

# Trustees' Annual Report

for the period

**1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024**



The Scout Centre  
Oaken Lane  
Claygate  
Surrey  
KT10 0RQ

## **Section A: Reference and Administration Details**

**Charity Name:** 1<sup>st</sup> Claygate Scout Group  
**Registered Charity Number.:** 308135  
**HQ Registration Number.:** 05971  
**Charity's principal address:** see front cover

Names of the charity trustees who managed the charity during the year:

<b><u>Trustee Name</u></b>	<b><u>Office</u></b>	
<b>Stuart Ballard</b>	Chairman	[Ex-officio]
<b>Gary Ernest</b>	Treasurer	[Ex-officio]
<b>Rosy Treasure</b>	Secretary	[Ex-officio]
<b>Hugh Gostling</b>	Group Scout Leader	[Ex-officio]
<b>Mark Aulds</b>	Deputy Group Scout Leader	[Ex-officio]
<b>Roger Hoad</b>	Estate Management	Elected
<b>Colin Coburn</b>	Transport	Elected
<b>Jonathan Dawes</b>	Quartermaster	Elected
<b>Emma Smith</b>	Communications	Elected
<b>Becky &amp; Guy Billingham</b>	Parent Representatives	Elected
<b>Allan Carruthers</b>	Vice President	Elected

Names and addresses of advisers – there were none

Other appointments are

President **John Baldwin**  
Independent Examiner: **Ross Taylor**

Visit [www.claygatescouts.org](http://www.claygatescouts.org) for more pictures and to keep up to date by subscribing using the Keeping in Touch link on our Home Page!

## **Section B: Structure, Governance and Management**

### **Description of the charity's trusts**

The Group's governing documents are those of The Scout Association. They consist of a Royal Charter which in turn gives authority to the Bye Laws of the Association and the Policy, Organisation and Rules of the Scout Association.

The Group is a trust established under its rules which are common to all Scout Groups, and appoints its Trustees 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 of proper accounts and making returns to the Charity Commission as appropriate.

During this period the Board has consisted of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader and Deputy Group Scout Leader, individual section leaders (by request) and parent representation, and meets every 2 months. The members for the year under review are listed inside the front cover and met together during the period on the following dates: 10<sup>th</sup> May 2023, 19<sup>th</sup> July 2023, 20<sup>th</sup> September 2023, 15<sup>th</sup> November 2023, 17<sup>th</sup> January 2024 and 20<sup>th</sup> March 2024.

Members of the Trustee Board have completed Trustee Introduction Training within the first 5 months of joining the Board and are all DBS-checked.

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

### **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:

- 1. Injury to leaders, members, helpers and supporters: Risk Assessments are undertaken before all activities whether virtual or face to face. These follow guidance from the Scout Association and Government as appropriate. In addition, the Trustee Board has a standing item on their meeting agenda to consider any mitigating action required to address any reported incidents. The Group, through the annual membership fees, contributes to the Scout Association's national accident insurance policy.*
- 2. Reduced income from fundraising: 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 (see Financial Strategy on page 15). The Trustees could raise the value of subscriptions to increase the income to the Group either temporarily or permanently.*
- 3. 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 might have to be closures. To mitigate this the Group actively encourages all new parents to assist in whatever way they can and guarantees places for leaders' children.*
- 4. Reduction or loss of members: The Group provides activities for all young people aged from 6 years of age and upwards. If there was a reduction in membership in a particular section or the*

Group as a whole then there would have to be a contraction, consolidation or closure of a section, or in the worst-case scenario, the complete closure of the Group.

5. *Any event causing widespread or severe health issues among young people, leaders and others, which impact the Group:* Sections will be run virtually using tools like Zoom. Risk assessments for the resulting scenarios will be considered and implemented following Government guidance and guidance from the Scout Association as appropriate. Expenditure will be monitored to ensure lower revenue does not adversely impact the Group's financial situation.

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 bank payments and comprehensive insurance policies to ensure that major insurable risks are covered.

## **Group Chairman's Statement**

The following report is from **Stuart Ballard** Chairman of the Group Trustee Board.

I am pleased to present the Chairman's Statement for the 1st Claygate Annual Report 2024. Another eventful Scouting year at 1st Claygate, with much to share. Preparing young people with skills for life is at the heart of Scouting, and it's great to see that happen so successfully in our Group.

### **Financial review**

Prudent financial management is crucial to sustaining our Group. We made some material capital acquisitions this year (a new minibus and some new solar panels). At each meeting expenditure against budget is reviewed and any requests for special events or capital expenditure considered.

Further details on the financial review are in Section E of this report.

### **Premises upkeep and Vehicles**

The upkeep of our premises (building & grounds), equipment, and vehicles is essential to the smooth running of our activities. **Roger Hoad** has worked diligently to ensure the building was always in a fit state and safe for our young people to use. In addition to managing the regular servicing of boilers, alarms, extinguishers etc., he has overseen the installation of additional solar panels. We have begun the negotiations to renew the long-term lease for the wooded land at the back of the Scout Centre.

The maintenance days that were run during the year were well attended by parents and other volunteers and ensured the building and grounds were kept in top condition.

