



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

**ANNUAL
REPORT
2010**

Office Bearers in the Year to 31st March 2010

Group Administrators:

Group Chairman	Tim Wallace*
Group Secretary	Lynne Dunsmore*
Group Treasurer	Christine Ayton*

Group Scout Team:

Group Scout Leader	<i>Vacant</i> *
Cub Scout Leader	Robert Anderson*
Assistant Cub Scout Leader	Lucy Pilkington

Sponsoring Authority

Headmaster – George Heriot’s School	Alistair Hector*
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Group Executive Committee:

**Denotes Ex officio Member of Group Executive Committee*

Nominated Members	Group Supporter	Joanna Paine
	Group Supporter	Ron McLeod ¹
	Nominee of the Sponsoring Authority	Sue Galloway ²
Elected Members	Cub Scout Parent	Sue Walker
	Cub Scout Parent	Debbie Walker
Co-opted Member	City of Edinburgh Councillor	Councillor David Beckett (SNP) ¹
Right of Attendance:	District Commissioner	Mark McCraw ¹
	District Chairman	Richard Swan ¹

¹ Represents the Group on the District Executive Committee

² Non-voting Member



Group Chairman's Report

Tim Wallace

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 Lucy, his Assistant Cub Leader, 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 executing a memorable programme for our centenary celebrations.

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



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 was a significant year in the life of the group, as we reached our 100th year. After much research by the executive committee and its sub-committee for the centenary, and particularly due to Chris Ayton's sterling efforts, we were able to establish the Group was formed in September/August 1909, when the first reference to the 7th Scouts appeared in the Herioter. The Executive Committee decided that we would celebrate our centenary year from September 2009, to run for a year. Several events were organised, the principal being a celebration weekend last October where a reception and dinner in the school was attended by around 40 former members of the Group. A display of memorabilia and a picture show of past activities featured and each guest was presented with a photo album. The following day saw former and current member of the Group coming together for a Scouts Own, a service of celebration, in the School chapel before the Cubs went of to arguably their first 100th birthday party at the Edinburgh International Indoor Climbing Arena at Ratho.

In addition, the Group issued a commemorative neckerchief bearing the George Heriot's School crest and the years 1909 and 2009 embroidered on the neckerchief's apex to all members of the group, a bespoke garden bench was commissioned for the school grounds, 30 native trees were planted at the Regional Scout activity centre, Bonaly by the Cubs, a group badge similar to the school blazer shield was issued to all members and a photographic record was created on Flickr (www.flickr.com/photos/heriotscubs) featuring pictures donated to the Group as well as those of current activities.

Events continue for the remainder of the centenary year to September 2010.

Leadership of the Cub Pack continues to be a cause for concern as we are operating at the minimum level with a Cub Scout Leader and an Assistant Cub Scout Leader. Mindful that Lucy will be leaving the Group when she graduates in June, efforts have continued to be made during the year by the Executive Committee to recruit new leaders, including a meeting with

the Assistant Regional Commissioner for Development, but without any success. To ensure we meet our minimum requirements, a parent's rota has been running since the summer.

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 Stage 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, the use of the pool and ICT facilities. We are grateful to the School for allowing their use in support of the programme undertaken by the Pack.



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, with a focus on the Group's Centennial anniversary year.

This started with Cubs attending and participating in a Scouts own service of celebration in the School Chapel, followed by a birthday party at the Edinburgh International Indoor Climbing Arena. As part of a Pack holiday with the 125th Haymarket Pack, we planted 30 native trees in the grounds of Bonaly. The trees had been donated to the Pack by the Woodland Trust through the Sainsbury Active Kids scheme.

Two Pack holiday weekends were held. In October, the Pack joined other Cub Packs at the National Activity Centre's Halloween themed Cub weekend at Lochgoilhead. The Cubs completed their Outdoor Challenge, Water Activity and Nights Away badges. The planned annual weekend to the School cottage at Forest Lodge was postponed because of the heavy snow, and again in March due to frozen water pipes. We did get to Bonaly in March for a joint weekend with the 125th Haymarket pack. Cubs earned their DIY badge, Outdoor Challenge, Creative Challenge and Nights Away badge.

Several excursions were also organised for the Cubs. In May we joined Scouts all over the world for JOTT, Jamboree on the Trail, by trekking from Flotterstone to Bonaly in the Pentlands. Cubs received the JOTT badge, which is undoubtedly the biggest badge they get. November took us to the Kings Theatre to see the Edinburgh Scout and Guide Gang Show and December to the Cinema at Fountain Park. In January we completed the requirements for the Air Activities badge with a visit to the National Museum of Flight at East Fortune Airfield.

Of course, the normal programme continued as well. We worked through the requirements of several badges: the Global Challenge, Community Challenge, Promise Challenge, Road Safety, Scientist, Home Help, Information Technology, Swimmers, Athlete badge and Athlete Plus badge. We also worked through most of the requirements for the Cub Scout Scottish Challenge badge.

