



1st Headcorn Scout Group
Trustees' Annual Report
for the period from 1st January 2025 to 31st December 2025

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		
Janet Scaysbrook		
Michael Brook-Foster MBE		
Jennie Burr		
Loughlin Cooper		To 17.06.25
Mary Routledge		
Lizell Williams		

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 (to 20.02.26) 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 Unpleasantness at Wrynose Bottom", 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 for its excellent turnout and conduct. We are pleased that, once again, one of our Scouts was called upon to sound The Last Post and Reveille. He gets better every year.

For the fourth successive year, our 2025 Christmas project was to support a Kent-based food bank. We spent several evenings collecting a large quantity of food items from our village to pass on to the 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

Bequest

During the year, the Group received a £10,000 bequest from a local person following her death. The bequest was entirely unexpected, and it encouraged the Group to spend £4,600 on doubling the size of our security compound to accommodate a second minibus.

London Marathon

The mother of two of our Scouts took part in the London Marathon and raised £1,578 for the Group. Having recovered from cancer, she wanted to thank the Group for what she thought we did to support her children through a very difficult time. The money was put towards purchasing a minibus.

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 £20,000. The actual amount at the year-end was £29,005. This excess is gradually 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-eight 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

The Scouts are planning a cycling trip to the Netherlands in the Spring of 2026, and a summer camp in Cambridgeshire.

Section G Declaration

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

Signed on behalf of the charity's trustees, 31st March 2026.



Philip Harris, Group Lead Volunteer



Lizell Williams, Group Chair

1st Headcorn Scout Group
Receipts and Payments Account
for the period from 1st January 2025 to 31st December 2025

	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	8,315		8,315	7,760
Less paid on	-3,808		-3,808	-3,995
Net membership subscriptions retained	4,507		4,507	3,765
DONATIONS AND GRANTS				
Donations	1,108		1,108	1,367
Bequest	10,000		10,000	0
Gift Aid	1,493		1,493	1,232
	12,601		12,601	2,599
ACTIVITIES (gross)				
Camps and expeditions	21,853		21,853	23,143
Other activities and outings	1,892		1,892	759
	23,745		23,745	23,902
FUND RAISING (gross)				
Quizzes	2,747		2,747	2,542
Pantomime/play	1,276		1,276	1,302
London Marathon	1,578		1,578	0
Other events (under £500 each)	766		766	706
	6,367		6,367	4,550
INVESTMENT INCOME RECEIVED				
Interest	280		280	261
	280	0	280	261
OTHER INCOME				
Hire of equipment and premises	5,032		5,032	4,486
Miscellaneous receipts	146		146	1,001
	5,178	0	5,178	5,487
TOTAL RECEIPTS	52,678	0	52,678	40,564

1st Headcorn Scout Group
Receipts and Payments Account
For the period from 1st January 2025 to 31st December 2025

	This year unrestricted funds	This year restricted funds	This year total funds	Last year total funds
	£	£	£	£
Payments				
YOUTH PROGRAMME AND ACTIVITIES				
Camps and expeditions	20,435		20,435	18,272
Other activities and outings	2,617		2,617	1,797
Contribution towards camping fees	0		0	448
Purchase of badges, cards and books	787		787	692
Training aids and materials	1,533		1,533	1,833
Wreaths	105		105	75
	25,477		25,477	23,117
PREMISES				
Water and drainage	1,010		1,010	371
Lighting, heating and cleaning	4,749		4,749	4,253
Licences and Insurance	1,892		1,892	2,569
Repairs, renewals and other premises costs	1,072		1,072	2,086
	8,723		8,723	9,279
MINIBUS EXPENSES				
Licence and insurance	2,547		2,547	1,062
Repairs and maintenance	721		721	1,406
Diesel and oil	596		596	406
	3,864		3,864	2,874
FUND RAISING EXPENSES				
Quiz nights	754		754	
Pantomime/play	106		106	720
Other fundraising expenses	40		40	79
	900		900	839
OTHER PAYMENTS				
Equipment renewals	428		428	1,171
Insurance	52		52	52
Miscellaneous payments	348		348	469
	828		828	1,692
TOTAL GROSS EXPENDITURE	39,792		39,792	37,801
ASSET AND INVESTMENT PURCHASES				
Extension to Security Cage	4,622		4,622	
Purchase second minibus	3,600		3,600	
Tables				389
Extra gate				450
TOTAL PAYMENTS	48,014		48,014	38,640

1st Headcorn Scout Group
Receipts and Payments Account
for the period from 1st January 2025 to 31st December 2025

	This year unrestricted funds	This year restricted funds	This year total funds	Last year total funds
	£	£	£	£
Summary				
Receipts less payment	4,664	0	4,664	1,924
Cash funds last year end	24,341	1,768	26,109	24,185
Cash funds this year end	29,005	1,768	30,773	26,109

1st Headcorn Scout Group
Statement of Assets and Liabilities at 31st December 2025

	31.12.25 unrestricted funds	31.12.25 restricted funds	31.12.25 total funds	31.12.24 total funds
	£	£		
Cash funds				
Bank accounts	29,005	1,768	30,773	26,109
	29,005	1,768	30,773	26,109
Other monetary assets				
Fees and costs paid in advance	615		615	1,570
	615	0	615	1,570
Assets for the charity's own use				
Meeting hall, at cost	357,663		357,663	357,663
Motor vehicles (see note 3)	3,250		3,250	250
Equipment, furniture, etc. (see note 4)	18,000		18,000	20,000
	378,913	0	378,913	377,913
Liabilities				
Fees received in advance	0	0	0	0
Assets less Liabilities	408,533	1,768	410,301	405,592

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	1,768	1,618
Amounts received:		
Fundraising activity		150
Transfer between funds		200
Amounts paid:		
Contribution towards camping fees		-200
Balance carried forward	1,768	1,768

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 vehicles

The Group owns and runs two 17-seater minibuses. One was purchased in 2015 and the other in 2025. At the end of 2025 they were considered to have values of £250 and £3,000 respectively.

4. Equipment, furniture, etc.

The Group owns furniture and equipment with a value of approximately £18,000. Its replacement value is approximately £29,000.

5. Payments to Trustees

Trustees are not remunerated. 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 31st March 2026 and signed on their behalf by



Lizell Williams
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 2025 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: 29 May 2026

LT700006 (1st February 2017)