

Signed Copy

Trustees' Annual Report

For the period

From (start date) 0 1 0 4 2 3 to end date 3 1 0 3 2 4

Section A Reference and administration details

Charity name	1st Oxted Scout Group
Other names the charity is known by	
Registered charity number (if any)	3 0 5 7 7 9
HQ registration number	1 0 0 1 0 5 3 3
Charity's principal address	Stafford Hut Chalkpit Lane Oxted Postcode R H 8 9 N D

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 Name	Office (if any)	Dates acted if not for whole year
1	Martin Bellinger	Chair	Full Year
2	Phil Hosp	GSL	Full Year
3	Martin Fay	Treasurer	Full Year
4	James Church	Secretary	Full Year
5	Nick Baldwin		Full Year
6	Amanda Doran		Full Year
7	Diccon Grayling		Full Year
8	Stephen Helm		Full Year
9	Joanna Jones		22.6.2023 to 03.10.2023
10	Simon Sebire		Full Year
11	Claire Vincent		Full Year
12			
13			
14			
15			

Names and addresses of advisers (optional information but encouraged as best practice)
(These will be published in the annual report of the charity)

Type of advisor	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 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 Scout Groups.

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)

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

Policies and procedures adopted for:
a) the induction and training of trustees; b) trustee consideration of major risks and the systems and procedures to manage them

The Group is managed by the 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. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Board consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader, individual section leaders (if opted to take on the responsibility) and parent's representation. It meets around every 3-4 months and more often if required.

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. Appointing any sub committees that may be required; Appointing Group Administrators and Advisors other than those who are elected.

Section B	Structure, governance and management (continued)
	<p>Risk and Internal Control</p> <p>The 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 sufficient buildings and contents insurance in place to mitigate against permanent loss.</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 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 6 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> <p>The Group has in place systems of internal controls that are designed to provide reasonable assurance against loss, these include two signatories for all payments, comprehensive insurance policies and regular health and safety and risk assessments of the properties.</p>

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p>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.</p> <p>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.</p> <p>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.</p>
Summary of the main activities in relation to these objects	The Group organises and participates in District and Group camps, multiple outdoor activities, educational trips and activities and creates numerous skills learning experiences for Beavers, Cubs and Scouts
Additional details of the objectives and activities (optional information but encouraged as best practice)	
You may choose to include further statements, where relevant, about: <ul style="list-style-type: none"> • policy on grantmaking; • contribution made by volunteers; • policy on investments. 	<p>All Leaders, helpers and Trustee Board members are volunteers and as such give their time and expertise free of charge.</p> <p>A large number of volunteers are needed to facilitate the work carried out and the Trustee Board are always actively seeking to enrol new volunteers to the Group</p>
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
Summary of the main achievements of the charity during the year	The Group has continued to seek to expand the Scouting it offers across Beavers, Cubs and Scouts with a second Cub pack opened in Oxted during the year meaning that the Group now runs 3 Scout Troops, 3 Cub Packs and a Beaver Colony. Additionally a partnership with the local canoe club has expanded the range of activities able to be offered to Scouts. The Group and family members of the young people in Scouting continue to support a number of charitable and fundraising events in the area including bike sales, boot fairs and the pram race.

Section E	Financial Review
Brief statement of the charity's policy on reserves	<p>Reserves Policy</p> <p>The Group's policy on reserves is two fold. Firstly to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. In this respect the Trustee Board considers that the Group should hold a sum equivalent to 6 months running costs, circa £20,000. Secondly, the Trustee Board considers it appropriate to build up reserves to meet projected capital expenditure and land lease extension requirements which cannot be met by future income. An amount of £25,000 is held in respect of the land lease extension for the site in Oxted and a further £35,000 allocated against projected capital expenditure on identified, but not committed, projects. In total the reserves held against unrestricted funds as at 31st March 2023 were £80,000.</p> <p>The year end unrestricted cash balance was £86,851 (after accounts not yet paid) which the Trustee Board considers appropriate, when noting the year end outstanding liabilities and the contributions received in advance for activities later in the year.</p> <p>The Group remains committed to investing in improvements to its premises, and has made positive progress on renewing the lease on the Chalkpit Lane site, which will make long term investment viable.</p>
Quantify and explain any designations	
Details of any funds materially in deficit (circumstances plus steps to eliminate)	
Further financial review details (optional information)	
<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> the charity's principal sources of funds (including any fundraising); how expenditure has supported the key objectives of the charity; investment policy and objectives; 	<p>Investment Policy</p> <p>The Group's Income and Expenditure is small and as a consequence 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. All funds are held in cash using only mainstream banks or building societies or The Scout Association's Short Term Investment Service.</p> <p>The 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 Trustee Board considers the cash flow requirements over that period.</p> <p>The Group has invested in new equipment over the year and has implemented a formal policy to prevent family financial hardship limiting young people's access to scouting activities.</p>

