

# Trustees' Annual Report

For the period

From (start date)

0 1 0 4 2 4

to end date

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## Section A

### Reference and administration details

Charity name

1st Thornbury Scout Group

Registered charity number (if any)

900432

Charity's principal address

59 Ten Acres Road

Thornbury

Bristol

South Gloucestershire

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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	Helen Chapman	Group Chair	
2	Fiona Rees	Group Secretary	until 27/09/2024
3	Rob Mills	Group Scout Leader	
4	Kathryn Gow	Treasurer	
5	Hayley Gibson	Deputy Treasurer	
6	Andrew Covell	Trustee	
7	Laurence Blackwell	Trustee	
8	Jessica Johns	Trustee	

## 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 Scouts.

Trustee selection methods  
(e.g. appointed by, elected by)

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

Additional governance issues (optional information but encouraged as best practice)

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

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 5 Trustees (including 2 Ex Officio Trustees, and 2 co-opted Trustees) and meets every 2 months.

Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 months of joining the Board.

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

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)

Our March 2025 Trustee meeting was dedicated to reviewing a Risk Register for the group. By taking time to understand the risks to the group we identified and put in place improvements to make the group safer and more resilient. The group's Number 1 risk, in terms of likelihood and severity, 'Adults having less time to volunteer'.

### **Risk and Internal Control**

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:

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.

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.

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.

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.

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.

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.

Section C	Objectives and activities
<p>Summary of the objects of the charity set out in its governing document</p>	<p><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:  - 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>
<p>Summary of the main activities in relation to these objects</p>	<p>Section programmes this year, as always, have been full and varied, with plenty of traditional scouting activities, across all age ranges according to their abilities.</p> <p>One of the primary objectives of the scouting programme is to give young members the opportunity of at least one night away from home. We have almost achieved this in the last year, with a Beaver hut sleepover, two cub sleepovers, a joint weekend camp for cubs, two joint weekend camps for Scouts and the traditional week's summer camp. A limiting factor for this has been the lack of leaders with the appropriate 'nights away permit' which is issued by the Scout Association and authorises the holder to lead camps and sleepovers. Thanks to the enthusiasm of several leaders we are now in a much more healthy position with the number of permit holders.</p> <p>There have been plenty of outside activities, at Filnore woods, Mundy playing fields, Woodhouse, as well as local hikes. There's also been lots of exciting activities across all sections, - Airhop, Ninja warrior, climbing, reptile encounters, archery, abseiling and assault course at Woodhouse and of course plenty of firemaking, and outdoor cooking .</p> <p>These are all the activities which makes Scouting what it is – challenging our young people to get out of their comfort zones, learning and doing stuff with others and</p>

achieving their goals. The highest award a youngster can gain in Scouting is the Chief Scouts Award, bronze for beavers, silver for cubs and gold for Scouts. To earn this award takes a good deal of effort by our members, and shows real keen-ness and commitment. We have awarded 29 Chief Scouts Awards across the sections in the last year.

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

You **may choose** to include further

statements, where relevant, about:

- policy on grantmaking;

- contribution made by volunteers;

- policy on investments.

Our Scout Group is entirely run by volunteers: so none of this could happen without volunteers: our fantastic Scout Leaders who volunteer their time every week as well as for camps, the Trustee Board, support from the Scout District, and all the parents and carers who have supported weekly sessions as well as one off events.

The Board are very grateful to those families who have supported the May gardening day and the Christmas tree sale this year. It's been great to see those of you who regularly support these as well as some new faces who have joined in for the first time.

In the months after we reviewed our Risk Register exercise (and found volunteers having less time to volunteer is our number 1 risk) our Chair asked the group' volunteers why they do it. Why do people volunteer for 1st Thornbury Scout Group?

She was amazed and inspired by the responses, because it turns out that everyone has their own personal reasons for volunteering, but also when people were sharing what their reason was, they also ended up talking about other fun/great experiences, and the funny things that happened at the same time.

- A shared answer among lots of people was that they loved Scouting when they were young and wanted their children to have those experiences and opportunities too.

- Several people said it's fun, and a good way to relax and be in the moment. This is backed up by several studies that have shown that volunteering can improve mental health and a sense of well-being.

- Some people used it to push themselves to grow and to develop skills and experiences which they use on their CV or CPD records.

Almost everyone said that because of volunteering they had grown in confidence and developed skills that were also useful in their non-scout life, and that they had tried something new that they'd never tried before. Everyone said that through volunteering they had spoken to and got to know someone else who lives in Thornbury that they didn't know very well or at all before.

