



1st Headcorn Scout Group
Trustees' Annual Report
for the period from 1st January 2024 to 31st December 2024

Section A Reference and administration details

Charity name	1st Headcorn Scout Group
Other names the charity is known by	Headcorn Scouts
Registered charity number	281713
HQ registration number	29539
Charity's principal address	Headcorn Scout Hut, Ulcombe Road, Headcorn, Ashford, Kent, TN27 9QR

The charity trustees who manage the charity

<i>Name</i>	<i>Office (if any)</i>	<i>Dates acted if not for whole year</i>
Ann Carroll	Group Chair	
Sally Harris	Group Treasurer	
Philip Harris	Group Lead Volunteer	
Helen Anderson		
Daniel Langford		
Jennifer Sargent		
Raymond Burr		To 30.01.24
Janet Scaysbrook		
Michael Brook-Foster MBE		
Jennie Burr		
Loughlin Cooper		
Mary Routledge		From 30.01.24
Lizell Williams		From 02.07.24

The custodian trustees (in whom, as trustees, the charity's property is vested and who act under the charity trustees' instruction)

Ann Carroll, Kevin Harper, Simon Rickett and Philip Harris

Independent Examiners

McCabe Ford Williams, Chartered Accountants, Bank Chambers,
61 High Street, Cranbrook, Kent, TN17 3EG

Solicitors

Kingsfords, 5/7 Bank Street, Ashford, Kent, TN23 1BZ

Bankers

NatWest Bank, Ashford, Kent, TN24 8SH

Section B Structure, governance and management

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*.

How the charity is constituted

The Group is a trust established under its rules which are common to all UK Scout Groups.

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 an educational charity and is managed by the Group Trustee Board, the members of which are the Group's "charity trustees". As such, they are responsible for complying with legislation applicable to charities. This includes registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Trustee Board consists of the Chair, Treasurer and up to 10 other Trustees and meets every two months. Members of the Trustee Board complete "Being a Scouts Trustee" learning within the first 6 months of joining the Board.

The 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 volunteers run high quality and safe programmes that give young people skills for life.

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:

- Damage to buildings, property and equipment. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.
- Injury to members, leaders, helpers, supporters and third parties. The Group, through the membership fees and the payment of a supplementary premium, is included in the Scout Association's national accident insurance and public liability policies. Risk Assessments are undertaken before all activities.
- Financial irregularity. At least three trustees have online access to view bank transactions and balances.

Section C Objectives and activities

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 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.

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

Group achievements

The Group consists of three sections: Beaver Scouts, Cub Scouts and Scouts. All three are thriving, with buoyant membership, and their own programme of adventurous activities. The Group as a whole achieved the following:

The Group performed a play for three nights during February half-term week. Entitled "The Terrible Truth About the Secret of the Ruins of Badfarten Schloss", it was written by one of the Group's leaders and most of the boys and girls in the Group took part. As well as raising Scouting's profile within the community and earning a significant sum for funds, this kind of activity teaches the value of commitment; is an excellent confidence builder; and provides constructive indoor activity during the coldest and wettest part of the year.

The Remembrance Sunday observance in our village is always very well supported. The Group played a prominent role, as usual, and was complimented by the Parish Council and others for its excellent turnout and conduct. We are pleased that one of our Scouts was called upon to sound The Last Post and Reveille.

For the third time, this year's Christmas project involved spending several evenings collecting the largest yet quantity of food items from our village for a Kent-based food bank. We think it's important for our young members to realise there are people in our community suffering hardship, and to spend some time and effort helping them.

Section E Financial review

The charity's policy on reserves

The Group's policy on reserves is to hold sufficient unrestricted funds to continue the charitable activities of the Group should fundraising or other income fall short, or should unforeseen expenditure occur. The trustees consider that a sum equivalent to six months gross expenditure is appropriate, amounting to approximately £19,000. The actual amount at the year-end was £24,341. This excess is being used to improve the Group's assets.

The memorial fund

The Paul Walton Memorial Fund was established in 1987 in memory of a member of the Group who died aged 16 in a tragic accident. It is a restricted fund, and exists *"to provide financial assistance to individual members of the Scout Group to enable them to participate in Scout camps or expeditions"*. In the thirty-seven years it has existed, the fund has given assistance totalling more than £3,800 to 22 boys and girls.

Investment policy

All funds are held in cash using only mainstream banks.

Section F Plans for future period and other optional information

Future plans

Today's generation of young people have missed a great deal during the coronavirus pandemic, and we intend to continue to play our part in filling some of those gaps.

Section G Declaration

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

Signed on behalf of the charity's trustees, 14th March 2025.



Philip Harris, Group Lead Volunteer



Ann Carroll, Group Chair

1st Headcorn Scout Group
Receipts and Payments Account
for the period from 1st January 2024 to 31st December 2024

	This year unrestricted funds	This year restricted funds	This year total funds	Last year total funds
	£	£	£	£
Receipts				
MEMBERSHIP SUBSCRIPTIONS (see note 2)				
Received from members	7,760		7,760	7,019
Less paid on	-3,995		-3,995	-3,366
Net membership subscriptions retained	3,765		3,765	3,653
DONATIONS AND GRANTS				
Donations	1,367		1,367	3,581
Grants				0
Gift Aid	1,232		1,232	1,085
	2,599		2,599	4,666
ACTIVITIES (gross)				
Camps and expeditions	23,143		23,143	13,824
Other activities and outings	759		759	1,096
	23,902		23,902	14,920
FUND RAISING (gross)				
Quizzes	2,542		2,542	2,222
Pantomime/play	1,302		1,302	1,301
May Fair	73		73	698
Other events (under £500 each)	482	151	633	594
	4,399	151	4,550	4,815
INVESTMENT INCOME RECEIVED				
Interest	261		261	14
	261		261	14
OTHER INCOME				
Hire of equipment and premises	4,486		4,486	4,347
Miscellaneous receipts	1,001		1,001	0
	5,487		5,487	4,347
TOTAL RECEIPTS	40,413	151	40,564	32,415

