



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

**ANNUAL  
REPORT  
2009**

## Office Bearers in the Year to 31<sup>st</sup> March 2009

### Group Administrators:

<b>Group Chairman</b>	Tim Wallace*
<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>	Lucy Pilkington
<b>Assistant Cub Scout Leader</b>	Scott Douglas
<b>Assistant Cub Scout Leader</b>	Amy Canton ( <i>to Feb 09</i> )
<b>Section Assistant</b>	Catherine Paton ( <i>to Dec 08</i> )
<b>Section Assistant</b>	Stephanie Rintoul ( <i>Jan 09 to March 09</i> )

### Sponsoring Authority

<b>Headmaster – George Heriot’s School</b>	Alistair Hector*
--	------------------

### Group Executive Committee:

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

<b>Nominated Members</b>	Group Supporter	Joanna Paine
	Nominee of the Sponsoring Authority	Sue Galloway <sup>1</sup>
<b>Elected Member</b>	Group Council (Cub Scout Parent)	Ron McLeod
<b>Co-opted Member</b>	City of Edinburgh Councillor	Councillor David Beckett (SNP) <sup>1</sup>
<b>Right of Attendance:</b>	District Commissioner	Mark McCraw <sup>1</sup>
	District Chairman	<i>Vacant</i> <sup>1</sup>

---

<sup>1</sup> Non voting Member



## Group Chairman's Report

**Tim Wallace**

It has been a real pleasure to take over the Chairmanship of the Group as we enter our Centenary Year.

Within this report, you will be able to read more about the activities and achievements of both the Cub Pack and Group over the past year. The Cub Pack continues to offer an exciting programme. This of course would not be possible without the efforts and enthusiasm of our Cub Leader, Robert Anderson, supported by Assistant Cub Leaders, and supplemented with voluntary assistance from interested parents and pupils. Well done and thank you to you all.

I would also like to thank all members of the Group Executive Committee for their continued hard work, supporting the Cub Pack and planning a memorable programme for our centenary celebrations.

Finally, I would like to thank Alastair Hector, Sue Galloway and other members of Heriot staff for their support over the last year as our sponsoring authority.

---



## 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, once again become a cause for concern over the course of the year. Scott stepped back from a weekly commitment after having to move back to Glasgow. He keeps his appointment with the Pack and helps occasionally at weekend events. Scott has indicated he may be able to offer a weekly commitment from the beginning of 2010. Amy resigned her appointment in February due to pressures of her studies and her part time job on a Friday. Catherine Paton stepped down as a Section Assistant, when her Son, Christopher moved onto Scouts. The parent of a new Cub, Stephanie Rintoul briefly became a Section Assistant. However, Stephanie did not find she was enjoying the role and it clashed with many social engagements she has, so she stepped down. Lucy continues as an ACSL.

The Group Executive continues its unending task to find new leaders, both with a view to ensuring continuity when Lucy completes her 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. These were :

- The Cub Sports Competition at Goldenacre
- The Cub Athlete badge and Athlete Plus badge assessment at Goldenacre.
- The Swimmers badge assessment for Stages 1 and 2 in the school pool.
- The IT badge assessment for Stages 1 in one of the school ICT rooms.

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

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.

Looking ahead, plans are developing well to mark the Group's centennial anniversary with a sub committee of the executive committee planning appropriate events to mark the occasion. We are also grateful to a supporter of the Group who made a generous financial donation, ensuring funding for the event was secure.

---

## **The Trustee's Annual Report and Financial Statements**

**for the Year ended 31st March 2009**

**Treasurer -Christine Ayton**

The Group Executive Committee has pleasure in presenting its annual trustees report and financial statements for the year ended 31st March 2009 for the Council Approval.

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

The Group's name is 7<sup>th</sup> 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:-

Tim Wallace	Group Chairman
Lynne Dunsmore	Group Secretary
Christine Ayton	Group Treasurer
Robert Anderson	Cub Scout Leader
Joanna Paine	Nominated Member
Ron McLeod	Elected member – Cub parent

### **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 at least 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 nominated 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**

Cub numbers remain steady, with 21 at the end of the period. Though girls may now be admitted, none have applied to join. After a strong start, the Group lost a number of parent and student assistant leaders, raising potential issues in maintaining the leadership numbers needed to manage the Cub Pack's traditional programme of activities. However, this year has been as busy and varied as usual. Cubs worked to earn Communicator, Swimmer, Athlete, Emergency Aid, IT and Artist badges. The Pack fielded successful teams in District Super Skills, Football, Athletics and Swimming contests.

Cubs attended two camps, starting with the September 2008 National Sixers' Camp at Fordell Firs, which was attended by five older boys. Thirteen boys then enjoyed the traditional wintry weekend camp at Forest Lodge in late January 2009.

This year's fundraising projects saw Cubs doing 'good turns' in the Great Children's Marathon to raise money to be shared with the Children with Leukaemia charity. A good collection of Sainsbury's Active Kids vouchers enabled the Group to purchase camping and games equipment valued at over £280. The annual GHS Parents' Association Christmas Fair provided another good opportunity for parents and Cubs to raise money for the Group – this year's £ 630 was a record.

