

Trustees' Annual Report

For the period

From (start date)

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to end date

3	1	0	3	2	4
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Section A

Reference and administration details

Charity name

1st Larkfield (Holy Trinity) Scout Group

Other names the charity is known by

Registered charity number (if any)

1	0	2	6	1	3
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HQ registration number

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Charity's principal address

1 River Way, Larkfield, Aylesford, Kent

Postcode

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Names of the charity trustees who manage the charity

(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Adam Makewell	Trustee (Lead Volunteer)	From March 1st 2024
2	Fiona Dalzell	Trustee (Fundraising)	From July 8th 2023
3	Rachel Parris	Trustee (Treasurer)	From 23rd June 2023
4	Kayleigh McMahon	Trustee	
5	Sarah Makewell	Trustee (Chair)	
6	Christopher Hardy	Trustee	
7	Danielle Humphrey	Trustee	
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14			
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Names and addresses of advisers (optional information but encouraged as best practice)

(These will be published in the annual report of the charity)

Type of advisor	Name	Address

Section B**Structure, governance and management**

Description of the charity's trusts

Type of governing document

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.

(e.g. trust deed, constitution)

How the charity is constituted

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

(e.g. trust, association, company)

Trustee selection methods

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

(e.g. appointed by, elected by)

Additional governance issues (optional information but encouraged as best practice)

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

The Group is managed by the 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.

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 Board consists of 4 independent representatives, Chair, Treasurer, Secretary and Fundraiser, together with the Lead Volunteer (previously Group Scout Leader), individual section leaders and meets every 3 months.

Members of the Board complete '*Essential Information for Executive Committee*' training within the first 5 months of joining the committee.

This Group Trustee Board exists to support the Lead Volunteer 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)
	<p data-bbox="568 230 1351 264">Risk and Internal Control</p> <p data-bbox="568 264 1351 376">The Board 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:</p> <p data-bbox="568 409 1351 633">Damage to the building, property and equipment. The Group has reviewed all nessessary compliance requirements to ensure buildings, property and equipment are maintained to the standards required. Sufficient buildings and contents insurance in place to mitigate against permanent loss.The Group would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Groups should the need arise.</p> <p data-bbox="568 667 1351 835">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. Accident and incidents are reviewed regularly to reflect on themes and implement mitigations where action can be taken to reduce likelihood of re-occurance.</p> <p data-bbox="568 869 1351 1037">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 Board has and could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.</p> <p data-bbox="568 1093 1351 1126">Risk and Internal Control</p> <p data-bbox="568 1126 1351 1272">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.</p>

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p>The Purpose of Scouting Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p>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 co-operate with others and make friends.</p> <p>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.</p>
Summary of the main activities in relation to these objects	<p>Remembrance Parade: Participated in the solemn event to honour the country's history and express gratitude for sacrifices made by others.</p> <p>Bowling Christmas Treat: Celebrated the festive season with a fun and inclusive activity, reinforcing bonds, and providing a well-deserved celebration for each section.</p> <p>Tesco Foyer Fundraisers: Gathered in December and May to generate funds, cultivate community relationships, and raise awareness of the group's cause in the local community, encouraging donations for the blue token scheme.</p> <p>Group Camp: Enjoyed an exciting and adventurous experience in June, providing opportunities for members to challenge themselves physically and mentally in various outdoor activities, while forming lasting memories and friendships.</p> <p>St Georges Day: We came together to celebrate St George's Day on the 23rd of April, honouring England's national day and instilling pride in our scouts for their cultural heritage.</p>
Additional details of the objectives and activities (optional information but encouraged as best practice)	
<p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grantmaking; • contribution made by volunteers; • policy on investments. 	

