

# 2ND RAYLEIGH (HOLY TRINITY) SCOUT GROUP

England & Wales · Charity number 1032521

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1994-02-04

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 12 Albert Close  
Rayleigh  
Essex  
SS6 8HP

**Phone** 01268770859

**Email** [2ndrayleighfinance@gmail.com](mailto:2ndrayleighfinance@gmail.com)

## Activities

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**Objects:** THE MENTAL PHYSICAL AND SPIRITUAL DEVELOPMENT OF YOUNG PEOPLE.

**Activities:** To provide a Scouting programme for 6 to 14 year-olds, via Beaver, Cub and Scout sections.

## Classification

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- **How:** Provides Human Resources, Provides Services
- **What:** Education/training
- **Who:** Children/young People

## Geography

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- Essex

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£30,332	£23,658	-	-
2024-03-31	£25,060	£27,504	-	-
2023-03-31	£19,247	£14,751	-	-
2022-03-31	£7,302	£6,994	-	-
2021-03-31	£3,588	£6,125	-	-

## Trustees

Name	Role	Appointed
<b>TREVOR IZOD</b>	Chair	2004-06-01
ALISON JONES		2013-09-01
KAREN VASSALLO		2001-06-01
Keely Louise Buckle		2023-08-28
MARTIN WRAGG		2021-06-23
Pamela Potter		2025-03-06
Simon Smith		2023-06-19

**2ND RAYLEIGH (HOLY TRINITY) SCOUT GROUP**

England & Wales - Charity number 1032521

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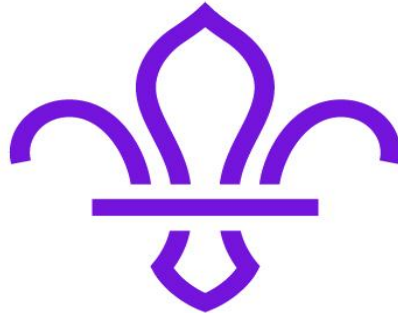
# Accounts

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**Skills For Life**

*Resilience, Initiative, Independence, Tenacity, Leadership, Teamwork,  
Problem Solving, Coding, Cooking, First Aid.....*



**Scouts**

**2nd Rayleigh (Holy  
Trinity)**

**Trustees' Annual Report  
and  
Statement of Accounts  
for the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025**



**Skills For Life**

*Resilience, Initiative, Independence, Tenacity, Leadership, Teamwork, Problem Solving, Coding, Cooking, First Aid.....*

**Section A – Reference and Administrative Details**

**Charity Name:** 2<sup>nd</sup> Rayleigh Scout Group  
**Registered Charity Number:** 1032521  
**Charity’s principal address:**

**The Trustee Board (Charity Trustees 2024/25):**

Karen Vassallo	Group Lead Volunteer (ex-officio)
Trevor Izod	Chairman (until AGM 2027)
Paul Stanley	Group Treasurer (term ended 06/11/2024)
Pamela Potter	Group Treasurer (term start 06/03/2025)
Alison Jones	Trustee (until AGM 2027)
Simon Smith	Trustee (until AGM 2026)
Martin Wragg	Trustee (until AGM 2027)
Keely Buckle	Trustee (until 23/06/2025)
Nicole Lupton	Trustee (until 23/06/2025)

Beaver Colony - Alison Jones, (Rabbit) - Section Team Leader  
 Andy Merchant (Otter) – Team Member  
 Colin Patient (Badger) – Team Helper  
 Pam Potter (Leopard) – Team Helper  
 Luke Jones (Hippo) – Young Leader  
 Meredith Anslow (Mouse) – Young Leader  
 Ruby Jobber (Hedgehog) – Young Leader  
 Tiyanni Manyika (Squirrel) – Young Leader  
 Jack Malyan (Meerkat) – Young Leader

Cub Pack - Matthew Buckley (Akela) – Section Team Leader  
 Beverley Kingston (Rikki) - Team Member  
 Jeremy Lowe (Hathi) - Team Member  
 Pat House (Bagheera) - Team Member  
 Cameron Howes (Kaa) – Young Leader  
 Ryan Roberts – Young Leader  
 Violet Davison-Lacey (Baloo) - Young Leader  
 Ethan Macmahon (Shere Khan) – Young Leader

Scout Troop - Simon Smith - Section Team Leader  
 Bryne Smith - Team Member  
 Nick White – Team Member  
 Matt Buckley - Team Member  
 Bailey Aston - Team Helper

*\*Scout Active Support - Mike Walsh, Chair  
 Sue Beckwith, Secretary  
 Tony Fry, Treasurer*

*(\*ceased to function from 29<sup>th</sup> November 2024 due to changes in the organisation of Scouting.)*



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### Section B – 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 trust established under the Policy, Organisation and Rules of the Scout Association and the constitution is as set out in section 5.4 of the POR.

The Group was registered with the Scout Association on 13<sup>th</sup> September 1924 and comprises a Beaver Colony, Cub Pack and Scout Troop.

