

Trustees' Annual Report

For the period

From (start date)

01/04/2024

To (end date)

31/03/2025

Section A

Reference and administration details

Charity name

6th Staines(Christchurch) Scout Group

Other names the charity is known by

Registered charity number (if any)

269092

Charity's principal address

Woodbury Base

Burges Way

Staines

Middx

TW18 1YA

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Gary Waters	Chairman	
2	Sarah Owen	Secretary	
3	Stewart Holmes	Treasurer	
4	Harvey Hieke	Group Lead Volunteer	
5	John Biggs	Assistant Group Lead Volunteer	
6	Diana Brown	Beaver Team Leader	
7	Andy Conolly	Cub Team Leader	
8	Richard Batt	Scout Team Leader	
9	Marcus Burley	Elected Member #1	
10	Sue Snaith	Elected Member #2	
11	Chris Pepall	Special Skills	
12	Sharon Holmes	Co-opted Member	
	Sub Committee		
1	David Brown	Scout Team Member	
2	Catherine Batt	Beaver Team Member	
3	Siobhan O'Neill	Fundraising / Media Rep	
4	Rebecca Bashan	Floor	
5	Beverley Ridler	Floor	
6	Brian Rosher	Floor	

7	Mel Conolly	Floor (remote)	
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Section A**Reference and administration details (continued)**

Names and addresses of advisers (optional information but encouraged as best practice)

Type of advisor	Name	Address
Independent Examiner	Akash Ruparelia	Staines

Section B**Structure, governance and management**

Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

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.

How the charity is constituted

.g. trust, association, compan

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

Trustee selection methods

(e.g. appointed by, elected by)

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

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

The Group is managed by the Group Trustee Board, 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.

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

The Board consists of 12 Trustees and 7 Sub Committee Trustees, as shown in Section A and meets every month.

This Group Trustee Board exists to support the Group Lead Volunteer 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;
 Appointing Group Administrators and Advisors other than those who are elected.

Section B	Structure, governance and management (continued)
	<p>Risk and Internal Control</p> <p>The Group Trustee Board has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been 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 would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient buildings and contents 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 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 income from The Den nursery, supplemented by fundraising activities over the year. 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.</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 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>

Reduction or loss of members. The Group provides activities for all young people aged 6 to 14. 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.

Risk and Internal Control

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 comprehensive insurance policies to ensure that insurable risks are covered.

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p>The objectives of the group are as a unit of the Scout Association.</p> <p>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.</p>
Summary of the main activities in relation to these objects	<p>Each term throughout the year the Team Leaders produce a balanced programme that supports the above objects and covers the following:</p> <ul style="list-style-type: none">- Use of the activities available at 6th Staines Scout Group, these cover but not limited to: Archery, Shooting, Potholing, Wall Climbing, Skittles, Table Tennis.- Badge work detailed within the Scouts Association guidance- Local available activities, such as: Swimming, Canoeing, Ten-Pin Bowling etc- Special and significant events through the year that need involvement from the group, such as Camps, St George's Day and Remembrance Day parades.- Along with programme activities organised by the Team Leaders that will improve or provide a new skill to all members

Additional details of the objectives and activities (optional information but encouraged as best practice)

You may choose to include further statements, where relevant, about:	The Group is not a grant making organisation and therefore has no such policy.
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| <ul style="list-style-type: none"> • policy on grantmaking; • contribution made by volunteers. | <p>The contribution made by volunteers cannot be over emphasised. The group relies entirely on volunteer leaders and helpers, in running a successful programme for all the young people.</p> |
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Section D

Achievements and performance

achievements of the charity during the year

The 6th Staines Scout Group has continued to deliver a Balanced Programme across all three sections: Beavers, Cubs, and Scouts, throughout the year. Each session and activity has been carefully aligned with the principles of the Scout Association, supporting the personal development of our young people and empowering them to make meaningful contributions to their communities.

