



**2ND MORTLAKE SCOUT GROUP  
ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025**

**Registered Charity number 1021519**

## TRUSTEES' ANNUAL REPORT

The Trustees present their report and unaudited financial statements for the year ended 31 March 2025.

### Reference and Administration Details

Charity Name: **2<sup>nd</sup> Mortlake Scout Group**  
Charity Number: **1021519**  
Principal Address: The Gymnasium, Alder Road London SW14 8ER

#### Trustees

<b>Edward de Waal</b>	Group Chair
<b>Frances Tracey</b>	Group Treasurer
<b>Keith Wincott</b>	Group Lead Volunteer
<b>Emily Barns</b>	Trustee
<b>Hugh Choudhury</b>	Trustee
<b>Nick Hubbard</b>	Trustee

The following trustees served until 14<sup>th</sup> May 2024 – Julia Earl, Sophie O’Neile.

The following trustees served until 4<sup>th</sup> June 2024 - Rob Oddy, Sanjay Makan, Helen Young, Hannah Wincott, David Eden. Angelika Wilcek, Matt Alcock.

The following trustee served until 23rd September2024 - Julie Haarhoff.

#### Banks

CAF Bank Limited, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

HSBC Bank PLC 67 George St Richmond TW9 1HG

#### Independent Examiner

Sarah Spalding 37 Manor Crescent, Byfleet, Surrey KT14 7EN

## Structure, Governance and Management

### 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 (POR) of the Scout Association.

### Constitution

The Group is a registered charity established under the rules of The Scout Association.

### Trustee Selection

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

### Management

The Group is managed by the Group Trustee Board, 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 Trustee Board consists of the Chair, Treasurer and 4 Trustees and meets 4 times a year.

Members of the Trustee Board complete Growing Roots learning within the first 6 months of joining the Board, including the Being a Trustee in Scouts module.

The Group Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that gives young people skills for life.

## Risk and Internal Control

The Group Trustee Board has identified the major risks to which they believe the Group is exposed which are:

**Risk:** Damage to the Group's HQ building and equipment.

**Management:** If the HQ building became unusable, the Group would seek to rent other buildings from neighbouring organisations such as the church, community centre or other Scout Groups. If its equipment was damaged it would seek to purchase replacements or borrow from other Scout Groups. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss and holds sufficient cash reserves to cover immediate repairs to the building. The Group also maintains a Risk Assessment for the building.

**Risk:** Repairs to the Group's HQ building. The Group leases its building under a full repairing lease from the Diocese of Southwark and the Parish of Mortlake ("the Church"). Therefore, it is liable for continuing repairs to the structure.

**Management:** A dedicated member of the Trustee Board regularly reports on the condition of the building and any repairs needed. The Group holds reserves against this potential future liability.

**Risk:** Lease on the Group's HQ building not renewed. The Group leases its building under a 7 year lease. The lease has been renewed for the last 100 years since the Group was founded. However there is a risk that the Church could not renew the lease.

**Management:** If the Group could no longer use its HQ building, it would seek to rent other buildings from neighbouring organisations such as the Church, community centre or other Scout Groups. Therefore the Group holds cash reserves to cover the increased costs of renting alternative premises.

**Risk:** Injury to Leaders, Helpers, Supporters or Members

**Management:** The Group supports compliance with the Safety Policy and ensures appropriate risk assessment; elimination, reduction and control measures are taken to reduce the likelihood of any injuries.

In addition, through membership fees, the Group contributes to the Scout Association's national accident insurance policy.

**Risk:** Reduced Income from Subscriptions and Fund Raising

**Management:** the Group is primarily reliant upon income from subscriptions and fund-raising. The Group holds adequate reserves to ensure the continuity of activities should there be a major reduction in income. The committee could also raise the value of subscriptions to increase the Group income either temporarily or permanently.

**Risk:** Reduction or Loss of Leaders

**Management:** The Group is totally reliant upon volunteers to run and administer the activities of the Group. If there were a reduction in the number of volunteers to an unacceptable level, then there would have to be a contraction, consolidation or closure of activities or sections.

**Risk:** Reduction or Loss of Members

**Management:** If there were a reduction in membership of a particular section or the Group as a whole then there would have to be a contraction, consolidation or closure of a section.

## **Risk and Internal Control of Finances**

**Management:** The Group has put in place systems of internal controls that are designed to ensure its money is safe, properly used and accounted for to meet its legal and other obligations (e.g. the Charities Act and the Policies, Organisation and Rules (POR) of the Scout Association).

**Controls:** The Treasurer maintains detailed accounts of all spending and income, records of receipts, reports on the Group's financial position to each Trustee Board meeting and arranges for independent scrutiny of the annual accounts. Two authorisations are required for all payments, and these are made by use of electronic funds transfer and card payments where possible. The Trustee Board has also put in place Investment, Reserves & Expenses Policies.