#### **Group Scout Council**

The Group Scout Council is the electoral body to which the Group Trustee Board is accountable. Membership of the Group Scout Council is open to:

- Scouters
- 2<sup>nd</sup> Rayleigh Events Support Team
- Colony, Pack and Troop Assistants
- Skills Instructors
- Administrators
- Advisors
- Patrol Leaders
- All Parents of Beavers, Cubs and Scouts
- Any other supporters, including former Scouts and their parents, admitted by the Group Scout Leader, the Group Trustees Board or the Group Scout Council
- The District Commissioner and District Chair are ex-officio members of the Group Scout Council
- The Rector of Rayleigh or his/her nominee

#### **Trustee Selection**

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

#### **Trustee Board**

The Trustee Board is a team of volunteers who work together, as Charity Trustees, to make sure the Group is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance. Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

The Trustee Board consists of the Chair, Treasurer, Group Lead Volunteer and 5 trustees and has met 4 times in the past year. Members of the Trust Board are required to complete the following mandatory training within 6 months of joining the board:



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- Module 1
- Trustee Introduction
- Safeguarding
- Safety
- GDPR (General Data Protection Regulations)

The Group Trust 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 give young people skills for life.

Members of the Group Trust Board must act collectively as charity trustees of the Scout Group and in the best interests of its members to:

- Comply with the Policy, Organisation and Rules of the Scout Association.
- Protect and maintain any property and equipment owned by and/or used by the Group.
- Manage the Group finances.
- Provide insurance for people, property and equipment.
- Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support and fund-raising activities.
- Promote and support the development of Scouting in the local area.
- Manage and implement the Safety Policy locally.
- Develop and maintain a risk register including putting appropriate mitigations in place.
- Ensure that a positive image of Scouting exists in the local community.
- Appoint and manage the operation of any sub-committees, including appointing a Chair to lead the sub-committees.
- Ensure that Young People are meaningfully involved in decision making at all levels within the Group.
- The opening, closure and amalgamation of sections as necessary.
- And all other duties as set out in Policy, Organisation and Rules.

### **Risk and Internal Control**

The Group Trust 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:

- *Damage to equipment* – The Group would request the use of equipment from other Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient contents insurance in place to mitigate against permanent loss.



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- *Injury to leaders, helpers, supporters and members* – The Group supports compliance with the Safety Policy and ensures appropriate risk assessments, 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 Assessments are undertaken before all activities.
- *Reduced income from fundraising* – 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 could raise the value of subscriptions 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 14. 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.
- 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 as well as close monitoring by the Group Treasurer and in turn the Trustee Board of all income and expenditure.

## Section C – Objectives and activities

### 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.

### 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.



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#### **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 are:

- The provision of the Scouting programme for 6-14 years old members.

#### **Public benefit statement**

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

#### **Health and Safety**

Group activities continue to be planned and managed by leaders to mitigate risks. There were no major accidents.

#### **Training**

All training is fully up-to-date.

### **Section D – Achievements and performance**

Another successful year at 2<sup>nd</sup> Rayleigh is behind us, and what an eventful one it has been as the Group turned 100 years old. The Centenary celebrations kicked off with a fabulous Family Fun Day at Belchamps in May and ended with a very enjoyable adult evening in September. There was also a Thanksgiving Church Service dedicated to the history of the Group.

The event saw many of our Volunteers receiving certificates for long service to 2<sup>nd</sup> Rayleigh, ranging from 25 years to 38 years, and one of our Cub Team Members, Pat House, was specifically recognised for her 66 years dedication to the Scout Movement. A big thank you goes to everyone that gave their time to help prepare for the celebrations. We are running at almost full capacity and still have waiting lists of youngsters keen to join us. The waiting list has 18 children of beaver age with another 10 not old enough yet. The census this year showed a membership of 77 young people and 14 adults in scout roles. None of these volunteers receive any payments for the roles they carry out.



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Our team of dedicated volunteers continue to provide varied, exciting and challenging programmes, and many of the young people have achieved Chief Scout Awards.

Thank you as always to our selfless and hardworking Trustees, Adult Members, and Young Leaders who make 2<sup>nd</sup> Rayleigh the successful Group that it is, we could not do it without you all. I say every year, my job as Group Lead Volunteer (formerly Group Scout Leader) is made so much easier because of the enthusiasm, dedication and support of you all, and I am proud to be part of such a great team.

I would like to welcome Pam Potter (some of you may know her as a Beaver Scout Helper), in her new role as Group Treasurer and Trustee, who has taken over from Paul Stanley. Thank you to Paul for his many years' service, particularly through the financial challenges of the Covid lockdown, and thank you to Pam for agreeing to take on this role.

It has also been a challenging year for members as we embrace the new Scout system under the digital transformation, particularly in terms of the Group structure and training needs. The new online system has not been without teething problems, but again, our members have powered through and adapted under the new regime whilst still providing excellent opportunities and life skills for our young people.

Finally, I would like to thank the parents for your support. The relationship between the volunteers and parents at 2<sup>nd</sup> Rayleigh has always been a big part of our success, and we value that very much.

After 100 years of Scouting at 2<sup>nd</sup> Rayleigh, I am looking forward to being part of the 101<sup>st</sup> year ahead!

Karen Vassallo  
Group Lead Volunteer

### **Section E - Financial Review**

The Group had total receipts for the year to the 31 March 2025 of £30,332.69 and total payments of £23,658.41.

The financial report for 2024/25 has been subject to independent examination and has been found to be an accurate reflection of the Group's financial position.

Fundraising events brought in much needed funds and raised £4469.11 in the past year. The breakdown of this is as follows:-

Tea towels	£ 230.00
Fun Day 2024	£1390.90
100 Year Buffet	£1388.12
Hoodies etc.	£ 30.00
Bag packing	£ 639.98
Christmas Cards	£ 790.11



### Skills For Life

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#### **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 Trustee Board considers that the group should hold a sum equivalent to 12 months running costs, circa £6,000. This figure will be reviewed on an annual basis to ensure that it remains in line with expenditure.

