

# Scouts The Malverns

Registered Charity No: 1030019

## Trustees Annual Report

For year 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025



Correspondence: Scouts The Malverns, c/o Berrow Bank, Bromsberrow, Ledbury, Herefordshire HR8 1SG.  
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## Trustees during the year:

### Ex Officio

|                |                                                                      |
|----------------|----------------------------------------------------------------------|
| Ben Johnstone  | - Joint District Lead Volunteer                                      |
| Paul Boniface  | - Joint District Lead Volunteer                                      |
| Derek Barnes   | - Chair                                                              |
| David Cashmore | - Treasurer                                                          |
| Susan Revell   | - Secretary to 12 <sup>th</sup> June 2024                            |
| Adrian Ward    | - District Explorer Scout Commissioner to 12 <sup>th</sup> June 2024 |

### Appointed

|                |                                                                   |
|----------------|-------------------------------------------------------------------|
| Susan Page     | - Also BP Guild                                                   |
| Allan Page     | - From 12 <sup>th</sup> June 2024                                 |
| Adrian Ward    | - From 12 <sup>th</sup> June 2024                                 |
| Ian Cooper     | - From 12 <sup>th</sup> June 2024 to 16 <sup>th</sup> August 2024 |
| Peter Ashcroft | - Also District Camp Warden to 12 <sup>th</sup> June 2024         |
| Maureen Heath  | - Elected and then Appointed from 12 <sup>th</sup> June 2024      |
| Ryan Heath     | - Elected and then Appointed to July 2024                         |

### Administrative Support

|              |                                   |
|--------------|-----------------------------------|
| Susan Revell | - From 12 <sup>th</sup> June 2024 |
|--------------|-----------------------------------|

## Other Key District Roles during the year:

|                                               |                   |
|-----------------------------------------------|-------------------|
| District Youth Lead                           | Vacant            |
| District 14-24 Team Leader                    | Vacant            |
| District Programme Team Leader                | Vacant            |
| District Volunteering Development Team Leader | Vacant            |
| District Support Team Leader                  | Vacant            |
| District Young Leaders Leader                 | Vacant            |
| Warren Oak Governance Sub-Team Chair          | Allan Page        |
| Warren Oak Site Sub-Team Leader               | Andy Page         |
| District Nights Away Advisor                  | Dick Brocklehurst |
| District Badge Secretary                      | Mike Wood         |

## Structure, Governance and Management

The name of the Charity is 'The Malverns District Scout Council' also known as 'Scouts The Malverns' and is Registered Charity Number 1030019.

The Malverns District Scout Council has adopted the standard constitution recommended in Chapter 5 of the Policy, Organisation and Rules (POR) of the Scout Association, established by Royal Charter which was granted 4<sup>th</sup> January 1912.

When planning and undertaking activities for the year, the Trustees have considered the Charity Commission's guidance on public benefit including the specific guidance for Scouting provided by The Scout Association.

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. The method of achieving this is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law, guided by adult leadership.

The key purpose of Scouts The Malverns (operating as a Federated Charity) is to provide:

- Leadership, advice, and support the 11 Scout Groups in the District.
- Management and leadership of the 7 District Explorer Scout Units and Scout Network in the District.
- Management and development of the District Camp Site at Warren Oak.
- District activities for young people.
- Opportunities for youth members and adults to make decisions and take responsibility.
- Functional units through which the design and delivery of the youth programme can be best achieved.

Scout Groups are autonomous charities and provide exciting opportunities for Squirrels (aged 4 to 6 years), Beavers (aged 6 to 8 years), Cubs (aged 8 to 10½ years) and Scouts (aged 10½ to 14 years) through the progressive award schemes. Most Groups have Beaver, Cub and Scout Sections, while Squirrels is currently only operating in one Group in The Malverns, with another 2 Squirrel Dreys shortly due to open. Hopefully there will also soon be further provision of Squirrels in the other Scout Groups in the District.

