



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

**ANNUAL  
REPORT  
2012**

## Appointment Holders in the year to 31<sup>st</sup> March 2012

### Group Administrators:

<b>Group Chairman</b>	Tim Wallace*
<b>Group Secretary</b>	Lynne Dunsmore*
<b>Group Treasurer</b>	Ron MacLeod*

### Group Scout Team:

<b>Group Scout Leader</b>	<i>Vacant</i> *
<b>Beaver Scout Leader</b>	Becky Fisher (from August 2011)
<b>Assistant Beaver Scout Leader</b>	Brooke Orist (from December 2011)
<b>Assistant Beaver Scout Leader</b>	Nikko Robles (from January 2012)
<b>Cub Scout Leader</b>	Robert Anderson*
<b>Assistant Cub Scout Leader</b>	Emma Chisholm
<b>Assistant Cub Scout Leader</b>	John Dobson (From May 2011)
<b>Assistant Cub Scout Leader</b>	Chris Whyte
<b>Assistant Cub Scout Leader</b>	Katarzyna (Kasia) Litwa (From February 2012)
<b>Assistant Cub Scout Leader</b>	Lisa Currie (to April 2011)

### Sponsoring Authority

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

### Group Executive Committee:

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

<b>Elected Members</b>	Cub Scout Parent	Debbie Walker
	Cub Scout Parent	Colin Bibby
<b>Nominated Members</b>	Cub Scout Parent	Jacqui Mitchell
	Cub Scout Parent	Liz Smith
	Nominee of the Sponsoring Authority	Sue Galloway <sup>1</sup>
<b>Co-opted Members</b>	-	-
<b>Right of Attendance:</b>	District Commissioner	Mark McCraw <sup>1</sup>
	District Chairman	Richard Swan <sup>1</sup>
<b>Group Representative on the District Executive Committee</b>		Ron MacLeod*

---

<sup>1</sup> 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 of our leadership team and supplemented with voluntary assistance from interested parents and pupils. Well done and thank you to you all. On behalf of the Group, I would like to congratulate our Cub Leader, Robert Anderson, who gained his 25 year Scout Service Award in November. In March Robert was also recognised for his dedication and good service to Scouting with the award of the Medal of Merit by the Chief Scout.

I would also like to thank all members of the Group Executive Committee for their continued hard work and support.

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.

As we look forward to another exciting year, we welcome the start of a Beaver Colony at the 7th and also the opportunities that will arise from the joining of Blackford and Morningside Districts - we will work closely with our new district, Braid District.

---



## 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.

Leadership of the Cub Pack improved gradually over the year. For a while, a parent rota was required to help the Leaders. I would like to extend my most grateful thanks to all the parents for supporting this necessary arrangement and for making it an effortless task. The rota ensured both the continuation of Pack meetings and the safety of the both our young members and the Leaders.

Chris was successful in securing a placement aboard with his studies and was unable to continue helping with Pack meetings for the year. His is keen to continue helping the Pack when he returns in August 2012.

We welcome two new leaders to the Pack. John is an experienced Cub Section leader who joins the Group after a sabbatical from Scouting. Kasia comes to the Group via the Regional Development Officer and is a Student studying for her Masters. She is new to Scouting.

Lisa had to resign her appointment with the Pack. As a student, she took a part time job which involved working Friday evenings and therefore could not attend Pack meetings. We wish her well and thank her for her short time with the 7th.

Thanks to the support of the Regional Development Officer, the Group has also been successful in attracting and appointing three adults for a Beaver Scout Colony. Becky has just completed a law degree and has offered to take on the role of Beaver Scout Leader. Nikko and Brooke are both students at Edinburgh studying for Masters and have volunteered to be Assistant Beaver Scout Leaders. All are new to Scouting.

Although this puts the Group in a healthy position for leaders over the next year, never the less, the Group Executive must continue its unending task of finding new leaders, both with a view to ensuring continuity when Nikko, Brooke, Emma and Chris finish their studies, to fill the vacant Group Scout leader role, and identify individuals willing to establish a Scout Troop. As always though, it is difficult to attract individuals to volunteering.