**Jonathan Dawes** ensured we had equipment in a fit state so camps and numerous other activities could proceed smoothly.

**Colin Coburn** managed our minibus and vans ensuring they were always available for the many activities that they are used in connection with. In particular has overseen the purchase of a new minibus for the Group and established an on-line booking system for vehicle use. He also ensures the regular maintenance of vehicles is undertaken.

### **Fundraising**

Fundraising remains a cornerstone of our financial stability. We are grateful for the creativity and dedication of our fundraising champions and the generosity of those that support the various events and our individual donors.

The financial statements provide more information on revenue and expenditure from our fund-raising events. Any surplus generated provides capacity for larger capital expenditure and remains a key part of our budget planning each year.

With more fundraising events comes the need for more volunteers. It needs to be recorded that however small a part you play it is all very helpful to our raising money, contributing to community relations and group wellbeing.

We acknowledge the support from Surrey County Council and Claygate Parish Council, as well as similar organizations that have provided financial support. In particular, thank you to the Kenneth Green Foundation for its generous donation to the Group during the year.

### **Charitable activity & community relations**

Our Scout Group has always prided itself on being an integral part of the local community. The Group's profile in Claygate remains high and we are committed to our role of supporting the local community where we can.

### **Publicity and Communications**

Effective communication is vital in ensuring that our Scout Group remains visible and accessible to both current and potential members, and to the wider public. **Emma Smith** continues to handle this efficiently for us.

### **Parent representatives**

The Parent Representatives acts as a liaison between parents and leadership and also ensures there is appropriate volunteer support for our various events. **Becky and Guy Billingham** continue to co-ordinate this and I thank them for this.

### **Adult Recruitment. Support and Training**

While we have achieved much in the past year, there is always room for growth and improvement. We welcome the involvement of parents, guardians, and members of the community who wish to contribute their time, skills, or resources to support our Scout Group. Your assistance is invaluable in helping us continue to provide exceptional experiences for our young people. In particular, we would welcome contributions from those in the 18-25 year age group.

Ensuring that adults are adequately trained and that risk assessments have been carried out for all activities is a major and important role carried out mainly by our Deputy Scout Leader and Training advisor, **Mark Aulds**.

### **Safety, Safeguarding and Risk Management**

The safety and well-being of all involved in the Group's activities is paramount. We have continued to adhere to high standards of safety and safeguarding protocols. Our leaders undergo training to ensure they are equipped to create a secure environment.

The principal risks of running the Group are outlined above. "Safeguarding, health and safety" is a standing agenda item at the Group Trustee Board meetings, as we continue to ensure this important subject is given the attention it deserves.

### **Thanks**

A successful Scout Group like ours relies on the help and support of literally hundreds of people. Thank you to all who have contributed to the Group in the last year. Our team of leaders give up so much of their time to ensure they continue to deliver fun and skills to our young people. The adults and parents who help at meetings and activities are key to this. To those who support the Group in some capacity whether on the Group Trustee Board or Scout Active Support team, assisting at fund raisers, doing administration, practical help or whatever, a big thank you. Particular thanks go to those people mentioned in the paragraphs above and of course to Hugh, Mark, Gary, and Rosy on the Group Trustee Board who each devote so much of their time to the Scouting movement.



In closing, I want to express my sincere gratitude to every member, volunteer, supporter, and sponsor who has made the past year such a success. It is your dedication, passion, and belief in the power of Scouting that enables us to continue to help our young people learn and grow.

Whilst our trustees provide a wide range of skills to support the Scouters Team, we also make use of the specialist skills of supporters like **Rhid Tinkler** who maintains our website and deserves a special mention for his commitment to improving the way we do things.

If you are interested in joining the Trustee Board, please contact either Hugh or Stuart. In particular, we would love to hear from those in the 18-25 year age group.

## **Section C: Objectives and Activities**

**The Purpose of Scouting** - Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society

**The Values of Scouting** - As Scouts we are guided by these values:

- **Integrity** - We act with integrity; we are honest, trustworthy and loyal.
- **Respect** - We have self-respect and respect for others.
- **Care** - We support others and take care of the world in which we live.
- **Belief** - We explore our faiths, beliefs and attitudes.
- **Co-operation** - We make a positive difference; we co-operate with others and make friends.

**The Scout Method** - Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

## **Group Scout Leader's Report**

2023/24 was a year when we at 1<sup>st</sup> Claygate provided Scouting for over 250 young people, helping them to gain skills for life, have experiences they will never forget and make friendships that will potentially last a lifetime.

Young people appreciate physically being with their friends, camping or being outdoors, learning new skills, hiking, navigating, fire-lighting and putting those skills to the test. These interactions that occur outside of school are so very important and help young people to become grounded with a healthy lifestyle, both in body and mind. Scouting seeks to provide a sense of connection and belonging, and especially since the restrictions imposed during the pandemic, young people really benefit from working in groups and socialising. Scouting offers this naturally, alongside the training programme.

The leaders and supporters have completed a full year of activities that has stimulated and engaged our young people, and I am sure the section reports will detail these and recall great memories for everyone. You will find more details in the Newsletters.

