

# Ash Green Scout Group

## Trustees' Annual Report

*For the Financial Year ending 31<sup>st</sup> March 2024  
and covering the period 01/04/2023 to 31/03/2024*

### 1 Reference and Administration Details

Charity Name:	<b>Ash Green Scout Group</b>
Charity Number:	<b>1199314</b>
Principal Address:	<b>New Ash Green Youth Centre, Ash Road, New Ash Green, Longfield, Kent DA3 8JY</b>
Correspondence Address:	<b>133 Knights Croft, New Ash Green, Kent. DA3 8HY</b>

#### 1.1 Trustees

<b>Louise Banks</b>	Chair (Period 6/2024-6/2027)
<b>Donald Peter Lewis</b>	Group Lead Volunteer (Ex Officio)
<b>Clare Hambleton</b>	Secretary (Period 6/2024-6/2027)
<b>Gillian Lewis</b>	Treasurer (Period 6/2024-6/2026)
<b>Michael Gordon Banks</b>	Trustee (Period 6/2024-6/2027)
<b>Mark Jennings</b>	Quartermaster (Period 6/2024-6/2027)
<b>Mollie Louise Burr</b>	Trustee (Period 6/2024-6/2027)

## 2 Structure, Governance and Management

### 2.1 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 (P.O.R) of the Scout Association.

### 2.2 Constitution

Ash Green Scout Group is a trust established under the Policy, Organisation and Rules of the Scout Association (*P.O.R.*). It has a constitution agreed by the Group Scout Council, but which is subservient to its governing documents.

### 2.3 Group Scout Council

The Group Scout Council is the electoral body to which the Group Trustee Board is accountable. It has a governance role for the charity and makes Group Trustee Board appointments other than ex officio and co-opted appointments (see P.O.R. Rule 5.4.5.2.c).

- Membership of the Group Scout Council does not provide any membership status of the Scouts.
- The Group Scout Council has no Trustee responsibilities.

### 2.4 Group Trustee Board

The Group 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. Although the Group Trustee Board is responsible for the charity, it is accountable to the Group Scout Council.

The Group Trustee Board exists to support the Group Lead Volunteer in meeting the responsibilities of their appointment.

The Group Trustee Board must act in the charity's best interests, acting with reasonable care and skill and take steps to be confident that:

- a) The charity is:
  - well managed
  - carrying out its purposes for the public benefit
  - complying with the charity's governing document and the law
  - managing the charity's resources responsibly
- b) the charity is operating compliant with P.O.R and the charity regulator, including effective management of each of the Key Policies listed in Chapter 2 of The Scout Association Policy, Organisation and Rules (*P.O.R.*).
- c) young people are meaningfully involved in decision making at all levels.
- d) the Group has sufficient resources (funds, people, property and equipment) available to meet the planned work of the Group including delivery of the high-quality programme and resource requirements of the training programme (*Rule 4.2.2 of The Scout Association Policy, Organisation and Rules*).

## **2.5 Trustee Selection**

The trustees are appointed in accordance with the Policy, Organisation and Rules of the Scout Association (*Rule 5.4.7 of The Scout Association Policy, Organisation and Rules*).

## **2.6 Risk and Internal Control**

The Group Trustee Board has identified the major risks to which they believe the Group is exposed. These are:

### **2.6.1 Injury to Volunteer Leaders, Helpers, Supporters or Members**

The Group supports compliance with the Safety Policy and ensures appropriate risk assessment; 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.

### **2.6.2 Damage to Buildings, Property or Equipment**

The Group would request the use of property and equipment from other local Scout Groups and organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

### **2.6.3 Reduced Income from Subscriptions and Fund Raising**

The Group is primarily reliant upon income from subscriptions and fund-raising. The Group holds adequate reserves to ensure the continuity of activities should there be a major reduction in income. The committee could also raise the value of subscriptions to increase the Group income, either temporarily or permanently.

### **2.6.4 Reduction or Loss of Volunteer Leaders**

The Group is totally reliant upon volunteers to run and administer the activities of the Group. If there were a reduction in the number of volunteers to an unacceptable level, then there would have to be a contraction, consolidation or closure of activities or sections.

### **2.6.5 Reduction or Loss of Members**

If there were a reduction in membership of a particular section or the Group as a whole, then there would have to be a contraction, consolidation, or closure of a section.

### 3 Objectives and Activities

The primary objective of the Group is that of the Scout Association generally, namely:

*'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 cooperate with others and make friends.

#### **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 to 14 year old members.

### 4 Achievements and Performance

Please see the Trustees' Annual Review document below.