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

1st Larkfield (Holy Trinity) Scout Group has had a remarkable year filled with engaging activities, accomplishments, and exciting events that have contributed to the personal growth and development of our members. Here is a summary of our group's highlights over the past year:

- **Community Service Projects:** Our young people participated in various community service initiatives, including a neighbourhood litter pick clean-up and a food drive for the local food bank.
 - **Outdoor Adventures:** We organised camping trips to scenic locations, where scouts learned essential outdoor skills such as pitching tents, building campfires, and cooking outdoors.
 - **Skill Development:** Our young people honed their talents through workshops on first aid, map reading, knot tying, and other practical skills.
 - **Achievements and Advancements:** Numerous beavers, cubs and scouts advanced to higher scouting levels, demonstrating their dedication and commitment to personal growth.
 - **Fun Group Activities:** We held engaging group events such as Group Camp, Archery, Shooting and Axe Throwing, a festive Bowling treat to foster camaraderie and friendship.
- Overall, it has been a successful and memorable year for 1st Larkfield (Holy Trinity) Scout Group. We are proud of our scouts' accomplishments and look forward to another year of growth and adventure.

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 Trustee Board considers that the group should hold a sum equivalent to 3 months running costs @circa £8000.

The Group held reserves of £4778 against this at year end. This is below required for operating expenses. However this can be explained by increased operating costs in 23-4 compared to prior years. Additional reserves will be set aside to ensure sufficient resources should fundraising activities fall short in 24-25.

Quantify and explain any designations

Details of any funds materially in deficit (circumstances plus steps to eliminate)

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Further financial review details (optional information)

The Charity's Principle Source of Funds	
The Groups income is primarily reliant on subscription fees and fundraising. The Group aims to raise sufficient annual funds through fundraising to support maintainance of the Scout Hut and support programme expenditure.	
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 building societies.	
balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements.	

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

- the charity's principal sources of funds (including any fundraising);

- how expenditure has supported the key objectives of the charity;

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

Signature(s)	Rachel Parris	
Full name(s)	Rachel Parris	
Position (eg Secretary, Chair)	Treasurer	
Date	2020	724

1st Larkfield (Holy Trinity)

Year End Summary

For The Years

Receipts and payments

Membership subscriptions

Net membership subscriptions retained

Camps and Trips

Badges & Uniform

Sub total

Trading/Sales

Fundraising /Donations

Hut Rental Income

Sub total

Bank interest

Sub total

Total Gross Income

Receipts and payments

Programme Expenditure

Capitation

Insurance

Fundraising Expenditure

Hut Expenditure

Badges and Uniforms

Utilities

Bank Charges

Total Charitable Payments

Total Gross Expenditure

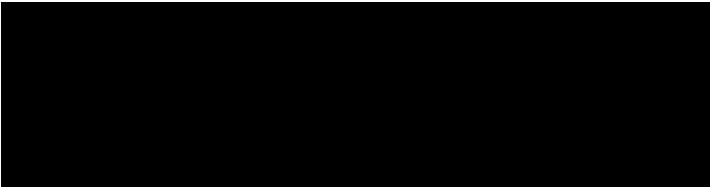
Total Asset and Investment Purchases

Total Payments
Profit before Tax

Statement of assets and liabilities at the end of the year

Bank funds
Cash/Floats
Total cash funds

Notes



01.04.2023-2024



2023-2024

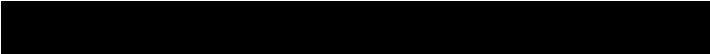
£	6,198.79
£	6,198.79

£	10,431.12
	£18.00
£	10,449.12

£	2,670.65
£	1,840.92
£	5,182.00
£	9,693.57

£	58.92
£	58.92

£	26,400.40
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2023-2024

£	13,649.02
£	5,047.00
£	2,934.94
£	825.30
£	2,935.78
£	956.58
£	1,202.10
£	9.45
£	27,550.72

£	27,550.72
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£	-

£	27,550.72
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-£	6,332.32
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2023-2024

£	19,255.91
£	147.81
£	19,403.72

Template for the scrutineer's report to the trustees

Scrutineer's Report to the Trustees of 1st Larkfield (Holy Trinity) Scout Group

I report on the accounts of the Group/District for the year ended 31st March 2024.

Respective responsibilities of Trustees and Scrutineer

As the Group's/District's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

Basis of Scrutineer's Statement

In accordance with the directions given in the Group's constitution, I have scrutinised the records and the accounts.

Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Name: ...Mrs Rebecca Pullen

Address: 14 Bryant Close, Nettlestead, Kent ME18 5EX

Date:12/07/2024.....