As a Scout Group we rely on our team of leadership volunteers, some of whom have been part of the Group for many years and others for just a few months or a few years and everyone's involvement is very, very important. The key part is how we work as a team to provide great Scouting.

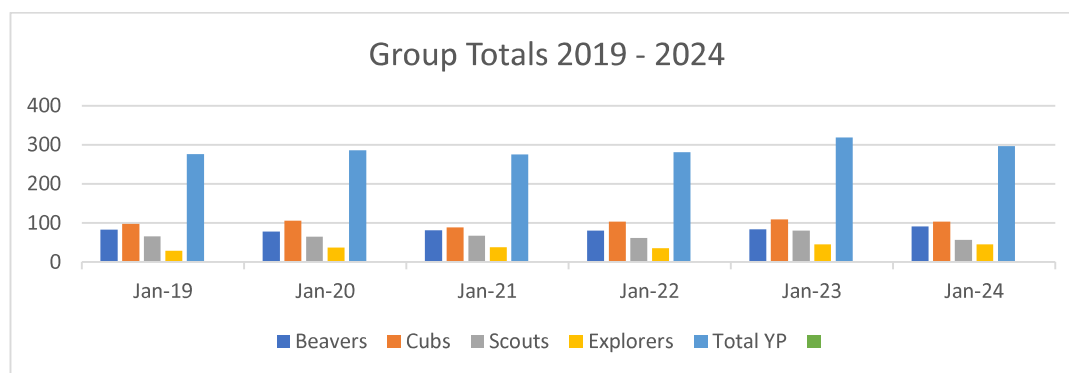
The role of keeping this highly successful Scout Group alive and healthy is a pleasure as much as a challenge. My gratitude and heartfelt thanks go to all of the Group's uniformed warranted leaders, section helpers, volunteers and all of the young leaders for their time given freely during the past year.

The Trustee Board led by the Chair, Stuart Ballard, has planned and overseen the strategy and finances of the Group, my thanks to each of them for their support.

Last summer we had camps in Kandersteg for Scouts, Scotland for Explorers and a cub trip to HMS Belfast. This summer the young people are looking forward to Morocco, Appletreewick in Yorkshire and Youldbury in Oxfordshire.

I am so proud of the way that our section leader teams work together which gives Scouting its strength here in 1<sup>st</sup> Claygate. This strength is embedded across all nine Sections (4 Beaver colonies, 3 Cub Packs, the Scout Troop and the Explorer Scout Unit) and across our other support activities in the Group: Paddle Sports, DofE, Young Leader Programme and the 1<sup>st</sup> Claygate Scout and Guide Band. I hope you will enjoy reading more details of what activities these sections have undertaken during the year in question.

### **Membership Numbers**



You will see that our numbers when measured in January 2024 had reduced by 22 from 2023. This is largely due to the fact that the census was taken at a slightly different time of year than in previous years and some legacy effects of Covid feeding into the Scout Troop numbers.

This year has seen young people gaining awards and also being seen out and about enjoying their Scouting. Of particular note is the first Kings Scout Award to David Grosse. David has been a member of the Group since he was six and it is to the credit of everyone who worked with him over the years that he has reached the highest award a young person can achieve.

This annual report is a summary of what has been achieved in the Group. There is a tremendous amount to be proud of, and it is this great leadership community right across 1<sup>st</sup> Claygate comprising of adults and young leaders within all sections, that provides the inspiring programmes for young people, and I give thanks for everything they are doing.

Last year I stated that as a Scout Group we would focus on four key areas, and below is an update on each of these areas:

- Continue to recruit more leaders and volunteers to a mix of roles in the Group. - *This remains work in progress, and we recognise in particular, the need to recruit additional adults for the Beaver Colonies*
- Work closely on the development of our Explorer Scouts and young leaders as they enter adulthood.- *This work continues and David Grosse achieving his Kings Scout Award is the first sign of successful delivery.*
- Introduce further ways of using digital technology to make life easier for everyone, including communications with past members and friends.- *This remains an ongoing programme of work.*
- Ensure that the Training of Adults and young people is at the core of what we do.- *The Scout Association is in the process of reviewing training as part of its transformation programme. Much of*

*the training needs to be undertaken on a three-yearly cycle and our adults have embraced this requirement such that we are up to date on this training, although keeping up to date is an ever-moving target.*

The dedication of our truly inspiring adults across all the sections and activities is to be celebrated and they should be thanked many times over.

I offer my thanks and gratitude to everyone involved in 1<sup>st</sup> Claygate Scout Group, who ensures Scouting continues to provide fun, challenge, adventure and companionship to young people and adults alike –

Thank You

Thank You

Thank You

### **Adult Leaders**

We have welcomed the following new leaders to the Group during the year

**Sam Burgess, Julie Catling and Trinity Wang.**

In addition, we welcome back **Paul Edwards**, who has rejoined us after a brief period away.

### **Looking forward**

We have new challenges to face in 2024/25 and I know that we are strong enough to focus and meet these challenges which are now linked to the Scout Association's plans about **transforming volunteering** within Scouts to make it easier, more enjoyable and rewarding.

The aims of the programme include giving a warm welcome to everyone, delivering better learning and simplifying how we volunteer together as a team.

