

# **1st Weston Green Scout Group**

## **Trustees' Annual Report for the period**

### **from 1 April 2022 to 31 March 2023**

#### **Section A: Reference and Administration Details**

**Charity name:** 1<sup>st</sup> Weston Green (All Saints) Scout Group

**Registered charity number:** 1180590

**Scout Association HQ registration number:** 10011869

**Charity's principal address:** The Scout Group is based at the Church Hall, All Saints Church, Chestnut Avenue, Weston Green, Esher KT10 8JL. The Church is our sponsor and most of our regular section meetings are held at the Church Hall. This is a facility that we share with the Church and with other community groups. Our address for correspondence is that of our Group Chair: 36 Lower Green Road, Esher, Surrey KT10 8HD.

**During the period to 31 March 2023, the trustees who managed the charity were:**

- |                    |                                                  |
|--------------------|--------------------------------------------------|
| • Nigel Harris     | Chair                                            |
| • Chad Newton      | Vice-Chair (resigned 20/07/2022)                 |
| • Fiona Wood       | Secretary (resigned 20/07/2022)                  |
| • Andrew Panayides | Treasurer                                        |
| • Robert Cannell   | Group Scout Leader (resigned 20/07/2022)         |
| • Carole Needham   | Assistant Group Scout Leader                     |
| • Emma Harris      | Trustee                                          |
| • Felix Jackson    | Trustee (appointed 20/07/2022)                   |
| • John Coghlan     | Trustee (appointed 20/07/2022)                   |
| • Nick Fisk        | Acting Group Scout Leader (appointed 30/11/2022) |

## **Section B: Structure, Governance and Management**

### **Governance and Management**

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. The Group is a trust established under these rules which are common to all Scout Groups. The trustees are appointed in accordance with the POR of the Scout Association.

The Group is managed as an educational charity by its Trustee Board, the members of which are the charity trustees. As 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 three independent representatives: Chair, Treasurer and Secretary, together with the Group Scout Leader, Assistant Group Scout Leader, and parent representatives who between them represent all the sections (Beavers, Cubs, Scouts, and Explorers). Section leaders may also serve as charity trustees if they wish, but none did so during this period. The Trustee Board meets a minimum of six times a year, with additional meetings as needed to arrange specific events such as fundraising. Representatives of our sponsoring body, All Saints Church, and of the Esher District scouts committee are invited to join our meetings.

Members of the Trustee Board are elected or appointed at the Annual General Meeting of the Group Scout Council, which includes all adult and associate members of the Scout Group (including the parents and guardians of young members) and all our Leaders, as well as representatives of our sponsoring authority (All Saints Weston Green Church) and Esher District scouts.

All new members of the Trustee Board must complete training in accordance with the Scout Association POR, including completing the *Trustee Induction* training within five months of joining the Board. All members of the Board, along with all adult volunteers having contact with young people on a repeated basis, or on nights away activities, are DBS checked.

The Trustee Board exists to support the Group Scout Leader in meeting the objectives of the charity, and is responsible for:

- the maintenance of Group property;
- raising funds and the administration of group finances;
- the insurance of persons, property and equipment;
- arranging the Annual General Meeting and other 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.

### **Risks and Internal Controls**

The Trustee Board periodically reviews and monitors the main risks to which they believe the Group is exposed. The main areas of concern include:

**Injury to leaders, helpers, supporters and members:** The Group contributes to the Scout Association's national accident insurance policy through capitation fees, and takes out additional

insurance if needed. We provide accident and injury insurance for adult helpers who are not uniformed leaders. Risk assessments are undertaken before all activities.

**Reduced income from fundraising:** The Group relies on income from subscriptions and fundraising. Subscriptions are charged each term and we aim to keep them as low as possible, to ensure scouting is accessible to everyone.

Our main fundraising activity is an annual kerbside collection of Christmas trees for recycling. This activity relies on the cooperation of several other parties and involves substantial costs. There is a risk that we may not be able to profitably operate this fundraising method in future years.

Prior to 2023, we relied on the cooperation of a local garden centre who acted as a public collection point for Christmas tree recycling. They provided land where we (and other local charities) could deposit our trees, alongside those brought by individuals. The trees were removed for recycling by the local authority waste services.

