

COPYTHORNE PARISH COUNCIL MEETING – TUESDAY MARCH 12TH 2024

Item 17. Application from local organisation for a Council grant.

Introduction

Section 137 of the Local Government Act 1972 gives the Council the power to “incur expenditure which in their opinion is in the interests of and will bring direct benefit to their area or any part of it or all or some of its inhabitants.....”. Section 137 was amended by the ***Local Government and Housing Act 1989 s 36*** so that any expenditure must be commensurate with the benefit to the community. The amount for 2023/24 is £9.93 per elector on April 1st 2023. The Parish of Copythorne has circa 2250 electors. Any expenditure under section 137 must be recorded in the minutes and identified as such in the accounts.

Included within the 2023/24 budget was a sum of £500 in respect of small grants to be awarded by the Parish Council to support the work of local organisations. So far in 2023/24, the Parish Council has awarded no grants leaving the full £500 of the budget to be awarded.

I have recently received one application. Details of the application to be considered are set out below:-

2nd Copythorne (Stanleys Own) Scout Group

The Scout Group are seeking a grant of £500 towards the purchase of new tents (see application form attached)

Recent Grant History

The Scout Group last received a grant from the Parish Council in 2020

Summary

Councillors are invited to consider the merits of the above application, decide whether or not they wish to support it and if so to agree on the level of grant awarded (subject to the £500 remaining in the 2023/24 Council budget).

DAVID RIGBY, Clerk/R F O

March 1st 2024



Clerk/RFO to the Council: David Rigby
9 The Cleeves
Totton
Southampton
SO40 8WL

Tel No: 02381 120150
Email: parishclerk@copythorne.org.uk
Website: www.copythorne.org.uk

GRANT APPLICATION FORM

We wish to apply for a Parish Council grant.

1. Name of organisation - 2nd Copythorne (Stanleys Own) Scout Group

2. Person to contact concerning the application, if different from above

Name - Warren Turvey – Group Scout Leader
Address - Scout Headquarters, Romsey Road, Copythorne, SO40 2PB
Contact details - Telephone Number (Redacted) E-mail (Redacted)

3. Description of project and the needs it will serve (use separate sheet if necessary):

Our Scout group is currently expanding, we have just completed our group census and our numbers have grown by approx. 20 % in the last 12 months. We have an upcoming District Camp (New Forest District) at Ferny Crofts Nr Beaulieu; We are looking to take circa 80 Young people, many from the villages within the parish plus 15 leaders. We are looking to replace some of our older tents (Traditional Canvas patrol tents) with some lightweight nylon tents that are easier for our younger members such as Squirrels and Beavers to pitch

4. Estimated cost of project £500.

5. Proposed date of project District Camp - May 2024

6. Membership details: Adult (35), Junior (133) in number

7. Finance: Please supply a copy of your latest audited accounts and balance sheet (attached)

Signed Warren Turvey

Capacity Group Scout Leader Date March 1st 2024

Trustees' Annual Report

For the period

From (start date)

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to end date

3	1	1	2	2	2
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Section A

Reference and administration details

Charity name

2ND COPYTHORNE (STANLEYS OWN) SCOUT GROUP

Other names the charity is known by

STANLEYS OWN SCOUT GROUP

Registered charity number (if any)

1 0 1 5 5 8 3

Charity's principal address

CHARLES KING HALL

ROMSEY ROAD, COPYTHORNE

SOUTHAMPTON

Postcode

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O

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B

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	MICHAEL GURD	PRESIDENT	
2	JOY SELLWOOD	CHAIRMAN	
3	THERESE ZANETTI	SECRETARY	
4	DEBORAH PARVIN	TREASURER	
5	WARREN TURVEY		
6	KATRINA STONE		
7	KEVIN HARMER		
8	JACQUELINE HEATH		
9	ROBERT GOOD		
10	CHRISTINE DEAMER		
11	MICHAEL FERRIS		
12	TRACY HOGAN		
13	TONY CARTER		
14	SHARON HARRIS		
15			
16			

Section A**Reference and administration details (continued)**

Names and addresses of advisers (optional information but encouraged as best practice)

Type of advisor	Name	Address

Section B**Structure, governance and management**

Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

The Group's governing documents are those of the 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 (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

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 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.

