



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

**TRUSTEES
' ANNUAL
REPORT
2013**

Section A: Reference and Administration Details

Charity name: 7th Braid Edinburgh (George Heriot's School) Scout Group

Registered charity number: SC036159

Charity's principal address:

George Heriot's School
Lauriston Place
EDINBURGH
EH9 3EQ

Names of the charity trustees who managed the charity in the year to 31st March 2013

Group Administrators:

Group Chairman	Richard Smith
Group Secretary	Emma Macleod
Group Treasurer	Ron McLeod*

Group Scout Team:

Group Scout Leader	<i>Vacant</i> *
Beaver Scout Leader	Becky Fisher *
Assistant Beaver Scout Leader	Sophie Clarke (from 17/08/2012)
Assistant Beaver Scout Leader	Melanie Miao (05/10/2012 to 25/11/12)
Assistant Beaver Scout Leader	Brooke Orist (to 07/08/2012)
Assistant Beaver Scout Leader	Nikko Robles (Jan to November 2012)
Cub Scout Leader	Robert Anderson *
Assistant Cub Scout Leader	Emma Chisholm
Assistant Cub Scout Leader	John Dobson
Assistant Cub Scout Leader	Xueying Liu (from 3/11/12)
Assistant Cub Scout Leader	Rongrang Xia (from 07/12/2012)
Assistant Cub Scout Leader	Hannah Drummond (from 25/1/13)
Assistant Cub Scout Leader	Chris Whyte (to Oct 12)
Assistant Cub Scout Leader	Katarzyna Litwa (to June 2012)

Sponsoring Authority

Headmaster – George Heriot’s School Alistair Hector*

Group Executive Committee:

**Denotes Ex officio Member of Group Executive Committee*

Elected Members:	Beaver Scout Parent	Linda Hunt
	Cub Scout Parent	Christine Liddle
Nominated Members:	Cub Scout Parent	Colin Bibby
	Nominee of the Sponsoring Authority	Sue Galloway ¹
Co-opted Members:	-	-
Right of Attendance:	District Commissioner	Colin Brough (to 21/02/13) David Colley (from 23/4/13)
	District Chairman	Tim Wallace
Group Representative on the District Executive Committee:		Ron McLeod*

¹ Non-voting Member

Section B: Structure, governance and management

Type of governing document:

The Group's governing documents are those of The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association.

How the charity is constituted:

The Group is a trust established under its rules which are common to all Scouts.

Trustee selection methods (e.g. appointed by, elected by):

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

The Group is managed by the Group Executive Committee, the members of which are the 'Charity Trustees' of the Scout Group which is a registered charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Office of the Scottish Charity Register (OSCR) as appropriate.

Policies and procedures adopted for:

- a) the induction and training of trustees;
- b) trustee' consideration of major risks and the systems and procedures to manage them.

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader (post currently vacant), individual section leaders, parents' representation (members elected by the council), nominees of the Group Scout Leader, the nominee of the sponsoring authority and co-opted members, and meets as and when necessary, but usually 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 alternative accommodation from the sponsoring authority (George Heriot's School).

Damage to equipment. The Group maintains and repairs equipment on an as required basis. In the event this could not be done, the Group would request the use of equipment from neighbouring Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient contents insurance in place to mitigate against permanent loss.

Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of subscriptions to increase the income to the group on an on-going basis, either temporarily or permanently.

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

Reduction or loss of members. The Group provides activities for all young people aged 6 to 11. If there was a reduction in membership in a particular section or the group as whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group would result.

The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss. These include 2 signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

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

The main activities in relation to these objects are detailed in Section D.

Section D: Achievements and performance



Group Chairman's Report

Richard Smith

Chair's Report to AGM 2012-2013

It is my pleasure to report another successful and relatively uneventful year for the Scout Group. Successful – because of the good state of the finances, the membership, the governance, the team and, most importantly, the children's ongoing enjoyment and participation. Uneventful – because the Group continues to be a reliable, safe and creditable part of the school experience.

Due to ill health, I didn't attend the last AGM and I was somewhat surprised when my wife returned home from the meeting to announce that I had been appointed Chair. Impressment became illegal in England in 1814 – although apparently not in Scotland. Once I recovered from the shock, I set myself four objectives for my time in office:

First, that the children were always safe, well looked after and that their experience of the Group was fun, nurturing, developmental and suitably aerobic. With the implicit objective of ensuring they were so happy and tired on a Friday evening that their parents were able to relax, enjoy a glass of wine and watch The Mentalist.

Second, that the Group was well organised, well managed and in good financial order.

Third, that Robert and his team were properly supported, appreciated and recognised for all their hard work, care and commitment.