So, the challenges ahead in 2024/25 are to:

- Adopt the new Transformation Programme as it is rolled out by the Scout Association in 2024/25,
- Continue to deliver on more leaders and volunteers to a mix of roles in the Group, utilising the transformation guidelines
- Continue to work closely on the development of our Explorer Scouts and young leaders as they enter adulthood.
- Ensure that the Training of Adults and young people remains at the core of what we do.

### **Beaver Activities Report**

The following report is from Micheline Foreman on behalf of the Beaver Leader Team listed at the end.

During the Summer term we try to do as many outdoor activities as possible with cooking on a campfire, putting up a tent, den building, caving as some of the favourites.

We also celebrated the King's Coronation in May.

The Beavers turned Nature Detectives for the Group Activity Weekend at Polyapes in May 2023, with some sleeping over in indoor tent pods. They had great fun toasting bread on a fire, doing a scavenger hunt, making a pooter to collect insects, archery, making a bee hotel, making a catapult, making a collage of natural materials and a wide game. In the evening, they joined the whole group to sing around the campfire. In the morning those that stayed took part in the Scout's Own and we said our goodbyes to those Beavers moving up to our Cub section.

Every three years Esher District organises Escapade so the Beavers had another weekend with a sleepover in June this time at Walton Firs. In their groups, the Beavers could choose which activities they wanted to do and earn stamps at certain activity stations. Upon completion, they received a 2023



Escapade woggle. There was also a Tug of War competition between all the Beaver Colonies in which the Claygate Beavers did very well.

During the Autumn term we worked on our Skills Challenge Badge. Some of the activities that spring to mind: were making alien models, cycling, European food tasting and visiting Holy Trinity Church.

In December a delegation of Beavers and leaders visited a care home which is now home to Graham, a former Cub, Leader and Vice President of 1st Claygate Scout Group. The Beavers gave the residents some of their 70 + hand-crafted angel lights, the balance being distributed to elderly people in the community thanks to our Group President John Baldwin.

For the Spring term the Beavers worked towards earning their Teamwork Challenge badges (alongside). As part of the Space badge, we had a look at the night sky and did some fun games learning about planets.

In February, Beavers attended the District Party with activities and a play themed around the Wizard of Oz.

A big thank you to all the Beaver leaders, section supporters and the young leaders for their dedication and support

Maple Leader Team **Catherine Desson, Namatra Kulkarni, Kirsty Turner, Sheree Yates**

Young Leaders: **Ruby Dunman, Jamie Aulds, James Edwards**

Oak Leader Team: **Micheline Foreman, Sam Burgess, Francois Conradie, Rob Farquhar, Vina Kapasiawala, Howard Dutton**

Young Leaders: **Nicole Elliot, Jess Warriss, Lydia Aulds, Izzy Miles, Daisy Hendrikx**

Sycamore Leader Team: **Emma Smith, Caroline Li, Andy Nowak, Oliver Seeley**

Young Leaders: **Zach Slater, Samuel Worthington, George Ball**

Willow Leader Team: **Lucy Stimson, Rosy Treasure, Tom Reid, Dominic Trueman, Chris Stephens.**

Young Leaders: **Thomas O'Brien, Ciara Stimson, Liam Hides, Red Gull.**



## **Cub Scouts Activity Report**

The following report was provided by the Akelas **Catherine Hackett, Alistair Smith & Katie Ernest**

Summer 2023 was very busy for the Cub packs. We ran our normal weekly programme covering the Naturalist activity badge, camping pioneering and navigation skills as well as a Highland Games themed evening. In addition, we ran a Bug themed camp at Group Activity Weekend in May, took 70 Cubs to SCRAM, (County Activity Day) and the following weekend joined the group at Escapade – the Esher District All Sections camp.

Our pack holiday in the Autumn of 2023 involved taking 40 cubs on a visit to the Maritime Museum at Greenwich and then an overnight stay on HMS Belfast. Our weekly programme included looking at fire safety, elements of the global issues badge and covering the Entertainer badge through running a Cubs Got Talent evening. The Cubs once again baked biscuits and mince pies and created “hot chocolate reindeer” to sell at the Claygate Christmas Lights in aid of their chosen charity which was

the RSPCA raising £344.52. The Autumn term was rounded off by the annual trip to the Panto at Epsom to see the Wizard of Oz

The Spring term saw us working on our Disability Awareness badge and Lion pack enjoyed a visit and talk from someone with a visual impairment facilitated by Sight For Surrey. All packs took part in the District Quiz and the Lynx pack team went forward to represent Esher District at the County Final. For two weeks the pack programme was run by a group of Young Leaders who ran Swedish themed evenings which both helped the cubs to cover elements of the world challenge and international activity badge while enabling the Young Leaders to gain credit towards their King's Scout Award. We also ran our usual Sixer – Seconder weekend where older cubs gained experience of cooking over fires, brought ideas forward from their packs about themes and ideas for Group Activity Weekend, discussed what it means to be a sixer and enjoyed a session of mini-golf.

The Akelas would like to thank all the cub leaders for their support in planning and delivering the cub programme. We would also like to thank all the young leaders who support the cub sections both in weekly meetings and on camps and activities, as well as the cub parents and members of the wider group who volunteer, when we need additional adult support.