Section F	Other Optional Information
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Plans for future periods (details of any significant activities planned to achieve them)

Investment in facilities and equipment remains a priority (and the Trustee Board has made positive progress on securing the lease extension for the Chalkpit Lane site which they consider wish necessary before committing to significant investment in the property). The Group is considering purchasing a mini-bus, to further facilitate activities where travel is required.

The Group intends to continue to deliver high quality experiences to all age

Maintaining and expanding the volunteer group (leaders, helpers and other support) is essential to the continued running of the Group. Recruitment of additional volunteers to help deliver activities across all sections, remains a priority for the Group, particularly given the growing waiting list. In addition, the Group is exploring setting up a Squirrels unit.

Section G	Declaration
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The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

JAMES CHURCH

Position (eg Secretary, Chair)

SECRETARY

Date

20 06 24

1st OXTED SCOUT GROUP (Registered Charity No. 305779)
Receipts and Payments Account

Year start date		Year end date	
For the year from	1st April 2023	To	31st March 2024

Receipts and payments

	2023/2024			2022/23
	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	£	£	£	£
Receipts				
Donations, legacies and similar income				
Membership subscriptions	17,000			17,227
Less: Membership subscriptions paid on (National/County/Area/District)	-7,418			-54
Net membership subscriptions retained	9,582			17,173
Donations	7,254			1,977
Legacies				
Gift Aid	3,351			3,388
Camp and activity contributions	10,411			23,546
Other similar income				
Sub total	30,598	0	0	46,084
Grants				
Maintenance grant				
Other grants				
Sub total	0	0	0	0
Fundraising (gross)				
Bike Sale	2,471			1,676
Clubs				0
Quiz night				0
Bag Packing				0
Pram race	1,000			1,000
Other fundraising				0
Sub total	3,471	0	0	2,676
Investment income				
Bank interest	1,938			20
Building Society interest				
The Scout Association Short Term Investment Service				
Property Rent income	5,809			6,132
Other investment income				
Sub total	7,747	0	0	6,152
Total Gross Income	41,816	0	0	54,912
Asset and investment sales, etc.				
Total receipts	41,816	0	0	54,912

1st OXTED SCOUT GROUP (Registered Charity No. 305779)
Receipts and Payments Account

Year start date		Year end date	
For the year from	1st April 2023	To	31st March 2024

Receipts and payments

	2023/2024			2022/23
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
Payments				
Charitable Payments				
Youth programme and activities	16,652	92		16,744
Adult support and training	100			100
Rent				
Water and Sewerage	437			437
Electricity and Gas	6,502			6,502
Insurance	1,785			1,785
Repairs and Renewals	3,260			3,260
Materials and equipment	2,755			2,755
Printing and photocopying				
Contribution to camp costs	0			0
Uniforms & Badges	1,480			1,480
AGM and trustee expenses	532			532
Cleaning	4,399			4,399
Website	0			0
Banking fees	1,267			1,267
Other sundry costs	54			54
Sub total	39,223	92	0	39,315
Fundraising expenses				
Bike sale	520			520
Quiz night	0			0
Bag Packing	0			0
Pram Race / Beer Fest Support	500			500
Other fundraising costs				0
Sub total	1,020	0	0	1,020
Total Gross Expenditure	40,243	92	0	40,335
Asset and investment purchases, etc.				
Total payments	40,243	92	0	40,335
Net of receipts/(payments)	1,573	-92	0	1,481
Transfers between funds	0			0
Cash funds last year end	85,278	7,994	0	93,272
Cash funds this year end	86,851	7,902	0	94,753