In addition to the exciting and engaging weekly section meetings, the group has undertaken a wide range of enriching activities, including:

- Camps, sleepovers, and attendance at Scoutabout 2024
- Hikes, BMX track experience, and ice skating
- Rifle shooting, potholing, and climbing
- Harvest Festival, Mothering Sunday, and Carol Service
- Remembrance Day and St George's Day parades
- Hosting of a Fireworks & Bonfire Evening
- Our much-loved Annual Carol Service
- Skittles Night, Quiz Night and a community-wide Annual Activity Day

These achievements are a direct result of the incredible dedication of our volunteer team. Their continued support and commitment ensure that every young person benefits from a varied and high-quality programme, week in and week out. This commitment is reflected in the impressive number of badges earned this year, including top-tier awards that highlight outstanding individual effort and development:

- A total of **663** badges awarded
- 3 x Chief Scout Gold Awards
 - 8 x Chief Scout Silver Awards
 - 7 x Chief Scout Bronze Awards

We remain proud of everything our members and volunteers have accomplished this year and are excited about what lies ahead. With the ongoing dedication of our leadership team and the enthusiasm of our young people, 6th Staines Scout Group continues to thrive at the heart of our community.

Section E

Financial Review

Brief statement of the charity's policy on reserves

Reserves Policy

	<p>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 Executive Committee considers that the group should hold a sum equivalent to 6 months running costs, circa £9000. These funds are included in a 1 year fixed Bond held with Lloyds Bank.</p>
Details of any funds materially in deficit (circumstances plus steps to eliminate)	NONE

Further financial review details (optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none">the charity's principal sources of funds (inclhow expenditure has supported the key objectives of the charity;investment policy and objectives	<p>Investment Policy</p> <p>The Group's Income and Expenditure is small and as a consequence 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.</p> <p>The Trustee Board regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Trustees considers the cash flow requirements.</p> <p>The Group had Grants provided by Spelthorne C.C for COVID lockdown, we continue to retain £4954.89 and is set aside for large projects the Group may wish to undertake in the future. Funds have also been set aside for the local Council; these represent 25% of rental income received from The Den, which will be payable once the new Lease has been finalised, these total £4036.25.</p>
Section F	Other Optional Information

Plans for future periods (details of any significant activities planned to achieve them)	<p>Looking ahead, 6th Staines Scout Group remains fully committed to upholding the Mission and Values of the Scout Association: Integrity, Respect, Care, Belief, and Cooperation, as the foundation of everything we do.</p> <p>Our future plans include expanding the range of activities available at our centre, ensuring we continue to be one of the most dynamic and engaging Scout Groups within the district. Two exciting additions currently in development are Tomahawk Throwing and Abseiling, both designed to build confidence, resilience, and new skills in a safe and supported environment.</p>
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To support these developments, we are:

- Providing ongoing training and certification for leaders
- Constructing a dedicated tomahawk range and sourcing appropriate abseiling infrastructure
- Securing funding and equipment necessary for safe delivery

We are proud to have received a £2,500 donation from the **Heathrow Community Trust HAPi fund**, which has helped part-fund the tomahawk project and bring our broader activity expansion plans closer to reality.

These additions reflect our continued commitment to innovation, youth development, and delivering memorable Scouting experiences for all our members.

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)

Gary Waters

Harvey Hieke

Position (eg Secretary, Chair)

Chairman

Group Lead Volunteer

Date

4/28/2025

6th Staines (Christchurch) Scout Group Receipts and Payments Account

For the year from	1st April 2024	To	31st March 2025
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Year start date

Year end date

Receipts and payments

2023/24

2024/25

Unrestricted funds

Unrestricted funds

£

£

Receipts

Donations, legacies and similar income		
Membership subscriptions	9,410	9,069
Less: Membership subscriptions paid on (National/County/Area/District)	4,073	4,698
Net membership subscriptions retained	5,337	4,371
Donations	209	3,012
Legacies	-	
Gift Aid	1,714	1,531
Other Income		
Sub total	7,260	8,914
Grants		
Spelthorne BC	9,000	
Heathrow Community Grant		2,250
Sub total	9,000	2,250

Fundraising (gross)		
Group Fireworks	1,291	1,337
Activity Day	70	
Amazon Smile	22	
Christmas Carol Concert		
Rotary Christmas Float	325	500
Skittles	24	272

Sub total

Investment Income	1,732	-	2,109
Bank interest	56		514
	-		
The Scout Association Short Term Investment Service	85		
Property Rent income	14,238		12,729
Rent Deposit	350		-
Other investment income	-		

Sub total

Youth Programme and Activities	14,729	-	13,243
Camps	5,876		8,883
Section Activities			390
Sub total	5,876	-	9,273
	38,597	-	35,789

Total Gross Income

Asset and investment sales, etc.