## **Scout Troop Activity Report**

The following report was provided by Troop Leader, **Paul Smith**

A busy year for the Scouts started in May with our usual Group Camp, this year at Polyapes. In the summer we joined the Surrey County expedition to Kandersteg in Switzerland. A group of Scouts and leaders travelled by coach to the Alps and participated in hikes, rafting, high ropes, swimming and meeting up with Scouts from around the world at the international campsite. In the autumn term the troop took part in the Annual District Night Hike in the Surrey Hills and organised our local Christmas Post service. The older Scouts did a frost camp in February and other activities in the winter term included the annual day hike.



## **Explorer Scouts Activity Report**

The following report is provided by **Simon Christmas**, Assistant Explorer Scout Leader

This last year has seen the Selachii Explorer Unit grow and flourish. With a significant number of Scouts joining, the overall number of active Explorers has increased, with an even greater diversity of gender and good cross-section of ages.

There was a well-attended Summer Expedition in the highlands of Scotland in July'23.

In addition, there was good progress in various Scout and DofE awards; we have been able to support expedition's for Platinum (DofE Bronze), Diamond (DofE Silver) and Kings Scout (DofE Gold) expeditions in areas ranging from Sussex to the New Forest and the Brecon Beacons. These expeditions have shown the Explorers as able and motivated as ever.



There was also a number of Explorers completing their Young Leader's qualification, and particular congratulations go to David Grosse for receiving his Kings Scout Award."

Throughout the terms we had a monthly focus on different core Scouting skills including cooking, fire lighting, navigation, personal skills and first aid. We interspersed this with activities such as climbing on a local climbing wall, the Winter Activity Weekend in the Peak District and cycling. We also took part in various District arranged activities, competing for the Scope Trophy award.

We have also continued to contribute in related Scouting initiatives such as the Band and volunteering.

So overall Explorers had a good active year with growing participation, greater diversity mixed with normal youthful enthusiasm.

And **Graham Copland-Cale**, Explorer Unit Leader adds ...

NO MORE PLEASE - 50 Explorers is enough!

Joking aside this last year has had an amazing group of young teenagers who have been enthusiastic and keen to engage, which makes it easier to run the current unit, also the Explorers have been busy putting a good amount of time and effort towards the "top awards" King Scout and DofE with particular congratulations to David Grosse.

I have a great team in **Simon, Ed and Harris** and also want to thank **Nikki Logan** for helping me with the ever increasing paperwork that is required these days, all helping to make the Claygate Explorers the biggest unit in the District !!

### **Explorer Scout Young Leaders at 1st Claygate**

The following report was provided by **Jonathan Perkins**, County & District Young Leader Adviser.

The Group continues to benefit hugely from its Young Leader volunteers.

Young Leaders are Explorer Scouts who volunteer with one of our Beaver Colonies, Cub Packs or the Scout Troop. They plan, organise and run games, activities and parts of the programme. Young Leaders bring new ideas and youth-shaped thinking. They provide positive role models to the young people they're leading.



Claygate Young Leaders have been fully engaged with the Surrey Young Leader Scheme which provides a progressive leadership training programme from age 14 to 18. This is provided both online and at two conference days each year. Over 20 of our Young Leaders have attended one of these

conferences during the year. The leadership training culminates in the Senior Young Leaders receiving an externally-validated BTEC Level 2 Diploma in Teamwork and Personal Development in the Community.

Young Leaders stand out from their peers and friends because of their highly practical leadership capabilities and experience. They develop the essential transferable skills of Teamwork, Positivity, Communication, Problem Solving and Leadership which are the five key skills that employers and places of further education are looking for when they are recruiting.

Generally, there are 2-3 Young Leaders at any one time in each Section. The total numbers of Young Leaders active over the year (broken down per Section) were:

Section	Number of YLs in total over 12 months
Beavers	12
Cubs	13
Scouts	5
TOTAL	30

Congratulations to **Nicole, Evie, Aahna, Tom, Charlotte, Jess, Jamie, Lydia, Ruby, Ciara, Eamon and Maddox** on gaining their Young Leader Belts, one of the Top Scouting Awards, during this year.

Thank you to all the Section Leaders for supporting your Young Leaders.

### **Scout Active Support Unit (SASU)**

This report was provided by **Mark Aulds** (Deputy Group Scout Leader & Training Advisor)

The role of SASU Leader is still unfilled with our Deputy Group Scout Leader Mark Aulds regularly sending out requests for support as and when needed. There are 25 members of the unit including our Webmaster Rhid Tinkler who is once again to be thanked for the work he does in maintaining and updating the website. This is a really critical role in these times and Rhid's employer (BP) also donates funds to the Group through their Employee Matching Time Grants.

More members are also welcome and no Scouting experience is needed, just a willingness to help the Group at a time to suit you. Contact Mark if you can help.

### **Scout and Guide Band Activities**

This report was written by **Robin Wilkinson** (Band Leader)

2023/24 has been another good year for the Band and one which positions it well for the future as we have welcomed many new members to the training and junior band. For a strong and vibrant band to be sustained long into the future, it is essential to add 8-10 new young band members every year. I am particularly grateful to Assistant Band Leader Emma Smith for her tireless work on recruitment.

