



**The Group Council of the
7th Braid Edinburgh
(George Heriot's School)
Scout Group**

**TRUSTEES'
ANNUAL
REPORT
2015**

Section A: Reference and Administration Details

Charity name: 7th Braid Edinburgh (George Heriot's School) Scout Group

Registered charity number: SC036159

Charity's principal address:

George Heriot's School
Lauriston Place
EDINBURGH
EH9 3EQ

Names of the charity trustees who managed the charity in the year to 31st March 2015**Group Administrators:**

Group Chair	Kate Robertson*
Group Secretary	Tony Leatherbarrow*
Group Treasurer	Ron McLeod*

Group Scout Team:

Group Scout Leader	<i>Vacant</i> *
Beaver Scout Leader	Hannah Drummond* (from Feb 2015)
Assistant Beaver Scout Leader	Emma Chisholm (from Feb 2015)
Assistant Beaver Scout Leader	Sophie Clarke
Assistant Beaver Scout Leader	Gemma Wardrop
Cub Scout Leader	Robert Anderson*
Assistant Cub Scout Leader	Emma Chisholm
Assistant Cub Scout Leader	John Dobson
Assistant Cub Scout Leader	Hannah Drummond
Assistant Cub Scout Leader	Louise Slater
Assistant Cub Scout Leader	Jean Lugton (from April 2015)
Assistant Cub Scout Leader	Margherita Riso (from Dec 2014)

Sponsoring Authority

Principal – George Heriot’s School	Cameron Wyllie (December 2014)
---	--------------------------------

Group Executive Committee:

**Denotes Ex officio Member of Group Executive Committee*

Elected Members:	Beaver and Cub Parent	Anne Ajilogba
	Beaver Scout Parent	Fiona Smith
	Beaver Scout Parent	Audrey Robertson (to Sept 2014)
	Cub Scout Parent	Richie Adams
Nominated Members:	Beaver Scout Parent	Fiona MacDonald (to Feb 2015)
	Cub Scout Parent	Paul Kentish (to Sept 2014)
	Nominee of the Sponsoring Authority	Sue Galloway ¹
Co-opted Members:	-	-
Right of Attendance:	District Commissioner	David Colley
	District Chairman	<i>Vacant</i>
Group Representative on District Executive Committee:		Ron McLeod*

¹ Non-voting Member

Section B: Structure, governance and management

Type of governing document:

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

How the charity is constituted:

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

Trustee selection methods (e.g. appointed by, elected by):

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 a registered 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 Office of the Scottish Charity Register (OSCR) as appropriate.

Policies and procedures adopted for:

- a) the induction and training of trustees;
- b) trustee consideration of major risks and the systems and procedures to manage them.

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader (*post currently vacant*), individual Section Leaders, parents' representation (members elected by the council), nominees of the Group Scout Leader, the nominee of the sponsoring authority and co-opted members, and meets as and when necessary, but usually 4 times per year. Ex-officio, nominated and elected members receive induction training as required by The Scout Association.

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. The Group would request the use of alternative accommodation from the sponsoring authority (George Heriot's School).

Damage to equipment. The Group maintains and repairs equipment on an as required basis. In the event this could not be done, the Group would request the use of equipment from neighbouring Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient 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 fund raising. The Group is primarily reliant upon income from subscriptions. 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 on-going basis, either temporarily or permanently.

Reduction or loss of leaders. The group is totally reliant upon volunteers to run and administer the activities of the group. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group would be necessary.

Reduction or loss of members. The Group provides activities for all young people aged 6 to 11. If there was a reduction in membership in a particular section or the group as whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group would result.

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 comprehensive insurance policies to ensure that insurable risks are covered.

Section C: Objectives and activities

The objectives of the group are as a unit of the Scout Association.

The aim of the Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potential, as individuals, as responsible citizens and as members of their local, national and international communities. The Method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law, and guided by adult leadership. The group is run entirely by volunteers who make a commitment to do the training provided by the Scout Association.

The main activities in relation to these objects are detailed in Section D.

Section D: Achievements and performance



Group Chair's Report

Kate Robertson

It is a pleasure to give my first report since taking over the Chair of the group this year.

I remember fondly my time in Scouting in my youth moving from Brownies, Guides, Venture Scouts to Young Leader for my local Cub Pack and I wish for similar experiences for your own children.

This year has not disappointed with a memorable and varied programme of activities and achievements across the Cub Pack and Beaver Colony. This is down to the great leadership, time and organisation put in by Robert, Hannah and the team of assistant leaders and volunteers, without whom the group would not exist.

