

# Trustees' Annual Report

For the period

From (start date) 

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 and date 

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## Section A Reference and administration details

Charity name **4th Walton on Thames Scout Group**

Other names the charity is known by

Registered charity number (if any) 

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HQ registration number 

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Charity's principal address 

Cottimore Lane								
Walton-on-Thames								
Surrey								
Postcode <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> <b>K T 1 2 2 L A</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	Richard Poole	Chair	
2	Steve Pratt	Group Lead Volunteer	
3	Candy Harding	Treasurer	
4	Simon Haffenden	Beaver Lead Volunteer	
5	Christine Bentley	Cubs Lead Volunteer	
6	Nick Thomas	Scout Lead Volunteer	
7	Roy Bromley	Explorer Lead Volunteer	
8			
9			
10			
11			
12			
13			
14			
15			

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

## 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 registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The Trustee Board has seven members, made up of two independent Trustees, (the Chair and Treasurer), one Ex-Officio Member, (the Group Lead Volunteer) and 4 Trustees and meets every 3 months.

Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 months of joining the Board and any other necessary training as required.

This Group Trustee Board exists to support the Group Lead Volunteer and 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. In addition they assist in raising funds and the administration of Group Finance, which includes insurance of persons, property and equipment. They appoint any sub committees required and appointment of Group Administrators and Advisors. Their support helps other volunteers run high-quality and safe programmes that give young people skills for life.

**Risk and Internal Control**

The Group Board of Trustees 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 have their own property in Cottimore Lane, Walton-on-Thames. 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 Association's 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 Committee 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. To mitigate this possibility, the group constantly seeks volunteers to help and encourages people to get involved and develop into future leaders. Also a strong Young Leaders Development programme is run to develop leaders for the future.

**Reduction or loss of members.** The Group provides activities for all young people aged 6 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 maintain well managed waiting lists to mitigate against this.

**Risk and 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 approval for expenditure by the Members of the Board of Trustees and a comprehensive insurance policies to ensure that insurable risks are covered.

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 and education, 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

Weekly meetings for each section, which are based on all the young people learning different practical and life skills in a manner that is fun and leads to rewards in the form of badges. Team games are also incorporated as part of each meeting to help build bonds within each section and strengthen the team. There are camps held each year for each section and participation in District camps with other groups. Also many outside activities, including night hikes, fire building, wide games and visits to places of interest.

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

- policy on grantmaking;
- contribution made by volunteers;
- policy on investments.

In support of developing our scouts there is a very healthy leadership development programme. We have amazing Lead Volunteers who now have great support from their assistants and Young Leaders coming through from the explorers. In addition parent helpers regularly contribute in supporting the weekly meetings, expeditions, outings and camps. This is a necessity and invaluable in ensuring all the events can run with the correct ratios.

We have not made any grants and do not have a specific policy in relation to this. Likewise, we do not have a policy with regards to investments, but have invested some funds in a fixed term savings account.

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.



(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);

**Principal Source of Funds**

The main Sources of income are donations received from societies and organisations utilising the HQ building, plus fundraising events, donations received and of course subscriptions. The Group Trustee Board Monitors the levels of bank balances and the Treasurer looks to obtain the best value and interest rates through its banking arrangements. Occasionally this may involve accounts that require notice prior to a withdrawal, ensuring ahead of this that cashflow requirements can be met. Additional grant received from Elmbridge for Kitchen Refurbishment.

- how expenditure has supported the key objectives of the charity;

The constant variety of activities requires expenditure to ensure all sections gain the greatest benefit from activities. Camps & the food provided are examples of where a little expense gives all participants the best possible experience. Investment in Equipment, including tents, pioneering poles, gazebo's etc ensure the sections have the best experiences in all activities.

- investment policy and objectives;

**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. We are reviewing this policy based on current cash reserves.

**Section F**

**Other Optional Information**

Plans for future periods

Hall Decoration and Repair  
Further Improve Internal and External Lighting  
Confirm appointment of New Scout Lead Voluteer.  
Look for Volunteers in each Section to ensure succession.


**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)

Richard Poole

Position (eg Secretary, Chair)

Chair

Date

070126



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
4th Walton on Thames Scout Group

No (if any)  
305805

CC16a

## Receipts and payments accounts

For the period from	Period start date 01-Apr-24	To	Period end date 31-Mar-25
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Membership subscriptions	3,627	-	-	3,627	4,047
Gift Aid	5,532	-	-	5,532	990
Grants	15,800	-	-	15,800	-
Donations and fundraising	503	-	-	503	750
Contributions to Scouting Activities	5,507	-	-	5,507	4,876
Hire of building	6,576	-	-	6,576	7,266
Bank Interest	48	-	-	48	125
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>37,593</b>	<b>-</b>	<b>-</b>	<b>37,593</b>	<b>18,054</b>
<b>A2 Asset and investment sales, (see table).</b>					
	37,593	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>37,593</b>	<b>-</b>	<b>-</b>	<b>37,593</b>	<b>18,054</b>
<b>A3 Payments</b>					
Youth programme and activities	3,799	-	-	3,799	4,040
Water and sewerage	242	-	-	242	389
Electricity and Gas	1,907	-	-	1,907	1,965
Insurance	1,789	-	-	1,789	1,746
Repairs, renewals and cleaning	16,861	-	-	16,861	306
Materials and equipment	3,493	-	-	3,493	1,048
Uniforms and badges	450	-	-	450	866
Contribution to camp costs	3,058	-	-	3,058	4,323
IT and other expenses	565	-	-	565	399
	32,164	-	-	32,164	14,470
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>32,164</b>	<b>-</b>	<b>-</b>	<b>32,164</b>	<b>14,470</b>
<b>Net of receipts/(payments)</b>	<b>5,429</b>	<b>-</b>	<b>-</b>	<b>5,429</b>	<b>3,584</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>35,467</b>	<b>-</b>	<b>-</b>	<b>35,467</b>	<b>31,883</b>
<b>Cash funds this year end</b>	<b>40,896</b>	<b>-</b>	<b>-</b>	<b>40,896</b>	<b>35,467</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 £
<b>B1 Cash funds</b>	Bank Current Accounts	28,891	-	-
	Bank Deposit Account	12,000	-	-
	Petty Cash	5	-	-
	<b>Total cash funds</b>	<b>40,896</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK



	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Richard Poole	18.5.2025
	Candy Harding	18.5.2025

# Independent examiner's report to the trustees of 4<sup>th</sup> Walton on Thames Scout Group

I report to the trustees on my examination of the accounts of the 4<sup>th</sup> Walton on Thames Scout Group for the year ended 31<sup>st</sup> March 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

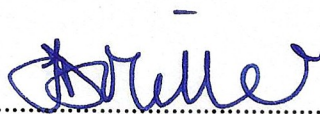
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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: Jane Miller



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

Address: SEACOMBE COTTAGE, EAST PORTLEMOUTH  
SALCOMBE, DEVON TQ8 8PN

Date:

15.1.26.