



Trustees' Annual Report for the period

Period start date
From 1 August 2023 **To** 31 July 2024
Period end date

Section A Reference and administration details

Charity name 1ST WHITTLESFORD & DUXFORD SCOUT GROUP

Other names charity is known by SCOUT ASSOCIATION NUMBER 37425

Registered charity number (if any) 270949

Charity's principal address THE SCOUT HUT, THE ALLOTMENT GARDENS

MOORFIELD ROAD, DUXFORD

CAMBRIDGESHIRE

Postcode

CB22 4PS

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year
1	CARMEL WALKER	CHAIR	
2	REBECCA ARMSTRONG	SECRETARY	RESIGNED 17 APRIL 2024
3	VIRGINIA WESTON	TREASURER	RESIGNED 17 APRIL 2024
4	MARC VAN NIEKERK	GROUP SCOUT LEADER	
5	STEPHANIE MCFARLANE	SCOUT LEADER	RESIGNED 17 APRIL 2024
6	STEPHEN FACER	CUB LEADER	RESIGNED 17 APRIL 2024
7	NICOLA LUHRS	TREASURER	APPOINTED 17 FEBRUARY 2024
8	MICHELA MORLEO	PUBLICITY	RESIGNED 17 APRIL 2024
9	CLAIRE JAMES		RESIGNED 17 APRIL 2024
10	DEBORAH GREGORY	SUBSCRIPTION SECRETARY	
11	DAVID WHITE		
12	PAULA RENOUF		RESIGNED 10 JANUARY 2024
13	EMILY GRIMSHAW		RESIGNED 17 APRIL 2024
14	JOANNE BARTRAM		RESIGNED 17 APRIL 2024

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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 (POR) of The Scout Association.
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 (POR) of The Scout Association.

Additional governance issues (Optional information)

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

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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 as well as The Scout Association POR. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Trustee Board consists of:

- Appointed Trustees: the Chair and the Treasurer
- Co-opted Trustees
- Ex officio Trustee: the Group Lead Volunteer
- Secretary.

The Trustee Board meets termly.

Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 months of joining the Board.

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.

Risk and Internal Control

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:

- 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, schools and other Scout Groups. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.
- Injury to leaders, helpers, supporters and members.

The Group, through the capitation fees, contributes to the Scout Association's national accident insurance policy. Risk Assessments are undertaken before all activities.

- Reduced income from fundraising.

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 Trustee Board could raise the value of subscriptions to increase the income to the Group on an ongoing basis, either temporarily or permanently.

- Reduction or loss of leaders.

The Group is wholly 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 need to be a contraction, consolidation or closure of a section or, in the worst-case scenario, the complete closure of the Group.

- 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 need to be a contraction, consolidation or closure of a section or, in the worst-case scenario, the complete closure of the Group.

- Risk and Internal Control including financial security.

The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss. These include the requirement of two signatories for all payments by cheque or by electronic transfer 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

The Purpose of Scouting

Scouting exists 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 co-operate 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

Summary of the main activities in relation to these objects

- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

The Group runs 5 scouting sections: 2 Beaver colonies (Wild Wood and Forest), 2 Cub packs (Sirius and Javelins) and a Scout troop (Arrows).

Membership is open to all children between the ages of 6 to 14 years, within the catchment area of Duxford, Whittlesford, Ickleton, Hinxton and Thriplow. This year the group was almost at full capacity, averaging 121 members per term (max 126 per term).

Section meetings take place weekly during term time, following a structured program to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

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.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy programme related investment;
- contribution made by volunteers.

The Group is entirely run by a small team of fantastic volunteers. Each of these volunteers gives many hundreds of hours of their time to help run the Group and provide the best quality activities and educational program for the children.

On behalf of the children and their parents, the Trustee Board would like to thank all the leaders and all those involved for their tireless support.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Packed programmes - Some of the highlights:

- **Beavers** welcomed special visitors like volunteers from the Cambridgeshire Search & Rescue team who taught the children how to stay safe while exploring, and a former Canadian Scout who brought along their hockey kit and Canadian Scouting badges. The Beavers all went on lots of different hikes around the local area, and on visits to local sites. They practiced pond dipping at the RSPB reserve in Fowlmere, and went to a historical local church, where they enjoyed some vintage graffiti and learned about all the roles the building has played in the local community. They visited Sawston Fire Station, where they had the chance to operate a fire truck, and went to Whittlesford Church, where they had fun taking a turn at bell ringing. All the Beavers did lots of building this year, including making mini boats to sail down the river. They also tasted (and made!) lots of food from around the world.

