal Charter.

The Group is supported and advised by the District Council (Richmond-upon-Thames), the County and Scout Association Headquarters on all matters as needed or requested.

The Group Scout Leader (GSL) is appointed by the District Commissioner (DC) of Richmond-upon-Thames Scout District. The Chairman and 6 members of the Group Executive Committee are nominated by the Group Scout Leader, and their appointment confirmed at the Annual General Meeting.

Other officers of the Group Executive Committee are elected each year, at the Annual General Meeting. All Section Leaders holding an appointment become members of the Group Executive Committee as a result of their respective offices. All adult leaders, sectional assistants and members of the Group Executive Committee are subject to Enhanced Clearance by the Criminal Records Bureau (CRB) now DBS and are given training appropriate for their posts through the District and County Training Teams.

The Group Executive Committee meets approximately every 6-8 weeks to discuss, plan and manage:

- The maintenance of Group Property and assets
- The raising of funds and administration of Group finance
- The insurance of persons, property and equipment
- Group public occasions
- Assisting in the recruitment of leaders and other adult support
- Appointing any sub-committees that may be appropriate
- Reviewing Health, Safety and Security of property, assets and people.

Day to day decisions affecting the operation (management) of the Group is made by the Group Scout Leader, after appropriate consultation. Day to day administration decisions are made by the Chairman, after appropriate consultation. Leaders Meetings are held approximately every 8 weeks (twice per term). The Annual General Meeting and Group Review is normally held in the summer each year.

Financial Records

“The Trustees are responsible for the preparation of the Annual Report and Financial Statements in accordance with the Bye-Laws of the Scout Association and the Charity Commissioners. These require the Group to select and apply suitable accounting policies, make reasonable and prudent judgements, keep proper financial records, and to prepare financial statements on the “going concern” basis for each financial year in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities (Charities SORP 2005).

Individual Scout Groups, as independent charities, are responsible for preparing their own annual financial statements and holding their own Annual General Meeting. The Financial Statements have been subject to Independent Examination by Kayleigh Chaplin.

Financial Investment Policy

The Trustees cautious approach to risk extends to its investments, and its reserves are only placed with highly secure, low risk funds. Day to day funds are kept with Santander Bank and cash is held for the shortest possible time before being paid into a bank. By investing through the Scout Association and The COIF Charities Deposit Fund the Trustees seek to benefit from their published social, ethical and environmental investment policies.

Financial Reserves Policy

It is the intention of the Group to hold sufficient reserves in cash and short-term investments to:

- Meet possible short-term liabilities
- Cover any adverse phasing of income and expenditure for approved Section and Group activities and events
- Provide 12-month Group operating costs
- Ensure that Group Training needs are met
- Be able to provide “start-up” or support funding for any new Section which meets key objectives
- Be able to provide “start-up” or support funding for any specific activity which meets the Groups Objectives, and which may not be able to achieve short term self-financing.
- Ongoing maintenance and improvements to the Scout HQ building
- Maintaining and replacing Group Assets