The Committee consists of independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every 2 months.

Members of the Executive Committee complete '*Essential Information for Executive Committee*' training within the first few months of joining the Committee.

The 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.

Section B	Structure, governance and management (continued)
	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, including two signatories for all payments. The other main areas of concern that have been identified are: Damage to the building, property and equipment. The Group would request the use of buildings, property and 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 buildings and contents insurance in place to mitigate against permanent loss. Injury to leaders, helpers, supporters and members. The Group through the membership 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 membership fees 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 membership fees to increase the income to the group on an ongoing 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 6 to 18. If there was a reduction in membership 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.

Section C	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.
Summary of the main activities in relation to these objects	The promotion of and the co-ordination of the six Sections to ensure that they provide Scouting in accordance with the Policy, Organisation and Rules of the Scout Association. This ensures that a well balanced programme is delivered to the young people in the Association by the Leaders of the Association. The main activities are regular weekly meetings of the various Sections of the Group, camps and day activities.

Additional details of the objectives and activities (optional information but encouraged as best practice)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- contribution made by volunteers.

Public benefit statement

The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

Section D	Achievements and performance
Summary of the main achievements of the charity during the year	Please see our AGM report pack which is available on request

Section E	Financial Review
Brief statement of the charity's policy on reserves	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 2 years average potential carnival income in unrestricted reserves. Any excess unrestricted reserves would be used to help fund the refurbishment of the Scout Headquarters. The Group held reserves of £37,000 against this at year end thus meeting the Group aim.
Quantify and explain any designations	
Details of any funds materially in deficit (circumstances plus steps to eliminate)	
Further financial review details (optional information)	
You may choose to include additional information, where relevant, about: - the charity's principal sources of funds (- how expenditure has supported the key objectives of the charity; - investment policy and objectives	Investment Policy The Group's Income and Expenditure is small and as a consequence does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Group has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or the COIF Charities Deposit Fund. The Group Executive regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Executive considers the cash flow requirements.

Section F	Other Optional Information
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Plans for future periods (details of any significant activities planned to achieve them)

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Section G	Declaration
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The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Full name(s)	Joy Sellwood	Deborah Parvin
Position (eg Secretary, Chair)	Chair	Treasurer
Date	270623	

2nd Copythorne (Stanley's Own) Scout Group Receipts and Payments Account

	Year start date		Year end date
For the year from	01-Jan-22	To	31-Dec-22

Receipts and payments

	2022			2021
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
Receipts				
Donations, legacies and similar income				
Membership subscriptions	11,051	-	-	3,836
Less: Membership subscriptions paid on (National/County/Area/District)	5,736	-	-	3,963
Net membership subscriptions retained	5,315	-	-	127
Donations	1,994	-	-	12,274
Legacies	-	-	-	-
Gift Aid	1,084	-	-	1,779
Section Accounts	20,700	-	-	12,686
Jamboree	-	13,455	-	-
Sub total	29,093	13,455	-	26,612
Grants				
Other grants	-	-	-	-
Sub total	-	-	-	-
Fundraising (gross)				
Carnival Week & Xmas fair	26,851	-	-	635
HQ Building Project - Fundraising and donations	-	-	-	190
Other fundraising activities	-	-	-	-
Sub total	26,851	-	-	825
Investment income				
COIF Charities Deposit Account Interest	350	-	-	5
Property Rent income - external	13,699	-	-	7,082
Property Rent income - Girl Guiding etc	1,475	-	-	328
Sub total	15,524	-	-	7,415
Total Gross Income	71,468	13,455	-	84,923
Asset and investment sales, etc.	-	-	-	-
Total receipts	71,468	13,455	-	34,852

