



**The Group Council of the  
7<sup>th</sup> Blackford Edinburgh  
(George Heriot's School)  
Scout Group.**

**ANNUAL  
REPORT  
2008**

## Office Bearers in the Year to 31<sup>st</sup> March 2008

### Group Administrators:

<b>Group Chairman</b>	J. I. Anderson*
<b>Group Secretary</b>	Lynne Dunsmore*
<b>Group Treasurer</b>	Christine Ayton*

### Group Scout Team:

<b>Group Scout Leader</b>	<i>Vacant</i> *
<b>Cub Scout Leader</b>	Robert Anderson*
<b>Assistant Cub Scout Leader</b>	Amy Canton
<b>Assistant Cub Scout Leader</b>	Scott Douglas
<b>Assistant Cub Scout Leader</b>	Lucy Pilkington
<b>Section Assistant</b>	Catherine Paton

### Group Executive Committee:

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

<b>Nominated Members</b>	Cub Scout Parent	Jim Stephenson
	Nominee of the Sponsoring Authority	Mrs. S. Galloway
<b>Elected Member</b>	Cub Scout Parent	Joanna Paine
<b>Co-opted Member</b>		
<b>Right of Attendance:</b>	District Commissioner	Michael Herriott
	District Chairman	Alison M Thompson



## Group Chairman's Report

**J. I. Anderson**

May I start off by just reminding you that the Cubs form part of a Group, and that the structure of this Group would include a Scout Troop and a Beaver Colony, if we had sufficient warranted Scouting staff to take charge of these. As it is, we have only the Cub Pack, and even here, we are reliant on the efforts and enthusiasm of one man, the Cub Leader, aided by Assistant Cub Leaders, and supplemented with voluntary assistance from interested parents. The year has again been one of success for the Cub Pack, and the Cub Leader will give details in his report. I would just like to point out his continuing success in building up the Pack again, and keeping it going. As before, however, we really need additional warranted leaders. Our thanks go to the rota of parents who have been helping in the evenings, for without them things would be quite different.

A large re-organisation of Scouting is proposed, and this will impinge on our Group; details will be available later in the year, and all interested will be informed.

As the Group entered the centennial year of the Scout movement in Jan 2007, there was a general requirement for Scouts to be co-educational. To achieve this, the Executive Committee agreed that the Pack, and any future new sections of the Group, would become co-educational. The alternative of opening a new pack, either single-sex admitting girls only, or as a co-educational unit leaving the current pack single-sex admitting boys only, was considered a more difficult and unrealistic option. This is in compliance with European legislation on equality of the sexes. Such a change will have repercussions, including staffing and supervision, and may mean changes to some of our formal arrangements; we will have to look, for example, at the Sponsoring Agreement with the School to see if it refers only to boys.

The Cub Leader will be detailing his activities later, and the Treasurer will be going over the Accounts, but I would like to point out a few areas of particular achievement.

Fund-raising at the Christmas Fair was highly successful, thanks to the efforts of Committee members, who gave of their time, energy and resources.

In addition, as the Scouting movement is now recognised as a Charity, we obtained registration under the appropriate section, and are thus able to reclaim the Income Tax portion of contributions (i.e. the Cub subscriptions).

To conclude, may I draw your attention to a significant date; the year 2009 will be the anniversary of the setting up of this Group, which is one of the oldest in Edinburgh. We intend to mark that anniversary in a suitable way.



## Group Scout Leaders 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.

Leadership of the Cub Pack has improved and is now in a healthy condition, but only for the short term. In September, we gained the services of Scott and Amy as Assistant Cub Scout Leaders. Both are students at The University of Edinburgh and joined us after arriving in Edinburgh at the start of their studies. Both have had previous experience, Scott as a Scout in Glasgow and Amy with the Guides in Surrey. Lucy continues as an ACSL and Catherine as a Section Assistant.

Never the less, the Group Executive continues its unending task to find new leaders, both with a view to ensuring continuity when Lucy, Scott and Amy finish their studies, to fill the vacant Group Scout leader role, and identify individuals willing to establish new sections such as a Beaver Scout Colony (for 6 to 8 years old). As always though, it is difficult to attract individuals to volunteering.

