

# Trustees' Annual Report

For the period

From (start date) 0 1 0 4 2 4 to end date 3 1 0 3 2 5

## Section A

### Reference and administration details

Charity name

Higham Wood Scout and Guide Group

Other names the charity is known by

17th Tonbridge Scout Group /12th 13th Tonbridge Guides

Registered charity number (if any)

2 6 7 7 6 1

Charity's principal address

Tonbridge Methodist Church

Higham Lane

Tonbridge Kent

Postcode

T N 1 0 4 J G

Names of the charity trustees who manage the charity

(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Rachel Murray	Chair	16/10/25 -31/03/25
2	Flora Boorman	Treasurer	
3	Hazel Foster	Group Lead Volunteer	
4	Alison Rudd	Group Lead Volunteer	Scouts
5	Chris Parker	Group Lead Volunteer	Guides
6	Keith Reynolds		
7	Louise Sage		
8	Rebecca Barclay		
9	Amy Anharad		
10			
11			
12			
13			
14			
15			

Section B		Structure, governance and management
Description of the charity's trusts		
Type of governing document  (e.g. trust deed, constitution)	<div style="border: 1px solid black; padding: 5px;"> <p>The Group's governing documents are those of the The Scout &amp; Guide Associations. They each 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 and Guide Associations.</p> </div>	
How the charity is constituted  (e.g. trust, association, company)	<div style="border: 1px solid black; padding: 5px;"> <p>The Group is a trust established under its rules which are common to all Scouts and Guides.</p> </div>	
Trustee selection methods (e.g. appointed by, elected by)	<div style="border: 1px solid black; padding: 5px;"> <p>The Trustees are in agreement appointed in accordance with the Policy, Organisation and Rules of The Scout Association.</p> </div>	
Additional governance issues (optional information but encouraged as best practice)		
You may choose to include additional information, where relevant, about:	<div style="border: 1px solid black; padding: 5px;"> <p>The Group is managed by the Group Trustee Board, the members of which are the 'Charity Trustees' of the Scout &amp; Guide 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.</p> </div>	
Policies and procedures adopted for: a) the induction and training of trustees; b) trustee consideration of major risks and the systems and procedures to manage them	<div style="border: 1px solid black; padding: 5px;"> <p>The Trustee Board consists of the Chair, Treasurer and 7 Trustees (including 3 Ex Officio Trustees, and 4 co-opted Trustees) and meets every 3 months.</p> <p>Members of the Trustee Board complete Scout &amp; Guide Trustee learning within the first 6 months of joining the Board.</p> <p>This Group Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings 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 gives young people skills for life.</p> </div>	

Section B	Structure, governance and management (continued)
	<p><b>Risk and Internal Control</b>  The Group Trustee Board will identify the major risks to which they believe the Group is exposed, these will be reviewed and systems established to mitigate against them. The main areas of concern that have been identified are:</p> <p>Damage to the building, property and equipment. The Group meets on Church premises. In the event of been unable to continue to do so the Group would request the use of property or equipment from neighbouring organisations such as other Scout or Guide Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient insurance in place to mitigate against permanent loss.</p> <p>Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout &amp; Guide Associations national accident insurance policy. Risk Assessments are undertaken before all activities.</p> <p>Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Board could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.</p> <p>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 in the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.</p> <p>Reduction or loss of members. The Group provides activities for all young people aged 4 to 18. If there was a reduction in membership in a particular section or the group as whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.</p> <p><b>Risk and Internal Control</b>  The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and a comprehensive insurance policies to ensure that insurable risks are covered.</p>