In the current generation of 'Screenagers' we value and relish the opportunities for outdoor and active play for our children. The camps have been a highlight; the winter trip to Forest Lodge a particular favourite and it has been great to see the Beavers being able to get equal opportunity

to camp at Fordell Firs. So a tremendous Thank You to Robert and team for their continued efforts and enthusiasm which is greatly appreciated by all our members and parents.

It is all the more disappointing therefore that the position of Group Scout Leader remains vacant again this year, with little apparent support from the District to fill the position. The Committee will continue to support Robert in his efforts to pursue this with the District this coming year.

I am able to report that the Group is in an overall healthy position, although there is an ongoing challenge to ensure enough leader cover and to keep group numbers up.

I would like to thank all members of the Group Executive Committee for their hard work and continued commitment. For many of us it has been our first year, so trained and wiser now to our role and the needs of the Group I hope we can further our support this coming year.

Our thanks to George Heriot's School as our sponsoring authority, Sue Galloway as their representative, and I look forward to meeting Cameron Wyllie as the new Principal as we amend the sponsoring documentation accordingly.

Finally, thank you too to the many parent volunteers for your time whether it be helping out to cover Leaders at the meetings or supporting events such as the Christmas Fair which was a great occasion again this year - an abundance of baking and willing volunteers! Thank you all and your children for a successful and eventful year for the 7th Braid Group again and we look forward to an exciting year ahead.



Group Scout Leader's Report

Robert Anderson

In the absence of a Group Scout Leader, I am providing this report, which looks at the Group's activities over the year, the leader situation, and the work of the Group with future considerations.

This year has been another successful year for the Group. The Colony continues to grow and feed members into the Pack. The Pack recorded a drop in youth numbers.

Although we are currently well supported by a good number of Leaders, we cannot be complacent. The majority of our leaders are students and it is more than likely they will move on as and when they graduate. It is also sad to report that for another year the position of Group Scout Leader, an appointment made by the District, remains vacant. This situation has remained for a number of years and is a source of frustration. The importance of this appointment is such that the Association regards this as a priority appointment. Whilst our GSL appointment remains vacant it has a detrimental effect on the Group in terms of our management capacities and our strategic direction and development.

During the year, Hannah and Emma took appointments as Beaver Scout Leader and Assistant Beaver Scout Leader respectively. This is in addition to their Assistant Cub Scout Leader appointments and reflects their involvement with the Colony while Sophie and Gemma take a sabbatical to concentrate on their fourth year studies.

We had a number of leaders join and leave the Group during the year. Some only gave a short period of time, but we thank them for their time of service.

The Committee will continue to work to address the concern of recruiting and retaining sufficient leaders. However there are no easy solutions.

We are also supported by Parents, some who serve on the Group Executive Committee and some who support the sections by attending events or meetings to ensure adequate ratios are maintained, or support the committee through produce and or time at the Group's stall at the School's PA Christmas fare. Their support is particularly appreciated by all. I am particularly grateful to those who came forward to take on the ex-officio roles after a difficult start with reforming the Group Executive. Not filling these important roles would have placed the Group in a difficult position.

We are also grateful to the School and the Governors for their permission to use the school facilities for our events. The Group has continued to benefit from the use of School resources such as the Gym Hall, GP Room, Forest Lodge, Goldenacre, the school minibuses, trailers, the ICT suite and the use of various other rooms for meetings and other events.

Looking ahead, the coming year will see the introduction of a refreshed programme by the Association, with badges updated and new focus. 2015 will also see the Cub section starting its Year of Adventure. Part of a two year celebration of the Centenary of Cubs concluding in 2016 with the Cub100 year.



Beaver Scout Leader's Report

Hannah Drummond

This section of the report covers the work done by the Beaver Colony.

This year has been very exciting and has seen the Beavers enjoy a varied and balanced program of both indoor and outdoor activities, including a night's away. It is important to recognise the contributions which make this experience possible for the children. I wish to thank Emma, Sophie, Gemma, and Louise who have all acted as fellow Assistant Beaver Scout Leaders at various points throughout the year, assisting with planning and adopting leadership roles within the weekly meetings.

The welcoming of any new member into the Colony is always a highlight of the year and we are excited to include many new additions into the first stage of Scouting. These investiture ceremonies are always special events for those involved. It has been a pleasure to help the new Beavers to achieve their first sets of badges. Many thanks to the parents for their involvement in the ceremonies throughout the year and for enrolling their children in Beavers.

During September 2014 most of the Beavers attended our first beaver camp at the National Activity Centre at Fordell firs in Fife. We held a joint camp with 23rd Fife 1st Leven Colony, during which 6 Beavers slept in tents 'under canvas' and 7 experienced many adventurous activities over the weekend including grass sledging and going down a waterslide, in their pyjamas. Those who attended the camp received their Outdoor Challenge, Camp Craft, Adventure Activity and Nights Away Stage One badges.