The Group hosted several District events and activities over the year. Namely the:

- Cub Sports Competition at Goldenacre
- Cub Athlete badge assessment at Goldenacre.
- Cub Swimmers badge assessment for Stages 1 and 2 in the school pool.
- The Annual General Meeting of Blackford District Scout Council.
- Getting Started training sessions for new adult leaders in the District.

We are grateful to the School Governors for their permission to use the school facilities for these events.

Although not affecting the Group, George Heriot's School hosted the Scouting Sunrise celebrations for Edinburgh. The moment scouts around the world remember and renewed their promise on the 1st August, 100 years after Baden Powell started his camp that was the birth of Scouting

The Pack has also continued to benefit from the use of other School resources such as Forest lodge, the school minibuses, and trailers. We are grateful to the School for allowing there use in support of the events and activities undertaken by the Pack.

The Group website ([www.7blackford.btik.com](http://www.7blackford.btik.com)) continues to be developed, updated and populated.

We are also mindful that the Group's centennial anniversary will occur in 2009 and member of the executive committee are looking at appropriate events to mark the occasion.



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.

Many of the programme items reflected the Scout Movement's Centennial anniversary during 2007. By participating in the Join-In-Centenary programme, a weekly programme resource for leaders to use during 2007 and other Centennial events, Cubs had opportunities to earn four special awards for 2007, the Join-in-Centenary award, Scouting Sunrise award, Centenary Camp award and Bring a Friend award

Of course, the normal programme continued as well. Throughout the year, we participated in District competitions with notable successes:

- 2<sup>nd</sup> place at the Cub Super skills Competition in April 2007 at Bonaly.
- 1<sup>st</sup> place at the Cub Sports Competition in May 2007 at George Heriot's Sports Ground, Goldenacre.
- 4<sup>th</sup> and 5<sup>th</sup> place at the 5-a-side football competition in December 2007 at the Jack Kane Sports Centre.
- 1<sup>st</sup> place at the Swimming Competition in February 2008 at Loanhead Leisure Centre

Undoubtedly, the highlight of the year was the Cub Camps and Pack holidays. May 2007 show us at Bonaly for an overnight camp to help those who had, or were about to complete 2 nights under canvas. By completing this third night and undertaking the other requirements, some Cubs gained their Campers Badge.

May 2007 also found us under canvas again. On this occasion in the grounds of the Dalmeny Estate, as we joined over 1,000 other Cubs, Scouts and Explorer Scouts at Edinburgh's Centenary Camp. The Centenary Camps marked a national camping weekend for The Scout Association as part of the Centennial anniversary. Over 250,000 UK Scout Members were out camping that weekend, so it maybe the biggest event we have ever participated in.

Once again, can I express my deepest thanks and gratitude to all the parents who assisted at these camps by either helping with the logistics or acting as staff.

Lochgoilhead next, Scottish Scouting's national water activity centre, for a weekend in late October. Cubs went sailing, canoeing, did archery and high climbs as part of the centre's Halloween themed Cub weekend. A national event, we joined 125 Cubs from other packs across Scotland. But perhaps the camp will be most remembered by the leaders for the landslide that closed the access road on the Sunday morning. The alternative land route would have seen a 45 mile diversion on a 100 mile trip home, and taken us north to Tyndrum, 15 minutes from the school cottage at Forest Lodge. Fortunately, extra ferry services had been laid on at Greenock, and although expensive both financially and time wise, it only added an extra 5 miles to the journey home, and added an extra bit of excitement for the Cubs.

As a pack, we had our annual pack holiday to the School cottage at Forest Lodge in January. Here the Cubs completed their Map Reader and Emergency Aid Stage 1 badges. They also started the Navigator badge, completing it later, as part of the Friday night pack programme. No landslides this time, just a failed water supply and when eventually reconnected, a burst pipe causing a flood and a partial ceiling collapse.

Other regular activities found the Cubs engaged in fundraising:

Responding to a challenge issued by Edinburgh Scouting for Groups and Sections to collectively compete 100 community service projects during 2007, we issued the Heriot's Cub Centennial Challenge during the Easter holiday. The cubs were challenged to individually raise £20.07 and collectively complete 100 hours of good turns. We raised £215.10 and completed 60 hours of good turns.

As part of the Group's stall at the George Heriot's School Parents Association Christmas fayre, the cubs ran their usual selection of games for the younger visitors, which helped raise funds for the Group.

