

Trustees' Annual Report

For the period

From (start date)

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 to end date

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Section A Reference and administration details

Charity name

First Needham Market Scout Group

Other names the charity is known by

N/A

Registered charity number (if any)

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HQ registration number

1	0	0	1	4	6	0	1
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Charity's principal address

Needham Market Scouts						
Crown Street						
Needham Market						
Postcode	I	P	6		8	R Y

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	Matthew Gilbert	Group Lead Volunteer	
2	Mark Lennon		
3	Edward Bell		
4	Luc Mathlin	Chairman	
5	Amy Mayes		
6	Eleanor Norman		
7	Stefanie Pryke		
8	Christopher Frost		
9	Ruby Hunter		25/11/2024 onwards
10	Stephen Goldsmith		25/11/2024 onwards
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12			
13			
14			
15			

Names and addresses of advisers

(These will be published in the annual report of the charity)

Type of advisor	Name	Address
N/A	N/A	N/A

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document

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.

(e.g. trust deed, constitution)

<p>How the charity is constituted (e.g. trust, association, company)</p>	<p>The Group is a trust established under its rules which are common to all Scouts.</p>
<p>Trustee selection methods (e.g. appointed by, elected by)</p>	<p>The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.</p>
<p>Additional governance issues (optional information but encouraged as best practice)</p>	
<p>You may choose to include additional information, where relevant, about:</p>	<p>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.</p>
<p>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</p>	<p>The Committee consists of a chair, together with the Group Lead Volunteer, a representative from each of the five individual section leaders (if opted to take on the responsibility) and representation from the wider group and local community and meets every 2 months.</p> <p>Members of the Trustee Board completed '<i>Being a Trustee in Scouts</i>' training when they joined the committee.</p> <p>This Group Trustee Board exists to support the Group Lead Volunteer in meeting the responsibilities of the appointments and is responsible for: The maintenance of Group property; The raising of funds and the administration of Group finance; The insurance of persons, property and equipment; Group public occasions; Assisting in the recruitment of leaders and other adult support; Appointing any sub committees that may be required; Appointing Group Administrators and Advisors other than those who are elected.</p>

Section B	Structure, governance and management (continued)
	<p>Risk and Internal Control</p> <p>The Group Trustee Board has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:</p> <p>Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as the church or other Scout Groups. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.</p> <p>Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.</p> <p>Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.</p>

Reduction or loss of leaders. The group is totally reliant upon volunteers to run and administer the activities of the group. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

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
Summary of the objects of the charity set out in its governing document	<p>The Purpose of Scouting Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p>The Values of Scouting As Scouts we are guided by these values: Integrity - We act with integrity; we are honest, trustworthy and loyal. Respect - We have self-respect and respect for others. Care - We support others and take care of the world in which we live. Belief - We explore our faiths, beliefs and attitudes. Co-operation - We make a positive difference; we co-operate with others and make friends.</p> <p>The Scout Method Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and: - enjoy what they are doing and have fun - take part in activities indoors and outdoors - learn by doing - share in spiritual reflection - take responsibility and make choices - undertake new and challenging activities - make and live by their Promise.</p>
Summary of the main activities in relation to these objects	<p>As Scouts, we believe in preparing young people with skills for life. We encourage our young people to do more, learn more and be more. Each week, the 1st Needham Market Scout Group give young people of the Needham Market area the opportunity to enjoy fun and adventure while developing the skills they need to succeed.</p> <p>The group runs five sections, being Squirrels (age 4 to 5) Beavers (age 6 and 7), Cubs (ages 8 to 10.5) and Scouts (ages 10.5 to 14) and an Explorer section (ages 14-18), which is partnered with the Stowmarket Scout District. We are open to all young people in the local area.</p> <p>Over 100 young people attend weekly, supported by adult volunteers who collectively contribute hundreds of hours each term.</p>

The sections run a full programme of fun, educational and adventurous activities supplemented with camps, hikes and other trips on an ad hoc basis.