As I mentioned earlier, the Group has been working throughout the year to establish a new section, a Beaver Scout Colony. This is for boys and girls ages 6 to 8 years old. Plans are well advanced with the major hurdle of recruiting leaders safely crossed. By the time you are reading this report, the Colony will have held its first few meetings.

As always, the Group has continued to support the District, and particularly the programme of activities and competitions for the District Cubs. We have hosted several District events and activities over the year. Namely the:

- District Cub Sports Competition at Goldenacre
- District Cub Athlete and Athlete Plus badge assessment at Goldenacre.
- District Cub Swimmers badge assessment for Stages 1 and 2 in the school pool.
- District Cub ICT Stages 1 and 2 badge assessment.
- The Annual General Meeting of Blackford District Scout Council.

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 their use in support of the events and activities undertaken by the Pack.

While the Group has supported the District, unfortunately it has not been reciprocal. It is extremely disappointing to note that the District has failed to support the Group, despite both by request and its duty to do so. A Group development plan, in which the District leaders and administrators have a key role in its successful implementation, has simply been ignored. The District Commissioner has failed again this year to appoint a Group Scout Leader to the 7th. The Association recognises the importance of this role to such an extent that it is enshrined in the Governing document of the Association, stating they "must give priority to filling this vacancy". It continues that when the role is vacant, "the District Commissioner will perform these duties themselves".

I had further concerns regarding the District's competence in being able to meet its responsibilities. The appointment process of new leaders was simply non-existent. In addition to the legal issues, it potentially put young people at risk. Only the diligence, perseverance and commitment of myself to ensure that the appointments process was adhered to as much as possible negated these risks. However, this was an additional burden that I could have done without. It also meant new leaders felt unwelcomed by the district.

Looking to the future, in the next reporting year, the Districts of Blackford and Morningside will merge to create a new District, with a new team. I am hopeful this merger will bring about a positive change, in that the new District will fulfil its duties and responsibilities required by the Association's governing document and work to support the 7th alongside Groups.

This merger will require the group to also make some changes, principally our name. As a registered charity, we are required to follow a prescribed procedure for approval of our new name, and you will be asked to approve these measures at the AGM. The group will then have to change badges, flags, bank accounts, etc. A task that will take the Executive Committee time to complete.

At the end of the year, several members of the Committee are standing down. I thank them for their efforts and work over the years.

Tim Wallace, after 4 years as the Group Chairman is moving on to take up the role of District Chairman with the new district. While I wish him all the best in his new role, and as a Group we are pleased that the skills and knowledge gained in part at the 7th have been recognised and deemed worthy of higher office, I also note disappointment in the way the appointment was handled by the new District Commissioner, without consultation or regard to the Group.

Lynne Dunsmore, after 8 years as the Group Secretary, and having seen 3 Sons through the pack has decided it is time to return her quill back to the inkwell. Lynne's impressive length of service has brought a stability to the Executive Committee, not to mention her hosting skills which made attending meeting much more pleasurable. I think Lynne would agree that initially the terminology and reporting structure was baffling and unimportant. But over time she came to realise their importance and legal meaning. Lynne, I thank you for the time and effort you have made being the Group Secretary.

Debbie Walker, after 3 years service as both an elected and nominated Cub parent is also standing down now her Son has moved on from the Pack. An active member of the committee, always ready with the probing question, I am grateful for the support she has so readily given.

Jacqui Mitchell after 2 years service as both an elected and nominated Cub parent is also standing down. Jacqui was also an active member of the committee and I am grateful to her for the support and enthusiasm she has given.

Congratulations to Emma who earned her Gilwell Woggle, a leader training Award.



## Cub Scout Leader's Report

**Robert Anderson**

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

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

The highlight, as always, must be the camps and pack holidays. In September, Sixers and Leaders attended the 5 STARS camp, at Auchengillan. This was organised by the Scottish Headquarters Cub Support Team for all Packs. Thanks go to David Millar, the Assistant District Commissioner for Cub Scouts, who joined us a part of our leadership team for the weekend. In October, the Pack spent the weekend at the Association's National Activity Centre at Lochgoilhead. A joint Pack Holiday with cubs and leaders from the 125<sup>th</sup> Haymarket (St Ninian's Corstorphine) Cub Pack. There, Cubs completed their Outdoor Challenge, Water Activity and Nights Away badges. In January we returned to the School cottage at Forest Lodge for a weekend where cubs earned the Navigator, Map Reader and Nights Away badges. Some requirements of the Outdoor Challenge and Animal Carer badges were also completed. As part of that programme we visited the Scottish Sealife Centre, near Oban. Many thanks go to David and Craig, two Cub parents, for their culinary skills over the weekend.