The Group's end of year finances remain very healthy. The final balance of £7770 includes a most generous donation of £5000 which is in principle ring-fenced to finance October 2009's Group Centenary celebrations, but the remaining £2770 is still a substantial improvement on the position last year: the closing figure of £3362 then was in reality composed of just £1648 of unrestricted funds, together with a restricted £1714, the residue of an Awards for All grant, which was soon spent as required on the items specified in the grant application. General turnover was down on the previous year, chiefly because there were fewer camps. This year's Gift Aid rebate was around 50% up on the previous year, reflecting both good Pack numbers and a slightly raised subscription rate.

## **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, the Group held reserves well in excess of the target figure, representing a substantial improvement on the previous year's total. This is sufficient for general operating expenses and reflects financial stability as well as an improved margin for unexpected outgoing and contingencies, The Group will aim to maintain its reserves at or around this level to guarantee a sure 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.

# 7<sup>th</sup> Blackford Edinburgh (George Heriot's School) Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year from	1 <sup>st</sup> April 2008	To	31 <sup>st</sup> March 2009
-------------------	----------------------------	----	-----------------------------

### Receipts and payments

	2008 / 09 Unrestricted funds £	2007 / 08 Unrestricted funds £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	1,920.00	1,383.50
Less: Membership subscriptions paid on (National/County/Area/District)	739.20	667.80
Net membership subscriptions retained [1]	1,180.80	715.70
Donations - 72.90 + 5000 [2]	5,072.90	
Legacies		
Gift Aid	457.61	382.24
Other similar income (Camp fees) [3]	690.00	1,756.00
Other similar income (Excursions and Outings )	238.00	112.00
Other similar income (Equipment Refund)		139.99
<b>Sub total</b>	<b>7,639.31</b>	<b>3,105.93</b>
<b>Grants</b>		
[07/08 Grant from GHS PA for leader training]		200.00
<b>Sub total</b>		<b>200.00</b>
<b>Fundraising (gross)</b>		
08/09 Children's Marathon [07/08 Centennial Challenge]	89.00	215.10
GHS PA Christmas Fair stalls	630.93	464.43
Other fundraising activities		
<b>Sub total</b>	<b>719.93</b>	<b>679.53</b>
<b>Investment income</b>		
Bank interest	20.12	43.64
Building Society interest		
Other investment income		
<b>Sub total</b>	<b>20.12</b>	<b>43.64</b>
	<b>Restricted funds</b> £	<b>Restricted funds</b> £
<b>Receipts</b>		
<b>Grants</b>		
Grant - Awards for All		4,505.00
Other		
<b>Sub total</b>		<b>4,505.00</b>
<b>Asset and investment sales, etc.</b>		
<b>Total receipts</b>	<b>8,379.36</b>	<b>8,534.10</b>

# 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 2008

To

31st March 2009

## Receipts and payments

	2008 / 09 Unrestricted funds £	2007 / 08 Unrestricted funds £
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities (Excursions, District & Area)	327.92	178.15
Adult support and training		15.00
Rent		
Insurance		
Materials (resources) and equipment [4]	668.96	791.87
Printing, photocopying, stationary and stamps	143.90	172.50
Contribution to camp costs	631.71	2,022.02
Uniforms and badges	137.21	233.84
AGM expenses	78.79	32.92
[07/08 Minibus permits]		10.00
Donations - Children with Leukaemia **	45.00	
Leaving gifts - for leader and Chairman [5]	72.24	
<b>Sub total</b>	<b>2,105.73</b>	<b>3,456.30</b>
<b>Fundraising expenses</b>		
GHS PA Christmas Fair	141.26	38.93
<b>Sub total</b>	<b>141.26</b>	<b>38.93</b>
	<b>Restricted funds</b> £	<b>Restricted funds</b> £
<b>Payments</b>		
<b>Grants</b>		
Grant - Awards for All	1,724.51	2,791.79
<b>Sub total</b>	<b>1,724.51</b>	<b>2,791.79</b>
<b>Total Gross Expenditure</b>	<b>3,971.50</b>	<b>6,287.02</b>
<b>Asset and investment purchases, etc.</b>		
<b>Total payments</b>	<b>3,971.50</b>	<b>6,287.02</b>
<b>Net of receipts / (payments)</b>	<b>4,407.86</b>	<b>2,247.08</b>
<b>Cash funds last year end</b>	<b>3,362.25</b>	<b>1,115.17</b>
<b>Cash funds this year end [6]</b>	<b>7,770.11</b>	<b>3,362.25</b>

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

	31st March 2009 Unrestricted funds £	31st March 2008 Unrestricted funds £
<b>Cash funds</b>		
Bank current accounts	7,770.11	3,362.25
Bank deposit account		
Building society account		
Cash/Floats		
<b>Total cash funds</b>	<b>7,770.11</b>	<b>3,362.25</b>
<b>Other monetary assets</b>		
<b>Investment assets</b>		
<b>Non monetary assets for charity's own use</b>		
<b>Liabilities</b>		

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 5<sup>th</sup> June 2009 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by:

Signature	Print Name
-----	Tim Wallace
-----	<b>Chair</b>
	Christine Ayton
	<b>Treasurer</b>

### Notes to the Accounts for the year ended 31 March 2009

#### 1. Subscriptions

The increased net membership subscription figure for 2008 mainly reflects a decision by the Group Executive Committee to raise the termly subscription to £30.00

#### 2. Donations

The major component of this was £5000 donated in November to allow the Group Executive Committee to plan and offer both current and former members a full range of celebratory events to mark the Group's Centenary year.

