



1st Weston Green Scout Group

Trustees' Annual Report for the period

from 1 April 2023 to 31 March 2024

Section A: Reference and Administration Details

Charity name: 1st Weston Green (All Saints) Scout Group

Registered charity number: 1180590

Scout Association 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 2024, the trustees who managed the charity were:

- | | |
|--------------------|--|
| • Nigel Harris | Chair |
| • Andrew Panayides | Treasurer |
| • Hannah Yeomanson | Secretary (appointed 19/07/2023) |
| • Nick Fisk | Group Scout Leader |
| • Carole Needham | Assistant Group Scout Leader (resigned 19/07/2023) |
| • Emma Harris | Trustee |
| • Felix Jackson | Trustee |
| • John Coghlan | Trustee |
| • Kirstie Wood | Trustee (appointed 19/07/2023) |
| • Samantha Holmes | Trustee (appointed 19/07/2023) |

Other advisors:

- | | |
|---------------|--------------------------------------|
| • Lisa Pullen | Independent examiner of the accounts |
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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 the Chair, Treasurer and seven other trustees, who are all either uniformed leaders or parents of young people who are members of the scout group. The Trustee Board meets a minimum of six times a year, with additional meetings as needed to arrange specific events such as fundraising.

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 ensure that the charity is well managed, risks are assessed and mitigated, vehicles 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.

Risks and Internal Controls

The Trustee Board has identified, and 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.

Damage to or loss of vehicles or equipment: The Group maintains sufficient insurance to mitigate against the risk of loss or damage to our vehicles and equipment.

Reduced income from fundraising: The Group relies on income from fundraising to purchase and maintain vehicles and equipment, and to subsidise the cost of participation in scouting where needed. Subscriptions are charged each term, but these cover only the routine running of the

group, such as rental of meeting and storage premises, purchase of badges, consumables for meetings, etc. For events and camps, we charge fees to cover the immediate costs. We aim to keep the subscription and event fees 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, and would need to engage in alternative fundraising activities.

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 adult volunteers: 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 Group holds weekly meetings in term times for Beavers (aged 6 to 8), Cubs (8 to 10.5), Scouts (10.5 to 14) and Explorer Scouts (14 to 18).

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 "Second" 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, as well as taking responsibility for planning the activities of their own 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

During the period from April 2023 to March 2024, the group continued to provide a full range of scouting activities, including overnight, weekend, and multi-day camps, for young people of all ages from six to seventeen. Highlights of the year included:

- The Esher District "Escapade" camp in June 2023, was attended by all our sections, and gave some of the Beavers their first experience of a night under canvas. The really young ones joined for the daytime activities. It was our group's largest camp for many years, with all of our patrol tents in use. Overall, it was Esher district's largest camp in living memory, with around 1,000 young people and leaders on site.
- The Cub section attended the triennial SCRAM event for Cubs and Brownies across Surrey. In the hot weather, our group's "cub wash" activity, which involves sponges and water and willing victims, proved very popular.
- For the final weekly meeting of the summer term, all our sections met together out on the common for a scouts-themed sports day. Parents and family members were invited to come along and watch (or join in) and bring a picnic. Refreshments were provided, and a convivial evening was enjoyed by all. Best of all, we persuaded several new parents to join our adult volunteer team as uniformed leaders.
- In late July, the scouts and explorers set off for a week's camp in Dorset, where they set up the tents in glorious sunshine and enjoyed a week of varied and adventurous activities.
- In the Autumn, selected members of the cubs section enjoyed a weekend camp for Sixers and Seconders. The scout section headed into the woods on a survival camp, learning how to prepare and cook whole fish, and building their own shelters for the night.

Throughout the year, our adult volunteer team organized a really exciting and varied programme of meetings and events, ranging from traditional scouting skills to electronics building and starship simulators. Notably, the group participated more actively in the competitive events organized by Esher District scouts than in previous years, and with some success. In March, 1st Weston Green became the district archery champions, thanks to the impressive accuracy of four of our scouts. And on a very dark wintry night, our scouts fielded one of very few teams that completed a challenging night hike route, arriving back tired and very muddy in the early hours of the morning.

The group's membership numbers fell slightly from the previous year. This was partly due to a deliberate choice to keep the cub section at a slightly smaller headcount, until our adult volunteer team is strengthened in numbers and experience. We still have a waiting list of around 50 young people wishing to join Beavers when they turn six.

During the period, we recruited several new adult volunteers into the Beavers section, joining the group at the same time as their six-year-old children. One volunteer who led the Beavers team for a period has now joined the cubs leadership team, while another experienced Beavers leader has made the leap to the explorer section. Our scout leader, Nick Fisk, has now become the Group's overall lead volunteer. Changes in the adult volunteer teams made in 2022-23 have worked well.

We continue to try to spread the workload by recruiting parents into administrative roles so the uniformed leaders don't have to do everything. We also have some members of the adult volunteer team who can't commit to attending every meeting, but with enough adult volunteers, we can accommodate this through a team approach to leading the sections.

Our main annual fundraising event, the collection of Christmas trees for recycling, was again successfully completed in January 2024, with 1,000 trees collected using just three rented vans. After costs, we raised nearly £9,000 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 also aims to build up additional cash reserves over time, to enable the eventual replacement of our main vehicle, a minibus which is essential to the functioning of the group, or other significant capital cost items needed by the group. For example, we hope in the near future to improve our equipment storage arrangements by building some secure outdoor storage units, allowing a wider range of activities to be easily carried out at our main meeting venue.

The Group held cash reserves of £42,804 at 31st March 2023. This is an increase of £11,713 from the previous year.

