

# Trustee Annual Report



**1<sup>ST</sup> Chalfont St Peter Scout Group**

**Trustee Annual Report**

**For Year starting 1 April 2024 ending 31 March 2025**

Section A	Reference and administration details
-----------	--------------------------------------

Charity name

1st Chalfont St Peter Scout Group

Other names the charity is known by

Registered charity number (if any)

3	0	0	6	6	0
---	---	---	---	---	---

HQ registration number

1	0	0	1	1	2	0	6
---	---	---	---	---	---	---	---

Charity's principal address

1st Chalfont St Peter Scout Group  
33a Lansdown Road,  
Chalfont St Peter,  
SL9 9SP

**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 Annual Report



	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Allan Moffat	President	Reappointed at AGM 9 <sup>th</sup> September for 3 years
2	Thomas Payne	Chairman	Reappointed at AGM 9 <sup>th</sup> September for 1 years
3	Karen Little	Treasurer	Reappointed at AGM 9 <sup>th</sup> September for 3 years
4	Sarah Slade	Group Lead Volunteer	Ex Officio
5	Mary Jones	Trustee	Reappointed at AGM 9 <sup>th</sup> September for 2 years
6	Mark Morrison	Trustee	Reappointed at AGM 9 <sup>th</sup> September for 2 years
7	Emily Barker	Trustee	Appointed on June 2024 Reappointed at AGM 9 <sup>th</sup> September for 2 years
8	Galia Beech	Trustee	Appointed at AGM 9 <sup>th</sup> September for 3 years

## Names and Addresses of Advisers

Type of Adviser	Name	Address

## 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  
(e.g. trust, association, company)

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)

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

1<sup>st</sup> Chalfont St Peter Scout Group  
Gravel Hill, Chalfont St Peter, SL9 9QX  
Group Lead Volunteer (GLV): Sarah Slade  
Registered Charity Number: 300660

Chairman: Tom Payne

President: Allan Moffat

# Trustee Annual Report



Section B	Structure, governance and management
<p>Policies and procedures adopted for:</p> <p>a) the induction and training of trustees;</p> <p>b) trustee' consideration of major risks and the systems and procedures to manage them</p>	<p>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> <p>The Trustee Board consists of 3 independent appointed representatives, President, Chair, Treasurer and 5 Trustees (including 1 Ex Officio Trustees, the Group Lead Volunteer and 5 appointed Trustees) .</p> <p>Members of the Trustee Board complete Being a Scouts 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> <p><b>Risk and Internal Control</b></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 comprehensive insurance policies to ensure that insurable risks are covered.</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 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</p>

# Trustee Annual Report



<b>Section B</b>	<b>Structure, governance and management</b>
	<p>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> <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>
<b>Section C</b>	<b>Objectives and activities</b>
<p>Summary of the objects of the charity set out in its governing document</p>	<p><b>The Purpose of Scouting</b> Scouting exists 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</b> As Scouts we are guided by these values:</p> <ul style="list-style-type: none"> <li>• <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.</li> <li>• <b>Respect</b> - We have self-respect and respect for others.</li> <li>• <b>Care</b> - We support others and take care of the world in which we live.</li> <li>• <b>Belief</b> - We explore our faiths, beliefs and attitudes.</li> <li>• <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</li> </ul> <p><b>The Scout Method</b> Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:</p> <ul style="list-style-type: none"> <li>• enjoy what they are doing and have fun</li> <li>• take part in activities indoors and outdoors</li> <li>• learn by doing</li> <li>• share in spiritual reflection</li> <li>• take responsibility and make choices</li> <li>• undertake new and challenging activities</li> <li>• make and live by their Promise.</li> </ul>

# Trustee Annual Report



## Section C

Summary of the main activities in relation to these objects

## Objectives and activities

2025	Numbers	Boys	Girls
<b>Beavers</b>			
Dambusters	24	20	4
Riverbanks	21	14	7
<b>Cubs</b>			
Anvil	21	11	10
Arrowhead	21	19	2
<b>Scouts</b>			
Bushwhacker			
Challengers	28	20	8

This year has still had its fair share of challenges — most significantly we remained out of our Scout Hut, our home, since February 2024. Now, 18 months later, it is both a relief and a privilege to finally be back in our own space. Naturally, this extended absence impacted many areas, but in true Scouting spirit, we adapted quickly and met our challenges head-on.

All sections continued to run full programmes and activities, despite being relocated to alternative premises. A huge thank you goes to Paccar, The Guides, Thorpe House School, The Hub, and the Community Centre for providing us with temporary venues your support was invaluable in helping us keep going.

### Programme & Delivery

Despite the disruption, caused by losing access to our Scout hut, our programme remained active and engaging. While the temporary locations inevitably affected some of the activities we could offer, our dedicated leaders rose to the challenge. Their creativity and commitment ensured that Scouting stayed fun, meaningful and impactful for our young people. This year, we've awarded 10 Bronze Awards, 13 Silver Awards and 6 Gold awards across the sections.

To our leaders — thank you for persevering and for adapting programmes so effectively. And to our young people — thank you for turning up with enthusiasm and for making it all worthwhile.