The main sources of income for the group are subscriptions from members charged on a termly basis as well as ad hoc contributions for specific events, trips and camps. We also receive some income from rent of the Scout Hut to other users and from ad hoc fundraising events. In the current year we have also received grant income from the local authority to contribute to our new Scout Hut.

The main recurring costs we incur in order to deliver our activities are the costs of the programme, badges and scarves as well as the overhead costs for the Scout Hut of electricity, water and insurance along with capitation fees to the Scout Association, which covers the group in their national accident insurance policy. During the current year we have also started a large project to re-build our Scout Hut, this has mainly been covered by local authority CIL and S106 grants, along with contributions from the groups funds.

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.

The Group Trustee Board would like to take this opportunity to thank all volunteers who support the group both in running section nights and other activities as well as behind the scenes support and maintenance. The group is solely reliant on volunteers and without all of their donated time we would not be able to provide our young people with the opportunity to enjoy fun and adventure while developing the skills they need to succeed.

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

Programme and safeguarding: We delivered a full weekly programme across Squirrels, Beavers, Cubs, Scouts and Explorers for 100+ young people, supported entirely by volunteers. All adults held the required disclosures and mandatory training; section risk assessments were maintained and reviewed. Trustee induction ("Being a Trustee in Scouts") was completed by new members and safeguarding remained a standing agenda item.

New HQ project: During the year we secured both a Section 106 grant (£235,301.61) and a CIL allocation (22.7%) directly to the Group, with claims to be made against staged contractor milestones. Key statutory and technical steps completed. The Anglian Water build-over position and related legal protections were progressed and executed during the year; Building Control remained engaged throughout.

Works started on site (25 Nov 2024). By 31 March 2025 the project had achieved:
- Site establishment, initial excavations and foundations/groundworks including drainage.

(circumstances plus steps to eliminate)

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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;

<p>A detailed financial review of the year covering the main sources of income and expenditure is covered in section D above to support the detail in the accounts.</p> <p>Investment Policy The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.</p>

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

Future plans, most notably the new hut project, are covered in section D above.

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)

	
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Full name(s)

Luc Mathlin	
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Position (eg Secretary, Chair)

Chairman	
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Date

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1st Needham Market Scout Group
Receipts and Payments Account
For the year ended 31/03/2025
Scout registration number: 10014601
Registered charity number: 1038177

	2024/25		2023/24	
	Unrestricted funds £	Restricted funds £	Total Funds £	Total Funds
Receipts				
Membership subscriptions				
Membership subscriptions	11,149	-	11,149	10,726
Less: Membership subscriptions paid on to District	- 5,138	-	- 5,138	- 5,558
Net membership subscriptions retained	6,011	-	6,011	5,168
Other Receipts				
Bank Interest	72	-	72	67
Donation	2,050	-	2,050	181
Events	5,234	-	5,234	3,711
Events - Explorers	496	-	496	942
Events - Beavers	16	-	16	-
Events - Cubs	360	-	360	1,301
Events - Scouts	955	-	955	144
Fundraising	2,449	-	2,449	-
Funds Transfer	-	-	-	-
Gift Aid	2,839	-	2,839	2,407
Grants (see details in the notes below)	150	5,057	5,207	350
Group Clothing	152	-	152	567
New Build Grants	-	53,471	53,471	-
New Build District Loan	25,000	-	25,000	-
Total Receipts	45,783	58,528	104,311	14,838
Payments				
New Build	- 16,960	- 48,275	- 65,235	- 672
Activity Equipment	-	-	-	- 361
Admin	- 354	-	- 354	- 317
Badges	- 389	-	- 389	- 624
Bank Fees	- 713	-	- 713	- 640
Camping Equipment	- 2,257	-	- 2,257	- 210
Events	- 4,042	-	- 4,042	- 1,998
Events - Explorers	- 418	-	- 418	- 574
Events - Cubs	- 160	-	- 160	- 1,135
Events - Scouts	- 744	-	- 744	- 184
Incorrect Expenses	- 5	-	- 5	-
Group Clothing	-	-	-	- 876
Insurance	- 1,517	-	- 1,517	- 410
Meetings - Beavers	- 35	-	- 35	- 72
Meetings - Cubs	- 30	-	- 30	- 74
Meetings - Explorers	- 141	-	- 141	- 189
Meetings - Scouts	- 36	-	- 36	- 223
Meetings - Squirrels	- 43	-	- 43	- 14
Utilities	- 1,472	-	- 1,472	- 1,583
Venue Maintenance	- 92	-	- 92	- 762
Total Payments	- 29,408	- 48,275	- 77,683	- 10,918
Net of receipts/(payments)	16,374	10,254	26,628	3,920
Cash funds last year end	39,180	550	39,730	35,810
Cash funds this year end	55,554	10,804	66,358	39,730