1st Headcorn Scout Group
Receipts and Payments Account
For the period from 1st January 2024 to 31st December 2024

	This year unrestricted funds	This year restricted funds	This year total funds	Last year total funds
	£	£	£	£
Payments				
YOUTH PROGRAMME AND ACTIVITIES				
Camps and expeditions	18,272		18,272	12,662
Other activities and outings	1,797		1,797	1,908
Contribution towards camping fees	248	200	448	0
Purchase of badges, cards and books	692		692	701
Training aids and materials	1,833		1,833	1,621
Wreaths	75		75	100
	22,917	200	23,117	16,992
PREMISES				
Water and drainage	371		371	597
Lighting, heating and cleaning	4,253		4,253	4,229
Licences and Insurance	2,569		2,569	2,184
Repairs, renewals and other premises costs	2,086		2,086	3,896
	9,279		9,279	10,906
MINIBUS EXPENSES				
Licence and insurance	1,062		1,062	1,021
Repairs and maintenance	1,406		1,406	1,096
Diesel and oil	406		406	394
	2,874		2,874	2,511
FUND RAISING EXPENSES				
Quiz nights	720		720	497
Pantomime/play	79		79	29
May Fair	40		40	75
	839		839	601
OTHER PAYMENTS				
Equipment renewals	1,171		1,171	614
Insurance	52		52	52
Miscellaneous payments	469		469	351
	1,692		1,692	1,017
TOTAL GROSS EXPENDITURE	37,601	200	37,801	32,027
ASSET AND INVESTMENT PURCHASES				
Tables	389		389	
Install security gate	450		450	
Boiler replacement and system alteration				5,400
New LED lighting				1,132
Acoustic panels				2,124
Sound system				779
TOTAL PAYMENTS	38,440	200	38,640	41,462

1st Headcorn Scout Group
Receipts and Payments Account
for the period from 1st January 2024 to 31st December 2024

	This year unrestricted funds	This year restricted funds	This year total funds	Last year total funds
	£	£	£	£
Summary				
Receipts less payment	1,973	-49	1,924	-9,047
Transfer between funds	-200	200		
Cash funds last year end	22,568	1,617	24,185	33,232
Cash funds this year end	24,341	1,768	26,109	24,185

1st Headcorn Scout Group
Statement of Assets and Liabilities at 31st December 2024

	31.12.24 unrestricted funds	31.12.24 restricted funds	31.12.24 total funds	31.12.23 total funds
	£	£		
Cash funds				
Bank accounts	24,341	1,768	26,109	24,185
	24,341	1,768	26,109	24,185
Other monetary assets				
Fees and costs paid in advance	1,570		1,570	549
	1,570		1,570	549
Assets for the charity's own use				
Meeting hall, at cost	357,663		357,663	357,663
Motor vehicle (see note 3)	250		250	250
Equipment, furniture, etc. (see note 4)	20,000		20,000	20,000
	377,913		377,913	377,913
Liabilities				
Fees received in advance			0	0
Assets less Liabilities	403,824	1,768	405,592	402,647

Notes to the Accounts**1. Restricted funds****The Paul Walton Memorial Fund**

Transactions during the year were as follows:

	This year £	Last year £
Balance brought forward	1,617	1,617
Amounts received:		
Fundraising activity	150	
Transfer between funds	200	
Amounts paid:		
Contribution towards camping fees	-200	
Balance carried forward	1,767	1,617

The purpose and management of the "Paul Walton Memorial Fund" is described in section E of the trustees' report.

2. Membership subscriptions

Subscriptions are collected from members. Part of those subscriptions is paid on in the form of a membership levy to help defray the Scout Association's costs at District, County and National levels. The amount paid on is shown in the accounts as a deduction from the subscriptions received.

3. Motor vehicle

The Group's vehicle is a 17-seater minibus purchased second-hand in 2015. At the end of 2023 it was considered to have a value of £250.

4. Equipment, furniture, etc.

The Group owns furniture and equipment with a value of approximately £20,000. Its replacement value is approximately £29,000.

5. Payments to Trustees

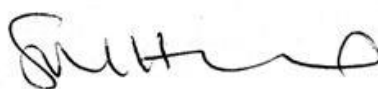
(a) For part of the year, one trustee was paid at approximately the market rate for cleaning work (a total of £672 during the year).

(b) Payments are sometimes made to trustees to reimburse payments made by them on behalf of the Group.

The above receipts and payments account and statement of assets and liabilities with accompanying notes were approved by the Trustees on 14th March 2025 and signed on their behalf by



Ann Carroll
Group Chair



Sally Harris
Group Treasurer

Independent Examiner's Report to the Trustees of the 1st Headcorn Scout Group

I report on the accounts of the Group for the year ended 31 December 2024 which comprise the Receipts and Payments Accounts and Statement of Assets and Liabilities.

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.

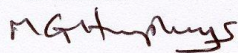
Basis of Independent Examiner's report

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

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.



Name: Martin Humphreys

Qualification: FCCA

Address: McCabe Ford Williams

Bank Chambers, 61 High Street, Cranbrook, Kent. TN17 3EG

Date: 14 March 2025

LT700006 (1st February 2017)