Annual Report and

Unaudited Accounts

For the Year Ended 31 March 2021



TRUSTEES' ANNUAL REPORT

for the period 1st April 2020 to 31st March 2021

Section A Reference and adminstration details

Charity Name: 5th Littlehampton Sea Scout Group

Registered Charity Number: 267357 HQ Registration Number: 1528

Principle Address: The Gordon Hall

Lineside Way Littlehampton West Sussex BN17 7EN

Trustees Name Office Held

Rachel Mary Kerwick Chair
Julia Ann Flower Treasurer
Kim Allan Secretary

Kester David Riley Group Scout Leader
Amber Louise Ollerenshaw Cub Scout Leader
Laura Stoddart Beaver Scout Leader

Gary Robert Silverson Scout Section Representative

Sarah Louise Mann Committee Member Sophie-Marie Dymock Committee Member Stuart Charles Little Committee Member

Trustees listed as of the 31st March 2021.

Advisors:

Thatcher Hobbs Langridge LLP, 303 Goring Road, Worthing, West Sussex BN12 4NX

Banking Details:

5th Littlehampton Sea Scouts holds three bank accounts, Primary, Savings and a Camp Account with Lloyds.

Section B

Structure, governance and management

The Group's governing documents are those of The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Byelaws of the Association and The Policy, Organisation and Rules of The Scout Association.

The Group 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.

The Group is managed by the Group Executive Committee, 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 Committee should consist of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, individual section leaders (if opted to take on the responsibility) and parent's representation and usually meets once every half term.

Members of the Executive Committee complete 'Essential Information for Executive Committee' training within the first 5 months of joining the committee.

This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:

- The maintenance of Group property;
- The raising of funds and the 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 required;
- Appointing Group Administrators and Advisors other than those who are elected.
- Risk and Internal Control

The Group Executive Committee has identified the major risks to which they believe 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 the building, property and equipment.

The Group would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

Injury to leaders, helpers, supporters and members.

The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

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 Committee 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 section or the group 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 6 to 14. If there was a reduction in membership in a section or the group 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.

The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and a comprehensive insurance policy to ensure that insurable risks are covered.

Section C

Objectives and 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 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.

As a Sea Scout Group, our purpose is to deliver Scouting to young people aged 6 to 14 with an emphasis on water-based activities. By engaging with our young people, we design and deliver a programme of activities that will engage, entertain and stimulate. Taking full advantage of our location we ensure that water and outside activities dominate our programme where possible and practical. Principle activities include kayaking, canoeing, powerboating, paddle boarding, camping, hiking and first aid. All designed to deliver lifelong skills and progress our young people towards their Chief Scouts Awards and to maintaining an ongoing and lifelong interest in Scouting.

Section D

Acheivements and performance

The past 12 months have continued to see the Group establish itself financially and functionally, we were luckily enough to be supported by the Conservative Government and received many grants, of which we are thankful. The impact of COVID had a significant impact on our overall income, a complete loss of all Hall Hire, and a significant reduction in Subs. The group has had to write off £620 of subs due to hardship, whilst The Scout Association carried on with its increase in Capitation Costs. As a Group we had planned to increase Subs at the end of this financial year but have postponed this increase. Without the grants it is unlikely the group would have survived. Our service is still in full demand, both Scouts and Cubs are full and there is an ever-increasing demand for a second Cub Scout Pack for which preparations are in train. The ability of the Group to attract new members is a testament to the quality of the programme provided by the leadership team. The financial prospects of the Group continue to improve, and the Executive continues to make prudent financial provision for another "rainy day" situation.

Section 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 Executive Committee considers that the group should hold a sum equivalent to 6 months running costs, circa £9,000. For the first time the group has managed to reach this target.

Investment Policy

The Group does not have sufficient funds to invest in long 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.

Section F

Other Operational Information

As the Group continues to grow there is an ongoing demand for additional equipment and financial resources. We will continue to balance the need for financial prudence with the demands of the sections to provide an active and engaging programme of Scouting. Where we identify surplus assets, these will be liquidated in order to facilitate the purchase of equipment that will be used on a more regular basis.

Section G Declaration

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

Signed on behalf of the Trustees

Signature(s)

Full Name(s)

Position

Pocusigned by:
Rachel Kerwick
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Rachel Kerwick

Chairman

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Kester Riley

GSL

Section H Contents Of The Accounts for the Year Ended 31 March 2020

Chartered Accountants' Report to Trustees on the Unaudited Financial Information of

5th Littlehampton Sea Scouts

In accordance with the engagement letter dated 24 April 2015, we have prepared for your approval the financial information of 5th Littlehampton Sea Scouts for the year which comprises of statement of financial activity and balance sheet from the entity's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at icaew.com.