#### **4.1 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.

## 5 Financial Review

### 5.1 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 **£23,000**.

The Group held reserves of approximately **£28,000** against this at year end.

### 5.2 Investment Policy

The Group Trustee Board considers that 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. Currently, our sole Bankers are LloydsTSB, Gravesend, Kent.

## 6 Declaration

The trustees declare that they have approved this **Trustees Report**.

Signed on behalf of the charity's trustees:

Signature:



Full Name: **Donald Peter Lewis**

Position: Group Lead Volunteer

Date of Signature: 14 June 2024

Signature:



Full Name: **Louise Banks**

Position: Group Chair

Date of Signature: 14 June 2024

## Ash Green Scouts Accounts for the Year Ending 31 March 2024

### Statement of Assets & Liabilities for the Year Ending 31st March 2024

	Out £	In £	C/fwd to 24/25	
<b>Balance of Gen A/c at 1/4/2023</b>		<b>£ 6,939.54</b>		
Gen A/c Expenditure	£ 43,226.39			
Gen A/c Income		£ 27,831.98		
Internal Transfers	£ 1,200.00	£ 19,405.88		
Gen A/c C'Fwd to 2024/25			<b>£9,751.01</b>	
<b>Balance of F/R A/c at 1/4/2023</b>		<b>£ 205.88</b>		
F/R A/c Expenditure	£ -			
F/R A/c Income		£ 102.23		
Internal Transfers	£ 205.88	£ -		
Fund Raising A/c C'Fwd to 2024/25			<b>£ 102.23</b>	
<b>Balance of Savings A/c at 1/4/2023</b>		<b>£ 35,685.46</b>		
Savings A/c Deposits		£ -		
Savings A/c Gross Interest received		£ 230.32		
Internal Transfers	£ 19,000.00	£ 600.00	<b>£17,515.78</b>	
<b>Treasurer A/c Balance at 31 Mar 2023</b>		<b>£ 354.89</b>		
Treasurer Expenditure	£ 1,274.55			
Treasurer Income		£ 1,164.96		
Treasurer Internal Transfers	£ 200.00	£ 600.00		
Treasurer Cash Held at 31/3/24			<b>£645.30</b>	
<b>Totals</b>	<b>£ 65,106.82</b>	<b>£ 93,121.14</b>	<b>£28,014.32</b>	
Freehold Property (Garage) Insurance Valuation			<b>£19,126.00</b>	Depreciated value* £13,000.00
Equipment at est. insurance value- Garage			<b>£23,540.00</b>	£18,832.00
Equipment at est. insurance value- Ash			<b>£7,650.00</b>	£6,120.00
Equipment at est. insurance value- YC			<b>£11,700.00</b>	£9,360.00
Vehicle LD69ZDX at Purchase cost 2023			<b>£19,500.00</b>	£14,625.00
			<b>£109,530.32</b>	£89,951.32

*\*Depreciated values: Property is kept at an arbitrary 'realistic selling price', equipment and other 'wasting assets' values have been reduced by 20% and our van has been reduced in value by 25%. After depreciation the total value of Group assets is estimated at £89,951.32.*

