

Trustees' Annual Report

For the period

From (start date) 0 1 0 4 2 4 to end date 3 1 0 3 2 5

Section A Reference and administration details

Charity name

1st Oxted Scout Group

Other names the charity is known by

Registered charity number (if any)

305779

HQ registration number

10010533

Charity's principal address

Stafford Hut

Chalkpit Lane

Oxted

PostcodeRH89ND

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	Stephen Helm	Chair	Full Year
2	Phil Hosp	Lead Volunteer	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	Simon Sebire		Full Year
9	Claire Vincent		Full Year
10			
11			
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
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Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

How the charity is constituted

(e.g. trust, association, company)

Trustee selection methods

(e.g. appointed by, elected by)

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'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.

The Group is a Trust established under its rules which are common to all Scouts.

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

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 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 Trustee Board consists of the Chair, Treasurer and 7 Trustees (including 2 Ex Officio Trustees). It meets every 3-4 months and more frequently 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.

Section B	Structure, governance and management (continued)
	<p>Risk and Internal Control</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 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 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> <p>The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and a comprehensive insurance policies to ensure that insurable risks are covered 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	<p>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</p>
Additional details of the objectives and activities (optional information but encouraged as best practice)	
<p>You may choose to include further statements, where relevant, about:</p> <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	<p>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.</p>
Section D	Achievements and performance
Summary of the main achievements of the charity during the year	<p>The Group has continued to seek to expand the Scouting it offers across Beavers, Cubs and Scouts with a Beaver colony now started in Hurst Green to complement the existing one in Oxted and significantly increased numbers. A minibus has been purchased by the Group in the year expanding the range of activities that the Group can offer. 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.</p>

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 2025 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 a minibus during the year and improved the security at the Oxted hut including improved fencing and security cameras.</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 is necessary before committing to significant investment in the property).

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.

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

21 09 25

1st OXTED SCOUT GROUP (Registered Charity No. 305779)

Receipts and Payments Account

Year start date		Year end date	
For the year from	1st April 2024	To	31st March 2025

Receipts and payments

	2024/2025			2023/24
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
Receipts				
Donations, legacies and similar income				
Membership subscriptions	18,335			17,000
Less: Membership subscriptions paid on (National/County/Area/District)	-8,301			-7,418
Net membership subscriptions retained	10,034			9,582
Donations	2,462			7,254
Legacies				
Gift Aid	3,401			3,351
Camp and activity contributions	11,059			10,411
Other similar income				
Sub total	26,956	0	0	30,598
Grants				
Maintenence grant				
Other grants				
Sub total	0	0	0	0
Fundraising (gross)				
Bike Sale	852			2,471
Clubs				0
Quiz night				0
Bag Packing				0
Pram race				1,000
Other fundrasing				0
Sub total	852	0	0	3,471
Investment income				
Bank interest	1,744			1,938
Building Society interest				
The Scout Association Short Term Investment Service				
Property Rent income	4,834			5,809
Other investment income				
Sub total	6,578	0	0	7,747
Total Gross Income	34,386	0	0	41,816
Asset and investment sales, etc.				
Total receipts	34,386	0	0	41,816

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

Year start date		Year end date	
For the year from	1st April 2024	To	31st March 2025

Receipts and payments

	2024/2025				2023/24
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds £
Payments					
Charitable Payments					
Youth programme and activities	15,505			15,505	16,744
Adult support and training	518			518	100
Rent				0	
Water and Sewerage	594			594	437
Electricity and Gas	6,822			6,822	6,502
Insurance	1,758			1,758	1,785
Repairs and Renewals	8,278			8,278	3,260
Materials and equipment	2,277			2,277	2,755
Telephone & Broadband	297			297	
Contribution to camp costs	0			0	0
Uniforms & Badges	2,036			2,036	1,480
AGM and trustee expenses	370			370	532
Cleaning	4,258			4,258	4,399
Website	0			0	0
Banking fees	1,488			1,488	1,267
Minibus Purchase & Running	12,449			12,449	
Other sundry costs	187			187	54
Sub total	56,837	0	0	56,837	39,315
Fundraising expenses					
Bike sale	355			355	520
Quiz night	0			0	0
Bag Packing	0			0	0
Pram Race / Beer Fest Support	950			950	500
Other fundraising costs				0	0
Sub total	1,305	0	0	1,305	1,020
Total Gross Expenditure	58,142	0	0	58,142	40,335
Asset and investment purchases, etc.					
Total payments	58,142	0	0	58,142	40,335
Net of receipts/(payments)	-23,756	0	0	-23,756	1,481
Transfers between funds				0	0
Cash funds last year end	86,851	7,902	0	94,753	93,272
Cash funds this year end	63,095	7,902	0	70,997	94,753

1st OXTED SCOUT GROUP (Registered Charity No. 305779)

Statement of assets and liabilities at the end of the year

	31st March 2025			2023/24
	Unrestricted funds	Restricted funds	Endowment funds	Total funds
	£	£	£	£
Cash funds				
Bank current account	22,795	7,902		30,697
Bank deposit account	40,000			40,000
Building society account				
The Scout Association Short Term Investment Service				0
Cash Floats	300			300
Cash				
Total cash funds	63,095	7,902	0	70,997
Other monetary assets				
Debts due to Group & items paid in advance	0			0
Debts due from the County/Area/District/Group				
Contributions paid in advance (District Capitation 2021/22)				
Insurance claim/Tax claim				
Sub total	0	0	0	1,510
Investment assets				
Investment property - detail				
Quoted investments				
Other investments - detail				
Sub total	0	0	0	0
Non monetary assets for charity's own use				
Land and buildings	863,747			863,747
Motor vehicles	11,000			11,000
Scouting equipment, furniture etc	35,363			35,363
Other				
Sub total	910,110	0	0	910,110
Liabilities				
Accounts not yet paid	0			0
Expenses incurred but not invoiced				
Subscriptions not yet paid				
Loan - detail				
Contributions received in advance for events				0
Sub total	0	0	0	838

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 stands 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 £35363.

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 Group Executive Committee considers that the Group should hold a sum equivalent to 6 months running costs, circa £15,000. Secondly, the Group Executive Committee 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 £15,000 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 £55,000. The year-end unrestricted cash balance was £63,095, which the Group Executive Committee consider appropriate.

4. Restricted funds

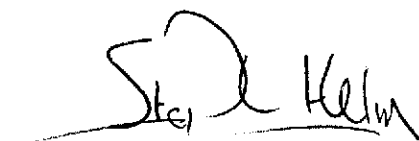
At 31 March 2025 the Group had £7902 restricted funds, of which £7,600 relate to the Richard Moore legacy and £302 is a members balance.

5. Commitments

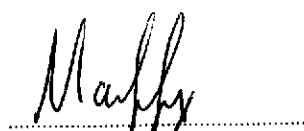
At 31 March 2025 the Group had no significant commitments, expenditure, contingent liabilities or obligations.

Approval of the Accounts for the year ended 31st March 2025

The accounts for the year ended 31st March 2025, comprising a receipts and payments account, a statement of assets and liabilities and accompanying notes, as set out on pages 7 to 10, were approved by the Trustee Board on 25th June 2025 and signed on their behalf by:



Stephen Helm, 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 2025, 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: 15th September 2025