Should the level of reserves fall below this level, the Trust Board will make efforts to restore the level as soon as possible.

Should the level of reserves be above this figure, the Trust Board will work to reduce them by purchasing equipment and subsidising the cost of activities and events for all members of the Group.

#### **Investment Policy**

The Group 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.

## **Section F – Other Information**

### **GROUP CHAIR'S REPORT**

A warm welcome to the 2<sup>nd</sup> Rayleigh AGM. Over the last year we were able to celebrate our centenary year with a fun day and an evening buffet. I think everyone will agree that they were a fitting tribute to the Group, and to all the hard work that has gone into running the group over the years. Many of our old leaders and helpers attended the evening and it was great to see them all.

As usual the last year has seen a full program of events, including various visits, nights away, and camps. Plenty of badge work and many awards were achieved. The section leader's reports give a fuller picture of the year's events.

Again, I thank all the leaders and helpers for the work that they have put in over the year. There is a lot to organise creating a busy schedule throughout the year, well done.

Trevor Izod  
Group Chair

### **BEAVER COLONY REPORT**

We have had another successful year in the Beaver Colony. We are still full with 24 beavers and a very long waiting list.



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At our weekly meetings we have worked on many of the activity badges and challenge awards. The beavers learnt a lot about penguins in an evening planned by our young leaders. Some of the other highlights this year have included visits from Reptiles Etc (Animal Friend) and Baloo, the comfort dog (Disability Awareness). We also enjoyed a trip to the Synagogue in Westcliff (Faith) and did pond dipping at Hanningfield Reservoir (World). We all had a great day out at our family fun day, to celebrate 2<sup>nd</sup> Rayleigh's 100<sup>th</sup> Birthday.

We have enjoyed a few nights away, with our Renewal of Promise camp at Belchamps and a sleepover at Monkey Bizzness, where we were allowed to sleep in the soft play area with the cubs. We have also attended many district events this year. Our oldest beavers took part in the District Hike in October, hiking an impressive 7 miles from Cherry Orchard to Hockley Woods and back again. We had a good turnout for the pantomime of 'Dick Whittington' in November which was thoroughly enjoyed by all. December's carol service included a bake off (which I had the difficult task of judging!) and several beavers made Christingles at the local church service. Our colony came 4<sup>th</sup> in the Swimming Gala in February and 6<sup>th</sup> in the District Quiz in March - Well done to everyone who has represented our colony this year.

Most of our older beavers have gone on to gain the Chief Scout Bronze Award, which is the highest award that a beaver scout can get. This takes a lot of work and commitment to the colony and we are very proud of their efforts. Well done to Isaac Stuble, Aden Jelfs, Riggs Merchant, Brodie Latter and Jack Spalding (who has since joined the cub pack). Several of our other Beavers are very close to getting the bronze with only one or two more challenges to complete.

I would like to take this opportunity to say a big thank you to our adult helpers – Andy (Otter), Colin (Badger) and Pam (Leopard) and to our young leaders – Luke (Hippo), Meredith (Mouse), Ruby (Hedgehog), Tiyanni (Squirrel) and Jack (Meerkat) for their continued help and assistance which is very much appreciated. I would also like to thank all the parents who support our activities, enabling the colony to go out and about on our many adventures.

Alison Jones  
"Rabbit"  
Beaver Colony Team Leader

### **CUB PACK REPORT**

Wow – what a year it's been! Looking back, I honestly couldn't be prouder of our Cubs and the amazing Cub team that's helped make everything happen. It's been full-on fun, adventure, learning, and a whole lot of laughter and some sleepless camps!

From camping trips and fire lighting to team games, badge work, sleepovers, and everything in between – our Cubs have thrown themselves into it all with energy,



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enthusiasm, and a fantastic attitude. They've shown real teamwork, kindness, and courage, and it's been incredible to watch them grow in confidence week by week. We've had some brilliant highlights – whether it was nailing a new skill, smashing the junk model challenge, or just seeing friendships grow and new Cubs being welcomed in with open arms. Every single Cub has brought something special to the group, and we're lucky to have such a brilliant bunch.

Huge shoutout to the Cub team – you're absolute legends. Whether you're running games, organising chaos, keeping the energy going, or just being that friendly face a Cub needs after a rough school day – none of this would happen without you. It's been a real team effort, and I can't thank you enough for the time, effort, and love you all put in.

And of course, thanks to the parents and carers for all your support – lifts, constant WhatsApp messages, and weekly support. You're part of the Cub family too. Here's to another year of adventure, silliness, and making memories. Go Cubs!

Matt Buckley  
"Akela"  
Cub Pack Team Leader

### **SCOUT TROOP REPORT**

Another year has gone by, and another year of scouting completed! It has been great to continue the journey of scouting by recently welcoming the fourteen new cubs moving up boosting our troop numbers which has consisted of ten scouts for most of the year, so we now have twenty-four scouts but two are leaving at the start of April and moving onto explorers.

The scouts have taken part in various activities this year including cooking on open fires, making stretchers, catapults, cooking pancakes on gas in the hall, working towards badges and the Essex challenge 2024, they have played Unihoc, minefields, dodge ball and other games. The scouts also enjoyed two nights at Belchamp's recently on the archery and air rifle ranges and a couple of hikes were undertaken in the local area and two evening playing wide games in Hockley woods. We have worked towards various badges with seven earning the Essex Challenge 2024 award and around thirty-five badges earned by the ten scouts with us through the year.