Scouting helps us provide wonderful and fun opportunities to youngsters and helps build our community networks. Every one of us that volunteers makes an impact by bringing their experiences and capabilities to the Group, which helps us as a Group to continue to provide great quality scouting, as the group has done in Thornbury since 1911.

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

In our annual census as at the end of January, we returned a total of 133 young members, a decrease of 12 compared to 2024.  
Currently: 48 Beavers, 51 Cubs and 52 Scouts (more than census but figures skewed by movements cycle)  
We are running at full capacity and have a waiting list of 34 Beaver age, and many more below

Under the new team concept, as promoted by our HQ, the Scout Association, there are now fewer distinctions in the adult volunteers roles. There is just a section team leader, and team members, all of whom are expected to be uniformed. There are no longer non-uniformed 'section assistants' and 'occasional helpers'. The team ethos has also changed, with more emphasis on sharing the load of running the section amongst the whole team, although 1<sup>st</sup> Thornbury has always been good at that.

**Trustee Board Overview**

To provide confidence that we satisfy the Charity Commission requirements and National Scouting guidance to do the best we can as efficiently as possible, in November 2024 we used Scouts training and guidance to draw up a tick list of Trustee Board responsibilities. We then restructured our meetings to focus in on these.

In January 2025 we watched a Scouts video together about 'How to be a great Trustee Board' and then discussed what we could learn and improve from this. In many ways this was quite reassuring because most things we were doing anyway, but our discussion afterwards we agreed to make some improvements. We agreed an annual agenda plan so that we can focus in on progressing key issues at each meeting.

The four core responsibilities of a Scouts Trustee Board are for People, Premises, Financial and Compliance monitoring of the Group as a Charity, and to maintain a group Risk Assessment.

In March 2025 our meeting was dedicated to carrying out a Risk Register for the group. By understanding the risks to the group we can identify improvements to make the group safer and more resilient.

### Financial Overview

There was no drawdown from the Reserves in the accounting period. Total interest of £417.61 was earned on reserve account deposits, a small increase compared to the previous year. The reserves include money earmarked for the works on the bathrooms. We are currently asking for volunteer support to help arrange and project manage these improvement to the Scout Hut.

Income in the accounting period represented an increase of £11,300 compared with the previous accounting period. This is largely due to backdated claims for Gift Aid relating to the 2022/23 and 2023/24 periods totalling £7,646.

In 2024/25, the Group continued to rent the hall to local groups to raise some additional funds, resulting in an increase in property rent received of £1,398.

Donations have increased a little year on year due to a donation of £1,000 gratefully received to refresh our camping items.

### Section E

### Financial Review

Brief statement of the charity's policy on reserves

#### 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 Executive Committee considers that the group should hold a sum equivalent to 4 months running costs, circa £10,000.

The Group held reserves of approximately £39,677 against this at year end. This is above the level required for operating expenses. However this can be explained by the Group raising funds for future developments to the scout hut.

The Group's Income and Expenditure is very 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.

Quantify and explain any designations

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 may be withdrawn, before doing so the Group Executive considers the cash flow requirements.

Details of any funds materially in deficit  
(circumstances plus steps to eliminate)

N/A

Further financial review details (optional information)

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

- the charity’s principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives;

**Current Account**

Expenditure in the accounting period represented an increase of £4,488 compared with the previous accounting period.

Premises costs have increased by £2,037. This is largely due to undergoing £1,686 of remedial electrical works in response to the Electrical Safety assessment completed in the previous year. In addition £807 to complete a Fire Risk Assessment and install new fire extinguishers throughout the Scout Hut.

The group has undergone a variety of Scouting Activities, Events and Camps throughout the year, reflected by an increase in expenditure of £1,893 for these activities, including badges.

**Investment Policy**

The Group's Income and Expenditure is very 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.

The Group 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 Group Trustee Board considers the cash flow requirements.



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

In addition to our usual tasks in the coming year, we will be looking at ways we can improve the efficiency of the Group Treasury by employing the OSM Accounting Software to support processing of receipts and payments, and to automate reporting.  
We will also be seeking to assign a new Scrutineer to review the accounts after Year End, as our current Scrutineer, Matt Pearce, has decided to step down from the role, as is best practice after an extended time.