The Healthy Eating activity badge and the Promise Challenge were also completed in the first term. During these the Beavers explored which foods are healthier and even tasted a range of foods along with learning more about the association and how their actions can effect and help others.

After the Christmas break the Beavers worked hard in the school's ICT Suite to successfully complete their IT and Digital Citizen badges producing some great work and demonstrating a promising technological skillset.

Further to the work undertaken within the badge challenges we were able to plan evenings which allowed them to celebrate annual festivities such as Bonfire night, Burns Night and Chinese New Year.

Membership of the Colony remained constant over the year. We returned a census figure, taken in January, of 14. Membership at the end of the reporting year (March) was 9. This decline in numbers was due to many of the youngsters moving up to Cubs, furthering the growth and evolution of the group. Many of the beavers have now also received their 1 year badge and some are even approaching their 2 year badges and the subsequent move to cubs as well. The maximum allowable size of the Colony is 24. While this still leaves room for growth, with the long term leadership unclear, this is a comfortable number. Although there is now a Beaver Scout Leader in place the numbers of leaders available week to week is still variable, especially around summer, so this is an area to work on.

Finally I would like to express our gratitude as a team to Robert for his continual support and guidance. We would also like to say a thank you to the parents for consistently supporting their children in Beavers. We greatly appreciate the fantastic support network of the group executive committee, for their guidance and understanding, and finally our thanks to the school for the use of their facilities.



Cub Scout Leader's Report

Robert Anderson

This section of the report covers the work done by the Cub Pack.

This session has seen another full and active year of events and activities enjoyed by Cubs in the Pack.

The highlights, as always, are the camps and pack holidays and in January we returned to the School Cottage at Forest Lodge for a cold but enjoyable weekend. Cubs gained their Creative Challenge, Pioneer, Navigator and Nights Away Badges. The Saturday afternoon saw the Cubs visit the Scottish Sea Life Sanctuary near Oban.

Several excursions were also organised for the Cubs. In May 2014 we joined Scouts all over the world for JOTT, Jamboree on the Trail, following the section of the John Muir Way from Eastfield (Musselburgh) to The Royal Commonwealth Swimming Pool. Many thanks also to the parents who joined us on that day. Cubs received the JOTT badge, which is undoubtedly the biggest badge they get, plus a Hikes Away Stage badge.

November took us to the King's Theatre to see the Edinburgh Scout and Guide Gang Show with the Beavers.

In December we went to the Cinema at Fountain Park and the Cubs were also active in the school community, running their games stall with the Beavers at the Parents Association Christmas fair.

Of course, the normal programme continued as well and we worked through the requirements of several badges and challenges.

- The Fitness Challenge
- The Emergency Aid Stages 1 and 2 badges.
- The Home Safety badge.
- June 2014 saw us return to Goldenacre for the Athletes and Athletes Plus badges.
- and in March this year, the Information Technology stages 1 and 2 badges.

Looking ahead, into the next report period, 2015 and 2016 promises to be an exciting period of the Cub section as we enter into a national programme of Year of Adventure (2015) and the Cub sections Centenary Year, named Cub100 (2016).

Membership of the Pack dropped after the summer. Mainly due to a core group of 15 Cubs who joined within the same term a couple of years ago nearing or reaching the leaving age. We returned a census figure, taken in January, of 16. Membership at the end of the reporting year (March) was 17. The maximum allowable size of the pack is 36.

Finally, I would like to record my thanks and appreciation to all the ACSL's for their support, understanding and tolerance over the last year. Also to the Group Executive Committee and you, the parents, for your continued interest and support that is so willingly given. That support is invaluable as much of the programme could not be done without it.

Section E: Financial Review

Treasurer – Ron McLeod

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 £1500

The Group held reserves of approximately £7200 at year end. This is an increase from last year as the Scout subscription cheque for £1305 was not cashed until the 13th April, hence outwith this tax year.

Investment Policy:

The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

7th Braid Edinburgh (George Heriot's School) Scout Group

Receipts and Payments Account

For the year from	1 st April 2014	to	31 st March 2015
-------------------	----------------------------	----	-----------------------------