We attended the District Renewal of promise event at a very muddy campsite in May, though the days had nicer weather. Three scouts camped both nights, two camped one night and three attended during the day. Five scouts also attended the 80<sup>th</sup> Anniversary D-Day event outside the mill hall during an evening in June. Three scouts completed the district skills weekend in June, learning new camping skills like peg carving, tent pitching and cooking on fires, with an activity and wide game in the evening. Four scouts attended the district weekend visit to the Dockland Scout Project in September based at the West India Dock Complex on the east side of London, where they took part in various water



**Skills For Life**

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Problem Solving, Coding, Cooking, First Aid.....*

boating activities including canoeing, rowing and sailing and stayed on the Lord Amory, the only permanently moored campsite in the UK.

I would like to thank the 2<sup>nd</sup> Rayleigh Scout Team who regularly come along to help as without this none of the above could happen so thanks to Bryne, Nick, Bailey and Matt for their commitment and support during the meetings.

Simon Smith  
Scout Troop Team Leader

**Section G - Declaration**

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

Signed on behalf of the charity's trustees

Signed:	<i>Karen Vassallo</i>	<i>Trevor Izod</i>
Full Name(s):	Karen Vassallo	Trevor Izod
Position:	Group Lead Volunteer	Chairman
Date:	19 <sup>th</sup> May 2025	19 <sup>th</sup> May 2025



**Skills For Life**

*Resilience, Initiative, Independence, Tenacity, Leadership, Teamwork,  
Problem Solving, Coding, Cooking, First Aid.....*

**2<sup>nd</sup> RAYLEIGH (HOLY TRINITY) SCOUT GROUP**

**SUMMARY OF RECEIPTS AND PAYMENTS FOR YEAR ENDING 31<sup>st</sup> MARCH 2025**

**CONSOLIDATED  
(to 31/03/2025)**

<b>RECEIPTS</b>	<b>£</b>	<b>PAYMENTS</b>	<b>£</b>
Subscriptions	9,176.08	Capitation	4,293.00
Donations	30.51	Refreshments purchased	208.42
Fund Raising	4,469.11	Uniform/Badges purchased	979.14
Outings/Activities	2,748.77	Outings/Activities	6,505.78
Uniform/Badge sales	109.50	Camp expenses	2,754.59
Camp receipts	3,926.35	Donations	306.35
Hike	120.00	Materials (eve meet's)	1,214.46
Interest	32.36	Equipment (tents etc)	539.48
Town Museum Event	-	Stationery, Postage etc	51.15
Tax refund	4,741.01	Prizes	-
-	-	Insurance	250.17
-	-	*Use of Church Hall	-
-	-	Miscellaneous	314.88
-	-	Storage	240.00
-	-	Subscriptions refunds Hike	718.61
-	-	OSM Annual Fee	-
-	-		24.00
-	-	Town Museum Event	254.38
-	-		-
-	-		-
Payments from divisions	4,979.00	Payments to Group	5,004.00
			-
<b>TOTAL RECEIPTS</b>	<u>30,332.69</u>	<b>TOTAL PAYMENTS</b>	<u>23,658.41</u>
Brought Forward @ 1 Apr		Carried Forward @ 31 Mar	
CASH IN HAND	784.85	CASH IN HAND	3,560.66
CASH IN BANK	<u>7,913.98</u>	CASH IN BANK	<u>11,812.45</u>
	<u>39,031.52</u>		<u>39,031.52</u>

*\* Use of Church Hall – Invoice for January to December 2024 rent was not received until after year end close and will occur in the 2025 accounts.*



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**Cash Totals  
 (to 31/03/2025)**

	<b>Cash in Hand</b>	<b>Cash in Bank</b>	<b>Total Funds</b>
Group General Account	-	8,335.55	8,335.55
Beavers	48.90	1,007.58	1,056.48
Cubs	2,374.57	243.83	2,618.40
Scouts	1,137.19	2,225.49	3,362.68
SAS	-	-	-
<b>Totals</b>	<b>3,560.66</b>	<b>11,812.45</b>	<b>15,373.11</b>

Signed: *Pamela Potter*  
 Pamela Potter (Treasurer)



### Skills For Life

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### Independent examiner's report to the trustees of 2<sup>nd</sup> Rayleigh Scout Group

I report to the trustees on my examination of the accounts of the 2<sup>nd</sup> Rayleigh Scout Group for the year ended 31<sup>st</sup> March 2025.

#### Responsibilities and basis of report

As the charity trustees of the 2<sup>nd</sup> Rayleigh 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 2<sup>nd</sup> Rayleigh 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:

1. accounting records were not kept in respect of the 2<sup>nd</sup> Rayleigh Scout Group as required by section 130 of the Act; or
2. 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.

Signed: *Claire Baker*

Name: Claire Baker

Relevant professional qualification or membership of professional bodies (if any): MAAT

Address: .....

Date: 20<sup>th</sup> May 2025



**Skills For Life**

*Resilience, Initiative, Independence, Tenacity, Leadership, Teamwork,  
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### **Skills For Life**

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### **The Beaver Scout Promise**

I promise  
to do my best to be kind and helpful  
and to love God.

### **The Cub Scout Promise**

I promise that I will do my best  
to do my duty to God and to the King,  
to help other people and  
to keep the Cub Scout Law.

