

# 1<sup>st</sup> West Byfleet Scout Group

## Annual Report & Financial Statements

### Year end July 2025

Charity Commission  
Registered Number 305813

# 1<sup>st</sup> West Byfleet Board of Trustees

## 2024-2025

### Elected Members

Chair: Rebecca Gardner

Treasurer: Angela Brown

Trustee: Lucy Hampshire

### Ex Officio Members

Group Lead Volunteer: Jo Graham

Asst Group Lead Volunteer: Alison Hughes

### Nominated Members

Secretary: Lucy Hampshire

# Contents

- Annual reports:
  - Chair
  - Group Lead Volunteer
  - Beavers
  - Cubs
  - Scouts
  - Treasurer
- Constitution - POR 5.4 has been fully adopted as our constitution and can be reviewed here:  
<https://www.scouts.org.uk/por/5-local-governance-and-finance-of-groups-districts-counties/#5.4>
- Minutes from the last AGM (September 2024)
- Agenda for the October 2025 AGM
- Chair's closing statement
- Excerpt from [Scout.org](https://www.scouts.org.uk) on Royal Together at Christmas Carol Service 2024

## 1st West Byfleet Scout Group

Annual General Meeting 24th October 2025

### **Chair's Report – Rebecca Gardner**

Our last AGM was held during the celebrations of our 100th anniversary in September 2024 – a truly memorable milestone in the history of 1st West Byfleet Scouts. The event was a resounding success, attended by county scouting trustees, local dignitaries including Will Forster (Liberal Democrat MP for Woking) and Amanda Boote (now Mayor of Woking), representatives from our landlord Byfleet United Charities (BUC), former leaders, helpers, and many of our old and new scouting members.

Thanks to the generosity of local businesses, parents, and friends who contributed prizes, services, and goods, we were able to raise significant funds and enhance our group's visibility both within the local area and across the wider community. It was a fitting way to mark a century of scouting in West Byfleet.

As part of our centenary celebrations, we were proud to extend invitations to Bear Grylls, Ellie Simmonds, Tim Peake, His Majesty King Charles, and Her Royal Highness, The Princess of Wales - our Patron since 2012 and the first woman in scouting history to hold this esteemed role. While they were understandably unable to attend, we were deeply honoured to receive an invitation from the Princess of Wales to join the Westminster Abbey Christmas Carol Service. Three leaders and twelve Scouts represented our group, lighting candles for the congregation in a televised service. It was a proud and historic moment – the first time a Surrey scouting group has ever taken part in this prestigious event. The Scouts looked exceptionally smart, and it was an experience they will never forget. Please see the attached report from Scout.org.

Last year marked another important milestone: the appointment of Jo Graham as Group Lead Volunteer (GLV), the first change in this role in 18 years. Jo has brought tireless energy and enthusiasm over the last year, ensuring all trustees and leaders are now confident and compliant in using Online Scout Manager (OSM), which has greatly improved communication with both leaders and parents. OSM is now a one stop shop for all 1st West Byfleet scouting information.

Maintenance of our Scout Hut premises is a fundamental requirement for safe scouting and over the past 18 months, leaders, trustees, and families have worked together on projects including: replacement windows, garden works, new secure gas cage, electrical and fire safety upgrades, clearing, decorating, and general compliance improvements. In another first, the trustee board collaborated closely with Woking District Scouts trustees, to standardise and align on critical documentation for HQ inspections and maintenance, paving the way for its rollout across the county.

Although considerable effort has gone into improving our Scout Hut, one major project remains: the replacement of the roof. Our treasury report highlights our savings towards this however we have been in negotiations with our landlords, Byfleet United Charities



(BUC), for over 20 months to secure our future on the site for future investment. Our lease expired in July 2025 and we have presented to BUC our preferred option to remain on site, with the support of Amanda Boote. Whilst we await their decision, it is business as usual, and we will keep you updated as soon as we know more.

All three sections – Beavers, Cubs, and Scouts – have enjoyed another fun-packed year, thanks to the dedication of our leaders. Highlights include:

- Renewal of the Scouting Promise
- Birchmere weekend camp for all sections
- A week-long summer camp
- Remembrance Day service laying of the wreath and flag baring
- Participation in the Mayor of Woking's Civil Ceremony parade
- Community fundraising at the junior school fireworks display, Christmas light switch-on, sponsored walk, infant school summer fair, and church summer fair.

Each section leader has provided a detailed report of their activities, which are attached.

The community fundraising has provided valuable funds for maintaining the group's future. Our finances remain in a healthy position, with a positive closing balance. Angela Brown, our Treasurer, continues to do an excellent job managing the accounts, and her detailed report is attached for your review.

A couple of pictures from our centenary party



## Group Lead Volunteer

I want to give a big shout out to all of our leaders and parent helpers who have helped us make a big difference in so many children's lives! We've got a really strong network of volunteers and each section is full to capacity. Thank you to all of those who have also helped with our fundraising events. We've been able to buy some lovely new camping equipment this year.

In April, we celebrated St George's Day as each section renewed their Scout Promise. This was followed by a sponsored walk with about 20 people taking part.



In June, almost 40 of our Beavers, Cubs and Scouts attended a weekend camp at Birchmere. It was a very warm weekend with lots of games, team building activities, a scavenger hunt and campfire.



In September, the new Mayor of Woking (Amanda Boote) invited us to parade with the Byfleet Scout Group and West Byfleet Brownies and Guides, at her Civil Ceremony at St John's Church.

Jo Graham



# BEAVERS

This year, we have been joined by two wonderful new leaders - Ian and Felicity - which means we have been able to have up to 20 children in our section. As usual, we have had a fun-filled programme with activities such as hikes, rowing, pond dipping, crazy golf, cycling etc. We have especially enjoyed being able to use our lovely garden.