I want to stress the value and importance of the support provided to the band by its alumni members. Their support to younger band members at rehearsals and events is vital and so very welcome.

And I also want to praise and give my thanks and gratitude to all of the leaders, young leaders and helpers for all they do to make the Band a success. I would particularly like to thank Melanie Dawes for her hard work and support as band secretary, to Gill Gostling for managing all the band's uniform needs, and to Michael Davies for the hours of work he puts in to preparing the Band's music. We could not continue without such a wide and dedicated group of leaders, supports and helpers - many of whom travel large distances to support the band so frequently. Thank you for all that you do.

The Band has taken part in a range of events throughout the year.

In the summer term, we supported the District St George's Day parade before ending the term as we have done for over 20 years at the Claygate Flower Show where we opened the afternoon arena events. The Band Awards Evening was also an enjoyable event, recognising those who have made a particularly strong contribution and those who have strived the hardest to improve their musical skills, as well as celebrating those leaving the band (temporarily!) at 18 to go off to university. We look forward to welcoming them back whenever they are in Claygate!



The autumn term is always the busiest, and this year was no exception. We supported Woking Scouts at the very moving parade and Service of Remembrance at Brookwood Military Cemetery. We were also delighted to have been picked to take part once again in the Lord Mayor's Show in central London - a huge event in front of thousands of people. The following day, with uniforms freshly cleaned and ironed, we led the Remembrance Day Parade in Claygate, always one of the most important events of the year for the band. Across the following seven weeks the band then took part in a number of Christmas events in and around Claygate - including the village lights event, "Carols on the Green", the Group's Carols Round the Campfire" event and of course carolling round Claygate where we raised money for Group funds. In addition, we were proud and honoured this year to be asked to support a Christmas event at Princess Alice Hospice for recently bereaved family members - a moving and incredibly rewarding experience for all who took part.

The focus of the spring term 2024 was our annual concert, which was once again performed to an enthusiastic audience. The band once again put together a high quality performance and all the hard work in the rehearsals really paid off.

**Well done to every single band member for their contribution to another successful year.**

## **Looking forward**

Hugh's summary of the coming year is as follows

We have new challenges to face in 2024/25 and I know that we are strong enough to focus and meet these challenges which are now linked to the Scout Association's plans about **transforming volunteering** within Scouts to make it easier, more enjoyable and rewarding.

The aims of the programme include giving a warm welcome to everyone, delivering better learning and simplifying how we volunteer together as a team.

So, the challenges ahead in 2024/25 are to:

- Adopt the new Transformation Programme as it is rolled out by the Scout Association in 2024/25,
- Continue to deliver on more leaders and volunteers to a mix of roles in the Group, utilising the transformation guidelines
- Continue to work closely on the development of our Explorer Scouts and young leaders as they enter adulthood.
- Ensure that the Training of Adults and young people remains at the core of what we do.

## **Public Benefit**

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.

Subscriptions are charged for membership to cover immediate running costs of the Group and these do not unduly restrict membership. The Group follows the principle that no one should be excluded because of their inability to pay membership subscriptions.

Two key principles which demonstrate that Scouting's aims are for the public benefit are that through the Scouting methods, young people develop towards their full potential and that there is a clear link between the benefits for young people and the purpose of Scouting. The safety of young people is taken very seriously, and the benefits which Scouting activities provide, far outweigh the risks. Any private benefits from Scouting are incidental, other than to those as a beneficiary.

The Group admits members primarily from the areas of Claygate and Esher.

## **Section D: Achievements and Performance**

The following Beavers are to be congratulated on achieving their **Chief Scout's Bronze Award**:

Maple: **Seb Chambers, Rosie and Chloe Mitchell-Innes, Freddie Wilder, Anna Rosewarn, Agastya Kulkarni, Hari Ramji, Freddie Harman, Ben Simpson, Sophia Hull, Bruce Kidd, Huxley Howie.**

Oak: **Thomas Springett, Owen Brown, Toby Soanes, Orla Sturgeon, Edward Ross, Oliver Thomson, Ben Aston, Finn Roome, Elliot Latimer.**

Sycamore: **Ollie NG, Isaac Bainbridge, Rowan Easteal, Seb Compton, Toby Carr.**

Willow: **Noah Jefferies, Isabelle Rosenstein, Angus Willis, Erin Humphries & Isabella Fox**

The following Cubs were awarded **Chief Scout's Silver Awards**

From Lion Pack : **Daniel Jones, William Bainbridge, Henry Godsell, Alex Lotte & Eve Verow**

From Lynx Pack: **Angus Thompson, Leo Moffat, Ben Springett, Maximus Davies.**

From Panther Pack: **Eddie Fleming, Albie Atherton, Isabelle Pearce, Euan Mohamed, Jono Hewson, Isabelle Simpson, Freya Mitchell-Innes, Beatrice Clark.**

The following 15 Scouts received their **Chief Scout's Gold Awards** to **George Ball, Leo Batey, William Copland-Cale, Henry Gilchrist, Finlay Gull, Hugo Hemming, Daisy Hendrikx, Gregor Logan, Aoife O'Brien, Emma O'Brien, Eva Sewell, Maddox Valter, Thomas Bainbridge, Roan Brewer and George Warriss.**

The achievements and performance of the volunteers on our Trustee Board are recorded in the Group Chairman's report. There follows a summary of the main achievements and performance of the Board in relation to Governance.