More badges were gained in the following organised sessions:

As a Pack – Information Technology Stage 1.

With the District - Athlete and Athlete Plus badges and Swimmers Stage 1 and Stage 2 badges.

Parents also had several opportunities to join in the fun with the Cubs. Many attended Edinburgh's Scouting Sunrise, on the Movements birthday in August. An early morning start found families on one of the seven Edinburgh hills to watch the actual sunrise before moving to the grounds of the School for the Scouting Sunrise event. Other Cubs told of their participation by remembering to renew their promise at 8.00am, where ever they where. Again, this was one of a world wide events to mark the birth of the movement.

A late Centennial event in January 2008 found parents and Cubs planting 28 native trees at Goldenacre. The trees were provided to the Group by the Woodland Trust. They were working in partnership with The Scout Association, and through their programme, Trees for All, provided a year long national tree planting event to help celebrate our Centennial year.

Membership of the Pack has remained reasonably constant during the year, keeping around the 22 mark, although we find the demographics has altered, with the 8 and 9 year old age range in the majority. The will serve the Pack well, offering a period of stability for a couple of years. With pupils registered for a place in the Pack on their eighth birthday in the coming year, we have a pool of new members. Combining these two influences I predict we will see a sharp growth in the Pack membership next year.

On the administrative side, The Scout Association revised and altered parts of the Cubs Section programme. This has seen changes to the requirements for and addition to the Challenge awards and Activity badges. The Pack purchased a set of the new resources for each leader to help implement these changes.

Finally, my thanks to Lucy, Scott, Amy and Catherine Paton, for their support, help, understanding and tolerance. . Also to the Group Executive Committee and you, the parents, for your continuing interest and support that is so willing given.

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## The Trustee's Annual Report and Financial Statements

for the Year ended 31st March 2008

**Treasurer -Christine Ayton**

The Group Executive Committee has pleasure in presenting its annual trustees report and financial statements for the year ended 31st March 2008 for the Council Approval.

### **A. Reference and Administration Details**

The Group's name is 7th Blackford Edinburgh (George Heriot's School) Scout Group, and its principal address is George Heriot's School, Lauriston Place, Edinburgh, EH3 9EQ. The Group is a registered charity – No SC036159.

The Trustees who manage the charity are:-

Joseph Anderson	Group Chairman (retiring)
Lynne Dunsmore	Group Secretary
Christine Ayton	Group Treasurer
Robert Anderson	Cub Scout Leader
Alistair Hector	Sponsoring Authority (headmaster)
Joanna Paine	Elected member – Cub parent
Jim Stephenson	Nominated Member
Susan Galloway	Nominee of the Sponsoring Authority

### **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 Bye Laws of the Association and its Policy, Organisation and Rules.

The Group is a trust established under 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, whose members 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 registration, the keeping of proper accounts, and making returns to the Charity Commission as appropriate.

The Chair, Treasurer and Secretary, together with the Group Scout Leaders, individual section leaders, parent representatives and the nominees of the sponsoring authority, meet five times per year.

The Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointment, and is responsible for:-

- The maintenance of group property;
- The raising of funds and the administration of Group finances;
- 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.

### **C. Risk and Internal control**

The Group Executive Committee has identified and reviewed the major risks to which they believe the Group is exposed. Systems have been established to mitigate them. The main areas of concern identified are as follows.

Damage to buildings, property and equipment – The Group would request the use of buildings, property and equipment from neighbouring organisations such as churches,

community centres and other Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient buildings and contents insurance to cover against permanent loss.

Injury to leaders, helpers, supporters and members – Through capitation fees, the Group contributes to the Scout Association's 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 and fund-raising. The Group holds a reserve to ensure the continuity of activities, should there be a major reduction in income. The Committee is able to raise the value of subscriptions to increase income to the Group, either temporarily or permanently.

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

Reduction or loss of members – The Group provides activities for all young people aged 6 – 18. If there was a reduction in the membership in a particular section or the Group as a whole, then contraction, consolidation or – in the worst case – complete closure of the section or Group would be necessary.

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

#### **D. Objectives and Activities**

The objectives of the Group are as a unit of the Scout Association. The Aim of the Scout 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.