Our work has been undertaken solely to prepare for your approval the financial information of 5th Littlehampton Sea Scouts and state those matters that we have agreed to state to you in this report in accordance with the guidance of ICAEW as detailed at icaew.com. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the trustees for our work or for this report.

You have approved the financial information for the year and have acknowledged your responsibility for it, for the appropriateness of the financial reporting framework adopted and for providing all information and explanations necessary for its compilation.

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial information.

Thatcher Hobbs Langridge LLP 303 Goring Road Worthing West Sussex BN12 4NX

5th Littlehampton Sea Scouts

Receipts and Payments Account For the Period Ended 31 March 2021

	Group Funds	Camp Funds	Total 2021	Total 2020
	Funds £	Funds £	2021 £	2020 £
Receipts	-	-	•	2
Fees		2,539	2,539	2,812
Other Income	1,862	-	1,862	1,365
Subscriptions	8,364		8,364	8,238
Fundraising	3,556		3,556	2,063
Grants and Donations	21,585	-	21,585	9,984
Hall Hire	680		680	5,456
Website Sales	2,898	-	2,898	-
	38,945	2,539	41,484	29,918
Bank Interest	4		4	4
Payments				
Accoutancy	501		501	218
Activities	-	-	-	151
Badges,Scarfs and Clothing Expenses	1,391	-	1,391	1,476
Beavers, Cubs and Scouts	450	-	450	3,332
Capitation	3,565	-	3,565	4,730
Donations		-	-	-
Equipment	5,015	-	5,015	2,193
Expenses	538	-	538	451
Fundraising	5,231	-	5,231	1,125
Hardship Write Offs	620		620	-
Insurance	156	-		2,993
IT Costs	156		156	144
Motor Expenses				
Postage Rent. Rates and Licences	781		- 781	1,167
Repairs and Maintenance	2,550		2.550	6,832
Staff Training	2,550		2,550	2,093
Subscriptions				2,093
Telephone	77	-	77	61
Utilities	1,032		1,032	1,732
	21,907	-	21,907	28,699
Excess Receipts/(Deficit) Over Payments	17,042	2,539	19,581	1,222

5th Littlehampton Sea Scouts

Statement of Assets and Liabilities As at 31 March 2021

	Note	2021 £	2020 £
CURRENT ASSETS			
Cash in bank and in hand Prepayments Accounts Receivable	1	29,014 1,330 606	10,767 - 575
CURRENT LIABILITIES		30,950	11,342
Accounts Payable		27	-
NET ASSETS		30,923	22,684
FUNDS OF THE CHARITY	2		
Group Fund Camp Fund		29,062 1,861	12,020 (678)
Camp i unu		30,923	11,342

Accounting Convention

The accounts have been prepared on a receipts and payments basis in accordance with the Charities Act 2011.

Notes

1. Cash in bank and in hand	2021 £	2020 £
Lloyds Bank Group Lloyds Bank Camp Lloyds Bank Business Direct Debit GBP	494 4,520 24,000 - 29,014	1,313 1,982 7,382 90 10,767
2. Funds of the Charity	Group Fund	Camp Fund
Balance at 1 April 2020 Excess of expenditure over income Balance at 31 March 2021	12,020 17,042 29,062	(678) 2,539 1,861

Approved by Treasurer:

Julia Flower

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Docusigned by:

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Section I Finanical Review

A breakdown of the group's Profit and Loss as extracted from the accounts system.