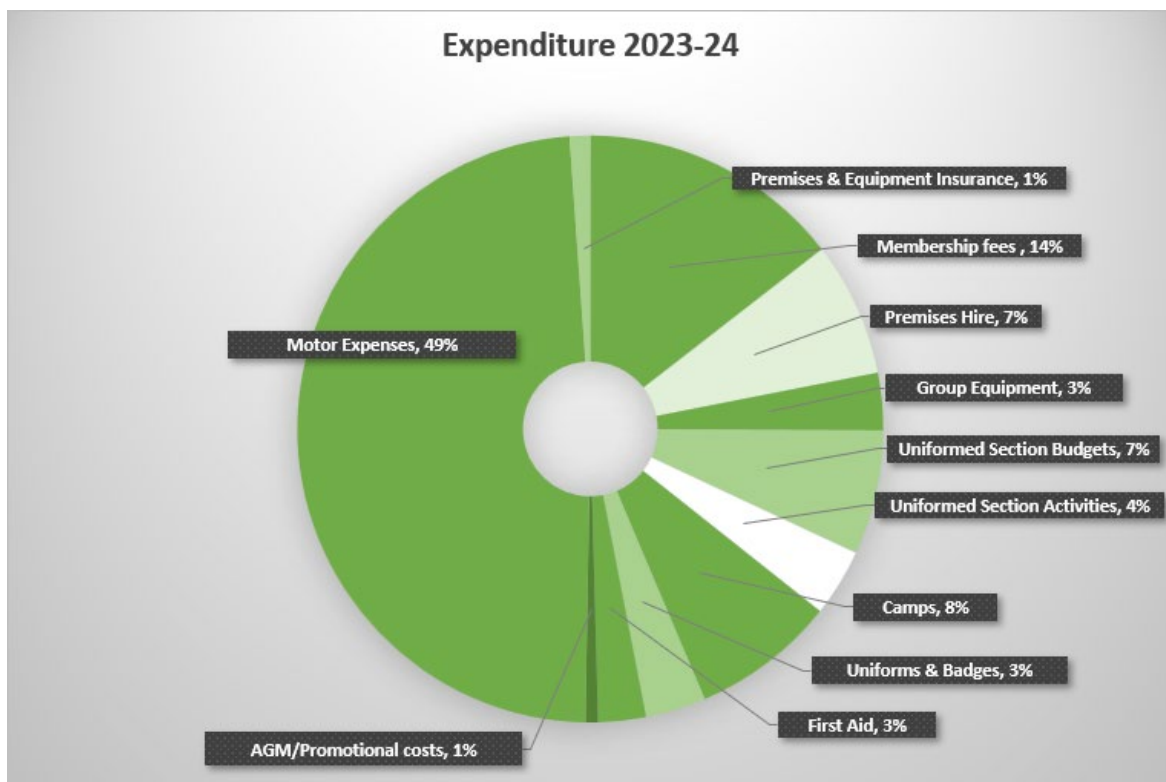
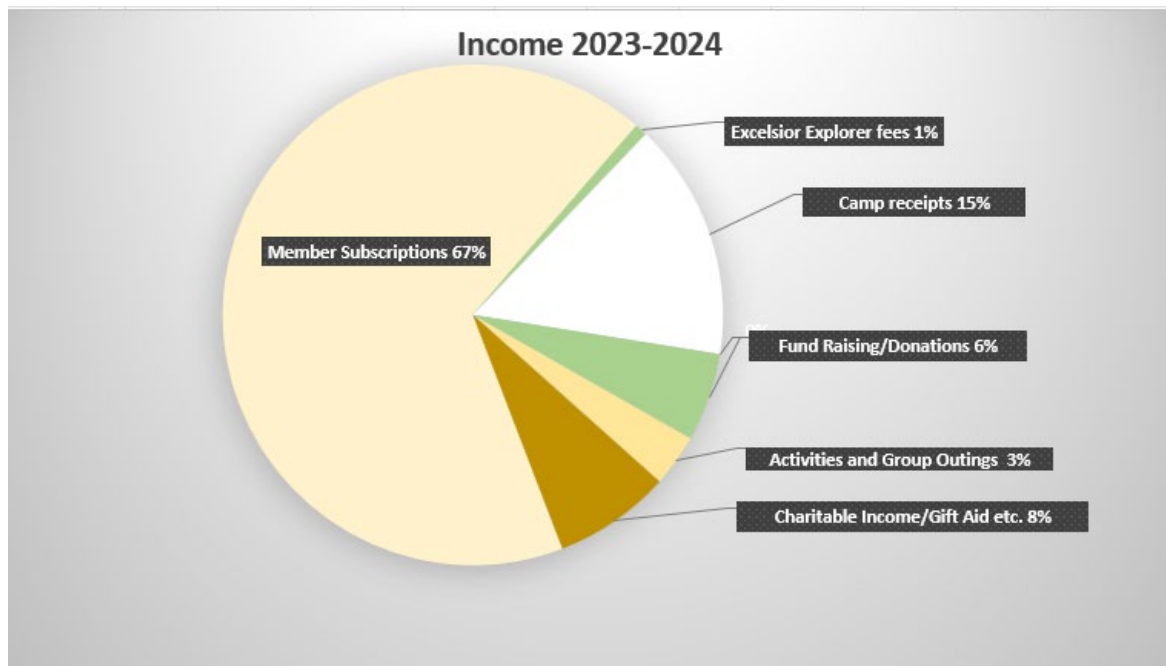
We carry forward total **cash assets** of **£28,014** into 2024/25.

Key financial highlights are:

- There has been a big increase in the amount of camp receipts which have been paid into our Bank Account, rather than being given to the Leader in Charge. This means we have better overall control of these finances.
- Section Budgets were given a further boost to enable increased Section spending.
- There has been a significant increase in the Section spending on activities, which is good to see.
- We have very good equipment, hence we spent very little on new equipment in the year - some £6,000 less than the previous year.
- First Aid costs increased significantly – largely due to the purchase of training Resusci Annie's – where the Group received a grant, but we had to top that grant up.
- The purchase of *Vincent*, our van, to replace *Gordon*, was a substantial 'one off' cost for the year. *Vincent* should last us many years.