## **OBJECTIVES AND ACTIVITIES**

### **Summary of the objects of the charity**

The primary objective of the Group is that of the Scout Association generally, namely:

‘to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.’

#### The Values of Scouting

As Scouts we are guided by these values:

- Integrity - We act with integrity; we are honest, trustworthy and loyal.
- Respect - We have self-respect and respect for others.
- Care - We support others and take care of the world in which we live.
- Belief - We explore our faiths, beliefs and attitudes.
- Co-operation - We make a positive difference; we cooperate with others and make friends.

#### The Scout Method

Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

The activities of the Group in relation to these objects are:

- The provision of the Scouting programme for 4–14 year old members
- Weekly activities both indoors and outdoors
- Participation in local community events.

#### Opportunities for All Fund

The Group provides assistance through its Opportunities for All Fund, supporting inclusivity, where parents are in financial hardship for membership fees and the costs of camps and other activities. The Fund provided help to 1 young person during the year who otherwise would not have been able to participate in Scouting.

#### Leaders

The Group also provides training courses for leaders and assistant leaders, and pays for their uniforms.

### **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.

## Achievements and Performance

All the sections continued to run a wide variety of activities. The Squirrel Drey for young people aged 4-6 years has now been running for over a year. During this time they have done lots of activities resulting in completion of many badges, visited the community garden, visited the local Fire Station and did a Bear Hunt on Mortlake Green. For Beavers, activities included learning skills for the builder badge and disability awareness badge. Both Colonies enjoyed the trip to the pantomime in December. The two Cub Packs follow the same exciting and varied programme which this year included cycling in Richmond Park and other outdoor activities. The Scout Troop activities included improving their map reading and bushcraft skills, bike maintenance and a visit to an escape room. Another successful Group Birthday Barbecue and Photo was held in June.

All Sections regularly support Richmond District events and camps.

Summer camps were held for Cubs (Phasels Wood Activity Centre) and Scouts (Buddens Activity Centre near Corfe Castle). The Cub Packs also enjoyed a weekend of activities at PGL in March 2025. Both Beaver Colonies again held a successful sleepover in the hut in November 2024.

The annual Remembrance Sunday Parade in East Sheen was once again well supported by 2nd Mortlake with 100 young people from all Sections along with leaders and parents in attendance.

The two Beaver Colonies hosted members of Mortlake Community Association to an afternoon of tea, cake and board games-an event which was enjoyed by all ages.

Group numbers continue to be robust, and all Sections have waiting lists.

Although not part of the Group as they fall under Richmond upon Thames District, the Burton Explorers make use of the Scout Hall and group equipment for their meetings, activities and camps. There is a partnership agreement in place to cover this.

The Group also successfully completed the renovation of the garage and conversion into a new store. This will substantially increase the Group's capacity to store equipment and free up space in the main building for Section activities. The Group would like to express its thanks to all those who contributed to the project, and especially Nigel Reynolds at Elite Designers.

Fundraising during the year included a pool party and bag packing at the local supermarket.

One of our Cub leaders, Sanjay Makan, undertook a bike ride to Paris, raising over £900 for Group funds.

The Group also raises funds through hall lettings, a 200 club, and by claiming gift aid on eligible donations.

The Group was grateful to have received the following donations and grants during the year:-

<b>Donations</b>	<b>£</b>	<b>Grants</b>	<b>£</b>
BP	696	Garfield Weston	15,000
Chesterton	500	Barnes Fund	5,000
Bank of America	395	Vic Dominey Fund	200
Jack Petchey	600		
Individuals	1,440		
Total	3,631	Total	20,200

## **FINANCIAL REVIEW**

The financial statements are shown on pages 10 and 11

### **Income**

Income in the year was £76,035 (2024: £57,195)

Income during the year includes grants of £20,000 for the garage refurbishment.

Gift aid received in the year of £6,665 relates to the claim for 23-24, whereas the prior year relates to two years of claims.

Subscriptions were increased in January 2025 from £60/term to £70/term. This was the first increase since 2016 and reflects increased running costs.

### **Expenditure**

Expenditure during the year was £105,169 (2024: £59,273) and includes costs for the garage amounting to £67,951.

Camp/activities income includes £1,308 for summer camp 2025 deposits (2024 camp deposits: £1,209).

Rent paid in the current year is £1,475 (2024 £nil). The amounts paid during the year relate to annual rent to July 2023 (£700) and July 2024 (£775). Rent is index linked based on the retail price index.

### **Funds**

The Group had total funds of £70,120 at 31<sup>st</sup> March 2025 (2024: £99,254) after recording a net deficit for the year of £29,134 (2024: net deficit of £2,078). All the funds at year end are unrestricted, and there are no funds in deficit. The grants from Garfield Weston and the Barnes Fund have been treated as restricted income as they relate to the garage refurbishment. All amounts treated as restricted income have been fully spent in the year.

### **Reserves Policy**

The Group aims to maintain cash reserves for contingencies/unforeseen circumstances as discussed in the risks and internal controls section. This includes £10,000 set aside for temporary accommodation should the need arise, and £33,000 to reflect the fact that the hall lease is a full repairing lease.