Throughout the year, we participated in District competitions with notable successes:

- 2nd place at the Cub Sports Competition in May 2009 at George Heriot's Sports Ground, Goldenacre.
- 1st place at the Swimming Competition in February 2010 at Loanhead Leisure Centre.

Other regular activities found the Cubs engaged in several fundraising initiatives, with the proceeds being donated to the Scottish Scouts *Supporting Scouting in Malawi* Appeal. We started with a Pack Easter Challenge in April, where the Cubs were challenged to complete a series of good turns, which helps them meet the requirements for several badges. We also ran a games stall at the Parents Association Family Fun day and later at their Christmas Fair. Collectively, we raised over £290 for the appeal.

Membership of the Pack has remained reasonably constant during the year, keeping around the 20 mark, although we find the demographics has altered again. 14 new members joined after the summer and with the older Cubs leaving we have strong representation in the 8 and 9 year old age range. 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 years, we also have a pool of new members. Combining these two influences we will see a steady growth in the Pack membership.

Finally my thanks to Lucy for her continuing support, understanding and tolerance over the last year. Also to the Group Executive Committee and you, the parents, for your continuing interest and support that is so willing given.

The Trustee's Annual Report and Financial Statements

for the Year ended 31st March 2010

Treasurer -Christine Ayton

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:-

Tim Wallace	Group Chairman
Lynne Dunsmore	Group Secretary
Christine Ayton	Group Treasurer
Robert Anderson	Cub Scout Leader
Alistair Hector	Sponsoring Authority (headmaster)
Joanna Paine	Nominated member
Ron McLeod	Nominated member
Ann Walker	Elected member
Debbie Walker	Elected 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 Office of the Scottish Charity Regulator 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

This year the Group marked the Centenary of the Scout Group with a range of celebratory activities, largely financed by the £5000 donation received last year. Events of the weekend of October 10/11 included a reunion dinner for former Scouts, a service of thanksgiving and an excursion and party for the current Cubs. A commemorative bench was also commissioned for the school grounds and 30 trees were planted to mark the anniversary.

Cub numbers remain steady, with 22 at the end of the period and 23 younger boys and girls on the waiting list. Leadership numbers remain a pressing concern, however, and the Group Executive is intensifying efforts to recruit new leaders and assistants from within the School community, the District and across Edinburgh.

Nevertheless the Cub Pack enjoyed a busy and varied programme of camps, challenges, good turns, badgework and sporting activities. The Pack's charitable projects included a focus on the Scottish Scout Association's Supporting Scouts in Malawi, and Cubs ran valuable fundraising stalls at the School's September Fun Day and Christmas Fair.

The Group's end of year finances continue on an upward curve. The pleasing final balance of £9170 includes some residue from the £5000 centenary donation, but more particularly include this year's restricted £2370 Awards for All grant, to be spent on specified equipment for the Group, leaving an unrestricted £6800. Imminent outgoings of over £1100 in final payment for the commemorative bench and to correct a Gift Aid overpayment by HMRC will bring this down further, but the Group's financial position is still a best ever.

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 end of the period, and for the second financial year, the Group held reserves in excess of the target figure, (excluding the restricted Awards for All figure) at £6800. This is sufficient for general operating expenses, as well as specific predicted outgoings (mentioned above) and reflects financial stability. It represents a significant increase on previous years, with a useful margin for unexpected outgoings and contingencies, and provides a sure financial footing for the year ahead.

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.

	Year start date		Year end date
For the year from	1st April 2009	To	31st March 2010

Receipts and payments

	2009 / 10 Unrestricted funds £	2008 / 09 Unrestricted funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions	1,800.00	1,920.00
Less: Membership subscriptions paid on (National/County/Area/District)	752.00	739.20
Net membership subscriptions retained	1,048.00	1,180.80
Donations - 09/10 includes for Malawi projects	154.00	5,072.90
Gift Aid [1]	2,514.14	457.61
Camp receipts (see note)	1,135.00	690.00
Excursions and Outings (incl. 09 Gang Show)	218.00	
Centenary - Dinner receipts [2]	530.00	
Centenary/Ratho trip refund	100.00	
Sub total	5,699.14	7,639.31
Fundraising (gross)		
08/09 Children's Marathon [07/08 Centennial Challenge]		89.00
GHS PA Christmas Fair	514.80	630.93
GHS PA Fun Day (Sept 09)	58.30	-
Sub total	573.10	719.93
Investment income		
Bank interest	8.86	20.12
Sub total	8.86	20.12
	Restricted funds £	Restricted funds £
Receipts		
Grants		
Grant - Awards for All [3]	2,370.00	
Sub total	2,370.00	-
Total receipts	8,651.10	8,379.36

	Year start date		Year end date
For the year from	1st April 2009	To	31st March 2010