Section D

Achievements and performance

- **Cubs** enjoyed science sessions, practiced knotting and made mini rafts and tripods. The knots proved useful at summer camp when the cubs made a bridge. The activities continued with pancake keyrings, pitta pizzas on the campfire, Easter STEM challenges and a fabulous evening with Dads making wooden robots. The Cubs made wormeries and planted seeds for the Gardener badge and ended the year on the assault course.
- **Scouts** made electronic circuits, bird tables, pioneering structures and balloon powered cars, and learnt about living and working in Antarctica from a guest speaker who brought in some Antarctic ice. They practised their navigation and orienteering ahead of two Arrows teams successfully completing the Chiltern 20 challenge in October competing against Scouts from Greater North London and other counties and then competing in the Cambridge District Silver Fox Night Hike near St Neots in November. The troop also took part in the 2023 Jambowlree, an international ten pin bowling competition, practiced Chinese calligraphy and made Scallion pancakes for Chinese New Year as well as being creative with pancake art for Shrove Tuesday.

Successful Camps - Both Beaver packs held sleepovers at the hut during the year. The Cub packs attended a joint summer camp at Skreene Park, and enjoyed activities such as building rafts, kayaking and abseiling. The Scout camps included a very cold Fire and Ice camp at Tolmers Scout Activity Centre in January where Arrows joined other Cambridge District Scouts and a much warmer summer activity camp at Gilwell Park.

Help in the community - The Group attended the Remembrance Day Parade and Service. The Cubs cleaned inside the church and were able to ring the bells. The Cubs and Beavers made displays for the Christmas tree festival and flower festival in support of the Raise the Roof fund for Duxford Church. The Scout hut continues to be hired out to local scout groups and for other activities.

Raising money for charity - The Cubs held a bring and buy sale to raise funds for local charities. Scouts took on a 'Grow £1' challenge to raise money for Arthur Rank Hospice.

Volunteer support - During the year several long serving volunteers retired; recruitment of new helpers is on-going, and all sections remain open.

Section E

Financial review

Brief statement of the charity's policy on reserves

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 6 months running costs, circa £8,000.

An additional maintenance reserve of £1,000 per annum (up to a maximum of £5,000) was also set in June 2019 to cover future major maintenance work related to the upkeep of the hut. This year £1,000 remains in reserve.

Details of any funds materially in deficit

Further financial review details (Optional information)

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

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives.

The principal sources of funds are from membership subscriptions, gift aid and hiring out of the Scout hut.

On-going operational costs are prudently examined and met to ensure the successful continuation of the Group.

All funds are held in cash using only mainstream banks or building societies. This year the Group opened a building society savings account.

The Group 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 Trustee Board considers the cash flow requirements.

Investment policy

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.



Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

	
NICOLA LUHRS	CARMEL WALKER
TREASURER	CHAIR
11/02/2025	11/2/2025

Full name(s)

Position
(eg Secretary, Chair, etc)

Date

1st Whittlesford & Duxford Scout Group

Registered Charity 270949

Receipts and Payments Account

For the year from 1st August 2023 to 31st July 2024

Receipts

	2023/24 £	2022/23 £
Donations, legacies and similar income		
Membership subscriptions	16,380.00	16,785.00
Donations	172.15	280.17
Gift Aid	3,532.51	3,605.64
	<u>20,084.66</u>	<u>20,670.81</u>
Grants		
Grants	0.00	0.00
	<u>0.00</u>	<u>0.00</u>
Programme Activities		
Section camps	6,027.23	6,900.88
Reimbursement of advanced expense float	50.49	0.00
	<u>6,077.72</u>	<u>6,900.88</u>
Fundraising (gross)		
Uniform sales	172.00	251.14
Amazon Smile	0.00	48.20
	<u>172.00</u>	<u>299.34</u>
Scout Hut Income		
Hire of building	3,890.75	3,750.00
Hire to Explorers	600.00	720.00
Legal fees credit	20.00	0.00
Hire of equipment	36.00	0.00
	<u>4,546.75</u>	<u>4,470.00</u>
Investment income		
Bank interest	470.81	3.95
	<u>470.81</u>	<u>3.95</u>
Total Receipts	<u>31,351.94</u>	<u>32,344.98</u>