And fourth, that the Group never placed unreasonable demands on the parents and never became a matter of stress or worry.

The last objective may sound a little strange but, I believe that the success of the Group is dependent on it not becoming an unreasonable burden on parents. I appreciate the demands on parents' time and attention already associated with putting (and funding) their children through George Heriot's. Yes, we will continue to need volunteers to help with trips and camps. Yes, we are reliant on parents support for our stall at the Christmas Fair. And yes, the Committee will always need parental involvement. But, there is a limit and I hope we are not asking too much.

On that basis, and given the good order of the Group finances, the Committee proposes to maintain subscriptions at the current level.

The success of the Group is also dependent on the efforts and contribution of three parties.

Firstly, on behalf of the Committee and the parents, can I express my thanks to Robert and the leadership team for all their efforts, care and dedication. We are truly fortunate to have them leading our Group and the Committee will continue to try and support Robert as best it can.

Second, can I record my thanks to all my fellow Committee members, especially Emma MacLeod and Ron McLeod for their excellent stewardship of the governance and the finance.

Third, our gratitude to the school for its continuing commitment, support and sponsorship. In return, I hope that we are and will continue to be a credit to George Heriot's.

So, 2012-2013, has been another good year. Lots of fun, lots (and lots) of badges to sew, lots of good memories and thankfully, no dramas and no traumas.

One small cloud has unfortunately appeared on our horizon in recent weeks, the decision by Becky, our Beavers leader, to leave Scotland for a new life in Switzerland. We thank Becky for all her efforts and wish her well but the timing of her departure has been somewhat unfortunate. We are exploring all avenues to find a suitable successor and Robert is in regular contact with the District and other Scout Groups.

The training and assurance processes surrounding any voluntary activity that involves children are now very thorough. As parents, we would expect them to be so. However, we should also recognise that they don't make the recruitment of volunteers a particularly quick or smooth process. We are hopeful that a new Beavers leader will be in place by the August resumption but, we will keep parents informed of developments.

The objectives of the Committee for 2013-14 remain the same as those of 2012-13. The purchase of new flags is therefore a reinforcement of our commitment to the Scouting Movement and to our District – with all the associated traditions and values. The blessing of the flags in the Chapel underlines the bond between the Group and the School. It also marks the achievement of Robert, his team and all those children who have contributed to the success of the Group over recent years.

As for the future, I promise no real change, no surprises, no relaxation of standards and no unreasonable demands on parents or the school. Just a happy continuum.

There is one matter upon which I would invite parents' advice. We currently don't have a Scout Troop at George Heriot's and when our children leave the Cub Pack, they either have to join (or join the waiting list) of another Scout Troup or leave the movement all together. The Committee would therefore like to seek the opinions of parents on whether we should, in close concert with the school and our District, explore the potential for establishing a Scout Troop. It is not an undertaking we should take lightly but, if there is the demand and if the school and our District our supportive, it

is something the Committee are willing to explore. We will consult formally with parents and our sponsors in the coming months.

In summary, I hope that this Group has met the expectations of parents and children over the past year. I believe that the Committee has provided a sensible and responsible oversight of the Group and I know that Robert and his team have continued to set excellent standards of leadership, care and commitment. If the AGM is so minded, I and the Committee are willing to serve another year and to strive to maintain the success of the past year.

Richard Smith



Group Scout Leader's Report

Robert Anderson

In the absence of a Group Scout Leader, I am providing this report, which looks at the Group's activities over the year, the leader situation, and the work of the Group with future considerations.

This year has been an interesting, and significant, year in the life of the Group. We started with a change of our name, brought on by a merger of our scout district (Blackford) with a neighbouring scout district (Morningside) to create a new scout district called Braid. The merger was part of a larger restructuring of Scouting in the Edinburgh area.

The restructuring process was carried out to strengthen the provision of Scouting locally and address some long standing issues. On the whole, I am sure this was a successful exercise, which the Group supported. However, locally it has not provided the improvements planned. The position of Group Scout Leader, an appointment made by the District, remains vacant for another year, despite assurances that it would be treated as a priority. Indeed, such is the importance of this appointment the national association regards them as priority appointments also. With the sectional appointments in the District for the junior sections also remaining vacant, the District programme of events and competitions ceased, although there are indications that next year attempts will be made to resurrect some of them. The Group always was always a strong supporter of these events through both participation and providing facilities. It is disappointing they ceased, as they are an important part of the Scouting experience. Indeed, they are a core part of the fundamental purpose of the movement.

The renaming of the Group also occupied the work of the Group Executive Committee for much of the year as they dealt with the formalities and consequences of a name change.