Explorer Scouts (aged 14 to 18 years) and Scout Network (aged 18 to 25 years) both operate as District Units and continue this development and the award system. Currently we have 6 Explorer Units across the District, need a Young Leaders Leader to re-start the Young Leaders Unit and are at the process of re-establishing an active Network Unit.

The Trustees comprise District Officers (Chair & Treasurer), the District Lead Volunteer, the District Youth Lead and up to 8 persons proposed by the District Trustees and agreed at the District Annual General Meeting (some of who can be co-opted by the Trustees in year if there are spaces). Each year, the Trustees run an Open Section Process for all Trustees (except the District Lead Volunteer and District Youth Lead), review the applicants and make their recommendations to the District Scout Council at the Annual General Meeting, including the periods (1, 2 or 3 years) for which each Trustee should be appointed. These arrangements are fully in keeping with the Scout Association's POR requirements.

The District Trustee Board generally meet every 2 months and focus on governance, finance and related issues for the District and its constituent parts. The District Trustee Board have put in place a Warren Oak Governance Sub Committee to provide oversight and Governance for the District campsite at Warren Oak and there is in place clear delegated authority for the Warren Oak Governance Sub Committee. Members of the Warren Oak Governance Sub Committee are not Charity Trustees unless they are also members of the District Trustee Board.

All Trustees are equally responsible, but they might decide to split the tasks between them. The Trustees work together to make sure that the District:

Manages money well

- Have enough money for now and in the future. This means having a reserves policy and making sure fundraising takes place, if it's needed.
- Have a budget in place. Trustees then agree how to manage the budget with other volunteer teams.

Follow Scouts policies and relevant legislation

- Follow POR, key policies and charity regulations.
- Follow employment law if staff are employed, and act as a responsible employer in line with relevant legislation and Scout values. Make sure effective line management is in place for each staff member, which can be delegated to others.
- Create the Trustees Annual Report and Statement of Accounts.
- Have the Statement of Accounts audited by an appropriate person before the Annual General Meeting.
- Hold an Annual General Meeting (AGM).

Look after buildings, insurance and property

- Look after records of ownership of property and equipment.
- Have the right insurance for people, buildings, and equipment.
- Make sure buildings and equipment are working well.

Manage risks

- Maintain a risk register and put the right risk mitigations in place.

Help the charity to operate well, today and in the future

- Work with Lead Volunteers to meet their charity aims.
- Champion the Scouts Volunteering Culture and make sure volunteers are aware of it, reflect on it, commit to it, and apply it in their teams.

In carrying out the above, Trustees also:

- Make sure effective administration is in place to support the work of the Trustee Board.
- Make sure records of Trustee Board meetings are kept, and complete any actions that are agreed.
- Run an open selection process for appointing Trustees
- Co-opt Trustees onto the Board if they need people with particular skills or knowledge.
- Get expert advice, if needed. This could be on health and safety, managing money, buildings, equipment, or employment.
- Network with other Scouts Trustees to share knowledge and experience.

## **Risk and Internal Controls**

The District has in place systems of internal controls that are designed to provide good assurance against material mismanagement or loss. These include two independent authorisers for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

The District conducts risk assessments for all activities and provides guidance to Groups and Units on how they should do similarly.

The Trustees maintain a top-level risk register for the District as a whole and review this at all Trustee Board meetings to ensure that it is as up to date as possible.

## **Achievements and performance**

Scouting in The Malverns had progressively recovered after being adversely affected by the COVID pandemic when it shrank from almost 1,000 members (adult and young people) to under 800 members between 2020 and 2023. The situation had stabilised, but unfortunately the loss of two Cub Packs in year (due to Leaders leaving) has meant that from January 2024 to January 2025 the District dropped by some 6% overall and is now back to just under 800 members. Generally overall adult volunteer numbers have held up well, but the Section numbers have dropped as there are not enough adult volunteers willing to be Leaders. This is disappointing and despite our first Squirrel Drey opening in 18 months ago and the re-opening of a several Explorer Units. There remains good demand for young people's places across the District with approximately 130 young people on the waiting lists wanting to join.

