



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

**TRUSTEES'  
ANNUAL  
REPORT  
2017**

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**Section A: Reference and Administration Details**

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**Charity name:** 7<sup>th</sup> Braid Edinburgh (George Heriot's School) Scout Group

**The Scout Association registration number:** 10022960

**Registered charity number:** SC036159

**Charity's principal address:**

George Heriot's School  
Lauriston Place  
EDINBURGH  
EH9 3EQ

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[www.7braid.btck.co.uk](http://www.7braid.btck.co.uk)

Find all the Group's news, programme calendar, photos, documents etc. on our website. Prospective members can also register for a place on their birthday by completing the enquiry form.

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**Names of the charity trustees who managed the charity in the year to 31<sup>st</sup> March 2017****Group Administrators:**

<b>Group Chair</b>	Kate Robertson*
<b>Group Secretary</b>	Tony Leatherbarrow*
<b>Group Treasurer</b>	Ron McLeod*

**Group Scout Team:**

<b>Group Scout Leader</b>	<i>Vacant</i> *
<b>Beaver Scout Leader</b>	Hannah Drummond (to Oct 2016)* Louise Slater (from Oct to Dec 2016)*
<b>Assistant Beaver Scout Leader</b>	Emma Chisholm (to June 2016)*
<b>Cub Scout Leader</b>	Robert Anderson*
<b>Assistant Cub Scout Leader</b>	Jean Lugton
<b>Assistant Cub Scout Leader</b>	Marc Natta (from Nov 2016)
<b>Assistant Cub Scout Leader</b>	Marta Poveda (from Nov 2016)
<b>Assistant Cub Scout Leader</b>	Emma Chisholm (to June 2016)*
<b>Assistant Cub Scout Leader</b>	Hannah Drummond (to Oct 2016)
<b>Assistant Cub Scout Leader</b>	Louise Slater (to Dec 2016)*

**Sponsoring Authority**

<b>Principal – George Heriot’s School</b>	Cameron Wyllie
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**Group Executive Committee:**

*\*Denotes Ex officio Member of Group Executive Committee*

<b>Elected Members:</b>	Cub Parent	Anne Ajilogba
	Cub Parent	Fiona Smith
<b>Nominated Members:</b>	Cub Parent	Richie Adams
	Nominee of the Sponsoring Authority	Malcolm Hawkins <sup>1</sup> (to November 2016) Iain Oliphant <sup>1</sup> (from November 2016)
<b>Co-opted Members:</b>	-	-
<b>Right of Attendance:</b>	District Commissioner	David Colley
	District Chairman	Steve Gamble

**Independent Examiner (for 2017)**

Ian Henderson, CA  
18 Dudley Crescent  
EDINBURGH  
EH6 4QN

**Bankers**

Bank of Scotland  
Edinburgh Dalry Road Branch  
PO Box 17235  
EDINBURGH  
EH11 1YH

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## Section B: Structure, governance and management

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### **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.

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## Section C: Objectives and activities

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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.



[@7BraidScout](https://twitter.com/7BraidScout)

For news and updates follow the Group on  
Twitter. Find us at 7th Braid Scout

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## Section D: Achievements and performance

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### Group Chair's Report

**Kate Robertson**

This year has seen many successes, our finances are sound, membership is good and a fantastic programme of activities has been offered. The children have had so many opportunities for fun and action, badges, outdoor experiences and the highlights as always, the camps. The Cubs 100<sup>th</sup> Anniversary and a 'Year of Adventure' dominated the year for Cubs. Camps included Bonaly, Fordell Firs, Lochgoilhead, sleepover at the Loch Lomond aquarium and a winter camp to Douglaswood near Dundee as Forest Lodge was closed for renovation.

None of this would be possible without the immense commitment, hard work, energy and enthusiasm of Robert and all the leaders. We give our thanks and appreciation to them all without whom there simply would be no Group.