2nd Copythorne (Stanley's Own) Scout Group Receipts and Payments Account

	Year start date		Year end date
For the year from	01-Jan-22	To	31-Dec-22

Receipts and payments

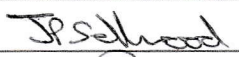
	2022				2021
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds £
Payments					
Charitable Payments					
Youth programme and activities inc badges	4,628	-	-	4,628	123
HQ - Cleaning	4,521	-	-	4,521	2,964
HQ - Utilities	4,764	-	-	4,764	2,000
HQ - Insurance	4,606	-	-	4,606	4,540
HQ - Repairs and Renewals	3,099	-	-	3,099	2,882
HQ - Licences	597	-	-	597	560
Equipment	251	-	-	251	4,719
Printing, postage, stationery & sundry expenses	497	-	-	497	187
Uniforms	311	-	-	311	-
Donations	1,327	-	-	1,327	-
Section Accounts	16,459	-	-	16,459	10,484
Jamboree	-	17,590	-	17,590	-
Tree works	5,820	-	-	5,820	1,308
HQ Building Project	-	-	-	-	450
Sub total	46,880	17,590	-	64,470	30,217
Fundraising expenses					
Carnival Week & Xmas fair	8,800	-	-	8,800	288
Other fundraising costs		-	-	-	-
Payment fees	194	-	-	194	74
Sub total	8,994	-	-	8,994	362
Total Gross Expenditure	55,874	17,590	-	73,464	30,579
Asset and investment purchases, etc.	-	-	-	-	-
Total payments	55,874	17,590	-	73,464	30,579
Net of receipts/(payments)	15,594	- 4,135	-	11,459	4,273
Transfers between funds	330	- 330	-	-	-
Cash funds last year end	43,784	15,466	-	59,250	54,977
Cash funds this year end	59,708	11,001	-	70,709	59,250

Statement of assets and liabilities at the end of the year

	31-Dec-22			31-Dec-21	
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds £
Cash funds					
Bank current account	10,107	-	-	10,107	4,276
COIF Charities Deposit Account	25,710	11,001	-	36,711	36,361
Held by Sections	21,852	-	-	21,852	17,612
Cash in Hand	2,039	-	-	2,039	1,001
Total cash funds	59,708	11,001	-	70,709	59,250
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	-	-	-	-	-

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 22 March 2023 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature		Print Name	
Joy Sellwood		Joy Sellwood	Chair
Deborah Parvin		Deborah Parvin	Treasurer

2nd Copythorne (Stanley's Own) Scout Group

Section Accounts

For the year from	01-Jan 2022	To	31-Dec 2022
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Section Accounts					
	2022				
	Balance 01/01/22	Subscriptions	Other Income	Spent	Balance 31/12/22
	£	£	£	£	£
Cadnam River Beavers	398.52	383.00	750.00	881.07	650.45
Bartley Waters Beavers	286.53	195.00	423.00	241.68	662.85
Dyak Cubs	1,296.53	691.00	400.00	1,110.15	1,277.38
Zulu Cubs	466.34	728.00	1,921.50	2,234.20	881.64
Everett Scouts	704.34	810.00	4,103.43	4,621.54	996.23
King Scouts	1,430.40	635.00	1,981.78	3,016.71	1,030.47
Stanley's Own Magazine	10,798.61	4,176.49	2,763.60	4,019.64	13,719.06
Stanley's Own Scout & Guide Band	2,007.69	-	663	301.08	2,369.59
Centenary Band	222.58	-	75.00	33.00	264.58
Totals	17,611.54	7,618.49	13,081.29	16,459.07	21,852.25

Independent Examiner's Report to the Trustees of the

2ND COPYTHORNE (STANLEYS OWN) SCOUT GROUP

I report on the accounts of the Group for the year ended 31 December 2022, which comprise the Receipts and Payments Account, the Statement of Assets and Liabilities and related notes.

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees 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 charity and the charity's trustees for my examination work.

Respective responsibilities of Trustees and Examiner

The Group's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with 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 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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.

Name: TONI PEARCE

Qualification: ACCA

Address: CHARTERS, SOUTHAMPTON ROAD
BARTLEY, SOUTHAMPTON, SO40 2NA

Date: 24/04/23