There remains a concerning level of vacancies to key District and Group roles that are being addressed as a priority and are necessary to re-build the District and all its functions including Warren Oak.

Through the year, our campsite at Warren Oak has held up well and is back above pre-COVID levels of use – which is great. We are particularly thankful to our small team of dedicated volunteers who manage and look after Warren Oak including all bookings. During the year there has been considerable change and development at Warren Oak with the new Warren Oak Governances Sub-Committee and Warren Oak Site Team coming into being under Transformation. Unfortunately, in the process some long standing volunteers at Warren Oak have stepped down and this has been a great loss. We are very grateful and thankful for all they have done and achieved over the years. Fortunately, some new volunteers have come forwards and these bedding in as the new Site Team. Despite this there has been considerable work and developments at the site to improve its safety, compliance and infrastructure.

Key developments for Warren Oak are happening or in the pipeline including; external washing-up facilities, a hammock circle, replacement fencing, a replacement bouldering wall, a large covered open area for those using the site to be able to shelter under during inclement weather and an extension to the toilet and shower facilities at the site.

In order to satisfy the demand for Scouting in the District, continuing promotion, recruitment and support of adults as leaders, administrators, trustees, and supporters is needed. There exists the opportunity to open new Sections in existing Groups and to strengthen some Groups and existing Sections.

The top priorities for the coming year are therefore again:

- Adult Recruitment (for most Groups and the District Teams)
- Support and Development of Warren Oak
- Succession Planning (for most roles in the District, including Explorers and key roles in Groups)
- Embrace The Scout Association's 'Transforming our Volunteer Experience' change programme (despite the difficulties with the new membership system).

We continue to refine the specific actions needed to address these top priorities through the year.

The District appreciates the generosity, time and effort of all our adult volunteers in the District (past and present), in Groups and in support teams (including the local branch of the Baden Powell Guild), all of whom impact directly and indirectly on the District's activities. Thank you all so much for all you do.

## **Financial Review**

Please see the associated Receipts and Payments Accounts for The Malverns District Scout Council.

The District does not employ any paid workers and Trustees have not received any payments except for small amounts of receipted expenses.

### **Reserves Policy:**

The District's policy on reserves is to hold sufficient resources to continue the charitable activities of the District (including Warren Oak) should income and fundraising activities fall short, and to hold funds to support individuals and Groups in times of urgent need. Trustees consider that the District should hold a sum of £30,000 (equivalent to 12 months running costs, excluding subscriptions payable to Headquarters and County) plus £15,000 to meet any immediate needs of members, Groups and Units within the District. The District held total cash funds of approximately £100,000 at the year end, including approximately £20,000 in our Explorer Unit's accounts, with the rest roughly evenly split between the main District and Warren Oak. This well covered the required reserves, but included the Warren Oak funds earmarked for the development of the site.

### **Investment Policy:**

The District does not have sufficient funds to invest in long term investments. The District 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.

## Addresses:

### Correspondence:

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e-mail: [administration@scoutsmalvern.org.uk](mailto:administration@scoutsmalvern.org.uk)

### Websites:

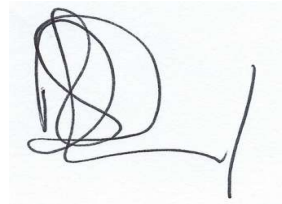
District: [www.scoutsmalverns.org.uk](http://www.scoutsmalverns.org.uk)

Warren Oak: [www.warrenoak.org.uk](http://www.warrenoak.org.uk)

This Trustees Annual Report was reviewed and unanimously approved by the District Trustees at their Board meeting on 21<sup>st</sup> May 2025 and signed on their behalf by:



Dr Derek Barnes  
District Chair



David Cashmore  
District Treasurer