The Trustee Board held its first meeting of the year in March 2023 and then continued to meet face to face for the remainder of the year in the upstairs hall at the Scout Centre.

In particular it has dealt with significant changes to governance coming from Scout HQ. The Board spent time reviewing the information received from HQ on that subject and will continue to do so as the requirements of the Transformation Programme emerge. We have carried out an assessment of our TB meetings against model Agendas and latest advice.

Existing policies and associated procedures were reviewed regularly and new policies introduced as seen necessary. In the year in question a new Transport Policy and associated procedures were written, reviewed and approved and training delivered to our volunteer drivers. We also felt the need to draft, review and approve a Records Management Policy to ensure we manage creation, storage, review and retention of information appropriately. The Hardship Policy was updated, reviewed and approved. Our Photography & Social Media Policy was reviewed against latest guidance specifically in relation to Social Media.

If you are interested in joining the Trustee Board, please contact either Hugh or Stuart. In particular, we would love to hear from those in the 18-25 year age group.



## **Section E: Financial Review**

The following report was prepared by **Gary Ernest**, Group Treasurer

### **Financial strategy**

The long-term financial strategy of 1<sup>st</sup> Claygate Scout Group ("the Group") is:

- To fund through subscriptions regular expenditure on the Scout Centre, administration, leader training, the weekly programme of meetings, transport costs and the annual membership fee levied to every member of the association by UK Scout Headquarters, Surrey County Scouts and Esher District Scouts.
- To make activities such as camps, trips, etc. self-funding.
- To fund through fundraising activities capital expenditure such as building improvements, equipment for new activities, vehicles, camping and other equipment renewals, band instruments and IT to allow the leaders to maintain delivery of a high-quality scouting programme.

Over the medium- to long-term we aim to maintain cash reserves at a level that enables us to continue to provide a full programme of activities and capital expenditure for three years in case of an unpredictable set of events which cause a reduction in the Group's revenues. We estimate this to be £105,000. This is our assessment of the worst-case scenario and assumes that our net fundraising falls by 50% and membership subscriptions decline by a third. Our cash balance at the end of the financial year is at this level, despite significant capital expenditure during the year.

### **Financial review 2023-24: receipts and payments**

The accounts are prepared on a receipts and payments in line with current legislation for charities with receipts below £250k in their financial year.

### **Subscriptions and Gift Aid**

Following 3 years when subscription rates were held constant, we increased them by just 2% from £50 to £51 per term despite significant cost inflation pressures. This was possible due to the healthy state of the Group's finances. Gross subscription income was £46,855 (prior year (PY) £47,574): the small decrease was due to fewer number of Cubs progressing to Scouts during the year.

Gift Aid on subscriptions, which provides an additional 25% income and helps keep the overall level of subscriptions down, was £12,339 (PY £11,610). We are very grateful for parents' continued support by registering for Gift Aid.

### **Fundraising**

Once again our fundraising events were very successful, raising a net £45,978 (PY £42,373) to support our significant capital expenditure programme during the year (see below). The most successful fundraising activities are the sale and delivery of Christmas trees, the beer festival, the three jumble sales, bedding plant sales and fireworks night.

### **Activities**

It was a busy year for activities away from the Scout Centre, the most significant of which were:

- Beavers took part in the District Beaver Party
- Cubs went to the Epsom pantomime, HMS Belfast and County SCRAM
- Scouts undertook a summer expedition to Kandersteg in Switzerland
- Explorers undertook a summer trip to Scotland in summer 2023

Activities outside the Scout HQ are budgeted to break even, but the cost of badges and running weekly activities at the Scout Centre resulted in a small deficit of £(8,581) (PY £(9,740)).

## **Other Income**

We received donations, primarily from company gift-matching schemes, of £10,204 (PY £7,355). This includes a generous donation of £5,000 from the Kenneth Green Foundation towards the cost of replacing our oldest minibus. We also received grants of £5,000 from Surrey County Council and £1,000 from Claygate Parish Council towards the cost of additional solar panels and batteries.

We received bank interest of £4,079 (PY £2,134); and £1,200 (PY £862) for energy generated by our solar panels. Charges out for equipment, the minibuses and scout van, which are used by local schools and the Claygate Youth Club, generated £2,864 (PY £1,586).

## **Costs**

The cost of running the Scout Centre, which includes insurance, gas and electricity, water rates, maintenance of the building/grounds and cleaning, was £43,926 (PY £30,173). The increase was almost entirely due to the cost of redecorating the main hall, foyer and toilets for the first time since the Group moved to its current premises in 2006. We also undertook safety work to the trees in the grounds. The cost of running the minibuses and van was £9,344 (PY £6,189) due to remedial work to re-paint the oldest minibus and additional works to improve the longevity of the vehicles.

