



4TH NEW FOREST SOLENT HYTHE SEA SCOUTS

TRUSTEE REPORT 2025



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A) Reference and administration details

Charity Name: 4th Hythe Sea Scouts
Registered Charity Number: 302223
Principal Address: Shore Road, Hythe, Southampton,
SO45 6DF

TRUSTEES WHO MANAGE THE CHARITY

Sam Russo - Chairperson

Duncan Lyle – Treasurer

Graham Bateson – Trustee

Ollie Taylor-Wood – Trustee

Terrie Rickman – Trustee

Katie Buckmaster – Trustee

Luke Broomfield – Trustee

Zoe Chingell – Trustee

Tony White - Trustee

ADVISORS TO THE CHARITY

Type of advisor	Name	Address
Bank	Lloyds	Totton, Southampton Branch



B) Structure, Governance & 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 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 of The Scout Association.

THE TRUSTEE BOARD:

The Group, which is a registered educational charity, is managed by the Trustees of the Charity. As Charity Trustees, they are responsible for complying with legislation applicable to charities, including financial management, accounting and reporting to the Charity Commission as required.

The Trustees are in regular communication and formally meet when necessary. Trustee meetings consist of the appointed roles of Chair, Treasurer and Trustees. New members complete training set out by The Scout Association.

As well as being the primary body responsible under Charity Law, the Trustee Board also exists to support the Scout Leaders in meeting the responsibilities of their appointments and is responsible for:

- Raising funds and the administration of Group finance.
- The maintenance and development of Group property and equipment.
- The insurance of persons, property and equipment.
- Representing the Group at public events.
- Assisting in the recruitment of leaders and other adult support.
- Appointing any sub-committees that may be required.
- Appointing Group Administrators and Advisers other than those who are elected.

B) Structure, Governance & Management (cont.)



RISK MANAGEMENT:

The Trustee Board regularly reviews the major risks to which the Group could be exposed. Systems and controls have been established to mitigate these risks where appropriate. The main areas of concern that have been identified are:

FINANCIAL MANAGEMENT:

We have internal controls in place to provide reasonable assurance against material mismanagement or loss. These include two signatories for all payments and comprehensive insurance policies to cover the insurable risks.

DAMAGE TO THE BUILDING, PROPERTY AND EQUIPMENT:

In recent years, the Group has upgraded the physical security of the property. The Trustee Board continues to review physical security and has also completed upgrades in 2025. This is in addition to buildings and contents insurance in place to mitigate against permanent or major loss. If required, we would seek the use of buildings, property and equipment from neighboring Scout Groups and organisations.

INJURY TO LEADERS, HELPERS, SUPPORTERS AND MEMBERS:

Through the capitation fees, the Group 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. We also hold a reserve fund to ensure the continuity of activities for up to 9 months. Subscriptions could be raised to increase the income of the Group, either temporarily or permanently.

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, 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 4 to 18. If the membership in a particular section or in the Group as a whole were to drop below a viable level, then there would have to be a contraction, consolidation or closure of that section, or in the worst-case scenario, the complete closure of the Group.

C) Objectives and activities



SUMMARY OF THE OBJECTIVES OF THE CHARITY SET OUT IN ITS GOVERNING DOCUMENT:

The objectives of the Group are as a unit of The Scout Association.

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.
- learn by doing.
- share in spiritual reflection.



C) Objectives and activities (cont.)

SUMMARY OF THE MAIN ACTIVITIES IN RELATION TO THESE OBJECTIVES

The main activities that are normally undertaken in relation to the above objectives are:

- Provision of leadership training to facilitate the delivery of excellent Scouting.
- Provision of land- and water-based Scouting activities.
- A programme of activities aimed at young people, achieving recognition through being awarded badges.
- Participation in district and county events and competitions.
- Participation in conservation projects and civic events, like the St George's Day and Remembrance Day parades.
- Fundraising to facilitate other activities

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.



D) Achievement and Past Performance

The Group has achieved another successful year, and each section leader has provided a separate report for presentation at the AGM.



E) Financial Review

FINANCIAL HIGHLIGHTS

The Group performed well during the year ending March 2025. Whilst the income from membership subscriptions did not cover the general running costs of the Group, this was subsidised by alternative income from use of the Scout Hut by community clubs and activities. The income from donations and fundraising for the year and prior years. This enabled investment in equipment, as well as undertaking works to the property to prevent flooding of the Scout Hut. Further works to the property completed during the period also included repairing the Hut floor from recent flood events, upgrading lighting to LED lights, as well as repairing the roof, which was leaking in the kitchen.

A surplus of fundraising remains to fund new (replacement) equipment purchases and investment into the site in accordance with the investment plan agreed by the Trustees.

Towards the end of the financial year, the Trustees met to review forecast expenditure and income from subscriptions and room hires to ensure a balanced budget could be achieved. The conclusion of the review resulted in no adjustment to subscriptions.

At the year-end, the Group held cash reserves of circa £10,000 (excluding money held from fundraising), which is equivalent to approximately 9 months of our average operating expenditure.