Which leads me on to a less favourable report on the leadership position. As expected, and reported last year, it has proved to be a very difficult year in terms of sufficient leaders. Hannah and Emma left after their graduation and we wished them great success as they moved on. This left a large gap and Louise initially took over the Beaver leader position. With Louise also in her final degree year she left after Christmas to concentrate on her studies and we wish her great success in these final exams. Sadly, this meant we had no option other than to suspend the Beaver Colony meetings until such time as we had new leadership. This was an even greater injustice as the Colony numbers were strong with a continuing stream of new pupils wanting to join. We moved as many beavers as possible up to cubs but it was very disappointing for the younger children and their parents. We have been trying to recruit new leaders for a while now and we have finally had success gaining two new leaders, Marc and Marta. They have been excellent bringing strength and stability to the Cub pack which is thriving. We must continue to work on a solution for the Beaver leadership and urge anyone with ideas or connections to try them out.

Whilst the Committee continues to have leader recruitment as a major focus, lack of leaders is common across other groups in the District, and no doubt across the Scout Movement. We encourage the District and Region to consider how to attract new leaders too and we would support joining up on approaches such as Fresher's fairs at Universities this coming autumn.

The Group frustrations continue as 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 would like to thank all members of the Group Executive Committee for their hard work and continued commitment. All members are standing again but we are seeking new members and anyone interested in being a part of the Committee please speak up at the AGM.

Our thanks to George Heriot's School as our sponsoring authority for continuing support and use of so many facilities. Iain Oliphant took over from Malcolm Hawkins as representative on the Committee in October. Maintaining an open communication with the school is very important and we are working through a few areas of our sponsorship agreement with the school on storage and insurance at the moment.

Thank you too to the many parent volunteers for your time whether it be helping out on camps, taking part in the parent rota to cover pack meetings or supporting events such as the

Christmas Fair. Our baking stall was a great success again this year with an abundance of home baked delicacies and willing volunteers that also allowed the Committee to tidy up the store room the same afternoon! This is our only fundraiser of the year so we look forward to more great contributions this coming Christmas.

We always look forward to an exciting year ahead but in addition this coming year I hope we can maintain a stable leadership with the Cubs, and be able to gain further leaders to allow us to recommence the Beaver Colony meetings.

Thank you all, and your children, for a fun and eventful year for the 7th Braid Group.



## 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 challenging for the Group. We lost a significant number of our leaders who graduated from their university courses and moved onto the next stage in their life's journey. We are very grateful for the time and commitment they gave to the 7<sup>th</sup>. However, it did mean the suspension of the Colony in January until such time as new leadership can be found,

Sadly, we as a Group stand alone in our quest attract new leaders as once again, I repeat again, with all the associated frustrating the historical statement that for another year, the position of Group Scout Leader, an appointment made by the Scout District, remains vacant. 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.

As mentioned, the Group leadership faces a challenging period and the Committee continues to work to address this concern of recruiting and retaining sufficient leaders. However, there are no easy solutions.

The group is also supported by Parents, by those who serve on the Group Executive Committee and by those who support the sections programme by ensure adequate ratios are maintained; support the committee through produce and or time at the Group's stall at the School's PA Christmas fare; provide support at at meeting through the parent's rota and at residential weekends by driving minibuses or providing catering. Their support is particularly appreciated by all and simply put, without it we could not offer the programmes we do.

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





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## Beaver Scout Leader's Report

**Robert Anderson**

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

Whilst the Colony did meet for part of the period covered by this report, from April to December, as mentioned, with the departure of the leadership and the challenges we face in finding new volunteers, the Colony meeting were suspended at Christmas. Currently, it is uncertain when the Colony meetings will resume.



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## 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 and particularly through the opportunities presented by the Cubs100, the section's centennial year celebrations.