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 section. Unlike many scout groups, we do not own, or have exclusive access to, our own premises. Our main weekly meetings are held in the Church Hall at All Saints Weston Green Church, which is a sponsor of the scout group. Our activities are in part constrained by the limited availability of this meeting place on weekday evenings.

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).

We have limited storage space at the Church Hall and have to store most of our equipment off site. This increases the workload for our adult volunteers and limits the activities that we can offer at our

weekly meeting. Over the past few months we have engaged in discussions with the Church about the possibility of building some additional outdoor storage units adjacent to the Church Hall, and we are confident this will happen within the next few months.

The Scout Association has recently introduced Squirrels, a section for four- and five-year-olds. We are assessing the feasibility and desirability of establishing a Squirrel section, which would require a new team of adult volunteers to run it.

Section G: Declaration

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

Signed on behalf of the charity's trustees:

A handwritten signature in black ink, appearing to read 'A. J. Panayides'.

Andrew James Panayides, Treasurer

A handwritten signature in black ink, appearing to read 'N. B. Harris'.

Nigel Brian Harris, Chair

15th July 2024

1ST WESTON GREEN SCOUT GROUP

Receipts and Payments Account

For the year from 1st April 2023 to 31st March 2024

	NOTES	2024 Unrestricted funds £	2023 Unrestricted funds £
Receipts			
Donations, legacies and similar income			
Membership Subscriptions	1	8,300	9,150
Donations		0	0
Gift Aid Claims	2	6,052	0
Minibus Donation		400	200
Uniform sales and Investitures		585	535
Camping and Outings	3	9,783	6,324
Sale of Minibus PK	4	2,098	0
Grants			
Other grants		41	291
Fund Raising (gross)			
Miscellaneous		0	0
Christmas Trees collection	5	12,838	9,953
Easy Fund Raising		147	218
Investment Income			
Bank Interest		0	0
Rent		0	0
Total Receipts for the Year		40,244	26,671

1ST WESTON GREEN SCOUT GROUP

Receipts and Payments Account

For the year from 1st April 2023 to 31st March 2024

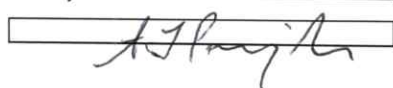
	NOTES	2024 Unrestricted funds £	2023 Unrestricted funds £
Payments			
Charitable Payments			
Rent of Church and Garage	6	3,578	3,730
Camping and Outings		10,825	5,652
Insurance Equipment		430	419
Insurance mini bus	4	649	1,713
Capitation Fees		4,057	3,877
Miscellaneous	7	892	378
Purchases of Badges and Uniforms		1,307	906
Training		78	197
Mini bus running expenses	8	261	3,280
Scruff Kit		0	0
New Equipment		1,369	1,218
New Equipment (asset)		0	0
80th birthday party celebration		0	2,413
Website		195	148
Catering for leaders meetings		86	59
OSM fees		219	200
Go Cardless charges		611	528
Bank charges		61	60
Zoom virtual meeting costs		0	0
Fundraising expenses			
Christmas Tree collection	9	3,793	3,407
Other Fund Raising Expenses		0	0
Christmas Tree monies refunded		120	38
Total Payments for the year		28,531	28,223
Surplus / (Deficit) for the year		11,713	-1,552
Cash funds last year end		31,091	32,643
Cash funds this year end		42,804	31,091

Statement of assets and liabilities at the end of the year

	NOTES	2024 Unrestricted funds £	2023 Unrestricted funds £
Cash funds			
Bank Current Account		42,804	31,091
Bank Deposit Account		0	0
PayPal Account # 1		0	0
PayPal Account # 2		0	0
Cash in hand		0	0
Total cash funds		42,804	31,091
Non monetary assets for charity's own use			
Motor vehicle WA	10	5,560	7,414
Motor vehicle PK		0	219
Scouting Equipment	10	4,597	5,108
Total		10,157	12,741
Total assets		52,961	43,832
Liabilities		0	0
Total net assets		52,961	43,832

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 15 July 2024 and signed on their behalf.

Signature



Print name
 NIGEL HARRIS
 ANDREW PANAYIDES

Chair
 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. There were slightly less cubs this year.
- 2 This was our first year claiming Gift aid which represents an exceptional claim for the last 4 years. Moving forward next year's claim will be for one year only as per the rules.
- 3 More camping activities were undertaken in the year.
- 4 Our Green coloured mini bus PK was sold in April 2023, for £2000, due to a lack of use. This has resulted in insurance and running costs savings. £98 road tax refund is included.
- 5 We changed our pricing policy and this gave us greater Christmas Tree collection revenue.
- 6 Rent payable reflects church hall usage by all sections except for Explorers as they no longer use the church hall for meetings.
- 7 Within Miscellaneous, expenditure has been made for science experiments, food for cooking practice, prizes, printer cartridges and thank you gifts for leaders.
- 8 Mini bus running costs are a lot lower this year as we are only running one mini bus. Service costs for both vehicles in the previous year were exceptionally high, due to several items needing attention.

Please be aware a £604 service and MOT performed in October 2023 was only invoiced by the garage in June 2024, thus this cost will be included in next year's accounts.
- 9 Christmas Tree collection expense, includes cost of van hire, fuel for vans, Mailchimp and Onfleet, and Shopfy and Paypal processing costs of £467. This year we paid £1,710 to a firm to dispose of the collected trees for us.
- 10 Motor vehicle is depreciated at 25% reducing balance method and equipment is depreciated at 10% reducing balance method.



Independent examiner's report to the trustees of 1st 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 2024.

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: 

Name: Lisa Pullin

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

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

Date: 14/07/2024