Therefore at 31st March 2025 the amount of reserves for such contingencies has been agreed at £43,000. The Group has higher cash reserves at this year-end to cover the final costs of the garage refurbishment amounting to just under £20,000.

### **Future Plans**

The Group will continue with its fundraising efforts and grant applications to raise funds for the continued development of 2nd Mortlake Scout Group. It will also ensure that the Skills for Life plan is developed and that all sections learn new skills and have fun and adventures as part of Scouts. The sections will continue to develop balanced, challenging programmes for the young people, with adventure appropriate to their age and abilities, which are measured through the Programme Quality Checker which is leading to more of our young people gaining top awards in their sections.

The sections hold regular youth forum discussions ensuring their ideas are incorporated in all section programmes and that activities are youth shaped and youth led.

The lease for the Group's HQ building expires in July 2029 and a rolling programme of maintenance to the fabric of the building will be undertaken. Renovation and fit out of the garage next to the HQ will be completed shortly.

The website and Group Facebook pages will continue to be developed, further increasing community impact and perception within the local community.

The trustees declare that they have approved the trustees report above.

Signed on behalf of the charity's trustees:

**Signature:**

**Date:**

Full Name: Keith Wincott

Position: Group Lead Volunteer

**Signature:**

**Date:**

Full Name: Edward de Waal

Position: Group Chair



## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF 2ND MORTLAKE SCOUT GROUP (Charity Reg No 1021519)**

I report to the trustees on my examination of the accounts of the 2nd Mortlake Scout Group for the year ended 31 March 2025, which are set out on pages 10 to 11.

### **RESPONSIBILITIES AND BASIS OF REPORT**

As the charity trustees of the 2nd Mortlake Scout Group, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the 2nd Mortlake Scout Group accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **INDEPENDENT EXAMINER'S STATEMENT**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the 2nd Mortlake Scout Group as required by section 130 of the Act; or
- the accounts do not accord with those records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Ms Sarah Spalding FCCA AMCT  
37 Manor Crescent  
Byfleet  
Surrey  
KT14 7EN

Date

## 2ND MORTLAKE SCOUT GROUP

### Receipts and Payments Account

31 March 2025

	Restricted £	Unrestricted £	Total 2025 £	Total 2024 £
<b>RECEIPTS</b>				
Membership subscriptions	-	28,342	28,342	22,027
Less capitation fee	-	(9,525)	(9,525)	(8,250)
Net membership subscriptions retained	-	18,817	18,817	13,777
Fundraising activities	-	5,875	5,875	3,482
200 Club	-	2,002	2,002	2,294
Corporate donations	-	1,591	1,591	392
Other donations	-	2,040	2,040	2,938
Income from camps/activities	-	14,935	14,935	15,780
Grants	20,200	-	20,200	1,500
Gift aid	-	6,665	6,665	14,100
Income from Hall Lettings		1,684	1,684	1,375
Other income	-	246	246	359
Interest received	-	1,980	1,980	1,198
<b>TOTAL RECEIPTS</b>	20,200	55,835	76,035	57,195
<b>PAYMENTS</b>				
Utilities	-	2,781	2,781	2,285
Rent	-	1,475	1,475	-
Insurance	-	1,429	1,429	1,376
General group/section running costs	-	7,672	7,672	13,569
Professional fees	-	-	-	3,012
Camping equipment	-	137	137	3,109
Camp/activities expenditure	200	16,321	16,521	22,507
Hall maintenance/running costs	-	5,055	5,055	6,542
Hall refurbishment	20,000	47,951	67,951	5,095
Cost of fundraising	-	962	962	493
200 club		1,061	1,061	1,040
Bank charges		125	125	120
Sundry expenses	-	-	-	125
<b>TOTAL PAYMENTS</b>	20,200	84,969	105,169	59,273
<b>Net of receipts/(payments)</b>	-	(29,134)	(29,134)	(2,078)
Cash funds last year end	-	99,254	99,254	101,332
Cash funds this year end	-	70,120	70,120	99,254

## 2ND MORTLAKE SCOUT GROUP

### Statement of Assets and Liabilities at 31 March 2025

<u>Cash Funds</u>	<b>Restricted</b>	<b>Unrestricted</b>	<b>Total 2025</b>	Total 2024
CAF Bank	0	18,002	18,002	54,330
HSBC bank	0	52,118	52,118	44,924
Total Cash	0	70,120	70,120	99,254
<b>Total Assets</b>	0	70,120	70,120	99,254
Liabilities	0	0	0	0
<b>Net Assets and Liabilities</b>	0	<b>70,120</b>	<b>70,120</b>	99,254

The receipts and payments account (page 10) and statement of assets and liabilities were approved by the Trustees on 14 June 2025 and signed on their behalf by

Edward de Waal  
Chair

Frances Tracey  
Treasurer