# Trustee Annual Report



## Section C

## Objectives and activities

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

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

- policy on grantmaking;
- contribution made by volunteers;
- policy on investments.

### Support Policy

We have a policy to support those that cannot afford to attend scouting by subsidising their costs, to enable them to benefit equally.

### Contributions

Firstly, a huge thank you to every leader, section helper, and of course, our parents, who continue to give their time and energy to support our Scout Group.

We want to express our heartfelt thanks to Allan Moffat, our Group President, who served as the lead contact throughout the hut refurbishment. What began as a 12-week project turned into an 18-month journey. Allan liaised tirelessly with the builds, insurance company and assessors. Thanks to his determination and hard work, we're now finally back home. Thank you, Allan,

A big thank you also goes to:

- Sarah for directing and guiding us all and volunteering a huge amount of time & energy to lead the group.
- Emily and Mary for all the gardening and ground clearance
- Our Trustees, who gave up weekends to tidy and sort our equipment.
- The wider community and other charity groups who supported us.
- We've received thousands of pounds in donations, from council community board funds, personal contributions other scout groups, who gave us profits on their teas and coffees at scouting events to Pub Quiz nights and more. Every little helps as they say and we continue to pursue grants, especially to address future flood prevention..

## 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

Summary of the main achievements of the charity during the year

## Achievements and Performance

### Group Activities

Sections have taken part in Quest, Endurance, Chesham Triathlon, Grimsdyke, Bridge the Misbourne, All Sections camped this year, Feast Day, we have the Big O (Orienteering), the Scouts Firework display, Remembrance

# Trustee Annual Report



<b>Section D</b>	<b>Achievements and Performance</b>
	Parade, Village Fun Night (Dec), Scout Post in December, VE Day Celebrations and Village afternoon Tea, Collecting clothing to go to Ukraine via the kindness club, Metropolitan police present to our young people of social media and online risks.
<b>Section E</b>	<b>Financial Review</b>
Brief statement of the charity's policy on reserves	<p><b>Reserves Policy</b></p> <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 Trustee Board considers that the group should hold a sum equivalent to 6 months running costs, circa £12,000.</p> <p>The Group held reserves of approximately £48,200 against this at year end. This is approximately the level required for operating expenses, and re-instating the hut and fundraising for flood defenses.</p>
Details of any funds materially in deficit (circumstances plus steps to eliminate)	None
Summary of financial position	<p><b>Treasurer report for the year ending 31 March 2025</b></p> <p>The Group bank accounts ended the year with a balance of £48,686.76 (2024: £ 28,199.29). This includes reserves of £5,000 which we are required to hold.</p> <p>During the year, the group received £71,246.04 (2024: £ 51,457.92) and paid out £50,758.57 (2024: £46,124.47), generating an in-year surplus of £20,487.47 (2024: £5,333.45 surplus).</p> <p>For the entire period , the scout hut was closed. The impact on our income was largely through increased donations from individuals and groups, £15,179.86 (2024: £3,361.49) and an insurance payout of £14,000. This was offset by the loss of letting income; we are pursuing an insurance claim against this. The impact of this on our running costs was minimal, as most costs continued throughout the year, and in particular utilities were higher due to increased energy costs, and the impact of drying out the hut and usage by the builders as they refurbished. The majority of expenditure required by the group to get the scout hut ready to fully reopen will be incurred in the year 2024-2025 and a separate note on this will be included in the accounts for that year.</p> <p>As a reminder, at the request of the District Treasurer, payment</p>

# Trustee Annual Report



Section E	Financial Review
	<p>for capitation was delayed to fall within the financial year ending 31 March 2025 in order to bring all group accounts within district in-line. For this reason, there is no capitation expenditure showing for the prior year.</p> <p>Group Camp was still able to go ahead. This did run at a loss, as anticipated, exacerbated by some additional costs due to the fact that some equipment lost to the flood could not be borrowed from elsewhere and needed to be replaced. However, the deficit of £2900 was more than offset by a grant of £1,000 from district specifically for camp, and funds raised throughout the year through our traditional events, which had raise a total of £3,354.</p>

**1st Chalfont St Peter Scout Group**  
**Funds Statement**  
**as at 31 March 2025**

<b>Accounts Balances</b>	<b>2,025.00</b>	<b>2,024.00</b>
<b>Group Accounts</b>		
Current Account	27,964.64	20,460.42
Cash in Hand	<u>0.00</u>	<u>589.04</u>
	27,964.64	21,049.46
<b>Section Accounts</b>		
HSBC 81305956	338.28	338.28
HSBC 31362925	13,837.71	37.71
HSBC 31013734	2,722.37	2,993.27
OSM pre-paid cards	1,305.97	1,273.57
HSBC 54100999	<u>2,517.79</u>	<u>2,507.00</u>
	20,722.12	7,149.83
	<u>48,686.76</u>	<u>28,199.29</u>

Investment policy and objectives

## Investment Policy

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.