### **The Scout Promise**

On my honour,  
I promise that I will do my best  
to do my duty to God and to the King,  
to help other people and  
to keep the Scout Law

**2ND RAYLEIGH (HOLY TRINITY) SCOUT GROUP**

England & Wales - Charity number 1032521

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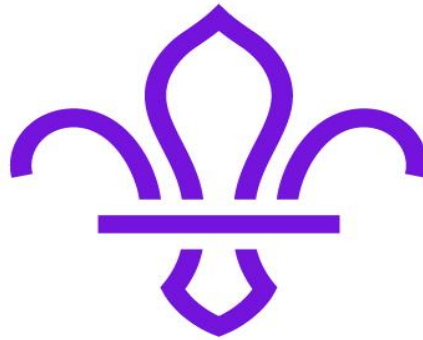
# Accounts

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**Skills For Life**

*Resilience, Initiative, Independence, Tenacity, Leadership, Teamwork,  
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# Scouts

## 2nd Rayleigh (Holy Trinity)

**Trustees' Annual Report  
and  
Statement of Accounts  
for the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024**



**Skills For Life**

*Resilience, Initiative, Independence, Tenacity, Leadership, Teamwork, Problem Solving, Coding, Cooking, First Aid.....*

**Section A – Reference and Administrative Details**

**Charity Name:** 2<sup>nd</sup> Rayleigh Scout Group  
**Registered Charity Number:** 1032521  
**Charity’s principal address:** 15 Lower Lambricks, Rayleigh, Essex, SS6 8DA

**The Trustee Board (Charity Trustees 2023/24):**

Karen Vassallo	Group Lead Volunteer (ex-officio)
Trevor Izod	Chairman
Paul Stanley	Group Treasurer
Susan Robinson	Group Secretary
Alison Jones	Beaver Section Team Leader (ex-officio)
Matthew Buckley	Cub Section Team Leader (ex-officio)
Nick White	Scout Section Team Leader (ex-officio - ended 09/2023)
Martin Wragg	Nominated Trustee
Keely Buckle	Elected Trustee
Nicole Lupton	Elected Trustee

Beaver Colony - Alison Jones, (Rabbit) - Section Team Leader  
 Matthew Buckley (Bear) – Team Member  
 Andy Merchant (Otter) – Team Member  
 Colin Patient (Badger) – Team Helper  
 Pam Potter (Leopard) – Team Helper  
 Luke Jones (Hippo) – Young Leader  
 Meredith Anslow (Mouse) – Young Leader  
 Ruby Jobber (Hedgehog) – Young Leader  
 Tiyanni Manyika (Squirrel) – Young Leader  
 Jack Malyan (Meerkat) – Young Leader

Cub Pack - Matthew Buckley (Akela) – Section Team Leader  
 Beverley Kingston (Rikki) - Team Member  
 Jeremy Lowe (Hathi) - Team Member  
 Pat House (Bagheera) - Team Member  
 Cameron Howes (Kaa) – Young Leader  
 Ryan Roberts – Young Leader  
 Violet Davison-Lacey (Baloo) - Young Leader  
 Ethan Macmahon (Shere Khan) – Young Leader  
 Janet Buckley – Occasional Helper  
 Karen Vassallo – Occasional Helper  
 Hannah Frost – Occasional Helper

Scout Troop - Simon Smith - Section Team Leader (from 09/2023)  
 Bryne Smith - Team Member  
 Nick White – Team Member  
 Matt Buckley - Team Member  
 Bailey Aston - Team Helper

Scout Active Support - Mike Walsh, Chair  
 Sue Beckwith, Secretary  
 Tony Fry, Treasurer



## Skills For Life

*Resilience, Initiative, Independence, Tenacity, Leadership, Teamwork,  
Problem Solving, Coding, Cooking, First Aid.....*

## Section B – 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 trust established under the Policy, Organisation and Rules of the Scout Association and the constitution is as set out in section 5.4 of the POR.

The Group was registered with the Scout Association on 13<sup>th</sup> September 1924 and comprises a Beaver Colony, Cub Pack and Scout Troop.

### Group Scout Council

The Group Scout Council is the electoral body to which the Group Trustee Board is accountable. Membership of the Group Scout Council is open to:

- Scouters
- Group Active Support Members
- Colony Pack and Troop Assistants
- Skills Instructors
- Administrators
- Advisors
- Patrol Leaders
- All Parents of Beavers, Cubs and Scouts
- Any other supporters, including former Scouts and their parents, admitted by the Group Scout Leader, the Group Trustees Board or the Group Scout Council
- The District Commissioner and District Chair are ex-officio members of the Group Scout Council
- The Rector of Rayleigh or his/her nominee

### Trustee Selection

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

### Trustee Board

The Trustee Board is a team of volunteers who work together, as Charity Trustees, to make sure the Group is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance. Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

The Trustee Board consists of the Chair, Treasurer and Secretary together with the Group Scout Leader, individual Section Leaders (who have opted to take on the responsibility) a nominated member and 2 elected trustees and has met 3 times in the



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past year. Members of the Trust Board are required to complete the following mandatory training within 6 months of joining the board:

- Module 1
- Trustee Introduction
- Safeguarding
- Safety
- GDPR (General Data Protection Regulations)

The Group Trust 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 give young people skills for life.