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)

Kate Gow	Helen Chapman
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Position (eg Secretary, Chair)

Group Treasurer	Group Chair
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Date

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1st Thornbury Scout Group  
1st April 2024 - 31st March 2025

	Year to 31st March 2025	Year to 31st March 202
	£	£
Total receipts for the year	38,122.24	26,822.15
Total payments for the year	.....(32,305.30).....	.....(27,817.48).....
Net receipts (payments) for the year	.....5,816.94.....	.....(995.33).....
Write Off/Outstanding Payment from Prev Yrs Accts	.....0.00.....	.....0.00.....
Cash, bank and similar funds brought forward	<u>36,657.07</u>	<u>37,652.40</u>
Cash, bank and similar funds carried forward	<u>42,474.01</u>	<u>36,657.07</u>

The above account and accompanying statement of assets and liabilities  
were approved by the Trustees

on ..... and signed on their behalf by

Group Executive Chair

1st Thornbury Scout Group  
1st April 2024 - 31st March 2025

## RECEIPTS

	This Year 24-25	Last Year 23-24
	£	£
MEMBERSHIP SUBSCRIPTIONS	15,694.33	15,852.24
INVESTMENT INCOME RECEIVED		
Bank Interest	417.61	387.94
Property Rents	2,459.00	1,061.00
CAPITATION REFUND	0.00	0.00
DONATIONS GRANTS	1,020.00	691.30
TRANSPORT	0.00	0.00
FUND RAISING	3,022.48	2,497.56
GIFT AID	7,645.70	1,481.99
SECTION LOAN	0.00	0.00
INSURANCES (Explorer Contribution)	570.00	1,691.00
RESERVE ACCOUNT DRAWDOWN	0.00	0.00
HALL MAINT/UTILITY REFUNDS	0.00	0.00
SCOUTING REFUNDS (Badges , Events and Camps	7,133.12	3,159.12
SECTION ALLOTMENT REFUND	0.00	0.00
BANK CHARGE REFUND	0.00	0.00
SUNDRY RECEIPTS	160.00	0.00
<b>TOTAL RECEIPTS</b>	<b>38,122.24</b>	<b>26,822.15</b>

1st Thornbury Scout Group  
1st April 2024 - 31st March 2025

**PAYMENTS**

	This Year 24-25	Last Year 23-24
	£	£
PREMISES		
Water/Sewage	(255.00)	(252.00)
Council Charges	(27.76)	(28.48)
Light/Heat	(3,563.92)	(3,783.23)
Insurance (Bldg & Eqpt)	(1,497.60)	(1,456.93)
Cleaning/Maint/Cap Expenditure	(4,428.71)	(2,254.93)
Hire Charges	0.00	0.00
Wi-fi	(189.68)	(150.60)
	<u>(9,962.67)</u>	<u>(7,926.17)</u>
SECTION ALLOTMENT	0.00	0.00
SECTION LOAN	0.00	0.00
SUBS REFUNDS	0.00	(40.00)
GIFT AID COSTS	0.00	0.00
TRANSPORT	0.00	0.00
LEADER TRAINING	(310.00)	(134.00)
SECTION ACTIVITIES	(4,012.80)	(4,258.52)
LEADER UNIFORM	(72.99)	(160.98)
BADGES	(2,057.39)	(1,172.28)
CAMP / EVENTS	(5,006.03)	(3,751.95)
PRINT/POSTAGE/STATIONERY	(28.12)	(6.95)
EQUIPMENT REPAIR	0.00	0.00
EQUIPMENT PURCHASE	(75.58)	(146.38)
SUNDRY COSTS & AGM COSTS	(341.92)	(161.57)
CAPITATION	(8,107.00)	(7,975.00)
FUND RAISING EXPENSES	(2,254.80)	(1,988.68)
DONATIONS	0.00	0.00
BANK CHARGES	0.00	0.00
RESERVE ACCOUNT DEPOSIT	0.00	0.00
OSM FEES	<u>(76.00)</u>	<u>(95.00)</u>
<b>TOTAL PAYMENTS</b>	<b>(32,305.30)</b>	<b>(27,817.48)</b>

1st Thornbury Scout Group  
1st April 2024 - 31st March 2025

**TOTAL ASSETS**

	This Year 24-25	Last Year 23-24
	£	£
<b>Bank Deposit Account(s):</b>		
Current Account	2,797.23	7,397.90
(Capital) Reserve Account	39,676.78	29,259.17
Cash in hand	0.00	0.00
	<b>42,474.01</b>	<b>36,657.07</b>
Outstanding Receipts	0.00	0.00
Outstanding Payments	0.00	0.00
Accrual For Ground Rent	0.00	0.00
<b>Total Carried Forward</b>	<b>42,474.01</b>	<b>36,657.07</b>
Land and Buildings (Lease) - Note 1	148,000.00	148,000.00
Motor vehicles (owned)	3,000.00	3,000.00
Scout Equipt, furniture, etc (owned) - Replacement Value - Note 2	27,789.00	18,770.27

- Notes:**
1. L&B based on 2012 revaluation for Insurance (£109,000 "Main HQ", £39,000 for "New HQ", £7,000 for Main HQ "Building Contents")
  2. Reflects Scouting Equipment and "Loose" Building Contents



## **Notes to Accompany the 2024-25 Annual Accounts**

### **Summary**

The accounts presented cover the period from the 1<sup>st</sup> April 2024 to the 31<sup>st</sup> March 2025

At the start of the accounting period the Group had £7,397.90 in its current account and £29,259.17 in its reserve account.