1st Whittlesford & Duxford Scout Group

Registered Charity 270949

Receipts and Payments Account

For the year from 1st August 2023 to 31st July 2024

Payments

	2023/24 £	2022/23 £
Charitable Payments		
Membership subscriptions paid on (National/County/District)	5,460.00	5,263.50
Section activities	2,766.23	2,672.61
Section camps	6,065.08	7,081.54
Adult support and training	35.00	0.00
Rent	207.69	207.69
Water and Sewerage	0.00	0.00
Electricity	1,604.05	1,542.59
Gas	2,486.02	2,347.51
Insurance	3,414.58	2,473.99
Hut Maintenance	2,791.27	2,536.54
Fire alarm maintenance	1,006.90	694.92
Equipment	2,405.92	529.88
Badges and Leaders uniform	2,689.18	1,765.70
Media costs, websites and OSM	739.72	525.89
AGM expenses, donations and Gifts	669.19	131.24
	<u>32,340.83</u>	<u>27,773.60</u>
Fundraising expenses		
Uniform for fundraising	0.00	135.12
Other fundraising costs	0.00	0.00
	<u>0.00</u>	<u>135.12</u>
Total Payments	<u>32,340.83</u>	<u>27,908.72</u>
 Surplus / Deficit for the year	 <u>-988.89</u>	 <u>4,436.26</u>
 Cash funds last year end	 38,994.32	 34,558.06
 Cash funds this year end	 <u>38,005.43</u>	 <u>38,994.32</u>

1st Whittlesford & Duxford Scout Group

Registered Charity 270949

For the year from 1st August 2023 to 31st July 2024

Statement of assets and liabilities at the end of the year

	2023/24	2022/23
	£	£
Cash funds		
Group Barclays community	5,153.82	618.91
Group Barclays business premium	15,648.18	36,003.95
Cambridge Building Society	15,126.58	0.00
Arrows Barclays community	536.73	397.24
Sirius Barclays community	1,114.27	1,601.86
Forest Beavers Barclays community	425.85	283.02
Forest Beavers OSM prepayment card	0.00	89.34
Total cash funds	38,005.43	38,994.32
Other monetary assets		
Nil	-	-
Investment assets		
Nil	-	-
Non monetary assets for charity's own use		
Land and buildings*	-	-
Scouting Equipment**	-	-
* The insured value of the hut is £823,978		
** Scouting equipment includes tents, furniture, kitchen, garden and games equipment etc.. The insured value is £46,958		
Liabilities		
Accounts – Arrows Camp refund	0.00	-30.00
Expenses incurred, not invoiced – Sirius Onetruegrit activity	-91.98	-127.00
Other liabilities – potential refund for hut booking deposit	0.00	-20.00
Total	-91.98	-177.00

The above receipts and payments account and statement of assets and liabilities were reviewed by

Signature <i>Edward Hall</i>	Print Name <i>EDWARD HALL</i>	Date <i>7/02/25</i>
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and approved by the Trustees at the Trustee Board Meeting held on 22/01/2025 and signed on their behalf by

Signature <i>C Walker</i>	CARMEL WALKER	CHAIR
Signature <i>N Luhrs</i>	NICOLA LUHRS	TREASURER



Section A

Independent Examiner's Report

Report to the trustees/
members of

1st Whittlesford & Duxford Scout Group

On accounts for the year
ended

31 July 2024

Charity no
(if any)

270949

Set out on pages

TAR y/e 31/07/2024 pages 1 to 6; Group Accounts 2024 pages 1 to 3

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 07 / 2024.

Responsibilities and
basis of report

As the charity trustees of the 1st Whittlesford & Duxford Scout Group, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Independent
examiner's statement

I report in respect of my examination of the 1st Whittlesford & Duxford Scout Group's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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.

Signed:

Edward Hall

Date:

11/02/2025

Name:

EDWARD HALL.

Relevant professional
qualification(s) or body
(if any):

FELLOW OF INSTITUTE OF CHARTERED ACCOUNTANTS OF
ENGLAND & WALES.

Address:

33 TUNBRIDGE LANE

BOTTISHAM

CAMBRIDGE CB25 9DU.

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

NONE