

# Trustees' Annual Report

For the period

From (start date)

0 1 0 4 2 4

to end date

3 1 0 3 2 5

## Section A

### Reference and administration details

Charity name

20TH GILLINGHAM (HEMPSTEAD) AIR SCOUT GROUP

Other names the charity is known by

20TH GILLINGAM SCOUT GROUP

Registered charity number (if any)

1 0 3 9 9 1 0

HQ registration number

Charity's principal address

1 Dukes Meadow Dr, Hempstead, Gillingham

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	Lee Barnard	Treasurer	whole year
2	David Colwell	Chairman	whole year
3	Roger Lovesey	GSL	whole year- Resigned
4	Roger Vandersteen	Trustee	whole year
5	James Flowers	Trustee	Appointed- 19/12/24
6	Andrew Kevin Woods	GSL	Appointed- 25/09/24
7	Sian Elizabeth Simpson	GSL	Appointed- 25/09/24
8			
9			
10			
11			
12			
13			
14			
15			

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

(e.g. trust deed, constitution)

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 of The Scout Association.

How the charity is constituted

(e.g. trust, association, company)

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

Trustee selection methods

(e.g. appointed by, elected by)

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

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

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

The Group is managed by the Group Executive Committee, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

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 Committee consists of 3 independent representatives, Chair, Treasurer and Trustee member together with the Group Scout Leader and other trustees and meets every 1 month.

Members of the Executive Committee complete '*being a trustee in scouts*' training within the first 5 months of joining the committee.

This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:

- The maintenance of Group property;
- The raising of funds and the administration of Group finance;
- The insurance of 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.



**Risk and Internal Control**

The Group Executive Committee has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient buildings in place to mitigate against permanent loss. The group holds a £5000 contingency pot for replacement of equipment in the event of loss or damage.

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.

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 Committee 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 18. If there was a reduction in membership in a particular section or the group as 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.

**Risk and Internal Control**

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 a comprehensive insurance policies or adequate to ensure that insurable risks are covered.

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> 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>Structured learning through the gaining of badges.</p> <p>Providing young people the opportunity to carry out new activities in new environments.</p> <p>Providing young people the opportunity to visit new places, such as campsites and museums.</p>
Additional details of the objectives and activities (optional information but encouraged as best practice)	
<p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul>	<p>N/A</p>
Public benefit statement	<p>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.</p>

**Section D****Achievements and performance**

Summary of the main achievements of the charity during the year

Combined group camp allowing all sections to interact with each other. Also allowing parents to take part in scouting activities and an opportunity to join the group.

Increased fundraising after the end of COVID.

Increased subscription due to increasing our numbers of young people.

**Section E****Financial Review**

Brief statement of the charity's policy on reserves

**Reserves Policy**

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Executive Committee considers that the group should hold a sum equivalent to 6 months running costs, circa £3,500. (Held under 'General' category in the accounts)

The Group held reserves of approximately £8,500 against this at year end. This is above the level required for operating expenses. However this can be explained by £5,000 being held for replacement of equipment in the event of loss / damage.

Quantify and explain any designations

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

N/A

Further financial review details (optional information)

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

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

**Investment Policy**

The Group's Income and Expenditure is very 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 or The Scout Association's Short Term Investment Service.



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

The Group Executive regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Executive considers the cash flow requirements.

- investment policy and objectives;

## Section F

## Other Optional Information

Plans for future periods (details of any significant activities planned to achieve them)

We have planned future fund raising events to increase the available funds to purchase a new minibus which will reduce costs of future activities where travel arrangements are required.

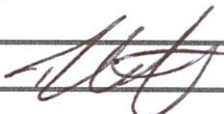
## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

David Colwell

Position (eg Secretary, Chair)

Chair

Date

1 6 0 7 2 5

# 20th Gillingham (Hempstead) Air Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year from	1 April 2024	To	31 March 2025
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### Receipts and payments

	2024/25	2023/24
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	10,464	10,844
Less: Membership subscriptions paid on (National/County/Area/District)	-	5,766
Net membership subscriptions retained	4,646	5,078
Donations	5,310	170
Sale of Mini -bus	-	-
Gift Aid	-	940
Activities and other income	7,718	9,629
<b>Sub total</b>	<b>17,674</b>	<b>15,816</b>
<b>Grants</b>		
Maintenence grant	-	-
Other grants	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Fundraising (gross)</b>		
Shoeshine	738	983
Co operative community fund	500	3,043
quizes	1,565	1,774
Coffee mornings	601	478
Boothfairs	-	409
Christmas 2022 Raffle/2023 Christmas lights	-	292
Summer Fete	2,890	2,566
Other fundraising activities	397	350
<b>Sub total</b>	<b>6,691</b>	<b>9,895</b>
<b>Investment income</b>		
Bank interest	0	-
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
Property Rent income	9,236	8,661
Other investment income	-	-
<b>Sub total</b>	<b>9,236</b>	<b>8,661</b>
<b>Total Gross Income</b>	<b>33,601</b>	<b>34,373</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>33,601</b>	<b>34,373</b>



