

# Trustees' Annual Report

For the period

From (start date) 

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 to end date 

3	1	0	3	2	5
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**Section A Reference and administration details**

Charity name 

10th Sevenoaks (Weald's Own) Scout Group																																																											
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Other names the charity is known by 

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Registered charity number (if any) 

3	0	3	4	4	2
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HQ registration number 

2	7	2	8	8			
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Charity's principal address 

Jubilee Hall																																																											
Glebe Road																																																											
Sevenoaks																																																											
Postcode																																													T	N	1	4	6	P	B								

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	Michael Laver-Smith	Group Scout Leader and Chairman	
2	Adam Gelder	Treasurer	
3	Michael Holliman	Scout Leader	
4	Catherine McCall	Scout Leader	
5	Geoffrey Barnes	Scout Leader	
6	Timothy Cope	Scout Leader	
7			
8			
9			
10			
11			
12			
13			

Names and addresses of advisers (optional information but encouraged as best practice)  
*(These will be published in the annual report of the charity)*

Type of advisor	Name	Address
Independent Examiner	Tom Richards	10 Broadhoath, Stone Street, Sevenoaks, Kent, TN15 OLX

**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:

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

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 4 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.

**Section B****Structure, governance and management (continued)****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.

Section C	Objectives and activities
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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**  
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.

Summary of the main activities in relation to these objects

The Group undertakes a variety of activities for young people including weekly meetings during term time and off-site camping trips. It's main fundraising activity is hosting a Fireworks Night event for the local community at least every other 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.

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
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Summary of the main achievements of the charity during the year

Fireworks night was a success generating income of approximately £3,500 and also enabled the Group to donate £900 to three local community groups who provided assistance to put on the event in the village. We also had two fire doors replaced in the Scout Hut, and upgraded the electric heaters (approximate cost £8,300).

**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 Trustee Board considers that the group should hold a sum equivalent to 6 months running costs, circa £6,500.

The Group held reserves of approximately £30,000 against this at year end. This is above the level required for operating expenses, as higher amounts of money are expected to be needed to cover maintenance and upgrading to the ageing premises used by the Scout Group.

Quantify and explain any designations

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

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);

**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.

- how expenditure has supported the key objectives of the charity;
- investment policy and objectives;

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**

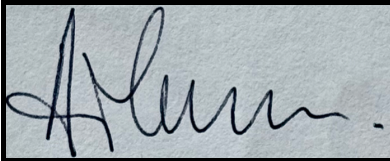
Plans for future periods (details of any significant activities planned to achieve them)

In the next financial period work will be done to repair the outside guttering of the Scout Hut. Expected costs are approximately £2,200.

**Section G Declaration**

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

Signed on behalf of the charity's trustees

Signature(s) 