#### 3. Camps

With just two camps in the period, as opposed to last year's four, Camp turnover was naturally reduced.

#### 4. Leaving gifts

At the June 2008 AGM, the outgoing Group Chairman, Mr Joseph Anderson, was presented with a substantial gift reflecting his long and valuable service.

#### 5. Christmas Fair

While receipts were well up, so too was expenditure. However, much of this was on stock which remains available for the December 2009 Fair.

#### 6. End of year total

Both figures are inflated by restricted sums, the 2007/08 Awards for All money, and the 2008/09 Centenary donation (the latter being informally restricted according to the wishes of the donors). For a more useful comparison, when these are subtracted, the respective figures are £2770 in 2008/09 as against £1648 in 2007/08.

---

**Independent Examiner's Report**  
**Year ended 31st March 2009**

**Fraser Simm**

*Copies of the Independent Examiner's report to the Trustees 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.*

This report was approved and adopted by the Group Council at their Annual General Meeting on 12<sup>th</sup> June 2009 (the date of the council AGM) and signed on their behalf by:

Signature

\_\_\_\_\_  
-----  
-----

Print Name

\_\_\_\_\_  
Tim Wallace

Chair

\_\_\_\_\_  
Lynne Dunsmore

Secretary

## **Minutes of Annual General Meeting of the Group Council of the 7<sup>th</sup> Blackford Edinburgh (George Heriot's School) Scout Group**

Held on 13<sup>th</sup> June 2008 in the Committee Room at George Heriot's School

### **1. Present**

Jo Anderson (Chairman), Lynne Dunsmore (Secretary), Christine Ayton (Treasurer), Joanna Paine, Tim Wallace, Sue Galloway, Laura Dunlop, Ron McLeod, Andrew Williams, Kate Mavor -4 parents of the Cubs (the Group Council)

### **2. Apologies**

Mr Hector (Headmaster), Mr Adams (Junior School Headmaster), Michael Herriot (District Commissioner)

### **3. Minutes of Previous Meeting**

15<sup>th</sup> June AGM 2007, accepted

### **4. Presentation of the Annual Report 2007 -2008**

Included a report from Treasurer, Cub Scout Leader and Chairman. (This report is available on the Cub page of the School Web site)

### **5. Council Business**

- The Annual Report and financial statements were approved and accepted by the Group Council
- The Chairman and Secretary signed off and accepted the Annual Report and financial statements
- The current committee then resigned having completed their term of office

*The next part of the meeting was then presided over by the Cub Scout leader, acting in lieu of the Group Scout leader, which is vacant*

- Joe Anderson explained that he was not willing to stand again as Group Chairman
- Robert Anderson gave a short speech to thank Joe for his 14 years of leading the Group Council as Chairman. Robert explained that the Executive Committee under Joe was a servant to the district committee which is the appropriate relationship. That the committee had under his leadership engaged with the appropriate legal procedures expected of a registered charity and Joe had ensured that this propriety was upheld. Joe built a good relationship with the heads of the school. He received his long service award from the Scout Association which is unusual for a 'non -uniformed' official. There was presentation of Whiskey and Scout Association Tumblers to Joe in recognition of his services to the Group
- Robert as acting Group Scout Leader nominated Tim Wallace for the office of Group Chairman for the following year. Tim has 23 years association with the School Scout Group. We have an important year ahead as it is the Groups 100 year anniversary

*The next part of the meeting was presided over by the Group Chairman*

- The Group Council voted to re-elect Lynne Dunsmore as Group Secretary and Christine Ayton as Group Treasurer. No other candidates presented themselves for election to either office
- The Group Council voted to re-elect Joanna Paine as a Cub Parent Representative on the Group Executive Committee.
- The Chair sought and received the Council's approval for the Nomination of Ron McLeod as a member of the Group Executive Committee. Mr McLeod is a Cub Parent
- The Chair advised the Council that the Nominee of the Sponsoring Authority, the Headmaster of George Heriot's School, to the Group Executive Committee was Sue Galloway.
- The Council approved the recommendation of the appointment of Fraser Simm (Treasurer of George Heriot's School), as the Groups Independent Examiner for the accounting period 1/4/08 to 31/3/09

### **6. AOCB**

None

### **7. Next meeting**

No date set – but likely to be mid June 2009, and within 6 months of the financial year end – 31<sup>st</sup> March 2009



Annual Report of the Group Council for the  
7<sup>th</sup> Blackford Edinburgh (George Heriot's School) Scout Group, 2009