Receipts and payments

	2009 / 10 Unrestricted funds £	2008 / 09 Unrestricted funds £
Payments		
Charitable Payments		
Youth programme and activities (Excursions, District & Area)	366.35	327.92
Adult support and training	24.00	
Materials (resources) and equipment	331.40	668.96
General printing, stationary, stamps etc	194.82	143.90
Camp fees and costs [4]	2,027.73	631.71
Uniforms and badges [5]	487.50	137.21
AGM expenses	26.32	78.79
Donations - Supporting Scouting in Malawi 09/10	293.07	45.00
Centenary Dinner/catering	1,274.30	
Centenary fees - Musicians/Flowers	305.00	
Centenary - general expenses, incl Cub outing [6]	1,618.30	
Centenary commemorative bench - deposit [7]	260.00	72.24
Sub total	7,208.79	2,105.73
Fundraising expenses		
GHS PA Christmas Fair/Fun Day	42.36	141.26
Sub total	42.36	141.26
	Restricted funds £	Restricted funds £
Payments		
Grants		
Grant - Awards for All		1,724.51
Sub total		1,724.51
Total Gross Expenditure	7,251.15	3,971.50
Asset and investment purchases, etc.	-	-
Total payments	7,251.15	3,971.50
Net of receipts / (payments)	1,399.95	4,407.86
Cash funds last year end	7,770.11	3,362.25
Total cash funds this year end	9,170.06	7,770.11

Statement of assets and liabilities at the end of the year

	31st March 2010	31st March 2009
	£	£
Cash funds		
Bank current accounts - UNRESTRICTED	6,800.06	7,770.11
- RESTRICTED (Awards for All)	2,370.00	-
	-	-
Total cash funds	9,170.06	7,770.11

Notes to the Accounts for the year ended 31 March 2010

1. This was boosted by a rebate on donations which included a special £5000 for the Centenary as well as the usual subscriptions. However, it is distorted by an HMRC overpayment of £551.94, repayment of which falls into FY 2010/11.
2. Former Scouts attending the Centenary Dinner were charged a nominal £10.
3. The Awards for All figure will be spent during FY 2010/11 exclusively on items specified in the original application.
4. This high figure includes early deposits for Cub Scout events and a PGL weekend in October 2010.
5. Special badges and neckerchiefs were purchased for the Pack to commemorate the Group's Centenary.
6. Centenary expenses included stationery, lighting and display materials. Cub expenditure included a trip to Ratho and a specially commissioned cake.
7. The bench was commissioned for £800, using part of the £5000 Centenary donation. The balance will be paid in FY 2010/11.

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 18th June 2010 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by:

Signature _____

Print Name _____

Chair

Treasurer

Independent Examiner's Report Year ended 31st March 2010

Fraser Simm

The Independent Examiner's report to the Trustee's of the Group Council of the 7th 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 18th June 2010 (the date of the council AGM) and signed on their behalf by:

Signature _____

Print Name _____
Tim Wallace

Lynne Dunsmore **Chair**
Secretary

Minutes of Annual General Meeting of the Group Council of the 7th Blackford Edinburgh (George Heriot's School) Scout Group

Held on 12th June 2009 in the Committee Room at George Heriot's School

1. Present

Tim Wallace (Chairman), Lynne Dunsmore (Secretary), Christine Ayton (Treasurer), Joanna Paine, Sue Galloway, Laura Dunlop, Ron McLeod, Andy Neilson – District; Group Executive:
And 13 Parents (the Group Council)

2. Apologies

Mr Hector (Headmaster), Mr Adams (Junior School Headmaster), Mark MacRaw (District Commissioner) Stephanie Rintoul, Emma Collins (parents)

3. Minutes of Previous Meeting

13th June 2008 accepted

4. The role of the Group Executive

TW outlined the role of the committee:

- We meet around 5 times a year.
- Oversea maintenance of Group Equipment.
- Raise funds as required and administer Group finances.
- Ensure that there is adequate and appropriate insurance for persons and equipment.
- Organize group occasions as required.
- Review sponsorship agreement as required.
- Assist with the recruitment of leaders and adult support.

Joanna Paine gave a brief outline of what a committee member's role is:

Supporting RA to assist him in his role as Cub Leader and fundraising particularly School Christmas Fair.

Christine Ayton gave brief explanation as to the role of Treasurer. Not arduous, don't need to be an accountant. RA does the lions share of the work.

5. Presentation of the Annual Report 2009 -2010

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

6. 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

- Andy Neilson nominated Tim Wallace for the office of Group Chairman for the following year.

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 elect Debbie Walker and Anne Walker.
- Andy Neilson sought and received the Council's approval for the Nomination of Ron McLeod and Joanna Paine as Cub Parent Representatives on the Group Executive Committee.
- 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 Group's independent examiner for the accounting period 1/4/08 to 31/3/09.

7. AOCB None.

8. Next meeting

No date set – but likely to be mid June 2010, and within 6 months of the financial year end – 31st March 2010



Annual Report of the Group Council for the
7th Blackford Edinburgh (George Heriot's School) Scout Group