Total receipts

-		
38,597	-	35,789

6th Staines (Christchurch) Scout Group
Receipts and Payments Account

For the year from	1st April 2024	To	31st March 2025
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Receipts and payments

2023-2024

2024-2025

Unrestricted funds Unrestricted funds
£ £

Payments

Charitable Payments		
Youth programme and activities incl Group	7,881	13,255
Adult support and training	180	773
Rent - Surrey County Council		
Water and Sewerage	-	401
Electricity and Gas	2,153	3,815
Insurance	2,233	2,091
Repairs and Renewals	6,757	3,400
Materials and equipment	2,813	1,775
Printing and photocopying	208	-
Contribution to camp costs		
Vehicle Hire	1,416	
Uniforms	398	150

Mural			
AGM and trustee expenses			
Admin Costs	441		538
Group Expenditure	1,037		6,475
Waste Removal	461		727
Sub total	25,978	-	33,400
Fundraising expenses			
Group Fireworks	1,098		1,070
Group Skittles and other Activities			
Donations	50		
Other Expenses			45
Sub total	1,148	-	1,115

Total Gross Expenditure	27,126	-	34,515
Asset and investment purchases, etc.	-		

Total payments	27,126	-	34,515
Net of receipts/(payments)	11,471	-	1,274
Cash funds last year end	33,038		44,509
Cash funds this year end	44,509	-	45,783

Statement of assets and liabilities at the end of the year

	2023-2024	2024-2025
Unrestricted funds		Unrestricted funds

£		£	
Cash funds			
Bank current account	8,349		9,331
Bank deposit account	25,056		15,249
Fixed Term Deposit	10,000		20,000
The Scout Association Short Term Investment Service			
Cash/Floats	1,104		1,203
Total cash funds	44,509	-	45,783
Other monetary assets			
Tax claim	-		
Debts due from the County/Area/District/Group			
Insurance claim			
Sub total	-		
Investment assets			
Investment property - detail	-		
Quoted investments	-		
Other investments - detail	-		
Sub total	-		
Non monetary assets for charity's own use			
Badge stock	-		
Shop stock	-		
Other stock	-		
Land and buildings	919,004		941,243
Motor vehicles			
Scouting equipment, furniture etc	65,860		66,959

Other	-	
Sub total	984,864	1,008,202
Liabilities		
Accounts not yet paid	-	
Expenses incurred but not invoiced	-	
Subscriptions not yet paid	-	
Loan - detail	-	
Other liabilities	-	
Sub total	-	

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 20/04/2025 (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

Print Name

Gary WatersChair

Harvey HiekeGLV

Stewart HolmesTreasurer

Independent Examiner's Report to the Trustees of the

6th STAINES (CHRIST CHURCH) SCOUT GROUP, SPELTHORNE DISTRICT, SURREY COUNTY

I report on the accounts for the year ended 31st March 2025 of the Group 6th STAINES (CHRISTCHURCH) which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

Respective responsibilities of Trustees and Examiner

The Group's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the Charities Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's report

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/District 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 explanations 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 no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below *):

1. which gives me reasonable cause to believe that in, any material respect, the requirements
 - to keep accounting records in accordance with Section 130 of the Charities Act ;and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have 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.

* Please delete the words in the brackets if they do not apply

Name:Akash Ruparelia.....
Qualification: ACCOUNTANT (FCCA)
Address: 3, Edgcombe Court, Laleham Road, Staines
TW18 2ER
Date: 21st April 2025