Eight children have achieved their Chief Scout Bronze Awards this year. Congratulations to Charlie Denham, Dylan Holcroft, Samuel Dawe, Toby Charles-Jones, Primrose Houtmeyers, Bryn Lawry, George Robinson & Charles Warne.





In March, 8 Beavers attended the Woking District Science Day and joined in with lots of science experiments and activities.



In June, 11 Beavers attended the triannual County Beaver event at Merrist Wood. Along with about 3,000 other Beavers and Rainbows, they had an action packed day with fun on inflatables, archery, climbing, steam trains etc.



In September, we joined forces with Pyrford Beavers and camped at Beavers Go Wild - Surrey County Camp. It was a fantastic experience with so many activities available. It was non stop and very tiring but so much fun!



Jo and the Beavers team





As ever the Cubs have been able to take part in a wide range of activities, with lots of them being outdoors. A highlight of the year was a weekend camp held at our district campsite, Birchmere, in June. Cubs hiked in from Byfleet, then spent the weekend taking part in activities such as jump-powered rockets, backwoods cooking and of course a campfire with marshmallows.

As ever, the district-organised 'Back to Basics' camp in May was very successful. This was a great opportunity for mostly sixers and seconders to take part in a wide range of activities and camp with cubs from across the district. Activities were organised by each pack and the cubs got to try branding a piece of wood, making bread on a stick, knots and lashings, first aid and other activities. The weather was lovely and made for a great time for the cubs to enjoy the full range of activities, and we had a great campfire on Saturday night.

I feel incredibly lucky to have a great team of Assistant Cub leaders in the team to help me run the Cubs, without them it would be impossible to offer all the activities we do. All the leaders have been fantastic, organising sessions and helping with the planning of the programme, I really couldn't do it all without them. Thanks to Mark Rennie, Peter Holcroft and Peter Hill-Cottingham. A special thanks also to the young leaders who've been an invaluable part of the team, especially with so few adults available to help out at summer camp. Thanks to Evan for being with us throughout the year and to Alex who joined as a young leader in June.

We've been very glad of the help that we've got from parents acting as parent helpers for occasional sessions over the last year. When parents can help out, it makes it possible for us to do more out of the hut activities, particularly in the Summer term, which all the Cubs thoroughly enjoy. Without this parent support we would be unable to run such an active programme and I urge all parents to consider if they could help out occasionally.

I think the Cubs would agree some of the highlights for the year were:

- A visit from our friendly police officer Earl to learn about the service
- Practicing fire lighting and other camp skills
- Science experiments
- Trips out such as climbing in Walton and Crazy Golf at Hoebridge

Summer camp was a great success, with amazing weather for trips to the seaside (including a Red Arrows display), exploring Brownsea Island, leaping around the inflatables at Lymington Baths and making their own pizzas. A big thanks to the parents who were able to come and help out, it wouldn't have been possible without you – I hope you'll consider helping again next year!

Thanks once again to all the team who've helped me deliver the programme this year.

I hope that we'll be able to deliver as exciting a programme over the coming year.

Alison Hughes and the Cubs team



Over the last year we've continued to focus on the completion of badges. 77 badges have been awarded across 14 activities. Another 8 badges are due to be awarded in the coming weeks.

We had some notable highlights this year, which included the 100-year celebration of 1<sup>st</sup> West Byfleet Scouts group that led to an invitation from Her Royal Highness the Princess of Wales to attend the Christmas Carol Service at Westminster Abbey. 12 scouts joined 3 leaders in attending what was a very memorable event. In addition, 15 scouts spent a full Saturday working towards the Forestry Badge at Merrist Wood, and 8 scouts took part in an air rifle shooting competition, in which they did very well.

In June 18 Scouts hiked to Birchmere and camped there for 1 night, together with Cubs and Beavers. As well as pitching their own tents, Scouts took part in a variety of team building and skills related activities and earned some well-deserved badges. We were

The Troop is currently close to capacity, with 27 scouts and 4 leaders. The scouts are organised into 4 Patrols, which provides 4 of our older scouts an opportunity to be Patrol Leader and assist the adult leaders in running some of the activities, and we're pleased to say that the Patrol Leaders have been keen to expand their responsibilities. This year, as last year, some of our Scouts volunteered in the community. The Scouts ran activities at West Byfleet Junior School's summer fair and again at St John's church summer fair, and some of the Exec Committee members together with several Scouts ran some food stalls at West Byfleet Junior School's fireworks evening. All these events raised valuable funds for the scout group.

This year we've been stable with our adult leaders, with no changes.

We would like to thank parents who have helped us on Tuesday evenings when requested, your support is invaluable to us.