#### **E. Major Activities and Achievements**

This year has seen a busy and varied programme for the Cub Pack, especially in the context of 2007's continuing Join-in-Centenary activities, marking the centennial year of the Scout Movement. Along with more traditional activities and badgework, Cubs designed shields and moisture meters, and tried origami. For a small Pack, they continue to impress with their sporting prowess, winning the Salisbury District Sports Shield in June 2007, and the District Swimming Gala in February 2008.

Cub numbers are healthy, with 23 current members as of 31 January 2008 and a strong waiting list. With 4 leaders and 4 more adult helpers, there is scope for some expansion and a recruitment drive was initiated in spring 2008.

Cubs attended four camps, starting in May with a one-night stay at Bonaly Outdoor Centre, which earned 16 boys their Camper Badges, and the major Centenary Camp at the Dalmeny Estate. In October, 15 Cubs camped at Lochgoilhead, Argyll, joining 4 other packs for Halloween activities on National Cub Activity Weekend. In January 2008, 11 Cubs went to the GHS cottage at Forest Lodge.

The Group's end of year income shows a modest but pleasing improvement, bringing reserves to in excess of the £1500 figure targeted by the Group Executive Committee. (The balance-sheet's final figure of £3362 includes a restricted sum of around £1700, which is ring-fenced for further Awards for All expenditure). The greater than usual turnover arises in large measure from the additional Centenary Year activities, but the fresh Awards for All grant has kept the figures high. Gift Aid, though down on the previous year's multi-year total, still made a

useful contribution, as did another good fund-raising effort by Cubs and their parents at the George Heriot's School Christmas Fair. In response to the Centennial Challenge, too, the Cubs managed to raise a further very useful £215 to boost funds.

## **F. 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 fund-raising activities fall short. The Group Executive Committee considers that the Group should hold a sum of circa £1500, which represents approximately half the year's turnover.

At the year end, and for the first time in some years, the Group held reserves in excess of the target figure, at approximately £1650 (excluding the restricted Awards for All balance). This is deemed sufficient for general operating expenses and reflects financial stability. However, it represents only a relatively modest increase on previous years, and a greater margin for unexpected outgoing and contingencies would provide a still surer financial footing.

Investment Policy – The Group does not have sufficient funds to make longer term investments and therefore takes a risk-averse approach to investment generally. All funds are held in cash, using only mainstream banks.

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Approved by the Group Council on 13<sup>th</sup> June 2008, and signed on its behalf by:

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Tim Wallace  
Chairman

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Lynne Dunsmore  
Secretary

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**Independent Scrutineer's Report**  
**Year ended 31st March 2008**

**Fraser Simm**

Copies of the Scrutineer's report to the Trustee's of the Group Council of the 7<sup>th</sup> Blackford Edinburgh (George Heriot's School) Scout Council will be available for inspection at the Annual General Meeting.

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

## Receipts and Payments Account

	Year start date		Year end date
For the year from	1st April 2007	To	31st March 2008
<b>Receipts and payments</b>			
	<b>2007 / 08</b>		<b>2006 / 07</b>
	<b>Unrestricted funds</b>		<b>Unrestricted funds</b>
	£		£
<b>Receipts</b>			
<b>Donations, legacies and similar income</b>			
Membership subscriptions	1,383.50		1,350.80
Less: Membership subscriptions paid on (National/County/Area/District)	- 667.80		- 1,160.20
Net membership subscriptions retained	715.70		190.60
Donations	-		-
Legacies	-		-
Gift Aid	382.24		930.88
Other similar income (Camp fees)	1,756.00		925.00
Other similar income (Excursions and Outings )	112.00		-
Other similar income (Equipment Refund)	139.99		-
<b>Sub total</b>	<b>3,105.93</b>		<b>2,046.48</b>
<b>Grants</b>			
District Contribution to Area Centenary Camp			170.00
Grant from GHS PA for leader training	200.00		
<b>Sub total</b>	<b>200.00</b>		<b>170.00</b>
<b>Fundraising (gross)</b>			
Centennial Challenge	215.10		-
GHS PA Christmas Fair stalls	464.43		448.17
<b>Sub total</b>	<b>679.53</b>		<b>448.17</b>
<b>Investment income</b>			
Bank interest	43.64		30.37
<b>Sub total</b>	<b>43.64</b>		<b>30.37</b>
	<b>Restricted funds</b>		<b>Restricted funds</b>
	£		£
<b>Receipts</b>			
<b>Grants</b>			
Grant - Awards for All	4,505.00		5,330.00
Other grants	-		-
<b>Sub total</b>	<b>4,505.00</b>		<b>5,330.00</b>
<b>Asset and investment sales, etc.</b>			
	-		-
<b>Total receipts</b>	<b>8,534.10</b>		<b>8,025.02</b>