Receipts and payments

	2014 / 15 Unrestricted funds £	2013 / 14 Unrestricted funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions (incl rebate on early subs)	2941.00	3412.00
Less: Membership subscriptions paid onto District	-1305.00	-1798.00
Net membership subscriptions retained	1,636.00	1,614.00
Donations		
Gift Aid	0.00	1517.99
Other similar income (Camp fees)	445.00	2740.00
Other similar income (Excursions and Outings)	355.00	537.00
Other similar income (Refunded) (inc Scout assoc refund £130)	0.00	155.62
Sub total	2,436.00	6,564.61
Fundraising (gross)		
PA Christmas Fair	360.00	415.00
Other fundraising activities		
Other fundraising activities		
Sub total	360.00	415.00
Investment income		
Bank interest		
Building Society interest		
The Scout Association Short Term Investment Service		
Property Rent income		
Other investment income		
Sub total	-	-
	Restricted funds £	Restricted funds £
Receipts		
Grants		
Big Lottery Fund Grant	2,000.00	
Sub total	2,000.00	-
Asset and investment sales, etc.		
Total receipts	4,796.00	6,979.61

7th Braid Edinburgh (George Heriot's School) Scout Group

Receipts and Payments Account

For the year from	1 st April 2014	to	31 st March 2015
-------------------	----------------------------	----	-----------------------------

Receipts and payments

	2014 / 15 Unrestricted funds £	2013 / 14 Unrestricted funds £
Payments		
Charitable Payments		
Youth Programme and activities (Excursions, District events)	835.60	739.40
Adult support and training		
Materials (resources) and equipment	833.16	1806.66
Printing, photocopying, stationary and stamps	9.13	146.13
Contribution to camp costs	461.85	3029.85
Uniforms and badges	348.01	301.63
AGM and trustee expenses	88.45	
Beaver kit		
Leader Resources		
Minibus		
Other costs detail (Gifts to Adult Leavers)	99.47	33.90
Other costs detail (Leader Training)	133.50	
Other costs detail (District Trophy Engraving)		29.00
Sub total	2,809.17	6,086.57
Fundraising expenses		
PA Christmas Fair	50.00	
Other fundraising costs		
Other fundraising costs		
Other fundraising costs		
Sub total	50.00	-
	Restricted funds £	Restricted funds £
Payments		
Grants		
Big Lottery Fund Grant	1,659.06	2,000.00
Sub total	1,659.06	2,000.00
Total Gross Expenditure	4,518.23	8,086.57

Asset and investment purchases, etc.

Total payments	4,518.23	8,086.57
Net of receipts / (payments)	277.77	-1,106.96
<i>Reported Cash funds last year end</i>		6708.01
<i>Uncashed cheque</i>		21.41
Actual Cash funds last year end	5622.46	6729.42
Cash funds this year end	5,900.23	5,622.46

Statement of assets and liabilities at the end of the year

	31 st March 2015 Unrestricted funds £	31 st March 2014 Unrestricted funds £
Cash funds		
Bank current account	7,205.23	5,622.46
District Subs paid 10/05/2015	-1,305.00	
Bank deposit account		
Building society account		
The Scout Association Short Term Investment Service		
Cash/Floats		
Total cash funds	5,900.23	5,622.46
Other monetary assets		
Tax claim		
Debts due from the County/Area/District/Group		
Insurance claim		
Sub total	-	-
Investment assets		
Investment property - detail		
Quoted investments		
Other investments - detail		
Sub total	-	-
Non monetary assets for charity's own use		
Badge stock		
Shop stock		
Other stock		
Land and buildings		
Motor vehicles		
Scouting equipment, furniture etc		
Other		
Sub total	-	-
Liabilities		
Accounts not yet paid		
Expenses incurred but not invoiced		
Subscriptions not yet paid		
Loan - detail		
Other liabilities		
Sub total	-	-

Contingent liabilities and future obligations

None

Independent examiner's report to the Trustees of the

7th Braid Edinburgh (George Heriot's School) Scout Group
SC 036159

I report on the accounts of the Group for the year end 31 March 2015, which comprise the Statement of Financial Activities and the Balance Sheet.

The report is made solely to the Group's trustees. My work has been undertaken so that I might state to them those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Group and the Group's trustees for my examination work.

Respective responsibilities of trustees and examiner

The Group's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The Group's trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the Group and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.

Independent examiner's statement

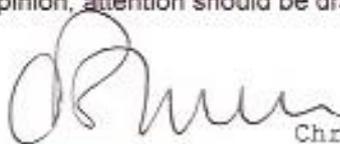
In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date: 9th June 2015

Name:

Christopher Fenton

Relevant professional qualification

CA

Address:

14 Lennox Street
Edinburgh
EH4 1QA

Section G: Declaration

The trustees declare that they have approved the trustees' report above and it was adopted by the Group Council at their Annual General Meeting on Friday 12th June 2015.

Signed on their behalf by the charity's trustees

Signature

Print Name

Kate Robertson

Chair

Tony Leatherbarrow

Secretary



Annual Report of the Group Council for the
7th Braid Edinburgh (George Heriot's School) Scout Group
Registered Scottish Charity No: SC036159