All the Scout Leaders Gavin, Paul, Becky & Dave

## **2024/25 Treasurers AGM Report**

**Money - Our Aim is to maintain the financial security of the group for the future**

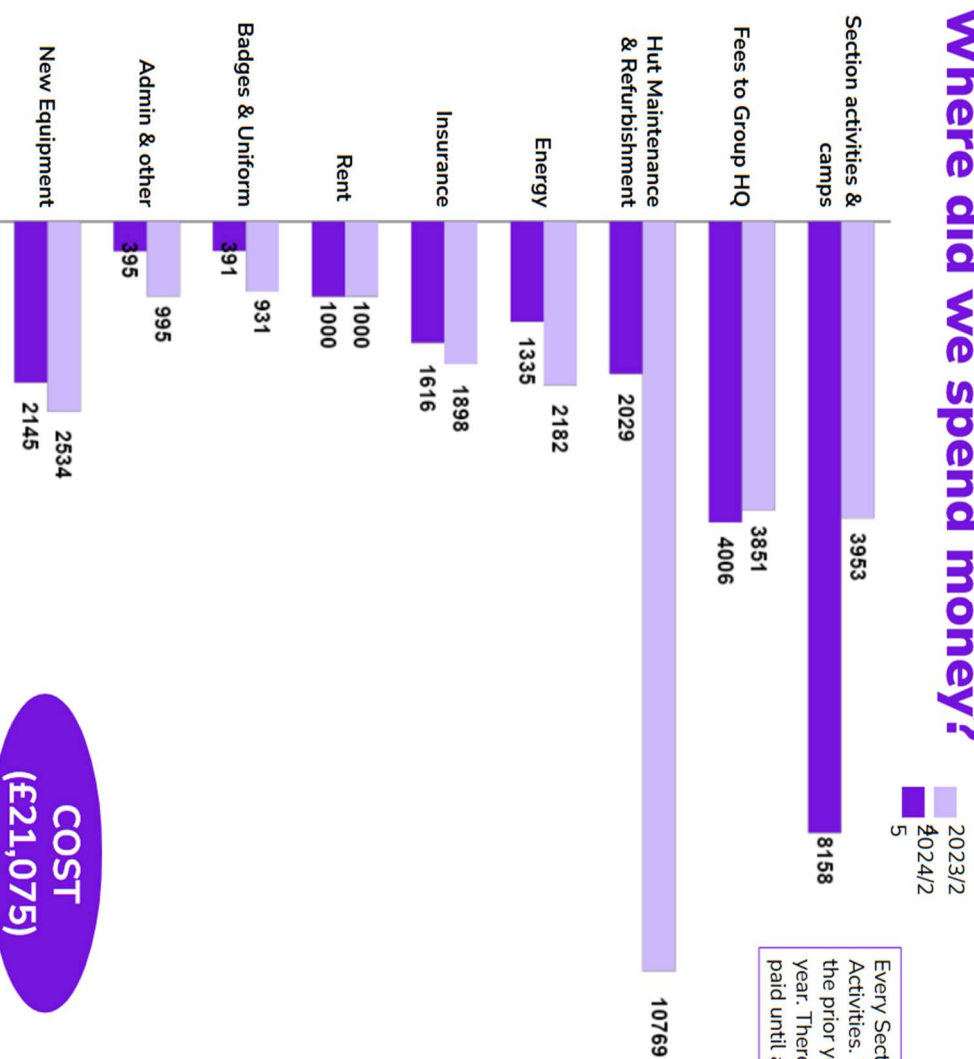
**We will:**

- Budget and spend carefully to ensure the maximum amount possible is spent on Scouting activities
- Keep parent payments for subs and additional activities as low as is practical
- Retain sufficient reserves of at least 1 years running costs in case of emergency





# Where did we spend money?



Every Section (Beavers, Cubs & Scouts) gets a Budget of £20 per child every term to spend on Activities. We spent more last year as we doubled the budget per child from £10 per term in the prior year, also summer camp took place, and we had more members than the previous year. There was an additional £1,153 of Summer camp costs incurred last year that were not paid until after the end of the financial year. This will appear in the 2025/26 accounts.

These are the fees we have to pay to Group HQ which were £57 per child. These reduced by £6 and we had more children compared to the prior year.

We spent a lot less money on the hut last year following the large investment the year prior. Money last year was spent on cleaning, gardening and general repairs.

Energy costs have reduced as we moved to better deals and continued to make a conscious effort to save energy.

We have to have insurance, for the hut, our equipment and also for when we have activities outside of the hut. The insurance price is negotiated by Scouts HQ and came down this year despite increasing our coverage slightly.

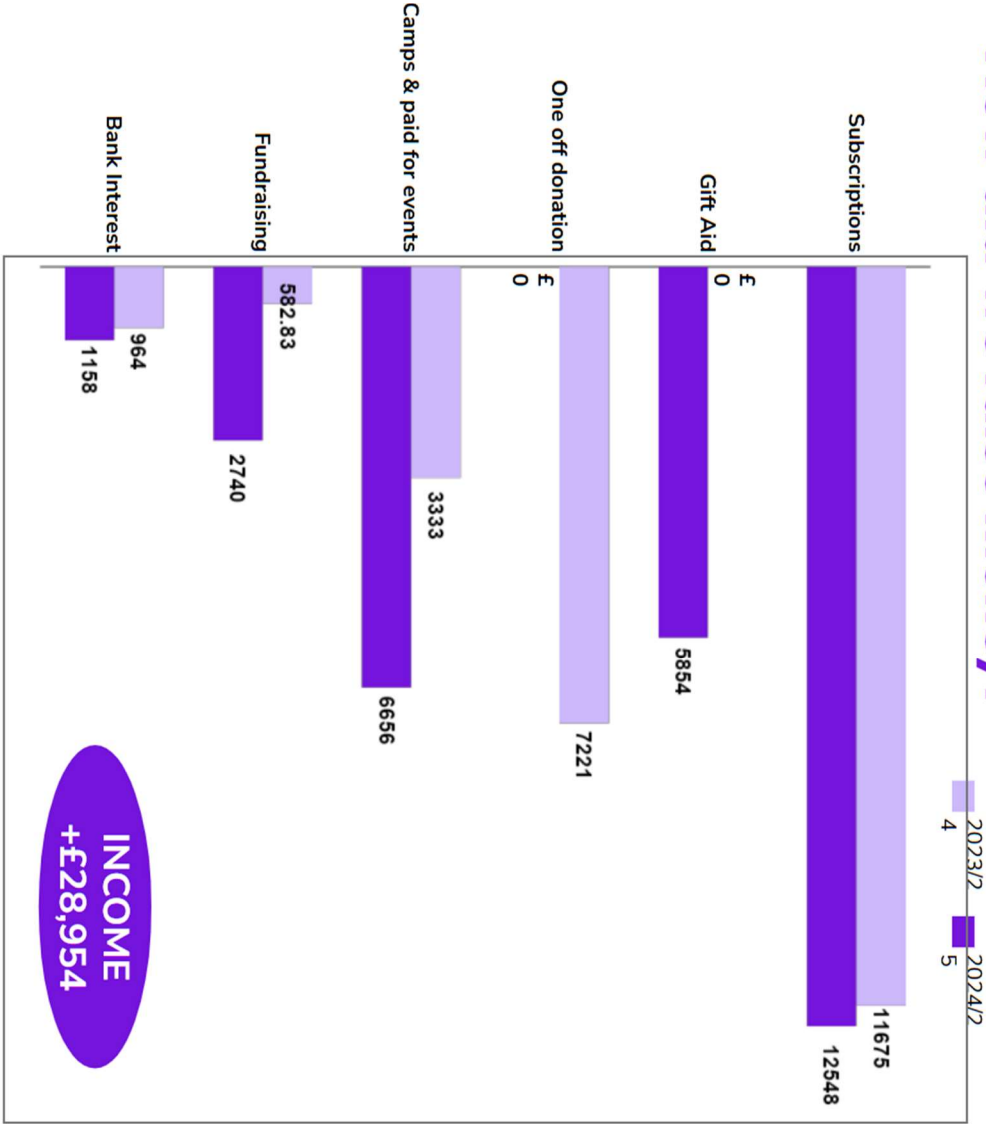
This is the money we pay to Byfleet United Charity, who own the land our hut is built on.