During 2022, we received notice that the local authority would no longer be able to accept Christmas trees collected by charities. We replanned the collection, using a piece of land generously provided for our use by the local racecourse, and arranging the processing and removal of the trees for use as biomass for power generation, at commercial rates. We also lost access to some volunteers who had provided their own vehicles in previous years, and made the decision not to use trailers because of the risks involved, so relied more heavily on vans rented on a commercial basis.

This substantially increased the cost of operating the Christmas tree collection, but it remains highly profitable.

The group holds a reserve to ensure we would be able to continue our activities, or wind them down in an orderly manner, should there be a major reduction in income. We could also raise the level of subscription fees, should that become necessary, either as a temporary or permanent measure.

**Reduction or loss of leaders:** The Group relies entirely on volunteers to run and administer the activities of the Group. Most importantly, we need a certain number of uniformed leaders to be able to continue to operate our four sections (Beavers, Cubs, Scouts, and Explorers) at full strength. Many of these volunteers are drawn from among the parents of the young people who join the group. The commitment required is substantial, and understandably, leaders often wish to move on or step down after a few years. If we were unable to maintain the necessary level of uniformed leaders, we might have to reduce the size of a section or close it altogether. In the worst case, we might have to close the entire Group. This is perhaps the greatest risk that the Group faces, and is one that requires constant attention from the Leaders and Trustees to ensure that we are constantly recruiting and developing new leaders.

**Reduction or loss of members:** At the end of the period, the Group had a waiting list of around 50 young people. Many of our young members originally joined as Beavers at age six and have worked their way up through the sections, but where space is available, we also have young people who join at older ages, either new to Scouting, or transferring from another Group. However, if there were to be a substantial reduction in the membership of a section, then we might have to reduce the size of a section or close it altogether. While our Beavers and Cubs sections are fully subscribed, we tend to lose some young people as they get older, because of other commitments. The Explorer Scout section (age 14-18) is operated jointly with other local scout groups.

The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss. All payments require the approval of both the

Chair and the Treasurer. The Group has comprehensive insurance policies to ensure that insurable risks are covered.

## **Section C: Objectives and Activities**

The purpose of Scouting is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

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.

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

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

All members of the Scout Group, whether young people or adult volunteers, make a Scout Promise in which they promise to do their best to help other people and to be trusted, loyal, friendly and considerate, to have courage in difficulty, to have self-respect and to respect others.

The Group arranges a programme of weekly meetings during school term times, with indoor or outdoor activities and challenges for young people of all ages between six and eighteen. The Beavers section is for young people between six and eight years, and meets on Monday evenings. The Cubs section is for young people between eight and 10.5 years, and meets on Thursday evenings. The Scouts section is for young people between 10.5 and 14 years and meets on Monday evenings. We also have an Explorer Scouts unit for young people between 14 and 18 years old. This unit is administered as a section of our Group, but holds its meetings and activities jointly with other nearby scout groups. The Explorers, working with adult volunteers, plan their own programme of activities.

The Group also organises weekend and holiday activities that include camps, hikes, and other outdoor adventure activities. The Group also participates in programmes of events that are organised at District, County, or National levels.

Young people in scouting can earn badges in recognition of skills learned, challenges met, and activities carried out. Our regular programmes and our camp activities are designed to meet the requirements for these badges. Young people who participate fully in the Group's activities will complete enough activities and challenges to be rewarded with the Chief Scout's Award, which they can wear on their uniform with justified pride.

To help young people in their personal development, if and when our leaders judge that they are ready for the challenge, they may be given a position of responsibility. For example, at age nine or

ten, a young person may be promoted to the role of "Sixer" or "Secondar" within the Cubs section, with responsibility for a group of five or six Cubs. The Scout troop is organized in Patrols, and young people take responsibility as Patrol Leaders and Assistant Patrol Leaders. Later, as a teenager in the Explorer section, they may choose to join the Young Leaders programme and assist adult volunteers in the planning and running of programmes for a younger section.

### **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. Subscription fees are set at a level that covers only the immediate running costs of the Group and the capitation fees to the Scout Association, to ensure they remain as low as possible and do not unduly restrict membership. We admit members primarily from the local community in the immediate area around Weston Green.

As charity trustees, members of the Trustee Board pay due regard to the Charity Commission's public benefit guidance where relevant to our decision making.

### **Section D: Achievements and Performance**

The period from April 2022 to March 2023 saw the resumption of normal scouting activities, following a period of restrictions due to COVID-19. The Group ran a full range of indoor and outdoor activities, including overnight, weekend, and multi-day camps. The Scout section held a very successful week-long summer camp in East Sussex, and the sections participated in several events organized at District and County level.