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

## Receipts and Payments Account

	For the year from	Year start date 1st April 2007	To	Year end date 31st March 2008
<b>Receipts and payments</b>				
		<b>2007 / 08</b>		<b>2006 / 07</b>
		<b>Unrestricted funds</b>		<b>Unrestricted funds</b>
		£		£
<b>Payments</b>				
<b>Charitable Payments</b>				
Youth programme and activities (Excursions, District & Area)		178.15		96.00
Adult support and training		15.00		150.00
Materials (resources) and equipment		791.87		746.82
Printing, photocopying, stationary and stamps		172.50		127.12
Contribution to camp costs		2,022.02		1,023.58
Uniforms and badges		233.84		306.37
AGM expenses		32.92		0.10
Donation to Edinburgh Central Mosque				20.00
Minibus permits		10.00		
<b>Sub total</b>		<b>3,456.30</b>		<b>2,469.99</b>
<b>Fundraising expenses</b>				
GHS PA Christmas Fair		38.93		107.34
<b>Sub total</b>		<b>38.93</b>		<b>107.34</b>
		<b>Restricted funds</b>		<b>Restricted funds</b>
		£		£
<b>Payments</b>				
<b>Grants</b>				
Grant - Awards for All		2,791.79		5,347.94
<b>Sub total</b>		<b>2,791.79</b>		<b>5,347.94</b>
<b>Total Gross Expenditure</b>		<b>6,287.02</b>		<b>7,925.27</b>
<b>Asset and investment purchases, etc.</b>		-		-
<b>Total payments</b>		<b>6,287.02</b>		<b>7,925.27</b>
<b>Net of receipts / (payments)</b>		<b>2,247.08</b>		<b>99.75</b>
<b>Cash funds last year end</b>		1,115.17		1,015.42
<b>Cash funds this year end</b>		<b>3,362.25</b>		<b>1,115.17</b>

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

	31st March 2008 Unrestricted funds £	31st March 2007 Unrestricted funds £
<b>Cash funds</b>		
Bank current accounts	3,362.25	1,115.17
Cash/Floats	-	-
<b>Total cash funds</b>	<b>3,362.25</b>	<b>1,115.17</b>
<b>Other monetary assets</b>		
Tax claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>		
Investment property - detail	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Contingent liabilities and future obligations</b>		

**The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 13th June 2008 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by:**

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

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**Tim Wallace** Chair

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**Christine Ayton** Treasurer

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

### **Notes to the Accounts for the year ended 31<sup>st</sup> March 2008**

#### **1. Subscriptions**

The increased net membership subscription figure for 2008 is a corrective to last year, when, unusually, two sets of the dues payable to District (for 2006 and 2007) were cleared within the FY, on 4 April 2006 and 30 March 2007.

#### **2. Camps**

The increased Camp figures reflect the busy Centenary Year programme, which added the Dalmeny Centenary Camp and National Cub Activity weekend to the regular trips.

#### **3. Grants**

The GHS Parents' Association generously provided a grant of £200 towards the training of the Pack's Leaders, to help cover the cost of a number of important training modules and materials.

#### **4. Materials (resources)**

Costs for material and resources remained static but high (by contrast, the FY 2005/06 figure was below £300). In FY 2006/07, this was accounted for largely by materials purchased for the Join-in-Centenary Programme. In FY 2007/08, following the review and updating of Cub national programme material, the Pack purchased numerous new publications and other essentials needed to implement programme changes.

#### **5. End of year total**

The final figure of £3362.25 includes a restricted element of around £1714, which is the as yet unspent portion of this year's Awards for All Grant. (This figure is necessarily approximate as the costs of the items specified in the Award Application may change slightly with time.) The unrestricted component of the total is therefore approximately £1648.

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**NOTES**





Annual Report of the Group Council for the  
7<sup>th</sup> Blackford Edinburgh (George Heriot's School) Scout Group, 2008