Less money spent on badges and uniform as we stocked up in the prior year.

These are other running costs, like the cost of using OSM, end of year awards and our AGM.

Last year we invested in some new chairs for the hut and Scouting equipment such as new maps and compasses. The prior year we purchased some new camping equipment as ours was getting old.

# How did we raise money?



Subscription income went up as we had more members than the prior year (avg 60 vs 56 the prior year).

Gift Aid is the money we can get back from HMRC for all Subscriptions paid and donations received from UK taxpayers. We receive 28p for every £1 given to us by individuals. Of the £5,854 received, £3,120 related to 2024/25 and £2,734 related to the prior year.

This is the donation made by Byfleet United Charity for our DIY SOS work in the prior year.

This is the money paid by parents for activities and camps over and above the termly Budget. It was higher last year due to the return of summer camp and having more members.

We made £2,740 profit from fundraising last year: £663 at fireworks (up £313 vs prior year), £508 at local fairs (up £190) and £1,567 from our one-off 100 year celebration.

We keep £30,000 locked away for emergencies which was donated to us some time ago. We put that money on high interest fixed term deposits throughout the year which gave us £1,158 of extra income last year – taking advantage of the continued strong interest rates.

## So Overall...

**INCOME**  
**+£28,954**

—

**COST**  
**(£21,075)**

=

**SURPLUS**  
**+£7,879**

## BUT:

**If we DEDUCT the Gift Aid £2,375 that was received relating to the previous year (so it missed last years accounts)**

**If we also DEDUCT the costs for the summer camp of £1,153 that were paid after the end of the year (so they will be in next years accounts)**

**Then our surplus would have been:**

**+£4,351**  
**(+£572 in PY)**

### **“But you are a charity – why are you making money?”**

*Our aim is to make a small surplus every year in order to save up for one off costs when needed (typically £500-£1,000).*

*Of the £4,351 surplus: £2,200 was from our one off 100 year event. We also made significant savings on energy and insurance costs and extra money on bank interest – all of which we have no control over. So we do not expect this level of surplus in the future.*

**SO we will be grateful for this “one-off” year and put the extra money towards our savings for a new roof (or new building!!)**



# 1st West Byfleet Scout Group (Charity no. 305813) Receipts and payments account

Year start date		Year end date	
01-Aug-24	To	31-Jul-25	

## Receipts and payments

	2024/25 12 months to 31 Jul 2025	2023/24 12 months to 31 Jul 2024
	£	£
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	12,548	11,675
Donations	-	7,221
Gift Aid	5,854	-
Other similar income	-	-
<b>Sub total</b>	<b>18,401</b>	<b>18,896</b>
<b>Group Activities</b>		
Camps	5,625	735
Scouts	333	1,118
Cubs	218	1,031
Beavers	480	450
<b>Sub total</b>	<b>6,656</b>	<b>3,333</b>
<b>Grants</b>		
Other grants	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
West Byfleet Fireworks	1,260	1,383
100 Year fundraiser	2,434	-
Sponsored Walk	60	-
Junior School & local Fairs	705	343
Other	73	120
<b>Sub total</b>	<b>4,533</b>	<b>1,846</b>
<b>Investment income</b>		
Bank interest	1,158	964
<b>Sub total</b>	<b>1,158</b>	<b>964</b>
<b>Total Gross Income</b>	<b>30,748</b>	<b>25,039</b>
Asset and investment sales, etc.	-	-
<b>Total receipts</b>	<b>30,748</b>	<b>25,039</b>

## Comments

Increase in member numbers YoY  
Prior Year: BUC donation for Scout Hut repairs  
Gift Aid of £2,734.58 was received 6 Aug and relates to prior year

£4,215 Summer Camp (not held in prior year).  
This year we allocated a £20 per child per term. Budget to each section which meant the groups could do more activities and not have to charge parents for them.