The highlights, as always, are the camps and pack holidays and Cubs100 offered a range of 'Adventure Camps' to satisfy even the greatest yearning. In May, we had Adventure Camp number two at Bonaly as part of Braid District Cubs100 Camp. Then, two weeks later but now into June we were off again to Adventure Camp number three and the 100<sup>th</sup> Big Birthday Bash at Fordell Firs. September saw the Pack return to Lochgoilhead for Adventure Camp number four. In December, the pace changed slightly and we headed off to the Loch Lomond Sea Life Aquarium in Balloch for the Cubs100 Promise Party Sleepover. A chance to renew our Cub and Scout promises on the date Cub Scouting first started one hundred years again in what seemed like a concentrated Cub weekend – all the trimming of a full Pack weekend condensed into 14 hours. A new year, and January we found ourselves off to Douglaswood on a joint trip with the Cubs from the 9<sup>th</sup> Braid for our traditional start of the year weekend.

Our usual excursions continued; November took us to the King's Theatre to see the Edinburgh Scout and Guide Gang Show. December found us in the Cinema at Fountain Park as well as an early morning start on Edinburgh Castle esplanade for a Scout Scotland media event for the Promise Party. We, alongside other local Cubs Packs featured on the STV news report on the Cubs 100th Birthday. The Cubs were also active in the school community, running their games stall 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.

Personal Safety

Road Safety Astronomers badge.

June saw us return to Goldenacre for the Athletics and Athletics Plus badges.

Home Help

World Challenge

Membership of the Pack remained constant for the year. For the annual census, we returned a membership of 22 and the end of the reporting period a membership of 20. The maximum allowable size of the pack is 36, however the membership number we have is comfortable given the future leadership uncertainty.

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 willing given. This support is invaluable as much of the programme could not be done without it.

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## **Section E: Financial Review**

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**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

### **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.

[www.flickr.com/photos/heriotscubs/](http://www.flickr.com/photos/heriotscubs/)

Find us on Flickr for the Group's photos.

Register and send us a friends request to view all the photographs of camps and activities.

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

## Receipts and Payments Account

For the year from	1st April 2016	to	31st March 2017
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### Receipts and payments

	2016 / 17	2015 / 16
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions (incl rebate on early subs)	2,010.00	1,950.00
Less: Membership subscriptions paid onto District	-1059.50	- 735.00
Net membership subscriptions retained	<b>950.50</b>	<b>1,215.00</b>
Donations		
Gift Aid	0.00	0.00
Other similar income (Camp fees)	2,715.00	1,590.00
Other similar income (Excursions and Outings )	238.00	526.00
Other similar income (Refunded) (inc Scout assoc refund £130)		0.00
<b>Sub total</b>	<b>3,903.50</b>	<b>3,331.00</b>
<b>Fundraising (gross)</b>		
PA Christmas Fair	205.65	496.00
Other fundraising activities		
Other fundraising activities		
<b>Sub total</b>	<b>205.65</b>	<b>496.00</b>
<b>Investment income</b>		
Bank interest		
Building Society interest		
The Scout Association Short Term Investment Service		
Property Rent income		
Other investment income		
<b>Sub total</b>	<b>-</b>	<b>-</b>
	<b>Restricted funds</b>	<b>Restricted funds</b>
	£	£
<b>Receipts</b>		
<b>Grants</b>		
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Asset and investment sales, etc.</b>		
<b>Total receipts</b>	<b>4,109.15</b>	<b>3,827.00</b>

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

## Receipts and Payments Account

For the year from	1st April 2016	to	31st March 2017
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### Receipts and payments