Another significant event was the opening of a new section, our Beaver Scout Colony. They held their first meeting on the 4th May 2012. The Beavers are the youngest section of the movement, for ages 6 to 8 years. It comes about after several years of work and I am grateful to the following for their support in assisting the Group reaching this milestone.

- The Region, and the Regional Development Officer, Scott Burton, for help in recruiting the Leaders.
- Scottish Headquarters and National Headquarters for providing start-up grants.
- The Beaver Scout team at the 75th Blackford (now 75th Braid) for supporting our leaders.

Group Leadership improved gradually over the year, in both the sections. However, the issue of leadership still gives us cause for concern for the long term future. Nearly all our past adult volunteers have given service ranging from a few months to a couple of years, for which we

are grateful. However, the continual need to recruit and train leaders puts an additional pressure on the Group and affects, detrimentally, the quality of our programme. We are also aware that should a section leader leave there is no successor. The Committee will continue to work to address this concern. However there are no easy solutions.

The following leaders left the Group during the year:

Brooke (ABSL) has taken a year out, from August 2012 as a result of a family matter.

Chris (ACSL) returned briefly in August 2012, but commitments to his studies forced another sabbatical before he resigned his appointment in October 2012.

Kasia (ACSL) joined the group briefly, from January to her graduation for University in June 2012. She moved to England to seek employment.

We thank them for their time of service.

At the end of the year, some members of the Committee are leaving.

Colin Bibby after 3 years of service as both an elected and nominated Cub parent is standing down as his Son leaves the Pack.

Liz Smith served on the Executive Committee for a year and stood down after the last Council meeting, on the appointment of her husband to the position of Group Chairman.

I thank them for their efforts and the service they have given to the Group.

We are also grateful to the School Governors for their permission to use the school facilities for our events. The Group has continued to benefit from the use of School resources such as Forest Lodge, school minibuses, trailers and the ICT suite.



Beaver Scout Leader's Report

Becky Fisher

This year has been the first year of the setting up of the Colony, by Robert Anderson, Emma Chisholm and myself as the Beaver Scout Leader, and has seen the Beavers enjoy a balanced programme of indoor and outdoor activities and trips.

The highlights are, for any new addition to the first stage of Scouting, the investiture ceremonies but also gaining the first badges as a Beaver scout. Many thanks to the parents for their involvement in the first investiture ceremony of the year in May and for enrolling their children in Beavers. In June their Faith Activity badge was the first Activity badge to be gained from a trip to Greyfriars Kirk. In September a new Assistant Beaver Scout Leader was invested and two ABSLs left, so thanks is due to Sophie Clarke for joining as a new ABSL and remaining with us today.

Sophie and myself planned a programme which saw the Beavers earn their Joining in Award, Creative Challenge, Healthy Eating, Fitness Challenge and Faith Activity Badges before the Christmas break. The Beavers helped the Cub Scout pack run a baking and games stall at the Parents' Association Christmas Fair.

This year the Beavers have completed their Global Challenge, Outdoor Challenge, Safety and IT1 badges. In March Innes and Nicholas went to Dr Neil's Garden in Duddingston with myself and the head gardener Claudia Pottier to do some planting. This accounted towards their Outdoor Challenge badge.

The Beavers are continuing to work towards their Musician's badge.

Membership of the Colony remained fairly consistent over the year, with a quiet period at Easter while 3 boys moved up to Cubs.

Finally, I would like to express my gratitude to Robert Anderson for giving me the opportunity to set up the Colony along with Sophie and Emma. I would like to thank Sophie, Emma and the Assistant Cub Scout Leaders as well for their help with Beavers when it was required. Thank you to the parents for supporting their children in Beavers and for all your encouragement and the great support network of the Group Executive Committee for their guidance, advice and understanding.



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 highlights, as always, are the camps and pack holidays. In October we headed off to PGL's centre at Dalguise where Cubs earned their Outdoor Challenge and Nights Away badges. In January we were at Auchengillan for a programme which gave the Cubs their Artist, DIY, Creative Challenge, Nights Away and Hikes Away badges. Many thanks to following parents for their support at these events: Christine and Kathryn for their culinary skills, David Happs and David Todd for driving minibuses.

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 Balerno to the Visitor Centre. Cubs received the JOTT badge, which is undoubtedly the biggest badge they get, plus the Hikes Away and Naturalist badges.

November took us to the King's Theatre to see the Edinburgh Scout and Guide Gang Show.

In December we went to the Cinema at Fountain Park and 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.

- June saw us return to Goldenacre for the Athletics and Athletics Plus badges.
- Information Technology stages 1 and 2 in March.

And built into the Friday night programmes, we covered the requirements for the following badges:

- Emergency Aid – stages 1 and 2.
- Animal Carer.
- Global Challenge.