Members of the Group Trust Board must act collectively as charity trustees of the Scout Group and in the best interests of its members to:

- Comply with the Policy, Organisation and Rules of the Scout Association.
- Protect and maintain any property and equipment owned by and/or used by the Group.
- Manage the Group finances.
- Provide insurance for people, property and equipment.
- Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support and fund-raising activities.
- Promote and support the development of Scouting in the local area.
- Manage and implement the Safety Policy locally.
- Develop and maintain a risk register including putting appropriate mitigations in place.
- Ensure that a positive image of Scouting exists in the local community.
- Appoint and manage the operation of any sub-committees, including appointing a Chair to lead the sub-committees.
- Ensure that Young People are meaningfully involved in decision making at all levels within the Group.
- The opening, closure and amalgamation of sections as necessary.
- And all other duties as set out in Policy, Organisation and Rules.

### **Risk and Internal Control**

The Group Trust 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:

- *Damage to equipment* – The Group would request the use of equipment from other Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient contents insurance in place to mitigate against permanent loss.



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- *Injury to leaders, helpers, supporters and members* – The Group supports compliance with the Safety Policy and ensures appropriate risk assessments, 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 Assessments are undertaken before all activities.
- *Reduced income from fundraising* – 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 could raise the value of subscriptions 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 14. 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.
- 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 as well as close monitoring by the Group Treasurer and in turn the Trustee Board of all income and expenditure.

## Section C – Objectives and activities

### 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.

### 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.



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### 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 are:

- The provision of the Scouting programme for 6-14 years old members.

### Public benefit statement

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

## Section D – Achievements and performance

We have come to the end of yet another successful year at 2<sup>nd</sup> Rayleigh. We are mostly running at full capacity, and still have waiting lists of youngsters keen to join us. The waiting list has 12 children of beaver age with another 28 not old enough yet. The census this year showed a membership of 75 young people and 22 adults in scout roles. There are 28 group occasional helpers. None of these volunteers receive any payments for the roles they carry out.

Our team continue to provide programmes that are varied, exciting and challenging but always fun of course, and many of our young people have achieved Challenge and Chief Scout Awards.

A huge thank you to all our selfless and hardworking Leaders, Helpers, and other Adult Members. We could not be the successful Group we are without you all, and you make my job as Lead Volunteer much easier with your enthusiasm and dedication. I am proud to be part of such a great team.

There are also those working tirelessly behind the scenes on the Trust Board - Trevor Izod (Chairman), Paul Stanley (Treasurer) and Sue Robinson (Secretary). Their contribution is so important to ensure that the young people get the best out of Scouting.

We are seeing many changes in the Scout Association, in the way we now have to both structure and operate our Groups, and of course a lot is going digital in our changing



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*Resilience, Initiative, Independence, Tenacity, Leadership, Teamwork, Problem Solving, Coding, Cooking, First Aid.....*

world, and we need to keep up with those times. The Trust Board are meeting regularly to make sure the new Scout Policies and Rules are implemented.

This will not be a problem at 2<sup>nd</sup> Rayleigh of course, as we face any new challenge as a stepping stone to further improve the care, opportunities and life skills we give our young people.

As we reach our milestone 100<sup>th</sup> year and have enjoyed and look forward to, our celebratory events, I just want to say what an achievement it is. With more than 20 of our current volunteers having dedicated 25 years or more to the Group, it is no wonder we are so successful. It is going to be a very special year for us all. Well done everybody!

Karen Vassallo  
Group Lead Volunteer

#### **Health and Safety**

Group activities continue to be planned and managed by leaders to mitigate risks. There were no major accidents.

#### **Training**

All training is fully up-to-date.

### **Section E - Financial Review**

The financial report for 2023/24 has been subject to independent scrutiny and has been found to be an accurate reflection of the Group's financial position.

Fundraising events were well supported and raised £4573.00 in the past year. We were successful in applying for a grant amounting to £850.00 from Rayleigh Town Council.

Although the cost of delivering Scouting has been increasing, subscriptions have been held at the same rate since September 2021. However, a further increase has been agreed from September 2024.

#### **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.

#### **Investment Policy**

The Group 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.



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### Section F – Other Information

#### **GROUP CHAIR'S REPORT**

Hello and welcome to the 2<sup>nd</sup> Rayleigh Annual Report. This is our centenary year and we are working hard to organise a couple of events to celebrate this milestone.

This last year has seen a full program of events including a variety of visits and nights away. Plenty of badge work and many awards have been achieved. The section leader's reports give a full picture of the year's activities.

I would like to thank all the Section Leaders, Team Members and Team Helpers for their dedication to the young people and for the work that they have put in over the past year, organising and fitting in a packed schedule.

Trevor Izod  
Group Chair

#### **BEAVER COLONY REPORT**

We have had another successful year in the Beaver Colony. We are still full with 24 beavers and a very long waiting list.

At our weekly meetings we have worked on many of the activity badges and challenge awards. Some of the highlights have included a visit to the Lifeboat station at Southend (World), riding our bikes (Cyclist), making water filters (Global), learning about festivals from different religions (Faith), dropping eggs from the top of the church tower (Skills) and holding our bi-annual Mother's Day pamper evening. We also celebrated the coronation of our new king, Charles III. The beavers have started completing various tasks as part of the Essex Challenge 2024, which will help them develop their skills whilst earning lots of badges along the way.

We have enjoyed several nights away, ending the summer term with our sleepover at Ark Lane and attending a Lego-themed sleepover at Braintree Museum in November. We also joined the cubs at Ninja Warrior in Chelmsford and were the first group to ever spend the night there.