Unlike some other scout groups around the country, 1<sup>st</sup> Weston Green scout group had emerged from the COVID-19 pandemic in strong form, with Beavers and Cubs sections at or near capacity, and strong Scouts and Explorer sections. The Group remained popular within the community, with around 50 people on the waiting list, around half of them below the age at which they could start in Beavers, and the other half waiting for a place to come free in the Beavers or Cubs section.

In May 2022, we celebrated the 80<sup>th</sup> anniversary of the founding of the scout group, holding an outdoor evening party for all our young people, their parents and siblings, leaders, trustees, and group supporters. Scout-style games were enjoyed by young and old, and we transformed the Church car park into an open-air café. As well as giving everyone the chance to meet in person, the event was very helpful in advertising the need for additional help and identifying potential new adult volunteers.

The Group continued to experience turnover in leaders during the period. One of our most experienced and active leaders, Rob Cannell, moved away from the area and left the group in summer 2022. Rob was our Group Scout Leader (GSL) and was also providing important support to the relatively new team of leaders in the Cubs section. Rob's role as GSL was initially filled using a team approach, with Carole Needham (another very experienced leader) acting as Assistant GSL handling the administrative aspects of the role, and Nick Fisk (Scout Leader) taking over the more 'scouty' elements of the role. Nick Fisk is now Acting GSL and continues as Scout Leader.

Kirstie Wood started the period as a key member of the Cubs section leadership team but moved in September 2022 to become our new Explorer Scouts Leader. Two new assistant leaders were recruited into the Cubs section during the period.

The Trustees continued to support the Leaders during the period by transferring as much of the administrative burden as possible to parent volunteers.

Our main annual fundraising event, the collection of Christmas trees for recycling, was successfully completed in January 2023, although we had to make major changes to the arrangements for collection and disposal of trees. With new arrangements being tested for the first time, we set a limit of 1,000 trees. Using our minibus and a small fleet of rented vans, we collected the trees in just 10 hours, and had them all chipped and sent off for use as power generation fuel 48 hours later. After costs, we raised a total of £6,500 for the group.

## **Section E: Financial Review**

### **Reserves Policy**

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group, or at the very least, to conduct an orderly wind-down of the Group, should income and fundraising activities fall short. The Trustee Board considers that the group should hold a sum equivalent to at least 12 months of essential running costs, including premises rental, insurance, vehicle and equipment costs, but excluding capitation fees and other items covered directly by membership fees. We have agreed to maintain cash reserves of £10,000.

The Group held cash reserves of £31,091 at 31<sup>st</sup> March 2023. This is a decrease of £1,552 from the previous year. Expenses during the year included catering for the 80<sup>th</sup> anniversary party and vehicle maintenance.

### **Investment Policy**

The Group does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Group has adopted a low-risk strategy to the investment of its funds. All funds are held in cash, using only mainstream banks or building societies.

The Trustee Board regularly monitors the level of bank balances and interest rates received to ensure the Group obtains maximum value from its banking arrangements. The Trustees would carefully consider the Group's cash flow requirements before entering into any arrangement that requires a period of notice before funds can be withdrawn. At present, all funds are held in accounts with instant access to funds.

## **Section F: Other Information and Future Plans**

The Group is smaller than some other scout groups, which may have several Beaver colonies, Cub packs and Scout troops. We have only one of each, but we operate close to the recommended maximum number of young people in the Beavers and Cubs sections, and our Scout troop has enough members to fill the Church Hall where we hold our weekly meetings. From the size of our waiting list, there is clearly some additional demand in the local community. We are limited to our current size by the availability of suitable evening time slots at the Church Hall, and the lack of other available meeting venues. We also struggle to find enough new adult volunteers who can act as section leaders, to maintain our current operation.

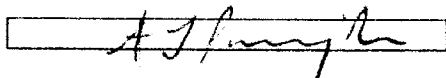
Unlike many scout groups, we do not own, or have exclusive access to, our own premises. We have limited storage space at the Church Hall and further storage for equipment off site. We have no specific plans to change these arrangements, but remain open to considering other possibilities, should they arise.

Rather than actively seeking to expand, our priority is to operate the sections that we have, to offer our young members as rich and exciting a programme as possible. Our leaders are very active in planning and running events. Each year, we give young people in every section the opportunity to participate in camps and residential activities designed to provide the right level of challenge for their age group. We also participate as fully as possible in events and activities that are arranged by the scouting District (Esher) or County (Surrey), and when possible, give our young members the opportunity to participate in national or international scouting events.