I am delighted to report that Connor, Jack, Teddy, Angus and Ross completed all 6 challenge awards and so gained the highest award in Cub Scouts, the Chief Scout's Silver Award. Well done.

Membership of the Pack remained fairly constant over the year. We returned a census figure, taken in January, of 31. Membership at the end of the reporting year (March) was 34. The

maximum allowable size of the pack is 36, so we may soon find the Pack closed to direct entrants, to ensure places for the Beaver Scouts 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.

Section E: Financial Review

Treasurer – Ron McLeod

Reserves Policy:

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Executive Committee considers that the group should hold a sum equivalent to 6 months running costs, circa £1500

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 Braid Edinburgh (George Heriot's School) Scout Group Receipts and Payments Account

	Year start date		Year start date
For the year from	1st April 2012	To	31st March 2013

Receipts and payments

	2012 / 13 Unrestricted funds £	2011 / 12 Unrestricted funds £
Receipts		
Donations, legacies and similar income		
Membership subscriptions (incl rebate on early subs)	2,700.00	2,040.00
Less: Membership subscriptions paid onto District	- 1,539.00	- 1,177.00
Net membership subscriptions retained	1,161.00	863.00
Donations	212.00	100.00
	-	
Gift Aid	-	
Other similar income (Camp fees)	2,700.00	2,505.80
Other similar income (Excursions and Outings)	265.00	420.00
Other similar income	-	
Sub total	4,338.00	3,888.80
Fundraising (gross)		
PA Christmas Fair	325.00	-
Other fundraising activities	-	
Other fundraising activities	-	397.53
Sub total	325.00	397.53
Investment income		
Bank interest	-	1.07
Building Society interest	-	
The Scout Association Short Term Investment Service	-	
Property Rent income	-	
Other investment income	-	
Sub total	-	1.07
	Restricted funds £	Restricted funds £
Receipts		
Grants		
Maintenence grant. Scout start up grant (Beavers).	100.00	-
Other grants. Lottery grant for tents.	2,000.00	-
Sub total	2,100.00	-
Asset and investment sales, etc.	-	-
Total receipts	6,763.00	4,287.40

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

Receipts and Payments Account

	Year start date		Year start date
For the year from	1st April 2012	To	31st March 2013

Receipts and payments

	2012 / 13 Unrestricted funds £	2011 / 12 Unrestricted funds £
Payments		
Charitable Payments		
Youth programme and activities (Excursions, District events)	453.80	653.82
Adult support and training	99.28	122.01
Materials (resources) and equipment	410.87	548.66
Printing, photocopying, stationary and stamps	55.36	65.96
Contribution to camp costs	3,225.34	2,591.53
Uniforms and badges	284.63	449.04
AGM and trustee expenses	278.54	124.86
Beaver kit	568.57	
Leader Resources	47.45	
Minibus	10.00	
Sub total	5,433.84	4,555.88
Fundraising expenses		
PA Christmas Fair	7.98	15.69
Other fundraising costs	-	-
Other fundraising costs	-	-
Other fundraising costs	-	-
Sub total	7.98	15.69
	Restricted funds £	Restricted funds £
Payments		
Grants		
Grant	-	
Other grants	-	
Sub total	-	-
Total Gross Expenditure	5,441.82	4,571.57
Asset and investment purchases, etc.	-	-
Total payments	5,441.82	4,571.57
Net of receipts / (payments)	1,321.18	- 284.17
Cash funds last year end	5,386.83	5,671.00
Cash funds this year end	6,708.01	5,386.83

Statement of assets and liabilities at the end of the year

	31st March 2013 Unrestricted funds £	2011 / 12 Unrestricted funds £
Cash funds		
Bank current account	6,708.01	5,386.83
Bank deposit account	-	-
Building society account	-	-
The Scout Association Short Term Investment Service	-	-
Cash/Floats	-	-
Total cash funds	6,708.01	5,386.83
Other monetary assets		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
Sub total	-	-
Investment assets		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
Sub total	-	-
Non monetary assets for charity's own use		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	-	-
Motor vehicles	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
Sub total	-	-
Liabilities		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
Sub total	-	-

Independent Examiner's Report

Year ended 31st March 2013

Christopher Fenton CA

I report on the accounts of the Group for the year end 31 March 2013, 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:
Name:
Relevant professional qualification
Address:

Original Signed
Christopher Fenton
CA

Date:



Section G: Declaration

The trustees declare that they have approved the trustees' report above and it was adopted by the Group Council at their Annual General Meeting on 21st July 2013.

Signed on their behalf by the charity's trustees

Signature

Original Signed

Print Name

Richard Smith

Chair

Original Signed

Emma Macleod

Secretary



Annual Report of the Group Council for the
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Registered Scottish Charity No: SC036159