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p><b>The Purpose of Scouting &amp; Guiding</b> Scouting &amp; Guiding exist to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting and Guiding</b> As Scout &amp; Guides we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout &amp; Guide Methods</b> Scouting and Guiding takes place when young people, in partnership with adults, work together based on the values of Scouting and Guiding and:  - enjoy what they are doing and have fun  - take part in activities indoors and outdoors  - learn by doing  - share in spiritual reflection  - take responsibility and make choices  - undertake new and challenging activities  - make and live by their Promise.</p>
Summary of the main activities in relation to these objects	Weekly indoor and outdoor meetings, learning and exploring a range skills and activities. Camping and residential experiences, helping others and living by the Scout and Guide law and promise
Additional details of the objectives and activities (optional information but encouraged as best practice)	
<p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul>	
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	
Summary of the main achievements of the charity during the year	Reported under separate cover
Section E Financial Review	
Brief statement of the charity's policy on reserves	<p><b>Reserves Policy</b></p> <p>The Group meets on Church Premises and therefore incurs no running costs for buildings. The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income or fundraising activities fall. Individual sections of the Group operate their own accounts to cover every day running costs which are collated and recorded in the year end Group accounts. The Trustee Board budgets for future expenditure, such as the replacement of major items of camping or activity equipment and ensures that sufficient reserves are available to meet these costs. The Group reserves are currently above the level required for projected operating expenses.</p>
Details of any funds materially in deficit (circumstances plus steps to eliminate)	<p><b>Investment Policy</b></p> <p>The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.</p>

Section F	Other Optional Information
Plans for future periods (details of any significant activities planned to achieve them)	
Section G	Declaration
The trustees declare that they have approved the trustees' report above	
Signed on behalf of the charity's trustees	
Signature(s)	<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;"> <i>R A Murray</i> </div> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 5px;"></div>
Full name(s)	<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">Rachel</div> <div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">Murray</div>
Position (eg Secretary, Chair)	<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">Chair</div> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 5px;"></div>
Date	<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;"> <div style="display: flex; justify-content: space-between; width: 100%;"> <span>1</span><span>4</span><span>1</span><span>1</span><span>2</span><span>5</span> </div> </div>

## HIGHAM WOOD SCOUT & GUIDE GROUP

Report and Accounts for the year ended

March 31, 2025

### Trustee Board

Rachel Murray  
Flora Boorman  
Hazel Foster  
Alison Rudd  
Chris Parker  
Keith Reynolds  
Amy Barry  
Becky Barclay  
Louise Sage

Chair  
Treasurer  
GLV Scouts  
GLV Guides

Sponsoring Body

Tonbridge Methodist Church  
K McGhee (Rev)

HIGHAM WOOD SCOUT & GUIDE GROUP

REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

BANKERS

HSBC plc Tonbridge

Units have their own accounts with various banks.

GROUP/DISTRICT Registration Number : 37835

CHARITY REGISTRATION Number : 267761

Contact Name and Address:

Mrs F M Boorman, 10 The Ridgeway, Tonbridge, Kent, TN10 4NQ

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2025

MAJOR ACTIVITIES AND ACHIEVEMENTS IN THE YEAR



# HIGHAM WOOD SCOUT & GUIDE GROUP

RECEIPTS for the year ended 31 March 2025

	This Year General Funds	This Year Restricted Funds	This Year Total	Previous Year Total 2024
	£	£	£	£
Membership Subscriptions	27,344	0	27,344	23,768
Less: Paid-Capitation	12,043	0	12,043	9,850
	<u>15,301</u>	<u>0</u>	<u>15,301</u>	<u>13,918</u>
Interest Received				
Bank	101	0	101	104
Deposits (from HMRC)	0	0	0	0
	<u>101</u>	<u>0</u>	<u>101</u>	<u>104</u>
Donations / Grants				
Gift Aid	0	0	0	1,510
Other	3,763	0	3,763	3,255
	<u>3,763</u>	<u>0</u>	<u>3,763</u>	<u>4,765</u>
Activities				
Camps	0	28,498	28,498	13,416
Outings	0	7,574	7,574	9,832
Other	0	11,729	11,729	6,342
	<u>0</u>	<u>47,801</u>	<u>47,801</u>	<u>29,590</u>
Fund Raising (gross)	977	0	977	250
Sundry Receipts	636	0	636	747
Uniform & Badge Sales	1,218	0	1,218	1,298
	<u>1,854</u>	<u>0</u>	<u>1,854</u>	<u>2,045</u>
<b>TOTAL RECEIPTS</b>	<u><u>21,996</u></u>	<u><u>47,801</u></u>	<u><u>69,797</u></u>	<u><u>50,672</u></u>