## **Capital expenditure**

Capex was at the highest level since our building was extended in 2019. The main expenditure was:

- A replacement minibus costing £43,395
- Additional solar panels and battery storage £23,386 which are anticipated to pay back through lower energy costs and energy export over 6-7 years
- Addition of a new toilet accessible from the upstairs balcony £12,420
- Other replacement assets costing £3,377.

## **Cash**

The cash balance on 31<sup>st</sup> March 2024 was £104,097 compared to £140,817 at 31<sup>st</sup> March 2023, the reduction being mainly due to high capital expenditure during 2023. £98,296 is held in interest-bearing accounts.

Restricted funds brought forward of £10,000 were from a legacy received some years ago and earmarked for future purchase of land currently leased by the Group. Due to the uncertainty of whether the land will be available for purchase in the near future, discussions were held with the legatee's executors who agreed that the funds could be used for other capital projects. The Group agreed to allocate the £10,000 towards the minibus purchased last year. No restricted funds are therefore carried forward to 2024-25.

## **Assets and liabilities**

As the accounts are maintained and prepared on a cash basis, there is no Group balance sheet.

# Receipts and payments accounts

CC16a

For the period  
from

1st April 2023

To

31st March 2024

## Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Membership subscriptions	46,855	-	-	46,855	47,574
Less: Levy for District, County & HQ	(15,039)			(15,039)	(15,171)
Membership subscriptions retained	31,816	-		31,816	32,403
Gift Aid	12,339	-	-	12,339	11,610
Regular Fundraising Gross	80,418	-	-	80,418	80,171
Income from Activities	39,652	-	-	39,652	67,199
Donations & Use of Equipment	13,069	-	-	13,069	8,941
Grants and other income received	6,534	-		6,534	2,143
Solar panels	1,200	-	-	1,200	862
Bank interest	4,079	-	-	4,079	2,134
<b>Sub total (Gross income for AR)</b>	<b>189,109</b>	<b>-</b>	<b>-</b>	<b>189,109</b>	<b>205,463</b>
<b>A2 Asset and investment sales</b>					
Sale of Assets	1,000	-	-	1,000	-
<b>Sub total</b>	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>-</b>
<b>Total receipts</b>	<b>190,109</b>	<b>-</b>	<b>-</b>	<b>190,109</b>	<b>205,463</b>
<b>A3 Payments</b>					
Premises	43,926	-	-	43,926	30,173
Regular Fundraising expenditure	34,440	-	-	34,440	37,798
Activities	48,233	-	-	48,233	76,939
Transport	9,344	-	-	9,344	6,198
Administration	4,702	-	-	4,702	6,503
Donations	1,800	-	-	1,800	1,625
Equipment Maintenance	956	-	-	956	2,432
	-	-	-	-	-
<b>Sub total</b>	<b>143,401</b>	<b>-</b>	<b>-</b>	<b>143,401</b>	<b>161,668</b>
<b>A4 Asset and investment purchases</b>					
New minibus	33,395	10,000	-	43,395	-
Solar panels	23,386	-	-	23,386	-
Building works	12,420	-	-	12,420	-
Equipment for scouting activities	3,034	-	-	3,034	-
Other capital expenditure	343	-	-	343	1,269
<b>Sub total</b>	<b>72,578</b>	<b>10,000</b>	<b>-</b>	<b>82,578</b>	<b>1,269</b>
<b>Total payments</b>	<b>215,978</b>	<b>10,000</b>	<b>-</b>	<b>225,978</b>	<b>162,937</b>
<b>Net of receipts/(payments)</b>	<b>(25,870)</b>	<b>(10,000)</b>	<b>-</b>	<b>(35,870)</b>	<b>42,526</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>130,817</b>	<b>10,000</b>	<b>-</b>	<b>140,817</b>	<b>98,291</b>
<b>Cash funds this year end</b>	<b>104,947</b>	<b>-</b>	<b>-</b>	<b>104,947</b>	<b>140,817</b>

Section B Statement of assets and liabilities at the end of the period				
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current accounts	6,151	-	-
	Deposit Accounts	98,296	-	-
	Petty Cash	500	-	-
	<b>Total cash funds</b>	<b>104,947</b>	<b>-</b>	<b>-</b>
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Details			
B2 Other monetary assets				
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets				
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use				
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities				
	Signature	Print Name		Date of approval
Signed on behalf of all the trustees		Stuart Ballard, Group Chairman		22nd May 2024
		Gary Ernest, Group Treasurer		22nd May 2024

## Section F: Other Optional Information

There is none.

## Section G: Declaration

The Trustees declare that they have approved the Trustees' report above.  
Signed on behalf of the charity's trustees:

Stuart Ballard, Chairman

If you have any enquiries about this report or would like more information about 1<sup>st</sup> Claygate Scout Group, please contact either:

Stuart Ballard  
Hugh Gostling

Group Chairman  
Group Scout Leader

Tel: 0208 339 0423  
Tel: 01372 464580



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Independent examiner's  
report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

FIRST CLAYGATE SCOUT GROUP

On accounts for the year  
ended

31/3/24

Charity no  
(if any)

308135

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/24.

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

12/6/24

Name:

ROSS TAYLOR

Relevant professional  
qualification(s) or body  
(if any):

Address:

57 OAKEN LANE  
CLAYGATE

SURREY KT10 0RD