1st OXTED SCOUT GROUP (Registered Charity No. 305779)
Statement of assets and liabilities at the end of the year

31st March 2024

2022/23

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds £
Cash funds					
Bank current account	26,551	7,902		34,453	89,303
Bank deposit account	60,000			60,000	0
Building society account					
The Scout Association Short Term Investment Service				0	3,669
Cash Floats	300			300	300
Cash					
Total cash funds	86,851	7,902	0	94,753	93,272
Other monetary assets					
Debts due to Group & items paid in advance	1,510			1,510	859
Debts due from the County/Area/District/Group					
Contributions paid in advance (District Capitation 2021/22)					
Insurance claim/Tax claim					
Sub total	1,510	0	0	1,510	859
Investment assets					
Investment property - detail					
Quoted investments					
Other investments - detail					
Sub total	0	0	0	0	0
Non monetary assets for charity's own use					
Land and buildings	836,154			836,154	773,501
Motor vehicles					
Scouting equipment, furniture etc	37,718			37,718	37,084
Other					
Sub total	873,872	0	0	873,872	810,585
Liabilities					
Accounts not yet paid	838			838	7,418
Expenses incurred but not invoiced					
Subscriptions not yet paid					
Loan - detail					
Contributions received in advance for events					6,991
Sub total	838	0	0	838	14,409

1. Land and Buildings

The principal assets owned by the Group are:

The Stafford Hall and the garage. The lease for the land on which the buildings stand was renegotiated in 2001 for a further 25 years, expiring in 2026.

The Hurst Green Hall. The lease for the land on which the building stands was renegotiated in 2007.

Both assets have been included in the Statement of Assets and Liabilities at their value for insurance purpose.

2. Scouting Equipment

It is not the Group's policy to capitalise purchases of camping and other equipment because of the generally low value of items purchased. Expenditure on such items in the last 10 years has amounted to £37718.

3. Reserves

The Group's policy on reserves is two fold. Firstly to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. In this respect the Trustee Board considers that the Group should hold a sum equivalent to 6 months running costs, circa £20,000. Secondly, the Trustee Board considers it appropriate to build up reserves to meet projected capital expenditure and land lease extension requirements which cannot be met by future income. An amount of £25,000 is held in this respect of land lease extension and a further £35,000 allocated in 2023/2024 against projected capital expenditure on identified, but not committed, projects. In total the reserves held against unrestricted funds as at 31st March 2024 were £80,000. The year-end unrestricted cash balance was £86,851, which the Trustee Board consider appropriate, when noting the year end outstanding liabilities and the contributions received in advance for activities later in the year.

4. Restricted funds

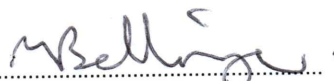
At 31 March 2024 the Group had £7902 restricted funds, of which £7600 relate to the Richard Moore legacy, the remainder being a member's balance of £302.


5. Commitments

At 31 March 2024 the Group had no significant commitments, expenditure, contingent liabilities or obligations.

Approval of the Accounts for the year ended 31st March 2024

The above receipts and payments account and statement of assets and liabilities, together with the accompanying notes to the accounts, were approved by the Trustees on 26th June 2024 and signed on their behalf by


Martin Bellinger, Chairman


Martin Fay, Treasurer

Independent examiner's report to the trustees of 1st Oxted Scout Group

I report on the accounts of the Group for the year ended 31 March 2024, which are set out on pages 7 to 10.

Respective responsibilities of trustees and examiner

The Group's trustees are responsible for the preparation of the accounts. The Group's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- 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 Commission. An examination includes a review of the accounting records kept by the charity 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 next statement.

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 2011 Act and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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: Tony Martin

Qualification: Accountant

Address: Stonecroft, Quarry Close, Oxted, RH8 9HG

Date: 26th June 2024