# HIGHAM WOOD SCOUT & GUIDE GROUP

EXPENDITURE for the year ended 31 March 2025

	This Year General Funds	This Year Restricted Funds	This Year Total	Previous Year Total 2024 £
	£	£	£	
<b>PREMISES</b>				
Rent	4,512	0	4,512	4,429
Insurances	992	0	992	1,206
	5,504	0	5,504	5,635
<b>DONATIONS</b>				
Church	2,280	0	2,280	1,896
Others	0	0	0	0
	2,280	0	2,280	1,896
<b>ACTIVITIES</b>				
Camps	0	23,212	23,212	16,343
Outings	0	9,158	9,158	13,644
General Banding	9,898	0	9,898	4,539
Other	5,039	0	5,039	1,922
	14,937	32,370	47,307	36,448
<b>FUNDRAISING EXPENSES</b>	0	378	378	25
<b>ADMIN EXPENSES</b> incl.OSM	1,482	0	1,482	579
<b>OTHER EXPENSES</b>				
Repairs	367	0	367	580
Equipment- general	2,388	0	2,388	1270
Badges & Uniform	3,659	0	3,659	3,029
Leader Training	0	0	0	0
Sundries	3,248	0	3,248	3,637
	9,662	0	9,662	8,516
<b>EQUIPMENT PURCHASES</b>		0	0	0
<b>TOTAL EXPENDITURE</b>	<b>33,864</b>	<b>32,748</b>	<b>66,612</b>	<b>53,099</b>

# HIGHAM WOOD SCOUT & GUIDE GROUP

## STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 March 2025

	This Year General Funds £	This Year Restricted Funds £	This Year Total £	Previous Year Total 2024 £
TOTAL RECEIPTS	21,996	47,801	69,797	50,672
TOTAL EXPENDITURE	33,864	32,748	66,612	53,099
	(11,868)	15,053	3,185	(2,427)
TRANSFERS BETWEEN FUNDS	0	0	0	0
NET INCOMING (OUTGOING)	(11,868)	15,053	3,185	(2,427)
FUND BALANCES BROUGHT FORWARD			32,558	34,985
FUND BALANCES CARRIED FORWARD	(11,868)	15,053	35,743	32,558
REPRESENTED BY				
Current Bank Accounts	31,561	3,766	35,327	32,072
Cash in Hand	416	0	416	486
	31,977	3,766	35,743	32,558

Approved by the Trustees on 24<sup>th</sup> June 2025 and signed on their behalf by

Chairman

*RA Murray*

Treasurer

*Alan Fox*

## Independent Examiner's Report to the Trustees of the

### HIGHAM WOOD SCOUT & GUIDE GROUP

Year to 31 March 2025

#### Basis of Independent Examiner's statement.

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanation from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

#### Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
  - a. to keep accounting records in accordance with Section 41 of the 1993 Act and
  - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave not been met; or
2. to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name ..... PETER INSRAMS ..... *P. Insr*

Qualification ..... BANK IT MANAGER RETIRED .....

Address ..... 67 DEAKIN LEAS, TONBRIDGE .....

Date ..... KENT TN9 2JT. ....

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Report and Accounts for the year ended

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*PA Murray*

Treasurer

*Alan Fox*

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2. to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name ..... PETER INGRAMS ..... *P. Ingrams*

Qualification ..... BANK IT MANAGER RETIRED .....

Address ..... 67 DEAKIN LEAS, TONBRIDGE .....

Date ..... KENT TN9 2JT. ....