One off raffle and fundraising event to celebrate centenary

New event WB Christmas lights this year

Continued strategy to put excess funds on high interest fixed deposit



# 1st West Byfleet Scout Group (Charity no. 305813)

## Receipts and payments account

Year start date	Year end date
01-Aug-24	31-Jul-25

### Receipts and payments

2024/25	2023/24
12 months	12 months
to 31 Jul 2025	to 31 Jul 2024
£	£

### Payments

Charitable Payments			
Membership subscriptions paid	4,006	3,851	
Insurance	1,616	1,898	
Utilities	1,335	2,182	
Cleaning & Gardening	1,225	410	
Rent	1,000	1,000	
Inspections, Repairs and Renewals	804	10,359	
Badges	335	801	
Uniform	56	130	
AGM and meetings	-	265	
Bank Charges	-	-	
Admin charges	395	730	
Other costs	-	-	
<b>Sub total</b>	<b>10,172</b>	<b>21,627</b>	
Group Activities			
Camps	3,875	220	
Group Activities - Scouts	1,510	1,722	
Group Activities - Cubs	1,473	1,176	
Group Activities - Beavers	1,300	834	
<b>Sub total</b>	<b>8,158</b>	<b>3,953</b>	
Fundraising expenses			
Equipment	-	139	
West Byfleet Fireworks	597	1,030	
Junior School & local Fairs	367	-	
100 Year fundraiser	808	-	
Other fundraising costs	21	95	
<b>Sub total</b>	<b>1,793</b>	<b>1,263</b>	
<b>Total Gross Expenditure</b>	<b>20,724</b>	<b>26,843</b>	
Asset and investment purchases, etc.	2,145	2,534	
<b>Total payments</b>	<b>22,869</b>	<b>29,377</b>	
<b>Net of receipts/(payments)</b>	<b>7,879</b>	<b>(4,338)</b>	
Cash funds last year end	34,512	38,850	
<b>Cash funds this year end</b>	<b>42,391</b>	<b>34,512</b>	

### Comments

Increase in member numbers YoY  
We increased our insurable value but still saved YoY as market rates for insurance reduced.  
Better rates on Electricity & gas  
Included one off gardening clear up of £300. Prior year we did not have consistent cleaners  
P.Y: £7,221 funded by BUC for Scout Hut repairs, Electrics, new windows etc  
Stocked up in prior year

Prior year included £190 Centenary badges

Includes £962 of cancellation costs for prior year camp and £2358 for current year summer camp. No summer camp in prior year

We over estimated stock required in prior year and refined this year

Includes £331 of activity equipment and £1,1482 for new stacking chairs for hut

# 1st West Byfleet Scout Group (Charity no. 305813) Receipts and payments account

Year start date	Year end date
01-Aug-24	31-Jul-25

## Statement of assets and liabilities at the end of the year

	2024/25 12 months to 31 Jul 2025	2023/24 12 months to 31 Jul 2024
<b>Cash funds</b>		
Bank current account	1,376	4,093
Bank deposit account	40,000	30,000
Cash/Floats/Prepaid cards	1,015	419
<b>Total cash funds</b>	<b>42,391</b>	<b>34,512</b>
	OK	OK
<b>Non monetary assets for charity's own use</b>		
Motor vehicles - Blue Line Trailor	4,000	6,000
Scouting equipment, furniture etc	25,000	21,505
<b>Sub total</b>	<b>29,000</b>	<b>27,505</b>
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Total net assets</b>	<b>71,391</b>	<b>62,017</b>

Per insurance estimate  
Per insurance estimate

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 29th September 2023 and signed on their behalf by

Signature	Print Name
	Rebecca Gardner, Chair
	Angela Brown, Treasurer





**Comments**

£1,153 Summer camp costs paid in 2025/26 (next financial year). After adjusting for this, camps made a surplus of £597 in the year, which was partially spent on replacement equipment.

Avg 27 (18 PY) Scouts @ £20 per child per term = £1,620 Budget.

Avg 20 (26 PY) Cubs @ £20 per child per term = £1,200 Budget.

Avg 17.7 (14 PY) Beavers @ £20 per child per term = £1,060 Budget.

During the year we increased the Budget per child per term from £10 to £20 in order to fund more Scouting activities. We underspent this budget by £5628 as the leaders got used to the new funding, however we will maintain this Budget into 2025/26 so the children can benefit from even more funded activities.

**Group Activities Summary**

	2024/25 12 months to 31 Jul 2025	2023/24 12 months to 31 Jul 2024
	£	£
<b>Net receipts/(payments) for Camps</b>	<b>£1,750</b>	<b>£515</b>
Receipts for Camps	£5,625	£735
Payments for Camps	(£3,875)	(£220)
<b>Net receipts/(payments) for Scouts</b>	<b>(£1,177)</b>	<b>(£605)</b>
Receipts for Scouts	£333	£1,118
Payments for Scouts	(£1,510)	(£1,722)
<b>Net receipts/(payments) for Cubs</b>	<b>(£1,255)</b>	<b>(£146)</b>
Receipts for Cubs	£218	£1,031
Payments for Cubs	(£1,473)	(£1,176)
<b>Net receipts/(payments) for Beavers</b>	<b>(£820)</b>	<b>(£384)</b>
Receipts for Beavers	£480	£450
Payments for Beavers	(£1,300)	(£834)
<b>Net receipts/(payments) for Activities</b>	<b>(£1,503)</b>	<b>(£619)</b>

Activities total excluding camps  
Activities Budget  
Activity costs saving vs Budget

(£3,252)  
(£3,800)  
£5628

**ANNUAL GENERAL MEETING**  
**Saturday, 28<sup>th</sup> September 2024**

**AGENDA**

1. Introduction and welcome by the Chairman
2. Apologies for Absence
3. Accept Minutes of 2023 Annual General Meeting
4. Adoption of new Scouts Constitution POR 5.4
5. Review of Previous Year
  - Group Lead Volunteer Report
  - Treasurer Annual Report and Statement of Accounts 2023/24
6. Confirmation of Appointments for 2024/25
  - Group Chair (Rebecca Gardner)
  - Group Treasurer (Angela Brown)
  - Independent Accounts Examiner
  - Group Trustee Board members and quorum
7. Any other Business
8. Closing Statement from Chairman

Presentations and Awards

**Minutes of the Annual General Meeting of the 1<sup>st</sup> West Byfleet Scout Group held on  
Saturday 28<sup>th</sup> September 2024 at Scout Headquarters.**

**Attendees**

George Allan (Chair)	Gavin Blackman (Quartermaster & Scout Leader)	Rebecca Gardner (Asst Scout Leader)
Alison Hughes (Asst. GLV & Cub Leader)	Paul Watson (Asst. Scout Leader)	Jo Graham (GLV & Beaver Leader)
	Kath Ashworth (DC Woking District)	
Cllr Amanda Boote (Deputy Mayor of Woking)	Angela Brown (Treasurer)	Pete Holcroft (Asst. Beaver Leader)
Lyn Blackman	Lucy Hampshire (Secretary)	Matt Blackman
<b>Parents &amp; families of:</b>		
Beavers	Elliot Blay, Dylan Holcroft, Samuel Dawe.	
Cubs	Toby Graham, Jessica Rennie, Olivia Holcroft, Aaron Dar.	
Scouts	Evan Brown & Elyse Brown, Micah Graham, Katie Gardner, Sophia Hampshire, Alexander Frewin, Chloe Rennie, Artemis Papadopolou,	

**1. Introduction and welcome**

George Allan welcomed everyone to the meeting. He introduced himself and explained his role as Chairman.