Full name(s) Adam Gelder

Position (eg Secretary, Chair) Treasurer

Date 1 8 1 2 2 5

**10th Sevenoaks (Weald's Own) Scout Group Accounts 2024/25**

Year ended 31st March 2025

**2024/25**

Charity Commission - Registration number 303442

<b>CASH at 01 April 2024</b>		£	£	<b>EXPENDITURE</b>		£	£
Bank accounts (Opening balances b/f)		35,808.96		Hall & equipment:-			
Cash in hand (Opening balance b/f)		192.51		Electricity		1,728.00	
		<u>36,001.47</u>	<b>36,001.47</b>	Council Tax (Exempt)		-	
<b>INCOME</b>				Insurances (building, contents and equipment)		1,130.02	
Subscriptions:-		8,825.00	8,825.00	Water and Sewage		261.13	
Fundraising:-				Pest control		36.60	
Weald Fireworks		9960.14	9960.14	Rubbish collection		393.83	
Grants, Awards & Donations:- (see note 1)		1,575.63	1,575.63	Building works, etc. to hall (see note 3)		8,618.29	
Hall Hire:-		1,555.00	1,555.00	Cleaning		3,710.15	
Miscellaneous income & receipts:-		473.00	473.00	Fire protection in hall		223.62	16,101.64
Gift Aid claim (see note 2):-		1,365.75	1,365.75	Pack expenses (see note 4):-			
Group events:				Beavers/Cubs/Scouts		5,038.33	5,038.33
Beavers Winter Walk		110.00		Fireworks:-			
Hever Lights		117.00		Fireworks expenses (see note 5)		6,037.82	6,037.82
Howletts Farm		238.00		Miscellaneous expenses:-		130.83	130.83
Squirrels go nuts event		85.00		Payment costs			
Clip n'climb		248.00	798.00	Zettle		50.85	
Interest:-		823.63	823.63	Go-Cardless		376.35	427.20
Kent Jamboree:-		2,150.00	2,150.00	Group events:			
Camp:-		1,782.00	1,782.00	Beavers Winter Walk		106.00	
<b>Sub-Total of Income</b>			<b>29,308.15</b>	Hever Lights (see note 6)		369.00	
				Howletts Farm (see note 7)		532.00	
				Squirrels go nuts event		85.00	
				Clip n'climb		280.00	
				Plender Hike		75.95	1447.95
				Kent Jamboree:-		1,900.00	1,900.00
				Cam):-		1,444.09	1,444.09
				<b>Sub-total of Expenditure</b>			<b>32,527.86</b>
<b>CASH at 31 March 2025</b>		£	£				
Bank accounts (Closing balances c/f) (see note 3)		32,649.25					
Cash in hand (Closing balance c/f)		132.51					
		<u>32,781.76</u>	<b>32,781.76</b>				

**NOTES:-**

1. Donation/Grants include £500 from families leaving counts this year, £500 match funding from Catherine McCall's employer and £478.63 match funding from Adam Gelder's
2. Gift Aid received this financial year relates to both 2022/23 and 2023/24 claims
3. Main works this financial year were replacement of 2 fire doors (£1,308.43) and installation of some new lighting and replacement electric heaters (£6,960)
4. Includes annual capitation fees payable to Scouts HQ of £4,158 for 2025/26
5. Fireworks event generated a profit of £3,547.47 (note that £825 deposit for the fireworks was paid in the last financial year)
6. £252 remains to be collected for this event from parents
7. £280 remains to be collected for this event from parents

**STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE FINANCIAL YEAR**

The assets and liabilities of the Group do not comprise any restricted funds or endowment funds but only one unrestricted fund whose assets and liabilities are specified below.

1. **Cash funds.** These are as specified above.
2. **Other monetary assets.** None
3. **Investment assets.** None.
4. **Non-monetary assets retained for charity's own use.**
  - (a) the freehold interest in the scout field, on which the scout hall is located, and access track at Glebe Road, Weald, Sevenoaks, Kent. The title to this land is registered at H.M.Land Registry under the name of The Scout Association Trust Corporation as nominee/trustee for the Group.
  - (b) contents of scout hall and miscellaneous items of equipment in and around the scout hall. These only have a nominal value.
5. **Liabilities.** None
6. **Contingent liabilities and future obligations.** None.

# England & Wales

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

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### Independent examiner's report to the trustees of 10<sup>th</sup> Sevenoaks (Weald's Own) Scout Group.

I report to the trustees on my examination of the accounts of the 10<sup>th</sup> Sevenoaks (Weald's Own) Scout Group for the year ended 31<sup>st</sup> March 2024.

### Responsibilities and basis of report

As the charity trustees of the 10<sup>th</sup> Sevenoaks (Weald's Own) 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 10<sup>th</sup> Sevenoaks (Weald's Own) 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 10<sup>th</sup> Sevenoaks (Weald's Own) 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: Tom Richards

Relevant professional qualification or membership of professional bodies (if any): ICAEW

Address: 10 Broadhoath, Stone Street, Sevenoaks, TN15 0LX

Date: 6<sup>th</sup> September 2025