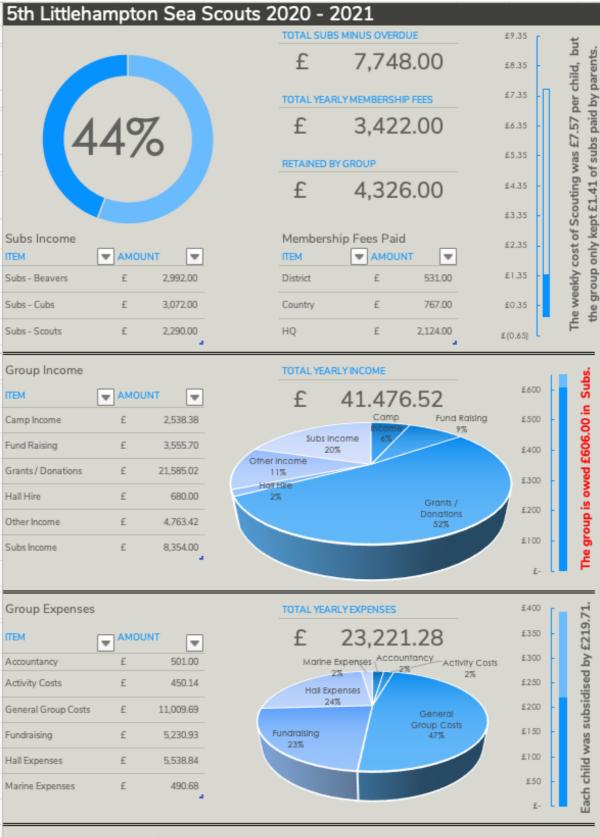
Profit and Loss

5th Littlehampton Sea Scouts For the year ended 31 March 2021

		Account	2021
Income			
	Camp Income		
		Camps Income - Scouts	2,538.38
	Total Camp Income Fundraising		2,538.38
		Group - Fundraising - Christmas Tree Sales	3,328.00
		Group - Fundraising - Income	227.70
	Total Fundraising Grants / Donations		3,555.70
		Group - Grants	20,347.50
		Group - Donations	1,237.52
	Total Grants / Donations Hall Hire		21,585.02
		Group - Hall Hire	680.00
	Total Hall Hire Other Income		680.00
		Group - Clothing Sales	364.00
		Group - Gift Aid	1,497.50
		Group - Website Sales	2,898.30
		Interest Income	3.62
	Total Other Income Subscription Income		4,763.42
		Subs - Perseverance	1,492.00
		Subs - Triumph	1,500.00
		Subs - Cubs	3,072.00
		Subs - Scouts	2,290.00
	Total Subscription Income		8,354.00
Total Income			41,476.52
		Gross Profit	41,476.52

Expenses

	Accountancy Costs		
		Accountancy - Audit & Accountancy fees	132.00
		Accountancy - GoCardless	40.76
		Accountancy - Xero	259.20
		Accountancy - Stripe	69.04
	Total Accountancy Costs Activity Costs		501.00
		Section Expenses	
		Expenses - Perseverance	51.46
		Expenses - Triumph	83.53
		Expenses - Cubs	19.00
		Expenses - Scouts	296.15
		Total Section Expenses	450.14
	Total Activity Costs General Group Costs		450.14
		Group - Badges & Scarves	611.04
		Group - Capitation	3,565.00
		Group - Clothing Expenses	779.72
		Group - Equipment	5,014.51
		Group - General Expenses	336.39
		Group - Hardship Write Offs	620.00
		Group - Insurance	83.03
	Total General Group Costs		11,009.69
	Fundraising		
		Group - Fundraising	288.93
	Group - Fundraising - Christmas Trees	4,942.00	
	Total Fundraising Hall Expenses		5,230.93
		Other Costs	
		Hall - Insurance	756.57
		Hall - Repairs & Maintenance	2,549.91
		Hall - Safety Inspections	201.76
		Total Other Costs Utility Bills	3,508.24
		Hall - Broadband	156.00
		Hall - Electricity	425.80
		Hall - Gas	500.52
		Hall - Telephone	61.95
		Hall - Water	105.35
		Total Utility Bills	1,249.62
		Rents and Rates	
		Hall - Rent	780.98
		Total Rents and Rates	780.98
	Total Hall Expenses Marine Costs		5,538.84
		Marine Equipment - Insurance	490.68
	Total Marine Costs		490.68
Total Expenses			23,221.28
		Operating Profit	18,255.24



The average cost of Scouting last year was £393.58 per child (excluding camps), from the subscription fee collected the group kept £73.32, meaning the group had to raise £12,963.04 to cover the deficit. Without fundraising, grants and donations we would need to collect an additional £8.31 per month per child in subs.

Group Annual Review Chairman's AGM report 2020

My report covers the period from our AGM held 12th January 2021 to today. I was elected to the position of Group Chair at the January AGM and am delighted to write this brief report on the activities since then.

It has been, as you are all well aware, a year of adjustments and creative thinking to keep scouting running for our young people. As well as getting a programme of online activities up and running for all the Beavers, Cubs and Scouts. Since the relaxation of COVID regulations, the Group has been able to get back to face to face activities following the required safety guidelines.

There have been zoom sessions for all sections to keep the young people engaged and continue their work towards the many and varied badges. These have included scavenger hunts, paper plane competitions, escape rooms, badges for hiking/baking/camp at home, online weekend "at home" camps. Our Leaders have managed to maintain the enthusiasm from their young people through the engaging online meetings. I know the Leaders and the young people are all pleased to be back to face to face meetings.