We have attended several district events this year. Our oldest beavers took part in the District Hike in September, hiking an impressive 7 miles from Cherry Orchard to Hockley Woods and back again before several of them camped at Belchamps for the night. We had a good turnout for the pantomime of "Peter Pan" in December which was thoroughly enjoyed by all. We also competed in the Fun Run in May and the Swimming Gala in February. Well done to everyone who has represented our colony this year.

Most of our older beavers have gone on to gain the Chief Scout Bronze Award, which is the highest award that a beaver scout can get. This takes a lot of work and commitment to the colony and we are very proud of their efforts. Well done to Harry Berwick, Joseph



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Axcell, Oscar Stubley, Charlotte Starkey, Indigo Davis, Jack Pool, Archie Holmes, Archie Davies, Phoebe Knox and Oliver Cuthbert, many of whom have since joined the Cub Pack. Several of our other Beavers are very close to getting the bronze with only one or two more challenges to complete.

I would like to take this opportunity to say a big thank you to our adult helpers – Matt (Bear), Colin (Badger), Pam (Leopard) and Andy (Otter) and to our young leaders – Luke (Hippo), Meredith (Mouse), Ruby (Hedgehog), Tiyanani (Squirrel) and Jack (Meerkat) for their continued help and assistance which is very much appreciated. I would also like to thank all the parents who support our activities, enabling the colony to go out and about on our many adventures.

Alison Jones  
“Rabbit”  
Beaver Colony Team Leader

### **CUB PACK REPORT**

Another year gone! I am thrilled to see so many cubs progress through from beavers into cubs and then onto scouts. It gives me great pride to be a part of scouting, each cub walks a different path

and to enable them with new skillsets and opportunities is a fantastic pleasure to have! The effort and fun the cubs have is second to none, they are always smiling and upbeat, even if some of our camps are under water!

It is incredible to see so many cubs achieve their Chief Scout Silver Award in addition to other core, challenge and activity badges! We are always looking to mix things up to keep their cub experience fresh and evolving, a key part that allows us to achieve this, is giving the chance to the cubs to say what they would like to do and building on that, delivering skillsets in a unique and engaging manner!

The highlights of the year stem from our camps, in all sorts of conditions to the more physically demanding sleepovers, more recently at Ninja Warrior! Keeping the cubs moving is key, it also helps with getting them to bed! We like to acknowledge the efforts of our cubs, our annual firework display which is sponsored by a local company, the termly treats and anything we can throw at them!

Every cub is credit to themselves, their parents and to the Scouting movement! I would like to conclude by thanking the endless support from the 2<sup>nd</sup> Rayleigh Cub Scout Team, Bev, Pat, Jeremy, Cameron, Violet, Ethan, Ryan, Janet, Karen, Hannah. The support from the rest of the Section leaders is greatly appreciated, thank you Alison, Simon & Karen!

Matt Buckley  
Cub Pack Team Leader



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Problem Solving, Coding, Cooking, First Aid.....*

## **SCOUT TROOP REPORT**

Another year has gone by and another year of scouting completed! It has been great to continue the journey of scouting by welcoming the older cubs and soon some new Scouts coming up to join the troop. We have ten scouts and five possible new Scouts about to start including two moving from another group, but we did have five age out during the year and they have now moved onto the Explorers section.

We completed an outdoor night away in July at Ark Lane while the Beavers and Cubs were staying in the lodge and while there it helped me achieve my night's away permit. The scouts have taken part in various activities this year including cooking on open fires, hot air balloons using space blankets, making stretchers, pasta bridges, cooking pancakes in the kitchen and cooking burgers on Trangia's and played Unihoc, minefields and other games. The scouts also enjoyed two cold nights at Belchamp's on the archery and air rifle ranges and a couple of hikes were undertaken in the local area, including the popular chip shop hike at the end of term.

We have also competed in some district events with three scouts completing the shooting competition and seven scouts entered the Unihoc competition where they came third out of the twelve teams, well done to all those for attending. Some of the scouts and their families also attended the pantomime 'Peter Pan' at the Cliffs Pavilion in December and some of the scouts attended the Renewal of Promise on a wet day in April.

I would like to thank the 2<sup>nd</sup> Rayleigh Scout Team who regularly come along to help as without this none of the above could happen so thanks to Bryne, Matt, Nick and Bailey for their commitment and support during the meetings.

Simon Smith  
Scout Troop Team Leader

## **VIKING II – SCOUT ACTIVE SUPPORT (SAS)**

In April 2023 a party from the group entered the Scout Monopoly Run in London. Martin organised the event and they had a wonderful day exploring some great parts of our capital city with thousands of Scouts from around the country.

A number of SAS members helped and supported the Beaver and Cub weekend camp at a soggy Guidewoods in April.

In May Pete and Christine organised a lovely evening at the Rayleigh Museum. The event had a little bit of everything; wine tasting, food, quiz and a very interesting local history talk from Mike Davies.

In June last year the group returned to Beccles for another summer camp, with a great turn out. A day was spent canoeing and paddleboarding on the river Waveney followed



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Problem Solving, Coding, Cooking, First Aid.....*

by a lovely meal in the evening at The Fleece. Derek, Sue and Martin organised the weekend where a small raffle to raise some funds for the group took place. Mike led us on an historical London walk during July, where we learnt some hilarious history about the nightlife during the Georgian times, and how the economy relied on the 'business'.