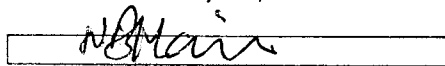
### Section G: Declaration

The trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the charity's trustees:

A rectangular box containing a handwritten signature in black ink, which appears to be 'A J Panayides'.

Andrew James Panayides, Treasurer

A rectangular box containing a handwritten signature in black ink, which appears to be 'N B Harris'.

Nigel Brian Harris, Chair

17<sup>th</sup> July 2023

# 1ST WESTON GREEN SCOUT GROUP

## Receipts and Payments Account

For the year from

1st April 2022 to 31st March 2023

|                                               | NOTES | 2023<br>Unrestricted funds<br>£ | 2022<br>Unrestricted funds<br>£ |
|-----------------------------------------------|-------|---------------------------------|---------------------------------|
| <b>Receipts</b>                               |       |                                 |                                 |
| <b>Donations, legacies and similar income</b> |       |                                 |                                 |
| Membership Subscriptions                      | 1     | 9,150                           | 14,525                          |
| Donations                                     |       | 0                               | 0                               |
| Gift Aid Claims                               |       | 0                               | 0                               |
| Minibus Donation                              |       | 200                             | 0                               |
| Uniform sales and Investitures                |       | 535                             | 1,375                           |
| Camping and Outings                           | 2     | 6,324                           | 3,695                           |
| <b>Grants</b>                                 |       |                                 |                                 |
| Other grants                                  |       | 291                             | 164                             |
| <b>Fund Raising ( gross )</b>                 |       |                                 |                                 |
| Miscellaneous                                 |       | 0                               | 0                               |
| Equipment Sale                                |       | 0                               | 0                               |
| Christmas Trees collection                    |       | 9,953                           | 8,404                           |
| Easy Fund Raising                             |       | 218                             | 205                             |
| <b>Investment Income</b>                      |       |                                 |                                 |
| Bank Interest                                 |       | 0                               | 0                               |
| Rent                                          |       | 0                               | 0                               |
| <b>Total Receipts for the Year</b>            |       | <b>26,671</b>                   | <b>28,368</b>                   |



# 1ST WESTON GREEN SCOUT GROUP

## Receipts and Payments Account

For the year from

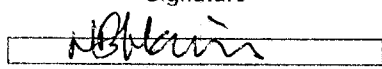
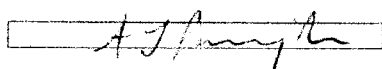
1st April 2022 to 31st March 2023

|                                           | NOTES | 2023<br>Unrestricted funds<br>£ | 2022<br>Unrestricted funds<br>£ |
|-------------------------------------------|-------|---------------------------------|---------------------------------|
| <b>Payments</b>                           |       |                                 |                                 |
| <b>Charitable Payments</b>                |       |                                 |                                 |
| Rent of Church and Garage                 | 3     | 3,730                           | 2,880                           |
| Camping and Outings                       |       | 5,652                           | 4,347                           |
| Insurance Equipment                       |       | 419                             | 785                             |
| Insurance Van                             |       | 1,713                           | 1,474                           |
| Capitation Fees                           |       | 3,877                           | 4,259                           |
| Miscellaneous                             | 4     | 378                             | 385                             |
| Purchases of Badges and Uniforms          |       | 906                             | 1,320                           |
| Training                                  |       | 197                             | 354                             |
| Van running expenses                      |       | 3,280                           | 1,211                           |
| Scruff Kit                                |       | 0                               | 0                               |
| New Equipment                             |       | 1,218                           | 1,209                           |
| New Equipment (asset)                     |       | 0                               | 0                               |
| 80th birthday party celebration           | 5     | 2,413                           | 0                               |
| Website                                   |       | 148                             | 245                             |
| Catering for leaders meetings             |       | 59                              | 225                             |
| OSM fees                                  |       | 200                             | 247                             |
| Go Cardless charges                       |       | 528                             | 618                             |
| Bank charges                              |       | 60                              | 15                              |
| Zoom virtual meeting costs                |       | 0                               | 0                               |
| <b>Fundraising expenses</b>               |       |                                 |                                 |
| Christmas Tree collection                 | 6     | 3,407                           | 1,347                           |
| Other Fund Raising Expenses               |       | 0                               | 0                               |
| Christmas Tree monies refunded            |       | 38                              | 56                              |
| <b>Total Payments for the year</b>        |       | <b>28,223</b>                   | <b>20,977</b>                   |
| <b>( Deficit ) / Surplus for the year</b> |       | <b>-1,552</b>                   | <b>7,391</b>                    |
| <b>Cash funds last year end</b>           |       | <b>32,643</b>                   | <b>25,252</b>                   |
| <b>Cash funds this year end</b>           |       | <b>31,091</b>                   | <b>32,643</b>                   |