<u>Income &amp; Expenditure</u> <u>Summary (All Accounts)</u>				
	2023-2024		2022-2023	
<b>INCOME</b>				
Member Subscriptions	£	19,035	£	19,052
Excelsior Explorer fees	£	230	£	215
Uniform & Scarves	£	8	£	8
Camp receipts	£	4,352	£	1,183
KIJ Camp receipts		0	£	2,020
Fund Raising/Donations	£	1,616	£	558
Activities and Group Outings	£	959	£	1,101
Charitable Income/Gift Aid etc.	£	2,145	£	2,445
Motor Income	£	563	£	-
Other Income	£	192	£	114
Interest (gross) received	£	230	£	73
Section Budget Underspend	£	-	£	-
	£	29,329	£	26,769
<b>EXPENDITURE</b>				
Membership fees	£	6,350	£	5,264
Premises Hire	£	3,245	£	3,401
Premises Expenditure	£	69	£	3,660
Group Equipment	£	1,382	£	7,909
Group Outings	£	-	£	149
Uniformed Section Budgets	£	3,001	£	2,496
Uniformed Section Activities	£	1,627	£	649
Camps	£	3,481	£	213
KIJ		0	£	2,410
Training & Courses	£	90	£	1,835
Uniforms & Badges	£	1,461	£	1,915
First Aid	£	1,150	£	640
Catering	£	11	£	-
Stationery	£	70	£	91
OSM, Web	£	113	£	50
AGM/Promotional costs	£	302	£	799
Miscellaneous expenses	£	29	£	47
Motor Expenses	£	21,267	£	1,685
Premises & Equipment Insurance	£	496	£	625
Fund Raising	£	314	£	-
Subs refunds	£	45	£	75
	£	44,501	£	33,913
Less Total Expenditure		£ 44,501		£ 33,913
Surplus for year		-£ 15,171		-£ 7,144

**Income & Expenditure Analysis by percentage  
for the year ending 31 March 2024**





**Ash Green Scout Group**  
**Independent Scrutineer's Report for the year ending 31 March 2024**

LT700006 - Independent Examiner's Report to the Trustees (February 2024)

## England & Wales

**Unqualified report for a non-company charity preparing receipts and payments accounts with a gross income of £250,000 or less in the relevant financial year**

### Independent examiner's report to the trustees of Ash Green Scout Council

I report to the trustees on my examination of the accounts of the Ash Green Scout Group for the year ended 31st March 2024

#### Responsibilities and basis of report

As the charity trustees of the Ash 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 Ash 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 Ash 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: EILEEN SEARLE

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

Address: 173 KNIGHTS CROFT  
NEW ASH GREEN DA3 8HZ

Date: 24.4.24

## **Trustees' Annual Review – Ash Green Scout Group**

### **Overview of Group Progress**

The Group has continued to grow during the past year and, due to our fantastic Volunteer leader team, all Sections have run without any significant disruptions or difficulties. We continue to look to recruit more adult volunteer help so that we can provide the best Scouting for our young people. National changes in Scout Group structure are slowly being introduced and we hope that these will make it easier for new volunteers to become involved with Ash Green Scouts. We are looking towards parents and supporters who are willing to join our team and make Scouting even better in New Ash Green!

We continue to offer a well-balanced, youth-led programme of activities across the age 6 to age 14 range, with emphasis on individual development measured against the Chief Scout's Award programme. Beaver, Cub and Scout Sections all managed to camp on at least one occasion during the year and there have also been various outdoor activities including Climbing, Watersports and, of course, our own Archery and Tomahawk sessions. Indoor Crossbow and outdoor Zorb Football sessions have also been made available for our Scout-aged young people.

Financially, the Group is in a very stable, healthy position due to the diligence of the Trustee Board and the careful monitoring of our finances by our Treasurer. The accounts have been independently scrutinised, and the Trustee Board has approved the financial accounts. Overall, our financial reserves have fallen because we purchased a replacement van, but that expenditure had been previously planned for, and was expected. We are still in a very secure financial position with adequate reserves going forward.

### **Changes to Scouting**

Following a long review process, Scouting is undergoing a significant change in the way it is promoted and seen publicly. The changes largely relate to the structure of the Group's Trustee Board and the Group's Scout Council with the emphasis on making Trustee roles clearer. This will result in greater transparency in the way the Group operates. At Ash Green we have already implemented some of those changes, but further changes will be necessary. The changes do not directly impact on our Uniformed Sections and/or young people.

