

# 1<sup>st</sup> Holtspur Scout Group Trustees' Annual Report

For the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025

## Section A Reference and administration details

Charity name 1st Holtspur Scout Group

Registered charity number 300656

HQ registration number 10012786

Charity's principal address The Scout HQ, Cherry Tree Road, Holtspur, Bucks HP9 1BH

### 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)"

Name	Role	Length of Office if not full year
Philip Glass	GLV	
Hannah Walne-Smith	DGLV	
Cathryn Anderson	Chair	
Ian Friend	Treasurer	
Melissa Oxnam	Secretary/Board member	

## 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 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**

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

### **Trustee selection methods**

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association. (e.g. appointed by, elected by or co-opted by)

### **Additional governance issues**

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 3 Trustees (including 2 Ex Officio Trustees) and meets every 4 months.

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

This Group Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that gives young people skills for life."

### **Policies and procedures adopted for 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. Going forward Risk Assessments will be attached to all meetings Using OSM.

### **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 5 to 14 years of age. 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.

### **Internal Control**

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 cheque payments, Treasurer and GLV ( or Chair) oversight on all bank transfers and comprehensive insurance policies to ensure that insurable risks are covered. Note: the Public liability Insurance is carried by the Scout Association Headquarters in line with Section 8 of POR"

## **Section C**

### **Objectives and activities**

#### **Summary of the objects of the charity set out in its governing document**

##### **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**

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 Charity charges an annual membership fee for each member under the age of 15. The charity obtains rent from the hire of its Leasehold premises by other community groups. The Charity, from time to time, applies for grant support from outside funds and occasionally conducts fund raising activities on its own behalf

#### 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.

#### Section G

#### Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)

C. Anderson

Full name(s)

CATHYRAN ANDERSON

Position (eg Secretary, Chair)

CHAIR

Date

23/12/25

**1ST HOLTSPUR SCOUT GROUP**

**Income & Expenditure Account**

	Year ended 31st March 2025	Year ended 31st March 2024
<b>Receipts</b>		
<u>Subscriptions</u>		
Beavers	£ 3,465.00	3,417.50
Cubs (Pathfinders)	£ 2,925.00	2,450.00
Cubs (Royal Standard)	£ 2,160.00	2,645.00
Scouts	£ 4,365.00	3,315.00
Explorers	£ 900.00	540.00
	£ 13,815.00	12,367.50
<u>Activities</u>	£ 9,566.19	10,436.16
	£ 9,566.19	10,436.16
<u>Other Income</u>		
Hall Hire	£ 7,205.75	7,223.50
Badges/Uniforms	£ 400.02	60.80
Donations	£ 250.00	34.41
Fund raising	£ 28.92	18.04
Gift Aid Claimable	£ 2,617.50	4,790.01
Misc.	£ 1,033.65	509.47
	£ 11,535.84	12,636.23
<b>TOTAL INCOME</b>	<b>£ 34,917.03</b>	<b>£ 35,439.89</b>
<b>Payments</b>		
<u>Premises</u>		
Rent	£ 7,499.12	5,000.00
Electricity ( Estimated - see notes)	£ 1,207.11	1,500.00
Gas (Estimated - see notes)	£ 1,989.78	1,500.00
Water	£ 354.41	256.09
Insurance	£ 431.18	194.71
Hall Maintenance	£ 567.00	654.38
Cleaning	£ 651.19	483.37
	£ 12,699.79	9,588.55
<u>Section Expenses</u>		
Equipment	£ 759.49	1,310.06
Activities	£ 9,830.35	12,469.10
	£ 10,589.84	13,779.16
<u>Administration</u>		
Membership (=Capitation)	£ 6,592.00	5,765.00
Membership (=Capitation) Explorers	£ 640.00	600.00
	£ 7,232.00	6,365.00
<u>Other</u>		
Admin(GoCardless & OSM)	£ 903.51	631.02
Badges + Uniforms	£ 2,363.94	1,161.31
Misc. and Wreath	£ 643.19	319.07
Post +Stationery etc	£ -	38.00
	£ 3,910.64	2,149.40
<b>Total Expenses</b>	<b>£ 34,432.27</b>	<b>£ 31,882.11</b>
<b>Net Income</b>	<b>£ 484.76</b>	<b>£ 3,557.78</b>
Balance brought forward	£ 36,476.16	32,918.38
<b>Balance carried forward</b>	<b>£ 36,960.92</b>	<b>£ 36,476.16</b>
<b>CONSISTING OF</b>		
Funds available to Scout Group	£ 36,960.92	36,476.16
<b>TOTAL</b>	<b>£ 36,960.92</b>	<b>£ 36,476.16</b>
<b>Receipts &amp; Payments Reconciliation</b>		
Bank Balances Brought Forward	£ 35,571.26	£ 32,918.38
Receipts	£ 38,913.94	£ 31,793.33
Payments	£ 33,043.65	£ 29,140.45
Bank Balances Carried Forward	£ 41,441.55	£ 35,571.26
Fixed Assets	£ 1,384.31	£ -
Debtors & Prepayments	£ 6,441.75	£ 5,239.56
Creditors & Accruals	£ 12,306.69	£ 4,334.66
<b>Totals as above</b>	<b>£ 36,960.92</b>	<b>£ 36,476.16</b>

**NOTES**

Above figures include Explorers  
 Gift Aid - Prior year figure includes 2 years.  
 Provision is included for unpaid Gas and Electricity - No request for payment made during the year.  
 The rent review was determined this year.  
 Deposits paid/received in advance of events have been provided for

Approved by the trustees on the 11th July 2025 and signed on their behalf by



Cathryn Anderson  
Chair



Ian Friend  
Treasurer



Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
1<sup>st</sup> Holtspur Scout Group

On accounts for the year  
ended

31<sup>st</sup> March 2025

Charity no  
(if any) 300656

Set out on pages

3

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2025

Responsibilities and  
basis of report

As the charity's trustees, 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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:

Date:

10/11/2025

Name:

Rick Kaler

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

ACMA

Address:

111 Holtspur Top Lane,  
Beaconsfield, Bucks HP9 1DT

[Redacted box]

**Section B Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

[Large empty box for disclosure details]

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 Chair

  
 Ian Friend  
 Treasurer