# 20th Gillingham (Hempstead) Air Scout Group

## Receipts and Payments Account

Year start date

Year end date

For the year from	1 April 2024	To	31 March 2025
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### Payments

2024/25

2023/24

Unrestricted funds

Unrestricted funds

£

£

### Payments

<b>Charitable Payments</b>		
Youth programme and activities	13,595	13,738
Adult support and training		
Water and Sewerage	404	216
Electricity and Gas	3,582	4,234
Insurance	1,102	986
Internet		
Repairs and Renewals	688	274
bank charges	66	81
<b>Other expenses</b>		
Admin expenses	104	120
Materials and equipment		
Uniforms		
Other expenses- general	651	811
garden project	380	
Group event- retirement of GSL	563	
Cooking gas for group	467	
new flag poles	231	
Hall expenses, keys , new locks, table leg spreaders	700	
adult uniforms	81	
Transfer of funds held for explorers	743	
Capital Equipment- New burners, tent spares etc	631	1,150
Sundries	-	206
Internet	313	
Hall cleaning	2,380	2,051
Donations	-	100
<b>Sub total</b>	<b>26,679</b>	<b>23,967</b>
<b>Fundraising expenses</b>		
2024 summer fete	861	
co op	-	
coffee morning	2	
disco	226	
easy fundraising	-	
quizzes	569	
shoe shine	175	
xmas carols	66	
	-	
Other fundraising costs	102	2,663



	2001	2002
Operating expenses	\$ 45,000	\$ 43,000
Non operating expenses	\$ 2,000	\$ 2,631
Total expenses	\$ 47,000	\$ 45,631
Operating income	\$ 2,000	\$ 2,631
Non operating income	\$ 2,000	\$ 2,631
Total income	\$ 4,000	\$ 5,262
Sub total	2,001	2,663
Total Gross Expenditure	28,680	26,631
Asset and investment purchases, etc.	-	-
Total payments	28,680	26,631
Net of receipts/(payments)	4,921	7,742
Cash funds last year end	41,091	33,349
Cash funds this year end	46,012	41,091

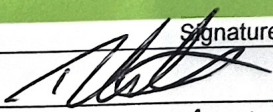
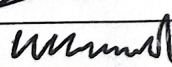


# Statement of assets and liabilities at the end of the year

	31 March 2025	31 March 2024
	Unrestricted funds	Unrestricted funds
	£	£
<b>Cash funds</b>		
Bank current account- HSBC	1,992	40,603.55
Bank Current account-Co Op	1,946	0.00
Bank deposit account-Co Op Savings	40,000	0.00
The Scout Association Short Term Investment Service	-	0.00
Cash/Floats	2,073	487.46
<b>Total cash funds</b>	<b>46,012</b>	<b>41,091</b>
<b>Other monetary assets</b>		
Tax claim	-	-
Debts due from the County/Area/District/Group	-	-
Insurance claim	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Shop stock	-	-
Other stock	-	-
Land and buildings	168,600	168,600
Motor vehicles	-	-
Scouting equipment, furniture etc	5,673	7,564
Other	-	-
<b>Sub total</b>	<b>174,273</b>	<b>191,000</b>
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
Loan - detail	-	-
Other liabilities	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 16 July 2025 (the date of the meeting that approved the accounts) and signed on their behalf by

Signature

Print Name

Chair: David Colwell  
Treasurer: Lee Barnard





# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

20<sup>th</sup> Gillingham (Hempstead) Air Scout Group

On accounts for the year  
ended

31<sup>st</sup> March 2025

Charity no  
(if any)

1039910

Set out on pages

1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2025**

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

23/1/26

Name:

Mrs L R Gurr, The Accounts Lady

Relevant professional  
qualification(s) or body  
(if any):

ICAEW

Address:

7 Southbourne Grove

Chatham

Kent, ME5 8HX

### Section B

### Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of  
any items that the  
examiner wishes to  
disclose.**