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 along the Water of Leith Walkway from the Visitor Centre to Leith. Cubs received the JOTT badge, which is undoubtedly the biggest badge they get, the Hikes Away and Naturalist badges. We also participated in Jawsome, a Scottish Headquarters event for all sections at Deepsea World, North Queensferry to celebrate the naming of their new shark 'Scout'. November took us to the Kings Theatre to see the Edinburgh Scout and Guide Gang Show and December to the Cinema at Fountain Park.

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.

I am delighted to report that Alistair, Angus R., Ollie and Angus Mac all completed the 6 challenge awards and so gained the highest award in Cub Scouts, the Chief Scout's Silver Award. Well done boys.

Throughout the year, we also participated in District competitions with some success:

- The District Cub Sports Competition in May 2011 at George Heriot's Sports Ground, Goldenacre.
- 1<sup>st</sup> place at the District Cub 5-a-side football competition at the Jack Kane Centre in November.
- 2<sup>nd</sup> place at the District Cub Swimming Competition in February 2012 at Loanhead Leisure Centre.

And several district events:

- JOTT in May for the Hikes Away and Naturalist badges
- IT Badge evening
- Athlete and Athlete Plus badges evening
- Swimmer badges evening

Membership of the Pack has grown over the year. The census figures, taken in January, showed a 100% increase, with membership at the end of the reporting year recorded as 31. The maximum allowable size of the pack is 36. So with the Beaver Colony starting in May 2012, we may soon find the Pack closed to direct entrants, to ensure places for the Beavers when they move up.

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. That support provides such comfort to me, knowing there are people that I can rely on when required.

---

## **The Trustee's Annual Report and Financial Statements for the period 1st April to the 31<sup>st</sup> March 2012**

**Treasurer – Ron MacLeod**

### **Structure, governance and management**

Type of governing document: (e.g. trust deed, constitution):

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 (e.g. trust, association, company):

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.

Additional governance issues:

The Group is managed by the Group Executive Committee, the members of which 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 the registration, keeping proper accounts and making returns to the Charity Commission 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, parent's representation (members elected by the council), nominees of the Group Scout Leader, the nominee of the sponsoring authority and co-opted members and meets 5 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 buildings from the sponsoring authority (George Heriot's School).

Damage to equipment. The Group would request the use of equipment from neighbouring organisations such as the church, community centre and other 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 and fundraising. 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.

Reduction or loss of members. The Group provides activities for all young people aged 8 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.

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 a comprehensive insurance policies to ensure that insurable risks are covered.

## **Objectives and activities:**

Summary of the objects of the charity set out in its governing document

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 potentials, 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 cubs enjoyed a busy and varied programme of camps, physical, creative and spiritual activities with excursions, visitors, and games.

The group is run entirely by volunteers who make a commitment to do the training provided by the Scout Association.

## **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 fundraising activities fall short. The Group Executive Committee considers that the group should hold a sum equivalent to 6 months running costs, circa £1500

The Group held reserves of approximately £5500 against this at year end. This is above the level required for operating expenses. However this can be explained by the donation in 2009/10 for the centenary.

