

1st Haywards Heath Scout Group

Annual Report and Accounts

2024 / 2025



2024/2025

Year start date		Year end date	
From	01/04/2024	to	31/03/2025

Charity name

1st Haywards Heath Scout Group

Registered charity number

267349

Charity's principal address

The Vic Forster Scout Centre
Franklands Village
Haywards Heath
RH16 3RS

Names of the charity trustees who manage the charity

Trustee Name	Office (alphabetically)	Dates acted if not for whole year
Melissa Tuttle	Beaver Scout Leader	
	Beaver Parent Representative	
Sarah Blackman	Cub Scout Leader	
	Cub Scout Parent Representative	
Alan Dyke	Group Chairman	
Will Tampion-Lacy	Group Lead Volunteer	
Vacant	Group Secretary	
Helen & Iain Thomson	Group Treasurer	01/02/2025
Mike Searle	Group Quartermaster	
Dean Bryant	Scout Leader	
Elizabeth Wickenden	Scout Parent Representative	

Names and addresses of advisors

Type of advisor	Name	Address
Scrutineer	Teodora Markova	6 Guardhouse Way, London, NW7 1FX

Section B

Structure, governance and management

Description of the charity's trusts

Type of 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 of The Scout Association.

Section B

Structure, governance and management (continued)

Description of the charity's trusts

Type of governing document

How the charity is constituted

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

Trustee selection methods

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

Additional governance issues

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.

The Committee consists of 3 independent representatives, the Chair, Treasurer and Secretary together with the Group Scout Leader, individual Section Leaders and parent's representation and meets regularly.

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 persons, property and equipment;
- Group public occasions;
- Assisting in the recruitment of leaders and other adult support;
- Appointing any sub committees that may be required; and
- 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 risks have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

1. Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as other Scout Groups. The Group has sufficient buildings insurance in place to mitigate against permanent loss.
2. Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Association's national accident insurance policy. Additional insurance has been taken out for non-member helpers and supporters. Risk Assessments are undertaken before all activities.
3. Reduced income. The main income streams are from Hut rental, Hall hire and subscriptions. 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.
4. 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. The worst case scenario would be the complete closure of the Group.
5. Reduction or loss of members. The Group provides activities for all young people from Beavers through to Scouts. 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. The worst case scenario would be the complete closure of the Group.

Section C**Objectives and activities**

The objectives of the Group are as a unit of The Scout Association

The Aim of The Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local national and international communities. The method of achieving the Aim of The Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.

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.

Section D**Achievements and performance****Other Optional Information**

Summary of the main achievements of the charity during the year

The Group has delivered a great programme to young people this year, with highlights including the WSIJ camp where Scouts tried a wide range of activities and made friends on an international scale.

As our young people have developed, so too have our adult volunteers and young leaders. We have both lost and gained adults who have all provided invaluable effort. Our Beaver Section Lead, Melissa has dedicated vast energy to the Group, but graciously expresses her intention to step-down around March. Mike Pugh has agreed to take the title of Chairperson, fulfilling a long-standing vacancy. Our lively team in the Scout Section have inspired more young leaders to join our team, giving them the opportunity to shape their Group and develop leadership skills themselves.

Our building has undergone significant improvement, with the addition of heat pumps to regulate internal temperature. Pest control have cleared the squirrels from the loft and garage. We have relocated our gas cage to a safe location, and are commencing the construction of noise-dampening acoustic baffles for the Hall.

Section E**Financial review***Brief statement of the charity's policy on reserves***Reserves Policy**

The Group's policy is to hold sufficient resources to continue the charitable activities of the Group for an extended period, should income and fundraising activities fall short.

Further financial review details

The Group has adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

Section F

Other optional information

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

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

With the establishment of new leadership at all levels of the Group, we look forward to shaping a new and exciting programme and fostering top awards. We aim to strengthen our team with volunteers to ease the workload of Section Leaders. With the departure of 5th Haywards Heath Scouts from our premises early this year, we are investigating new tenants and alternatives to take their place.

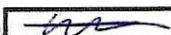
Section G

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)

William Tampion-Lacey

Position e.g. Secretary, Chair etc

Trustee & Group Lead Volunteer

Date

23/01/26

Scrutineer's Report To The Trustees Of The 1st Haywards Heath Scout Group

I report on the accounts of the 1st Haywards Heath Scout Group for the year ended 31 March 2024.

Respective responsibilities of Trustees and Scrutineer

As the charity trustees of the 1st Haywards Heath Scout Group you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). You have decided that neither the audit nor independent examination requirements of the Act apply.

It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

Basis of Scrutineer's Statement

In accordance with the directions given the 1st Haywards Heath Scout Group's constitution, I have scrutinised the records and the accounts set out on pages 7 to 10

Scrutineer's statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution, other than the matters disclosed below (include optional red text and complete disclosure section below if there are matters of concern. Otherwise delete red text).