One very popular event that took place in September was the visit to Barnards Farm that Deb organised. It was a really interesting place, run by an extraordinary man, and I look forward visiting it myself.

Also, in September we returned to the New Forest for the Essex Scout Marathon, this year running a base, and saw some fantastic groups of young Scouts out in the forest, helping each other, and enjoying each other's company.

SAS Members helped with the Beaver pack overnight stay at Guidewoods in early October.

The SAS AGM was held at The Rayleigh Conservative Club in November where it was agreed to donate £200 to the 2<sup>nd</sup> Rayleigh Scouts.

December saw Deb host a cosy mulled wine and mince pie Christmas get together at her home.

To work off the indulgence, Trevor organised his annual Christmas walk which this year was around Althorne.

A hardy bunch of regulars joined organiser Dave at the January Winter Camp at Riffhams Lane – camp safety was a priority and there were no broken bones at this year's event! Derek and Sue once again travelled from the far corner of Essex to host Ten Pin Bowling for the group in Hockley during February.

In March Bevely and Tony organised a talk in The Underspire where we were very well informed and entertained about the experience of a £10 POM.

In March a number of SAS members supported the County Backpack event by running bases.

A full programme of events will be continuing throughout the year and new members and friends are warmly welcome to attend.

Mike Walsh  
SAS Chair



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*Resilience, Initiative, Independence, Tenacity, Leadership, Teamwork,  
Problem Solving, Coding, Cooking, First Aid.....*

**Section G - Declaration**

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

Signed on behalf of the charity's trustees

Signed: *Karen Vassallo* *Trevor Izod*

Full Name(s): Karen Vassallo Trevor Izod

Position: Group Scout Leader Chairman

Date: 26<sup>th</sup> May 2024 26<sup>th</sup> May 2024



**Skills For Life**

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**2nd RAYLEIGH (HOLY TRINITY) SCOUT GROUP**

**Statement of Accounts 2023-24**

Cash  
Totals

(to 31/03/2024)

	Cash in Hand	Cash in Bank	Total Funds
<b>Group General Account</b>	-	2,781.37	2,781.37
<b>Beavers</b>	44.15	789.29	833.44
<b>Cubs</b>	473.23	983.21	1,456.44
<b>Scouts</b>	267.47	2,712.13	2,979.60
<b>SAS</b>	-	647.98	647.98
<b>Totals</b>	784.85	7,913.98	8,698.83

Signed:  
*Paul Stanley*  
(Treasurer)



**Skills For Life**

*Resilience, Initiative, Independence, Tenacity, Leadership, Teamwork,  
Problem Solving, Coding, Cooking, First Aid.....*

**SUMMARY OF RECEIPTS AND PAYMENTS FOR YEAR ENDING 31st MARCH 2024**

**CONSOLIDATED**

(to 31/03/2024)

RECEIPTS	£	PAYMENTS	£
Subscriptions	6,894.63	Capitation	3,525.00
Donations	326.79	Refreshments purchased	396.09
Fund Raising	5,243.39	Uniform/Badges purchased	1,529.99
Outings/Activities	4,493.14	Outings/Activities	4,755.67
Uniform/Badge sales	117.00	Camp expenses	4,520.29
Camp receipts	2,972.36	Donations	1,193.63
Hike	40.00	Materials (eve meet's)	1,039.72
Interest	10.28	Equipment (tents etc)	518.10
Town Museum Event	180.00	Stationery, Postage etc	25.31
	-	Prizes	42.89
	-	Insurance	239.90
	-	Use of Church Hall	4,088.86
	-	Miscellaneous	249.00
	-	Storage	240.00
	-	Subscriptions	122.00
	-	Hike	19.95
	-	OSM Annual Fee	24.00
	-	Town Museum Event	191.95
	-		-
	-		-
Payments from divisions	4,782.00	Payments to Group	4,782.00
			-
<b>TOTAL RECEIPTS</b>	<b>25,059.59</b>	<b>TOTAL PAYMENTS</b>	<b>27,504.35</b>
Brought Forward @ 1 Apr		Carried Forward @ 31 Mar	
CASH IN HAND	618.83	CASH IN HAND	784.85
CASH IN BANK	10,524.76	CASH IN BANK	7,913.98
	<b>36,203.18</b>		<b>36,203.18</b>



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Problem Solving, Coding, Cooking, First Aid.....*

**Scrutineer's Report to the Trustees of the  
2<sup>nd</sup> Rayleigh Scout Council**

I report on the accounts of the Group for the year ended: **1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024**

**Respective responsibilities of Trustees and Scrutineer**

As the Group'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/District's constitution, I have scrutinised the records and the accounts set out on pages 13 and 14.

**Scrutineer's Statement**

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

Name: P.M. Potter FCA

Date: 11<sup>th</sup> May 2024

Signed: *P M Potter*



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Problem Solving, Coding, Cooking, First Aid.....*

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**Skills For Life**

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Problem Solving, Coding, Cooking, First Aid.....*

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### **Skills For Life**

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Problem Solving, Coding, Cooking, First Aid.....*

### **The Beaver Scout Promise**

I promise  
to do my best to be kind and helpful  
and to love God.

### **The Cub Scout Promise**

I promise that I will do my best  
to do my duty to God and to the King,  
to help other people and  
to keep the Cub Scout Law.

### **The Scout Promise**

On my honour,  
I promise that I will do my best  
to do my duty to God and to the King,  
to help other people and  
to keep the Scout Law