Investment Policy:

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



# 7th Blackford Edinburgh (George Heriot's School) Scout Group Receipts and Payments Account

	Year start date		Year end date
For the year from	1st April 2011	To	31st March 2012

## Receipts and payments

	2011 / 12	2010 / 11
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions (incl rebate on early subs)	2,040.00	1,479.00
Less: Membership subscriptions paid onto District	- 1,177.00	- 546.00
Net membership subscriptions retained	863.00	933.00
Donations	100.00	-
Gift Aid		515.00
Other similar income (Camp fees)	2,505.80	1,080.00
Other similar income (Excursions and Outings )	420.00	190.00
Other similar income		
<b>Sub total</b>	<b>3,888.80</b>	<b>2,718.00</b>
<b>Grants</b>		
Maintenence grant	-	-
Other grants	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Fundraising (gross)</b>		
PA Fun day	-	-
SHQ Malawi Appeal		138.10
GHS PA Christmas Fair	397.53	-
<b>Sub total</b>	<b>397.53</b>	<b>138.10</b>
<b>Investment income</b>		
Bank interest	1.07	6.78
<b>Sub total</b>	<b>1.07</b>	<b>6.78</b>
	<b>Restricted funds</b>	<b>Restricted funds</b>
	£	£
<b>Receipts</b>		
<b>Grants</b>		
Grant - VAF Community Chest		1,000.00
Grant - Awards for All	-	-
<b>Sub total</b>	<b>-</b>	<b>1,000.00</b>
<b>Asset and investment sales, etc.</b>	-	-
<b>Total receipts</b>	<b>4,287.40</b>	<b>3,862.88</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 2011	To	31st March 2012

## Receipts and payments

	2011 / 12	2010 / 11
	Unrestricted funds	Unrestricted funds
	£	£
<b>Payments</b>		
<b>Charitable Payments</b>		
Youth programme and activities (Excursions, District events)	653.82	438.75
Adult support and training	122.01	-
Materials (resources) and equipment	548.66	690.63
Printing, photocopying, stationary and stamps	65.96	170.59
Contribution to camp costs	2,591.53	803.18
Uniforms and badges	449.04	441.05
AGM and trustee expenses	124.86	45.57
Other costs detail 1 (Donation National Galleries of Scotland)		80.00
Other costs detail 2 (Donation SHQ Malawi Appeal)		-
Other costs detail 3 (Leaving Gifts)		114.94
Gift Aid Overpayment		551.94
Centenary Dinner/catering		
Centenary Fees - Musicians / Flowers / Gift		36.70
Centenary - general expenses (incl cub outing)		
Centenary commemorative bench - deposit & balance		540.00
<b>Sub total</b>	<b>4,555.88</b>	<b>3,913.35</b>
<b>Fundraising expenses</b>		
PA Christams Fair	15.69	56.31
PA Fun day	-	-
Detail 3	-	-
Other fundraising costs	-	-
<b>Sub total</b>	<b>15.69</b>	<b>56.31</b>
	<b>Restricted funds</b>	<b>Restricted funds</b>
	£	£
<b>Payments</b>		
<b>Grants</b>		
Grant - VAF Community Chest		1,030.91
Grant - Awards for All		2,361.37
<b>Sub total</b>	<b>-</b>	<b>3,392.28</b>
<b>Total Gross Expenditure</b>	<b>4,571.57</b>	<b>7,361.94</b>
<b>Asset and investment purchases, etc.</b>	-	-
<b>Total payments</b>	<b>4,571.57</b>	<b>7,361.94</b>
<b>Net of receipts / (payments)</b>	<b>- 284.17</b>	<b>- 3,499.06</b>
<b>Cash funds last year end</b>	5,671.00	9,170.06
<b>Cash funds this year end</b>	<b>5,386.83</b>	<b>5,671.00</b>

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

	2011 / 12	2010 / 11
	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account - Unrestricted	5,386.83	5,671.00
Restricted (Awards for All)	-	-
	-	-
<b>Total cash funds</b>	<b>5,386.83</b>	<b>5,671.00</b>
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	60.00
Loan - detail	-	-
Other liabilities	-	-
<b>Sub total</b>	<b>-</b>	<b>60.00</b>

## Contingent liabilities and future obligations

## Independent Examiner's Report

### Year ended 31<sup>st</sup> March 2012

I report on the accounts of the Group for the year end 31 March 2012, which comprise the Statement of Financial Activities and the Balance Sheet.

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

#### Respective responsibilities of trustees and examiner

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

#### Basis of independent examiner's statement

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

Independent examiner's statement

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

1. which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and

- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations have not been met, or

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

Signed:

Date:

Name:

Christopher Fenton

Relevant professional qualification

CA

Address:



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