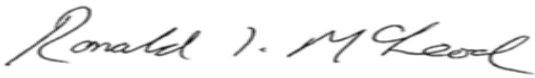
	2016 / 17	2015 / 16
	Unrestricted funds	Unrestricted funds
	£	£
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities (Excursions, District events)	520.69	876.00
Adult support and training		
Materials (resources) and equipment	624.34	1,432.71
Printing, photocopying, stationary and stamps		
Contribution to camp costs	3,562.53	1,596.73
Uniforms and badges	139.20	316.25
AGM and trustee expenses		
Beaver kit		
Leader Resources		
Other costs detail (Gifts to Adult Leavers)		48.00
Other costs detail -Fees GoCardless, OSM	15.22	
Other costs detail - Subscriptions, OSM	43.00	
Other costs detail (Gifts to Adult Leavers)		60.80
<b>Sub total</b>	<b>4,904.98</b>	<b>4,330.49</b>
<b>Fundraising expenses</b>		
PA Christmas Fair		
<b>Sub total</b>	<b>-</b>	<b>-</b>
		£
<b>Payments</b>		
<b>Grants</b>		
Big Lottery Fund Grant		340.94
<b>Sub total</b>	<b>-</b>	<b>340.94</b>
<b>Total Gross Expenditure</b>	<b>4,904.98</b>	<b>4,671.43</b>
<b>Asset and investment purchases, etc.</b>		
<b>Total payments</b>	<b>4,904.98</b>	<b>4,671.43</b>
<b>Net of receipts / (payments)</b>	<b>(795.83)</b>	<b>- 844.43</b>
<b>Actual Cash funds last year end</b>	<b>5055.80</b>	<b>5900.23</b>
<b>Cash funds this year end</b>	<b>4,259.97</b>	<b>5,055.80</b>

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

	31st March 2016 Unrestricted funds £	31st March 2015 Unrestricted funds £
<b>Cash funds</b>		
Bank current account	4259.97	4695.80
Pre-payment for camp in June 2016		360.00
Cash/Floats		
<b>Total cash funds</b>	<b>4,259.97</b>	<b>5,055.80</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>Investment assets</b>		
Investment property - detail		
Quoted investments		
Other investments - detail		
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock		
Shop stock		
Scouting equipment, furniture etc		
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Liabilities</b>		
Accounts not yet paid		
Expenses incurred but not invoiced		
Subscriptions not yet paid		
Other liabilities		
<b>Sub total</b>	<b>-</b>	<b>-</b>

Contingent liabilities and future obligations: None

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees at the Executive Committee meeting on 16th June 2017 and signed on their behalf by:

Signature	Print Name	
	Kate Robertson	
		Chair
	Ron McLeod	Treasurer

# Independent Examiner's Report For the Year Ended 31 March 2017

Independent Examiner's Report to the Trustees of 7<sup>th</sup> Braid Edinburgh (George Heriot's School) Scout Group sc036159

I report on the financial statements of the Group for the year ended 31 March 2017, which comprise the Statement of Receipts and Payments, and the Statement of Assets and Liabilities. 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) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland)

Regulations 2006 ("the 2006 Regulations"). The Group's trustees consider that the audit requirement of Regulation 10(1)(d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts as required under section (44)(1)(c) of the 2005 Act and to state whether particular matters have come to my attention.

## Basis of Independent Examiner's Statement

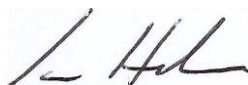
My examination is carried out in accordance with Regulation 11 of the 2006 Regulations. An examination includes a review of the accounting records kept by the Group and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the 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 connection with 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 Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 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 :



Name :

Ian Henderson

Relevant Professional Qualification :

Chartered Accountant

Address :

18 Dudley Crescent, Edinburgh, EH6 4QN

Date :

12 June 2017

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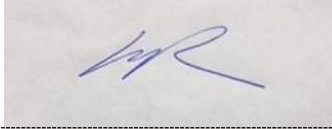
### Section G: Declaration

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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 16<sup>th</sup> June 2017.

Signed on their behalf by the charity's trustees

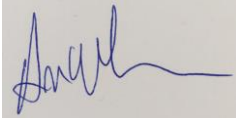
Signature



Print Name

Kate Robertson

Chair



Tony Leatherbarrow

Secretary



Our calendar of programme and events is available through Google calendars. You can also subscribe to the calendar – then it is updated within your own calendar application.



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