Our Leaders do an amazing amount through their time, effort and enthusiasm. We would encourage anyone who is interested in helping out or becoming a Leader, or occasional helper, to speak to myself or the GSL. I understand that as life slowly returns to "normal" our time becomes consumed by the routines of life, but if you can spare some time to support our young people it will help continue the success of our group. Your help could be supporting our fundraising activities or helping at a group meeting. Thank you in advance for any support you can offer.

5th Littlehampton have proven that they can withstand significant challenges, this is testament to the volunteers who are committed to the young people in their care. My sincere thanks go to all the members of 5th Littlehampton Sea Scouts, who continue to work hard make this a vibrant, lively and welcoming Group that offers local young people the opportunity to learn valuable life skills. Also, to the Maintenance Crew without whom the group would not have such a well-cared for hall and facilities.

Rachel Kerwick Group Chair

Group Scout Leaders Report

The end of March 2021 sees the end of one of the strangest years in Scouting since its inception.

COVID has had a significant impact on Scouting for us all this year, I would like to extend my thanks to all the volunteers who put in so much time to running a somewhat hybrid programme of Scouting Activities and engaging our young persons on Zoom. We had a very different Remembrance Day Parade which gained some attention of the media, a big thanks to everyone who was involved in that.

Not only would I like to thank the leaders, but I would also like to extend my thanks to those in the executive committee as well, Rachel our new Chair, Kim our new Secretary and Treasurer - Julia. We also have some parents and leaders on the executive who help shape the group, fundraising, insurance and ensure everything is ran correctly. Together the members of the executive committee, are the trustees, legally responsible for the running of the Charity. Effectively we are 'the directors of a company' and this can be a full-time job.

I am sure you are all fully aware that these volunteers give up their own free time and annual leave to give your children some amazing experiences.

As a group, we must raise considerable amounts of additional income. The group had to subsidise each child by £8.31 a month this financial year, we do everything we can to keep your Subs low, including not increasing the Subs this year as originally planned. Only 55% of the Subs income last year was retained by the group, the rest is paid off to the District, County and HQ.

In this financial year we received some significant grants from the Government, these have allowed us to carry on maintaining the equipment and hall, paying our utility bills and insurance. Without these grants we would be in a very dire situation.

In this year's census we recorded 59 young persons, a significant drop of 86 from the year previously. I am pleased to say though that we are rapidly increasing our membership numbers again, but to grow further we require more leaders.

We really do need YOU to help us out to make the experience better for YOUR child. Maybe you can run the website, or administer Office 365, or you could provide maintenance on the hall and equipment, help fundraise, or become a leader!

Our Christmas Tree sale this year helped raise over £1,200 for the group and we plan to be doing it again, please look out for information on this and really help support the event. We will also be running a Pumpkin Patch in October; we hope this will become a significant fundraising activity for us.

Thank you for supporting our Group.

Kester Riley Group Scout Leader, gsl@5lss.co.uk

Scout Troop Report

2020-2021 has been the most challenging year that we, as Scouts and Leaders, have had to face!

This year, goes without saying, has been a year like no other, but the ingenuity, versatility and passion of the Leaders, Young Leaders and Scouts has helped to make it a memorable year for positive reasons, not just the negative.



This year started off with the Scouts learning all about their digital footprint and digital versions of themselves. TLA kindly allowed us the use of one of their state-of-theart computer rooms, meaning that the Scouts were able to learn and practice new skills in an evolving digital world – little did they (or we) know how important these skills would become!

The end of March saw a nationwide lock down, meaning that everyone was trapped at home, looking out the window at the outside world. We, as Leaders, felt the void of human contact and socialisation so set about organising the first ever digital programme for the Scouts over Zoom. During the first lockdown, the Scouts took part in pancake making (and eating) learning to tie knots, puzzles, retro game shows, brownies in mugs, an escape room and a joined in with the word record attempt for "Camp at Home". The final (or so we thought) digital activity was a brilliantly attended family quiz night.



Then, the news that we had all been waiting for.... freedom to meet OUTSIDE and face to face again, albeit socially distanced! This did not deter the Scouts and Leaders who had been looking forward to this day! Our first meetings back were games evenings, allowing the Scouts the experience to enjoy peoples company again, but to understand the limitations of social distancing – these young people rose to the occasion and really made us proud.

Over the summer holidays and Autumn term we continued to meet face to face, and the Scouts took part in kayaking, canoeing, paddle boarding, tent pitching, orienteering, map reading, murder mysteries, astronomer badge, hikes, fire lighting, pioneering, communicator badge, problem solving, athletics, cooking on an open fire, and then the news of a "short sharp lockdown" for November was released. We then spent 4 weeks, back on Zoom, but were released just in time to finish our term in December with a glow in the dark wide game and scavenger hunt at Arundel!