Section F	Other Optional Information
-----------	----------------------------

**1st Chalfont St Peter Scout Group**  
**Gravel Hill, Chalfont St Peter, SL9 9QX**  
**Group Lead Volunteer (GLV): Sarah Slade**  
**Registered Charity Number: 300660**

**Chairman: Tom Payne**

**President: Allan Moffat**



## Trustee Annual Report



Plans for future periods (details of any significant activities planned to achieve them)

We do all need to do more on attracting more volunteers either with our young people or in support roles we have used the Scout's, Growth and Development team, and there are changes coming in how we advertise for new members on Scouts.org website as well. As before it is not just us or Scouting that is struggling there is a shortage across the whole volunteer sector.

Adhering to the Scout Transformation work that is ongoing.



### Section G

### Declaration

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

Signed on behalf of the Trustees

Signature(s)

	
---	---

Full Name(s)

Thomas Payne

Karen Little

Positions(s)

Chairman

Treasurer

Date

4th September 2025





# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

1st Chalfont St Peter Scout Group

On accounts for the year  
ended

31st March 2025

Charity no  
(if any)

300660

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust'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.

Independent  
examiner's statement

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:

*S. Moody*

Date:

15/01/26

Name:

Samantha Moody

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

Address:

Seasons Chiltern Hill  
Chalfont St Peter  
SL9 9TV

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.

**1st Chalfont St Peter Scout Group**  
**Receipts and Payments Account**  
**For the year ended 31 March 2025**

	2025	2024
<b>Receipts</b>		
Subscriptions	17,233.94	17,643.89
Camps and Outings	9,920.81	5,138.92
Sundry Income	591.86	7.00
	<u>27,746.61</u>	<u>22,789.81</u>
<b>Fundraising and Events</b>		
Fundraising Events	13,319.57	17,666.59
Hall Hire	0.00	8,266.00
	<u>13,319.57</u>	<u>25,932.59</u>
Donations	15,179.86	3,361.49
Grants	1,000.00	0.00
Insurance	14,000.00	0.00
Interest Received	0.00	0.00
<b>TOTAL RECEIPTS</b>	<u>71,246.04</u>	<u>52,083.89</u>
<b>Payments</b>		
Equipment	558.50	3,178.82
Section Activities, Camps and Outings	19,221.65	14,253.15
Uniforms, Welcome Packs & Training	0.00	551.40
	<u>19,780.15</u>	<u>17,983.37</u>
<b>Group Expenses</b>		
Transport	146.90	852.00
Insurance	4,848.32	4,763.51
Rent and Rates	213.83	208.61
Utilities	4,325.00	1,508.91
Property Maintenance	0.00	9,045.55
Telephone	204.02	197.16
Cleaning	85.00	3,060.00
Transaction fees	1,085.89	625.97
Hall Hire	670.00	0.00
Sundry	217.82	556.63
	<u>11,796.78</u>	<u>20,818.34</u>
Fundraising and Events Expenditure	9,965.64	7,948.73
Capitation	9,216.00	0.00
<b>TOTAL PAYMENTS</b>	<u>50,758.57</u>	<u>46,750.44</u>
<b>Surplus / (Deficit) for the year</b>	<u>20,487.47</u>	<u>5,333.45</u>



1st Chalfont St Peter Scout Group  
Funds Statement  
as at 31 March 2025

Accounts Balances	2025	2024
<b>Group Accounts</b>		
Current Account	27,964.64	20,460.42
Cash in Hand	0.00	589.04
	<u>27,964.64</u>	<u>21,049.46</u>
<b>Section Accounts</b>		
HSBC 81305956	338.28	338.28
HSBC 31362925	13,837.71	37.71
HSBC 31013734	2,722.37	2,993.27
OSM pre-paid cards	1,305.97	1,273.57
HSBC 54100999	2,517.79	2,507.00
	<u>20,722.12</u>	<u>7,149.83</u>
	<u>48,686.76</u>	<u>28,199.29</u>





1st CSP Scout Group

Bank Reconciliation as at 31 March 2025

	Current A/C	HSBC 81305956	HSBC 31362925	HSBC 31013734	HSBC 54100999	OSM Cards	Petty Cash
Cash book							
Balance b/f	20,460.42	338.28	37.71	2,993.27	2,507.00	1,273.57	589.04
Add: Receipts	56,403.21	0.00	5,000.00	968.00	8,874.83	0.00	0.00
Interest received	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Less: Payments	-42637.35	0.00	0.00	(88.90)	(215.67)	(7,816.65)	0.00
Net Transfers	(6,261.64)	0.00	8,800.00	(1,150.00)	(8,648.37)	7,849.05	(589.04)
	<u>27,964.64</u>	<u>338.28</u>	<u>13,837.71</u>	<u>2,722.37</u>	<u>2,517.79</u>	<u>1,305.97</u>	<u>0.00</u>
Statement							
Balance per statement	27,964.64	338.28	13,837.71	2,722.37	2,517.79	1,305.97	0.00
Add: Outstanding receipts	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Less: Outstanding cheques	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<u>27,964.64</u>	<u>338.28</u>	<u>13,837.71</u>	<u>2,722.37</u>	<u>2,517.79</u>	<u>1,305.97</u>	<u>0.00</u>