The changes impacted on the wording of our Ash Green Scout Group Constitution, and we have updated the Constitution document. The revised Constitution was approved at the Annual General Meeting in June 2024.

### **Group Membership and Annual Census**

- As a Group, we continue to be the largest (by membership) of all Groups in the Swanley District.
  - We (at January 2024 Census) had 115 invested young members. That was just 29 short of the absolute maximum number we could safely manage at the premises.
  - There are now 19 more young people in the Group than we reported in the previous annual Census in January 2023.
  - We also continue to have a long list of young people waiting to join us. That list stands at 51 young people, 28 of whom will be eligible to join in the 2024/25 financial year – assuming we can find spaces for them all!
  - We expect to continue to have full membership going forward in the foreseeable future.
- Our limitation on growth is largely due to the lack of available premises/times for any new Sections. That, plus the availability of new Volunteers to run any new Sections, prevents us from expanding further.
- We paid a total of £6,350 in membership costs to Scout headquarters for the year. That was an increase of £1,086 over the previous year.
- Membership costs account for 14% of our outgoings and are the equivalent of over 3 month's subs for each young person who is a member of the Group.

### **Youth Awards**

- All Sections have made good progress in the young peoples' development programme known as the Chief Scout's Award. A number of Bronze, Silver and Gold awards have been made during the year.
- We continue to recognise individual progress in the Beaver, Cub and Scout sections and we presented some trophies for the Beaver/Cub/Scout/Explorer of the Year Award during our AGM. These awards are decided upon by the Section Leader Team and are in recognition of the progress the child has made over

the year. That progress is not solely related to badges, but also looks at participation, personal development, individual achievement and overcoming personal difficulties.

### **Volunteer Leadership Team**

- The leadership team is currently standing at 22 Uniformed Leaders. Additionally, we have two Young Leaders, two uniformed 'occasional leaders' and one Instructor.
- There has been a major restructuring of the Beaver Sections following some leadership changes, but the new Beaver leader teams are working out very well.
- We welcome our newest leaders Holly, Adam, Simon, Alexa and Lauren to the uniformed leader teams and thank them for their support.

### **The Trustee Board**

- The Trustee Board has been restructured to comply with the latest Scout Association Policy. Currently there are seven Trustees, but we are looking to increase that number to around nine. We will be advertising for further volunteer Trustee vacancies. Our aim is to add a community representative and a further young Trustee, to ensure we have a good age and skill mix to run the group's business efficiently.
- We will hold a Trustee selection process shortly, and Extraordinary General Meeting will be called to formally elect the new people to the Trustee Board later in the year.

### **Safeguarding, Safety and Compliance**

- There were two minor incidents of safeguarding during the year. Neither of these actually directly related to Scouting at New Ash Green, but our leaders became aware of circumstances where it was necessary to report the matters to Scouting Headquarters. Headquarters deemed that no further action was necessary by Ash Green Scout Group, nor were we implicated in the incidents.
- There were no safety issues reported throughout the year.
- The Group maintains a 100% Compliance record and all the Leadership Team and Trustee Board are fully up to date with their required training.

### **Equipment**

- We have spent comparatively little (£1,382) on general equipment over the year.
- We had to purchase a replacement vehicle, as *Gordon*, our 15 year old van had mechanical and electrical issues and we were advised that the van was uneconomical to repair. We found a replacement vehicle and purchased a 2019 Renault Master, which we have called *Vincent*, at a cost of £18,500. We had adequate reserves to enable us to purchase *Vincent* and the van should last us for many years.

### **Charity Registration**

- We filed our Charities Commission Report and Accounts for the last (2022-2023) year on time.

### **Fund-raising and Community Involvement**

The Group looks to support as many local initiatives and events as we are able. These activities benefit the local community and help us to promote the values of Scouting in our community. In particular:

- The Group Sections continued to support the Community Cupboard foodbank with donations from time to time.
- Regular Litter Picking in New Ash Green – a favourite activity, especially for the younger Sections!
- Attendance and Group Parade at Remembrance Sunday (*November*).
- *St George's Day Promise Renewal and Fun Day (April)*
  - We had a 'reasonable' number of young people turn up for this event. We supported the event by running Archery and Zorb football bases. Everyone looked as though they enjoyed themselves.

#### *Jamboree on The Trail (JOTT)*

- Although the 'official' JOTT ended last year, we arranged our own 'JOTT' as it has been enjoyed as a Family Hike. It was well attended, and everyone enjoyed the Hike.

#### *Village Day (June)*

- We ran two activities - Archery and Tomahawk throwing at our local Village Day. We will be repeating this in 2024, so come along and try your hand at these skills!