Statement of Assets and liabilities - The cash balances shown above, held in a current account with Co-Operative Bank are represented by the groups main current account which has a year end total of £63,564.26 (2024: £37,386.28), the groups expense account which has a year end total of £1,274.92 and the deposit fund account which has a year end total of £1,519.43 (2024: £1,447.71).

In addition to the cash balances shown above the group has a number of non monetary assets which includes a range of tents, stoves, trailer and other camping equipment, tables and benches, various sports equipment, stock of badges for all sections and neckers. The group is currently rebuilding it's Scout Hut but owns the asset which has been built so far and will own the total building once complete, it also owns a new container which is situated on the Town Council site at Crowley Park. It includes fixtures and fittings including the CCTV system, solar panels and fixed heat pump/AC units. The land on which the hut is situated is leased (at peppercorn rent) from another local charity.

Liabilities:

Loan - Stowmarket District Scouts, interest-free, repayable in 2025/26 totalling £25,000.
Loan Movement: Opening £0, received £25,000, repaid £0, closing £25,000

Notes

Restricted funds movements (year ended 31 March 2025)

Restricted funds comprise grants and donations given for specific purposes (principally the New Build). Movements were:

Opening restricted balance (prior-year fundraising for new build) = £550.00

Income – S106/CIL milestone claims = £53,470.95

Income – MSDC Locality (container) = £2,000.00

Income – Crane Fund (accessible WC) = £3,057.24

Total restricted income = £58,528.19

Expenditure – New Build (funded by S106/CIL/prior-year restricted) = (£46,274.57)

Expenditure – Container (Recorded under New Build) (funded by MSDC Locality) = (£2,000.00)

Expenditure – Squirrels start-up (unrestricted by donor, shown in unrestricted column) = £150

Transfers between funds= £0

Closing restricted balance (unspent) = **£10,803.62**

Closing restricted cash balance agrees to the Restricted column cash at year end (£10,804)

Make-up of closing restricted balance:

New-Build (Milestone 4 receipt received pre-spend) = £7,746.38

Crane Fund (accessible WC works not yet incurred) = £3,057.24

Total = **£10,803.62**

During the year the Group received an interest-free loan of £25,000 from Stowmarket District Scouts to support cash-flow while awaiting reimbursement of S106/CIL grant claims. The loan is unsecured and repayable in full during 2025/26.

The grant income received this year includes £2000 from Mid Suffolk District Council Locality Awards to contribute towards the costs of the new Container and £3057.24 from Crane Fund to contribute towards the costs of the disabled toilet in the new building, these are restricted. It also includes a £150 grant from the Stowmarket Scout District to assist with the start up of our new Squirrels section which is not restricted.

There are also a number of S106 and CIL grants to contribute towards the cost of the new building, these are restricted.

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees and signed on their behalf by:

Name: Luc Mathlin - Group Chairman



Date: 29/01/2026

Independent examiner's report to the trustees of First Needham Market Scout Group ('the Group')

I report to the charity trustees on my examination of the accounts of the Group comprising the First Needham Market Scout Group Trust ('the Trust') for the year ended 30 April 2025.

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 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 Trust 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: Helen Angharad Kearns-Watts

Address: 48 Hyperion Court, Ipswich, Suffolk, IP1 5AJ

Date: 30/01/2026