**2. Apologies for Absence**

Invited 100 year celebration guests: Tim Peake, Bear Grylls, HM the King, HM the Duchess of Cambridge	
Parents & Families of:	
Beavers	
Cubs	
Scouts	Eliza Earl

**3. Accept Minutes of 2023 Annual General Meeting**

There were no outstanding actions from last year and so the minutes were proposed by Angela Brown and seconded by Lyn Blackman.



#### **4. Adoption of new Scouts Constitution POR 5.4**

An outline of the new constitution was shared previously with members in 2023 AGM. The Chair formally accepted the 5.4 constitution.

#### **5. Review of Previous Year**

All the reports were sent out earlier in the week in an email to all members and are included in the Appendix.

As chair, George shared highlights from his report, recognising the 100 year celebration of the scout group, the improvements to the Scout hut and environment as well as outlining key changes in roles. Lyn Blackman was specifically recognised after she stepped down after 18 years as a GSL and presented with flowers. Jo Graham assumed the new role of Group Lead Volunteer, GLV (new title for GSL). George recognised the substantial improvements to the Scout HQ that have been achieved under the refocused Trustee Board, financial support from our landlord, Byfleet United Charities (BUC), donations from local businesses and as well as time and commitment from the leaders and volunteers. George highlighted BUC's plans for development of the site and BUC have stated that in principle they will proceed but without the land currently occupied by the Scouts. Scouts will continue to work to secure the long-term tenure of the site.

George summarised that it has been a highly successful year despite the challenges of transition and recognised the role of the leaders in this.

#### **Group Lead Volunteer Report**

As GLV, Jo shared key aspects of the report, highlighting that each section has continued to run some amazing programmes and camps and volunteer opportunities. Scouts took part in trips to Scoutabout and received a silver award in the Expedition Challenge as well as achieving a Gold Award completion. Despite no summer camp this year, there continued to be plenty of opportunities for camping, with Cubs completing a district Back2Basics camp as well as camping at Birchmere and Beavers taking part in a Walton Firs camping weekend. Thanks were given to the dedicated leaders and parent volunteers without whom this would not be possible.

#### **Treasurer Annual Report and Statement of Accounts 2023/24**

Angela explained her role in an age-appropriate way and engaged the children in understanding money was raised for Scouts. She summarised how the Scouts raised £24K through donations (notable £7K from BUC), fundraising, subscriptions and spent £28K on investing in new equipment, improving the hut (£11K), funding camps and

paying for bills like electricity, insurance and fees. She highlighted that once Gift Aid rebate is received and we deduct the cost of one-off equipment purchases, we would have had approx. £572 profit, versus the previous years where there was a £1,392 loss. The Chair recognised Angela for her work and the budgeting to enable investment in the Scout hut and new equipment.

## **6. Confirmation of Appointments for 2024/25**

### **Trustee appointments**

- Chair – Rebecca Gardner  
(Proposer – Angela Brown, Seconder – Alison Hughes)
- Secretary and trustee – Lucy Hampshire  
(Proposer – Rebecca Gardner, Seconder – Angela Brown)
- Treasurer – Angela Brown  
(Proposer – Alison Hughes, Seconder – Rebecca Gardner)
- Independent Accounts Scrutineer/Examiner – Kate Silverswood  
(Proposer – Angela Brown, Seconder – George Allan)

George shared that the set quorum for decision making by the Trustee Board is four people and highlighted the new trustees as Rebecca Gardner, Jo Graham, Alison Hughes, Angela Brown and Lucy Hampshire. More volunteers are requested.

## **7. Any Other Business**

None. No questions raised.

## **8. Closing Statement from Chairman**

George closed with thanks to everyone for coming along for the AGM as well as the 100 year celebration. As he steps down as chair, he reiterated that there continues to be a huge demand for scouting. George was thanked and recognised for his 14 years of chairing.

The AGM closed at 5.25 pm.

### **Awards presented**

Beaver of the year – Samuel Dawe

Beaver – Scouting Excellence Awards – Elliot Blay and Dylan Holcroft

Cubs - Scouting Excellence Awards – Toby Graham, Jess Rennie and Aaron Dar

Scouts - Scouting Excellence Awards – Micah Graham, Sophia Hampshire, Katie Gardner

Scout of the year and Gold Award – Evan Brown

DP Award (Adult) – Rebecca Gardner



# ANNUAL GENERAL MEETING

Friday, 24th October 2025

## AGENDA

1. Introduction and welcome by the Chairman
2. Apologies for Absence
3. Accept Minutes of 2024 Annual General Meeting
4. Adoption of new Scouts Constitution POR 5.4
5. Review of Previous Year
  - Group Lead Volunteer Report
  - Treasurer Annual Report and Statement of Accounts 2024/25
6. Confirmation of Appointments
  - Group Chair (Rebecca Gardner)
  - Group Treasurer (Angela Brown)
  - Independent Accounts Examiner
  - Group Trustee Board members and quorum
7. Any Other Business
8. Closing Statement from Chairman

Presentations and Awards

## Chairman's Closing Statement

I would like to thank all of you for attending the AGM today and supporting the 1st West Byfleet Scouts Group. It has been another highly successful year for 1st West Byfleet Scouts, action-packed and inspiring! We've taken great pride and joy in seeing our young people grow in confidence and skills.