Expenditure during the year amounted to £32,305.30, whilst Income received was £38,122.24 a net increase of £5,816.94. At the end of the accounting period the Group had £2,797.23 in its current account and £39,676.78 in its reserve account.

In November 2024 we reassessed the value of assets held by the group from £169,770.27, to £178,789.00. This is an assessment of perceived replacement value, in light of recent purchases of Camping equipment.

### **Expenditure**

Total expenditure in the accounting period was £32,305. this is summarised as follows:

Capitation	8,107
Camps / Events	5,006
Cleaning / Maintenance	4,429
Utilities / Rates / Wifi	4,036
Section Activities	4,013
Christmas Trees	2,255
Badges	2,057
Insurance	1,498
Other	905
<b>Total Payments</b>	<b>32,305</b>

### **Current Account**

Expenditure in the accounting period represented an increase of £4,488 compared with the previous accounting period.

Premises costs have increased by £2,037. This is largely due to undergoing £1,686 of remedial electrical works in response to the Electrical Safety assessment completed in the previous year. In addition £807 to complete a Fire Risk Assessment and install new fire extinguishers throughout the Scout Hut.

The group has undergone a variety of Scouting Activities, Events and Camps throughout the year, reflected by an increase in expenditure of £1,893 for these activities, including badges.

### **Reserve Account**

There was no drawdown from the Reserves in the accounting period.



1st Thornbury Scout Group  
HQ: Sinclair Hall, Park Road, Thornbury BS35 1HT

## Income

Total receipts in the accounting period were £38,122. This summarised as follows:

Subscriptions	15,694
Gift Aid	7,646
Camp / Event Contributions	7,133
Xmas Tree Sales	3,022
Property Rents	2,459
Donations	1,020
Explorer Contributions	570
Bank Interest	418
Refunds	160
<b>Total Receipts</b>	<b>38,122</b>

## Current Account

Income in the accounting period represented an increase of £11,300 compared with the previous accounting period.

This is largely due to backdated claims for Gift Aid relating to the 2022/23 and 2023/24 periods totalling £7,646.

In 2024/25, the Group continued to rent the hall to local groups to raise some additional funds, resulting in an increase in property rent received of £1,398.

Donations have increased a little year on year due to a donation of £1,000 gratefully received to refresh our camping items.

## Reserve Account

Total interest of £417.61 was earned on reserve account deposits, a small increase compared to the previous year.



1st Thornbury Scout Group  
HQ: Sinclair Hall, Park Road, Thornbury BS35 1HT

## Assets

The value of the group's assets were reviewed by the Trustees in October 2024 and subsequently increased by £9,019 to £178,789 as follows:

Land & Property	£148,000.00
Equipment	£ 27,789.00
Vehicles (Trailer)	<u>£ 3,000.00</u>
<b>TOTAL</b>	<b>£178,789.00</b>

## 2025-26 Look Ahead

In addition to our usual tasks in the coming year, we will be looking at ways we can improve the efficiency of the Group Treasury by employing the OSM Accounting Software to support processing of receipts and payments, and to automate reporting.

We will also be seeking to assign a new Scrutineer to review the accounts after Year End, as our current Scrutineer, Matt Pearce, has decided to step down from the role, as is best practice after an extended time.

Kate Gow  
Group Treasurer, 1<sup>st</sup> Thornbury Scout Group  
[treasurer.thornbury1st@gmail.com](mailto:treasurer.thornbury1st@gmail.com)



# 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

### Independent examiner's report to the trustees of 1st Thornbury Scout Group Scout Council

I report to the trustees on my examination of the accounts of the 1st Thornbury Scout Group for the year ended 31st March 2025.

### Responsibilities and basis of report

As the charity trustees of the 1st Thornbury Scout 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 Thornbury Scout 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.

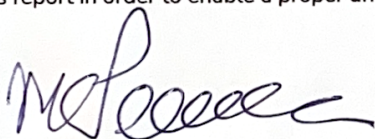
### Independent examiner's statement

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 Thornbury Scout 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: Matthew Estcourt Pearce

Relevant professional qualification or membership of professional bodies (if any): Bank Manager, ACIB (lapsed)

Address: 17 Chatsworth Park, Thornbury, Bristol, BS35 1JF

Date:

7<sup>th</sup> July 2025