The Spring term was another lockdown, this one longer than the last which meant that, again, our amazing Leaders adapted and overcame all difficulties planning a superb digital programme. The Scouts took park in making cheese

scones, pancakes, and bath bombs, tried escape rooms, completed some theory work, had a show and tell, took part in challenging task master and crystal maze evenings.

Boris then made the announcement that we had all been waiting for, a roadmap out of COVID and the reduction of some restrictions allowing the Scouts to return face to face – hopefully never having to go back to digital Scouting as, we do all LOVE the outdoors! We finished off the final term this year playing wide games and learning survival skills at Furzefield Scout Campsite.





We are all looking forward to the year ahead, with easing restrictions and the prospect of normality. The Scouts have been amazing, continuing to Scout in unsure times and always trying their best to adapt to the changing environment that we have been in for the last 12 months.

The coming year holds a lot of excitement, anticipation, and enjoyment for us, as we will continue to grow, achieve more badges for the Scouts, take part in more activities, gain more permits for the Leaders, and continue to have fun with the Scouts.

I would like to take this opportunity to personally thank each and every Leader, and Young Leader in Scouts who has been dedicated and passionate, has learnt new skills, adapted their activities and been a pillar for the Scouts to allow Scouting, in any form, to continue. You are all amazing and we would not be the fantastic section we are without you. Thank you.

Thank you for everyone that has been a part of the last year and thank you in advance to all those who will help us move forward through the years to come.

Yours in Sea Scouting Skipper

Cub Pack Report

We currently have 31 Cubs, all who seem to continue to enjoy being a part of 5th Littlehampton and take part in many exciting activities that we put together for them. Throughout the year we have run many of our evenings over Zoom, which was challenging for most of, but I was impressed with how well the Cubs engaged, hopefully they enjoyed themselves.

My sincere thanks go to the ever-enthusiastic Cub Pack leadership team who give up massive amounts of their free time each week:

- Kevin Raven (Baloo)
- Simon Fielding (Mowgli)
- Jim Fenlon (lkki)

This is my second year as the official Cub leader, and it has truly exceeded my expectations. Between the $1^{\text{st of}}$ April 2019 and 31^{st} March 2021 259 badges have been awarded, this is more than ever before!

A special well done to our three cubs who have earned their Chief Scout Silver within the last year, it's the highest award a Cub can earn!

Thanks to the Cubs enthusiasm and the leaders getting involved, our Cub Pack is full, and the amount of badge work we are covering alongside the fun we are having is amazing!

We would like to thank the parents that have helped us over the last year without your help and support we couldn't have run certain evenings and we would not have been able to provide the cubs with the fun activities we do! We are grateful for your ongoing support.

We really do need more leaders to support our large cub pack, in my personal experience being a leader is so rewarding and exciting, you give the cubs a chance to learn things and grow and they teach you a thing or too as well! If you feel like you'd like to come and help us out, please do not hesitate to contact or talk to a leader to get involved!

Chil (Cub Leader)

Beavers Report

Recognising that this year has been challenging, does not change that this has been another FANTASTIC year for Beavers!!

As a Colony we have faced the joys(?) of Zoom and risen to the occasion!! Our numbers have decreased, however we have still maintained two fabulous Colonies, who have taken part in some creative and innovative activities, such as the Virtual Sleepover! During this past year we have gained a new Section Assistant, Rusty. He is a fantastic addition to Perseverance, as well as to the 5th. This means we currently have four Leaders on a Monday and two on a Wednesday, as well as one Young Leader... always room for more!?! We have invited 14 new young people to join Beavers in September and will look to recruit more. We are always looking for adults to join in and would love anyone who wants to come along, even once a term, to come forward and join in the fun!!

In the last year our Beavers have taken part in a huge amount of virtual activities which included, a very full on nights away, cooking, scavenger hunts, science experiments, escape rooms and much much more. Well Done!!

Since returning face to face, we have managed to take part in fire lighting (and learning to put it out), faux bell boating, tent pitching, water fights (I wasn't supposed to get wet), as well as earn a great deal of badges (I hear parents love to sew). As leaders we want your young people to have fun, learn new skills and gain new experiences and grow, all while teaching us what they enjoy outside of scouting as well.

I know that the upcoming year promises to be even more exciting than the last. I, for one am looking forward to the challenge and I hope the Beavers are too! Thank you to each and every Beaver, parent and volunteer that makes 5th Littlehampton Sea Scout Beavers the adventure that it is.



THANK YOU!
Bramble