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

|                                                      | NOTES | 2023<br>Unrestricted funds<br>£ | 2022<br>Unrestricted funds<br>£ |
|------------------------------------------------------|-------|---------------------------------|---------------------------------|
| <b>Cash funds</b>                                    |       |                                 |                                 |
| Bank Current Account                                 |       | 31,091                          | 32,643                          |
| Bank Deposit Account                                 |       | 0                               | 0                               |
| PayPal Account # 1                                   |       | 0                               | 0                               |
| PayPal Account # 2                                   |       | 0                               | 0                               |
| Cash in hand                                         |       | 0                               | 0                               |
| <b>Total cash funds</b>                              |       | <b>31,091</b>                   | <b>32,643</b>                   |
| <b>Non monetary assets<br/>for charity's own use</b> |       |                                 |                                 |
| Motor vehicle WA                                     | 7     | 7,414                           | 9,886                           |
| Motor vehicle PK                                     | 7     | 219                             | 291                             |
| Scouting Equipment                                   | 7     | 5,108                           | 5,676                           |
| <b>Total</b>                                         |       | <b>12,741</b>                   | <b>15,853</b>                   |
| <b>Total assets</b>                                  |       | <b>43,832</b>                   | <b>48,496</b>                   |
| <b>Liabilities</b>                                   |       | <b>0</b>                        | <b>0</b>                        |
| <b>Total net assets</b>                              |       | <b>43,832</b>                   | <b>48,496</b>                   |

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 17 July 2023 and signed on their behalf.

Signature  
  


Print name  
 NIGEL HARRIS Chair  
 ANDREW PANAYIDES Treasurer

THE NOTES ON PAGE 4, FORM AN INTEGRAL, IMPORTANT PART  
OF THESE ACCOUNTS

PLEASE READ THE NOTES ON PAGE 4

## NOTES

- 1 This year's membership subscriptions reflect a standard year of subscriptions. The figure for the previous year includes the late collection of some 2021 subscriptions.
- 2 More camping activities were undertaken in the year. During the first half of the previous year, Covid 19 restrictions prevented camping activities.
- 3 Rent payable is lower in the previous year, as the church did not charge us any rent of the church hall ( up to September 2021 ) as we were not using the hall due to Covid 19 restrictions.
- 4 Within Miscellaneous, expenditure has been made for water pistols, food for cooking practice, prizes, printer cartridges and Poppy Wreaths.
- 5 During May 2022, the Group held a party to mark its 80th birthday, and to allow all the children, leaders, trustees and parents to meet together for the first time since the start of Covid 19 restrictions. The event was greatly enjoyed by all, and proved very useful in drumming up additional adult volunteer help from among the parents.
- 6 Christmas Tree collection expense, includes cost of van hire , fuel for vans , Mailchimp and Onfleet , and Shopfiy and Paypal processing costs of £398. This year we paid £1,530 to a firm to dispose of the collected trees for us.
- 7 Motor vehicles are depreciated at 25% reducing balance method and equipment is depreciated at 10% reducing balance method.



### **Independent examiner's report to the trustees of 1<sup>st</sup> Weston Green Scout Group Council**

I report to the trustees on my examination of the accounts of the 1st Weston Green Scout Group for the year ended 31 March 2023.

### **Responsibilities and basis of report**

As the charity trustees of the 1st Weston Green 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 1st Weston Green 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 1st Weston Green 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:

A handwritten signature in black ink, appearing to read 'Lisa Pullin', written over a horizontal line.

Name: Lisa Pullin

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

Address: 64 Beechen Lane, Lower Kingswood, Surrey. KT20 6RU

Date: 18/07/2023

64 Beechen Lane, Lower Kingswood, Surrey. KT20 6RU Tel: 01737 903471  
info@landlbookkeeping.co.uk  
www.llbookkeeping.co.uk