THE CHARITY'S PRINCIPAL SOURCES OF FUNDS

The Group's principal sources of funds are subscriptions and non-subscription income (grants, donations and fundraising). The income from subscriptions is used solely for the provision of the Scouting programme, including the membership (capitation) fee, activities, training, and other costs to run the facility, such as the lease, maintenance, utilities and insurance. Gross subscription income for the year ending March 2025 was £16,426, of which £6,400 was paid out as the annual membership fee. Non-subscription income is used to cover improvements to the facility and for the provision of new equipment. For the year ending March 2025, this income comprised £2,704 from fundraising, £3,576 from donations, £5,335 from other users of the Scout Hut and £809 from other sources of income. There was a net shortfall for the year as a result of expenditure on the Hut. This expenditure was partly met from prior years' fundraising.

INVESTMENT POLICY AND OBJECTIVES

Although the Group's total net income is significant for the year this is short-term as the monies will be spent primarily on updating the Scout Hut and facilities. As a consequence, 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 for the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

The Group Executive 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 can be withdrawn; before doing so, the Group Executive considers the cash flow requirements.



E) Financial Review (Cont.)

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 held reserves of approximately £10,000 against this at year-end, which is equivalent to approximately 9 months' operating expenses (including Scout Association fees).

HOW EXPENDITURE HAS SUPPORTED THE KEY OBJECTIVES OF THE CHARITY:

The Group's finances are managed and expenditure is prioritised to support the sections to deliver an exciting Scouting programme consistent with the objectives of the report.

- Funds made available to sections for spending on their programme and activities.
- Support is provided to leaders to attend training courses and to purchase uniforms.
- Maintaining the facility in good condition and making improvements as and when our finances permit.
- Following a replacement programme for boating and camping equipment to ensure all equipment is in a fit condition.
- Surplus funds are designated to the Group's priority projects, in addition to grants received for these purposes.



F) Other Optional Information

- The Group is embarking on upgrading facilities in line with an expanding Scout section.
- The Trustees wish it to be noted for future reference that the lease is due for renewal in 2036 and the documentation for this is currently held by Tony White, a Trustee of the Group.



G) Declaration

The trustees declare that they have approved the Trustee's Report above on 14th September 2024, and this report is signed on behalf of the charity trustees by:

Sam Russo
Chairperson

A handwritten signature in black ink, appearing to read 'Sam Russo', written over a horizontal line.



APPENDICIES



Receipts and Payment Accounts



income	2024-2025	2023-2024
Activity Equipment	12.89	0.00
Bank Interest	285.51	240.05
Donation	3,576.00	3,410.00
Events	12,215.00	11,451.00
Events - Beavers	739.00	1,110.00
Events - Cubs	114.00	180.00
Events - Explorers	390.00	570.00
Events - Group	2,600.00	0.00
Events - Scouts	280.00	1,186.00
Events - Squirrels	464.00	285.00
Fundraising	2,704.17	14,069.28
Group shop	510.49	1,331.16
Meetings	5,335.00	5,443.00
Membership Fees	16,427.50	13,215.00
Total income	45,653.56	52,490.49



Expense	2024-2025	2023-2024
Activity Equipment		
Admin	205.92	264.97
Badges	502.34	938.31
Bank Fees	849.92	752.36
Boating - Equipment	868.44	1,255.80
Boating - Fuel	164.24	141.76
Capital Expenditure	3,813.60	0.00
Equipment	726.39	2,183.65
Events	12,024.00	13,746.55
Events - Beavers	96.00	860.00
Events - Cubs	33.00	0.00
Events - Explorers	0.00	885.00
Events - Group	3,403.53	0.00
Events - Scouts	0.00	120.00
Events - Squirrels	80.00	75.00
Fundraising	118.21	650.09
Insurance	3,424.81	5,386.72
Membership Costs	6,400.00	6,612.00



Expense	2024-2025	2023-2024
Rent	400.00	200.00
Training	182.50	498.20
Uniform	308.74	679.78
Utilities	350.86	341.05
Venue Maintenance	9,147.19	4,160.23
Total expenditure	46,138.77	42,932.44

Account balances	2024-2025	2023-2024
Treasurers Account	3,599.50	2,007.16
Fundraising Account	11,218.78	14,213.45
Equals	1,030.97	990.27
Reserve Account	13,494.32	12,617.90



Summary	2024-2025	2023-2024
Account balance brought forward	29,828.78	20,270.73
Total income	45,653.56	52,490.49
Total expenditure	(46,138.77)	42,932.44
Net income	(485.21)	9,558.05
Account balance carried forward	29,343.57	29,828.78

REPORT ENDS



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- The insurance of persons, property and equipment.
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E) Financial Review (Cont.)

RESERVES POLICY

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- The Trustees wish it to be noted for future reference that the lease is due for renewal in 2036 and the documentation for this is currently held by Tony White, a Trustee of the Group.



G) Declaration

The trustees declare that they have approved the Trustee's Report above on 14th September 2024, and this report is signed on behalf of the charity trustees by:

Sam Russo
Chairperson

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APPENDICIES



Receipts and Payment Accounts



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REPORT ENDS

Scrutineer's report to the trustees

Scrutineer's Report to the Trustees of 4th Hythe Sea Scouts

I report on the accounts of the Group/District for the year ended 31 March 2025

Respective responsibilities of Trustees and Scrutineer

As the Group's/District's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

Basis of Scrutineer's Statement

In accordance with the directions given in the Group's/District's constitution, I have scrutinised the records and the accounts for the year ending 31 March 2025.

Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Name:Ian Briant.....
Address:Highfield Court.....
.....Tollgate.....
.....Chandlers Ford, Eastleigh.....
.....SO53 3TY.....
Date:17 November 2025.....