I would like to extend my heartfelt and personal thanks to:

- Our trustee board – Angela, Jo, Alison, and Lucy
- Section leaders – Jo, Alison, and Paul
- All uniformed and young leaders

Your dedication ensures weekly meetings, events, and camps continue to thrive. The strength of our group lies in the commitment of its volunteers, and I am deeply grateful.

We are delighted to announce the exciting news that in January 2026 we will be launching a new Squirrels section, welcoming children aged 4–6 into the scouting family. This exciting development will focus on games, stories, crafts, and outdoor exploration.

That said, as ever, we rely on the invaluable support of volunteers and helpers. We warmly welcome any new interest from parents who may wish to join our leadership team. Without your vital contributions, we simply would not have a Scout group at all. If, following today's event, you feel inspired to get involved—whether as a leader, helper, or in another capacity—we would be very happy to speak with you.

If anyone has any questions please come and speak with myself or Jo after the meeting or any time.

Finally, I wish you all a wonderful end to 2025 and an exciting, fun packed and engaging programme of scouting in 2026.

Rebecca Gardner

Chair, 1st West Byfleet Scout Group

Excerpt from [Scout.org](https://www.scouts.org.uk/news/2024/12/06/scouts-support-royal-together-at-christmas-carol-service-2024/) on Royal Together at Christmas Carol Service 2024

### [Scouts support Royal Together at Christmas Carol Service 2024 | News | Scouts](https://www.scouts.org.uk/news/2024/12/06/scouts-support-royal-together-at-christmas-carol-service-2024/)

We were incredibly proud that Scouts once again supported the annual Carol Service at Westminster Abbey on 6 December.

Led by our [Joint President, HRH The Princess of Wales](#), the service brought together 1,600 people of all faiths from across communities in the UK. The volunteers and supporters from a huge range of charities were all chosen as people who showed love, kindness and empathy this year.

Over 30 Scouts and volunteers attended from Bury, Belfast, Surrey, London and Manchester. The young people had special responsibility for candle lighting (perhaps because of our reputation as skilful fire lighters) as well as for taking photos of the event from a young person's point of view.

Among the groups represented were 44th Bury (R.O.B.O.T.) Scouts, part of Bury and Ramsbottom District and 1st West Byfleet Scout Group in Surrey, who are celebrating their centenaries.





### **An honour to attend**

'We all had an amazing time,' said Dawn, Lead Volunteer at 44th Bury Scouts, 'a true memory to be cherished for many years.'

'Our Scouts thoroughly enjoyed the evening,' said Jo, Lead Volunteer at 1st Byfleet. 'It was amazing! Thank you so much.'

Several national volunteers were also invited. Michael Marks, General Secretary – International Forum of Jewish Scouts, said: 'It was a wonderful occasion and a real honour to be there.'

The service was also attended by many members of the royal family, including TRH The Prince and Princess of Wales' own family.



### **A star-filled line up**

The inclusive service featured performances from Paloma Faith and Gregory Porter as well as students from the Royal Ballet School. There were also readings from HRH The Prince of Wales, Olympian Adam Peaty OBE, Sophie Okonedo CBE, Michelle Dockery and Richard E. Grant.

Olympian, Sir Chris Hoy MBE, and Paralympians Lizzi Jordan, Danni Khan were among those who supported Scouts with the candle lighting.

Each guest received a special letter from HRH The Princess of Wales, thanking them for all they have done to help other people.



**This was a very memorable and enjoyable event. Our Scouts appreciated being involved in this service, and all of us were treated almost like royalty by the Palace staff. We were led directly into the Abbey, where Scouts were encouraged to take photos using old fashioned film cameras. We'll hopefully see the results of our photographers' efforts! Thanks to all the staff who were very kind and accommodating.**

Paul, volunteer with 1st Byfleet



# 1st West Byfleet Scout Group (Charity no. 305813)

## Receipts and payments account

Year start date Year end date

01-Aug-24	To	31-Jul-25
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### Receipts and payments

	2024/25 12 months to 31 Jul 2025 £	2023/24 12 months to 31 Jul 2024 £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>		
Membership subscriptions	12,548	11,675
Donations	-	7,221
Gift Aid	5,854	-
Other similar income	-	-
<b>Sub total</b>	<b>18,401</b>	<b>18,896</b>
<b>Group Activities</b>		
Camps	5,625	735
Scouts	333	1,118
Cubs	218	1,031
Beavers	480	450
<b>Sub total</b>	<b>6,656</b>	<b>3,333</b>
<b>Grants</b>		
Other grants	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
West Byfleet Fireworks	1,260	1,383
100 Year fundraiser	2,434	-
Sponsored Walk	60	-
Junior School & local Fairs	705	343
Other	73	120
<b>Sub total</b>	<b>4,533</b>	<b>1,846</b>
<b>Investment income</b>		
Bank interest	1,158	964
<b>Sub total</b>	<b>1,158</b>	<b>964</b>
<b>Total Gross Income</b>	<b>30,748</b>	<b>25,039</b>
<b>Asset and investment sales, etc.</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>30,748</b>	<b>25,039</b>

### Comments

Increase in member numbers YoY  
*Prior Year: BUC donation for Scout Hut repairs*  
 Gift Aid of £2,734.58 was received 6 Aug and relates to prior year

£4,215 Summer Camp (not held in prior year),  
 This year we allocated a £20 per child per term Budget to each section which meant the groups could do more activities and not have to charge parents for them.