Name

Qualification

Address

Date

1st Haywards Heath Scout Group

Receipts and Payments Account

For the year from Year start date **01 April 2024** to Year end date **31 March 2025**

Receipts and Payments

	2024/2025	2023/2024
Receipts		
Donations, legacies and similar receipts		
Membership subscriptions collected	£ 4802.30	4330
Less: Membership subscriptions passed to National/County/District	£ -2990	-2805
Net membership subscriptions retained	£ 1812.30	1525
Donations for scouting activities	£ 3747.59	3377.30
Gift Aid	£	
Retailer shopping reward donations via Easyfundraising	£ 17.54	28.03
Sub total	£ 5577.43	4930.33
Grants		
Scout Association grant	£	
Other grants	£ 1000	
Sub total	£ 1000	0
Fundraising		
Hall hire	£ 350	
Hut rental	£ 23668	22920
Fundraising stall events	£	
Marquee/other equipment hire	£	
Other fundraising activities	£	
Sub total	£ 24018.00	22920
Investment receipts		
Bank interest	£ 451.47	361.97
Other	£	
Sub total	£ 451.47	361.97
Total receipts from above	£ 31046.90	28212.3
Assets & investment sales etc	£	
Gross receipts total	£ 31046.90	28212.3

	2024/2025	2023/2024
Payments		
Headquarter payments		
Property & equipment insurance	£ 2402.08	2750.48
Electricity	£ 5270.5	7455.77
Maintenance and improvements	£ 17912.48	7633.31
Water & wastewater drainage	£ 958.84	550.27
Other premises expenses	£	
Ground rent (including legal fees)	£ 150	
Sub Total	£ 26693.9	18389.83
Other charitable payments - scouting activities		
Personal accident & medical expenses insurance for non-member helpers	£ 52	
Camping, activities & other section costs	£ 6448.74	5206.55
Uniforms & badges	£ 666.05	500
Equipment maintenance & consumables	£ 164.3	
Equipment purchases (assets)	£ 5277.7	
Sub total	£ 12608.79	5706.55
Other charitable payments		
Printing costs	£	
Digital costs (Website/OSM)	£ 196.65	120
Other payments	£ 715.98	675.24
Sub total	£ 912.63	795.24
Total headquarter & other charitable payments	£ 40215.32	24891.62
Assets & investment purchases etc	£	
Gross payments total	£ 40215.32	24891.62
Net of receipts/(payments)	£ -9168.42	3320.68
Cash funds last year end	£ 38054.13	35412
Cash funds this year	£ 28885.71	38054.13

1st Haywards Heath Scout Group

Statement of Assets and Liabilities

For the year from Year start date
01 April 2024 to Year end date
31 March 2025



Statement of assets and liabilities at the end of the year

		2024/2025	2023/2024
Cash funds			
Bank current account	£	1006.86	7626.75
Bank savings account	£	27878.85	30427.38
Petty cash/floats	£		
Total Cash Funds	£	28885.71	38054.13
Other monetary assets			
Other monetary assets	£		
Total	£	0	0
Non monetary assets for charity's own use			
Badge stock	£	175.42	653
Buildings (insured value)	£	429991	429991
Computing equipment & printer	£	1500	2000
Scouting equipment	£	12000	15000
Total	£	443666.42	447644
Short term liabilities			
Accounts payable	£		
Expenses account	£		
Other	£		
Total	£	0	0

Contingent liabilities and future obligations

None

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 21/01/2026 and signed on their behalf by

	Trustee & Group Lead Volunteer
	Treasurer

1st Haywards Heath Scout Group
Notes To The Accounts For The Year Ending 31 March 2025

1. Basis of Accounting

Charities registered in England and Wales that are not companies are allowed under section 133 of the Charities Act 2011 to prepare receipts and payments accounts, provided the charity's gross income (receipts) is not over £250,000. The Group has decided to prepare the financial statements on the more simplified basis of receipts and payments. This consists of a summary of cash movements, a statement of assets and liabilities together with these accompanying notes. The examination of the accounts is subject to a review by a Scrutineer as the gross income (receipts) of the Group was less than £25,000.

2. Nature and Purpose of the Fund

All of the Groups funds are unrestricted (or general) funds. These are funds that the Group may spend for any purpose in accordance with the constitution of the Group. There were no endowment or restricted funds received by the Group. The unrestricted funds were therefore also the total funds.

3. Trustee Remuneration

The Trustees did not receive any remuneration.

4. Related Party Transactions

The Group has a duty to disclose any material transactions between the Group and the Trustees. This would include payments received by themselves, relatives or employers for goods and services provided to the Group. None of the Trustees have had transactions with the Group.

5. UK Headquarters Membership Fees ('Capitation')

The UK Headquarters membership fee is paid annually to the UK Headquarters to contribute to the costs of supporting Scouting UK-wide, including insurance for its members. In addition, a fee is paid to both the County and District Scouts to contribute to the costs of supporting Scouting locally. As these membership fees are "paid on", i.e. collected by the Group on behalf of the District, County and Headquarters, they have been deducted from membership subscriptions collected and shown net in the Receipts details. This is in accordance with the principles established by The Scout Association and is because the fees paid out are in effect being held by the Group as agents before being passed on.

6. Non-domestic (Business) Rates

The Scout Group benefits from 80% charitable business rate relief for the Scout premises. A discretionary rate relief application was made for the remaining 20%. Mid-Sussex District Council have granted a discretionary relief for the remaining 20% due, meaning there were no rates payable.

7. General

None