One off raffle and fundraising event to celebrate centenary

New event WB Christmas lights this year

Continued strategy to put excess funds on high interest fixed deposit



# 1st West Byfleet Scout Group (Charity no. 305813)

## Receipts and payments account

Year start date Year end date

01-Aug-24	To	31-Jul-25
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### Receipts and payments

2024/25  
12 months  
to 31 Jul 2025  
£

2023/24  
12 months  
to 31 Jul 2024  
£

#### Payments

Charitable Payments		
Membership subscriptions paid	4,006	3,851
Insurance	1,616	1,898
Utilities	1,335	2,182
Cleaning & Gardening	1,225	410
Rent	1,000	1,000
Inspections, Repairs and Renewals	804	10,359
Badges	335	801
Uniform	56	130
AGM and meetings	-	265
Bank Charges	-	-
Admin charges	395	730
Other costs	-	-
<b>Sub total</b>	<b>10,772</b>	<b>21,627</b>
Group Activities		
Camps	3,875	220
Group Activities - Scouts	1,510	1,722
Group Activities - Cubs	1,473	1,176
Group Activities - Beavers	1,300	834
<b>Sub total</b>	<b>8,158</b>	<b>3,953</b>
Fundraising expenses		
Equipment	-	139
West Byfleet Fireworks	597	1,030
Junior School & local Fairs	367	-
100 Year fundraiser	808	-
Other fundraising costs	21	95
<b>Sub total</b>	<b>1,793</b>	<b>1,263</b>

**Total Gross Expenditure** 20,724 26,843

**Asset and investment purchases, etc.** 2,145 2,534

**Total payments** 22,869 29,377

**Net of receipts/(payments)** 7,879 (4,338)

**Cash funds last year end** 34,512 38,850

**Cash funds this year end** 42,391 34,512

#### Comments

Increase in member numbers YoY  
We increased our insurable value but still saved YoY as market rates for insurance reduced.  
Better rates on Electricity & gas  
Included one off gardening clear up of £300. Prior year we did not have consistent cleaners

PY: £7,221 funded by BUC for Scout Hut repairs, Electrics, new windows etc  
Stocked up in prior year

Prior year included £190 Centenary badges

Includes £962 of cancellation costs for prior year camp and £2358 for current year summer camp. No summer camp in prior year

We over estimated stock required in prior year and refined this year

Includes £331 of activity equipment and £1482 for new stacking chairs for hut

# 1st West Byfleet Scout Group (Charity no. 305813)

## Receipts and payments account



Year start date Year end date

01-Aug-24	To	31-Jul-25
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### Statement of assets and liabilities at the end of the year

	2024/25 12 months to 31 Jul 2025	2023/24 12 months to 31 Jul 2024
<b>Cash funds</b>		
Bank current account	1,376	4,093
Bank deposit account	40,000	30,000
Cash/Floats/Prepaid cards	1,015	419
<b>Total cash funds</b>	<b>42,391</b>	<b>34,512</b>
	ok	ok
<b>Non monetary assets for charity's own use</b>		
Motor vehicles - Blue Line Trailor	4,000	6,000
Scouting equipment, furniture etc	25,000	21,505
<b>Sub total</b>	<b>29,000</b>	<b>27,505</b>
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Subscriptions not yet paid	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Total net assets</b>	<b>71,391</b>	<b>62,017</b>

Per insurance estimate  
Per insurance estimate

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on 29th September 2023 and signed on their behalf by

Signature	Print Name
	Rebecca Gardner, Chair
	Angela Brown, Treasurer

	2024/25 12 months to 31 Jul 2025	2023/24 12 months to 31 Jul 2024
<b>Group Activities Summary</b>	£	£
<b>Net receipts/(payments) for Camps</b>	<b>£1,750</b>	<b>£515</b>
Receipts for Camps	£5,625	£735
Payments for Camps	(£3,875)	(£220)
<b>Net receipts/(payments) for Scouts</b>	<b>(£1,177)</b>	<b>(£605)</b>
Receipts for Scouts	£333	£1,118
Payments for Scouts	(£1,510)	(£1,722)
<b>Net receipts/(payments) for Cubs</b>	<b>(£1,255)</b>	<b>(£146)</b>
Receipts for Cubs	£218	£1,031
Payments for Cubs	(£1,473)	(£1,176)
<b>Net receipts/(payments) for Beavers</b>	<b>(£820)</b>	<b>(£384)</b>
Receipts for Beavers	£480	£450
Payments for Beavers	(£1,300)	(£834)
<b>Net receipts/(payments) for Activities</b>	<b>(£1,503)</b>	<b>(£619)</b>
<i>Activities total excluding camps</i>	<i>(£3,252)</i>	
<i>Activities Budget</i>	<i>(£3,880)</i>	
<i>Activity costs saving vs Budget</i>	<i>£628</i>	

### Comments

£1,153 Summer camp costs paid in 2025/26 (next financial year). After adjusting for this, camps made a surplus of £597 in the year, which was partially spent on replacement equipment.

Avg 27 (18 PY) Scouts @ £20 per child per term = £1,620 Budget.

Avg 20 (26 PY) Cubs @ £20 per child per term = £1,200 Budget.

Avg 17.7 (14 PY) Beavers @ £20 per child per term = £1,060 Budget.

During the year we increased the Budget per child per term from £10 to £20 in order to fund more Scouting activities. We underspent this budget by £628 as the leaders got used to the new funding, however we will maintain this Budget into 2025/26 so the children can benefit from even more funded activities.

# England & Wales

## Template 1: Unqualified report for a non-company charity preparing receipts and payments accounts with a gross income of £250,000 or less in the relevant financial year

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### Independent examiner's report to the trustees of 1st West Byfleet Scouts Group - Scout Council

I report to the trustees on my examination of the accounts of the 1st West Byfleet Scouts Group for the year ended July 2024.

### Responsibilities and basis of report

As the charity trustees of the 1st West Byfleet Scouts Group 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 1st West Byfleet Scouts Group accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the 1st West Byfleet Scouts Group as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Cecilia Codd

Relevant professional qualification or membership of professional bodies (if any): CIMA associate (membership number 1-4M8P8V). Previous 1st West Byfleet Scouts Treasurer.

Address: Waterview, Faris Lane, KT15 3DW

Date: 17/09/2025