

# Trustees'

# Annual Report & Accounts

1st April 2020 - 31st March 2021



Adapting for COVID-19!

The Scout Centre  
Oaken Lane  
Claygate  
Surrey  
KT10 0RQ

This report follows the format of that recommended by The Scout Association document LT700001.

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

**Charity Name:** 1<sup>st</sup> Claygate Scout Group  
Scout Association Registration No.: 05971  
Charity Registration No.: 308135  
Charity's principal address: see front cover  
For the period covered, members of the Group Executive Committee acting as charity trustees were:

### **Ex-Officio:**

Chairman	Stuart Ballard
Treasurer	Gary Ernest
Secretary	Rosy Treasure
Group Scout Leader	Hugh Gostling
Assistant Group Scout Leader	Debbie Bowles
Assistant Group Scout Leader	Mark Aulds
SASU Leader	Dave Creigh

### **Trustees Nominated:**

President	vacant
Vice President	Allan Carruthers
Vice President	Graham Gibbs

Dennis Warren remains a Vice President of the Group but has stepped down as a Trustee

### **Trustees Elected:**

Estate Management	Roger Hoad & Andrew Gilchrist
Transport	Colin Coburn
Communications	Emma Smith
Parent Representatives	vacant
Quartermaster	Jonathan Dawes

Bankers:	CAF Bank, West Malling
	Barclays Bank, Esher

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**

### **Governance**

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 Executive Committee (the GEC) 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 of appropriate returns to the Charity Commission.

The committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader and Assistant Group Scout Leaders, individual section leaders (by request) and parent representation, and meets every 2 months. The GEC members for the year under review are listed inside the front cover and met together during the period on the following dates: 20<sup>th</sup> May 2020, 15<sup>th</sup> July 2020, 16<sup>th</sup> September 2020, 18<sup>th</sup> November 2020, 20<sup>th</sup> January 2021 and 17<sup>th</sup> March 2021.

Members of the Executive Committee complete 'Essential Information for Executive Committee' training within the first 5 months of joining the committee and are all DBS-checked.

The GEC exists to support the Group Scout Leader in meeting the responsibilities of the Group including:

- Compliance with the Policy, Organisation and Rules of the Scout Association;
- The maintenance of Group property and equipment;
- The raising of funds and the administration of the Group finances;
- The insurance of persons, property and equipment;
- Assisting in the recruitment of leaders and other adult support;
- Promoting and supporting the development of Scouting in the local area;
- Managing and implementing the Safety Policy locally;
- Appointing any sub-committees that may be required;
- Appointing Group administrators and advisors other than those who are elected;
- Ensuring young people are involved in decision making;
- Managing the opening, closing and amalgamation of Group sections as necessary.

### **Risk and Internal Control**

The COVID-19 virus and declaration of a global pandemic was a new risk that a significant amount of time was spent dealing with. Otherwise, the major risks and action to mitigate them, remain the same as previous years and are given below.

1. *COVID-19 virus causing health issues among young people, leaders and others and otherwise impacting the Group:* Risk assessments for all activities, including online activities, were prepared and reviewed by Esher District Scout Association. Government guidance and guidance from the Scout Association was followed. Expenditure was monitored to ensure lower revenue did not adversely impact the Group's financial situation.
2. *Fire, burglary and other damage to the building and equipment:* The Group would request the use of buildings and equipment from neighbouring organisations. The Group has sufficient building and contents insurance in place to mitigate against permanent loss.
3. *Injury to leaders, members, helpers and supporters:* Risk Assessments are undertaken before all activities. In addition the GEC 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.

4. *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 12). The Committee could raise the value of subscriptions to increase the income to the Group either temporarily or permanently.
5. *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.
6. *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.

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.

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

### **Group Objectives**

As part of the Scout Association, the aim of the Group is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potential as individuals, as responsible citizens and as members of their local, national and international community. The method of achieving this aim is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by trained adult leadership.

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

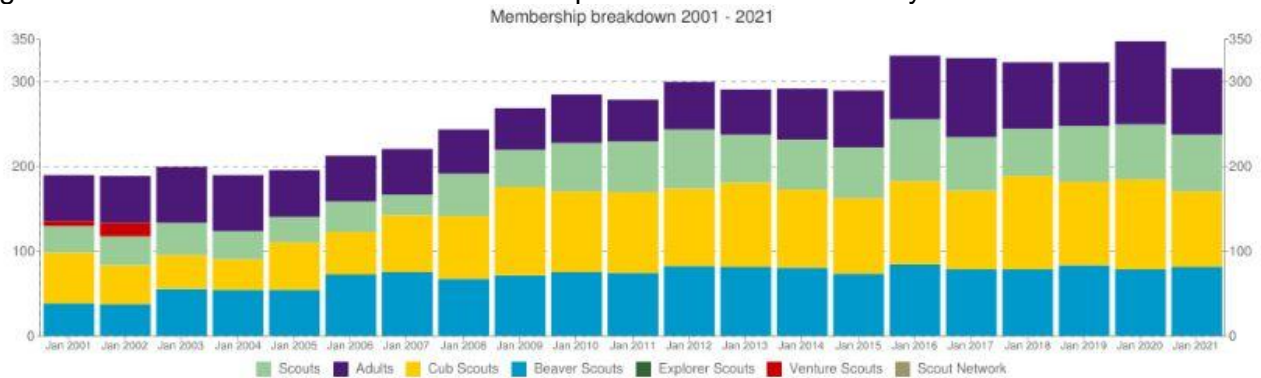
This has been the most extraordinary year in Scouting, not so much for planned activities but for the lack of them. What we recognise and give thanks for is the actions which have been taken to keep Scouting alive when almost no face-to-face activity took place.

Scouting is a federation of the like-minded and the willing, and it is these characteristics that give Scouting its strength in 1<sup>st</sup> Claygate. This strength is embedded across all nine Sections in the Group and the Band. The overriding circumstance last year was the outbreak of Coronavirus at the start of the year which effectively reduced all face-to-face scouting to a minimal period in the Autumn. I cannot praise and thank enough, all of the leaders across the Group who put so much effort into providing Scouting online.

Special thanks from me, and I am sure all of you, to Mark Aulds and Debbie Bowles for all their efforts this year, they have put so much into ensuring that we have had the resources to deliver Scouting both face-to-face and virtually.

It is to everyone's credit that our membership numbers in the census showed a slight reduction of 12 for the year and our numbers are already increasing as we have returned to face-to-face Scouting.

It is great to know 1st Claygate is the second largest Scout Group in Surrey and we are equal eighth largest across the whole of the UK. Membership numbers for the last 20 years are shown below.



Whilst the pandemic affected the way in which we deliver Scouting, it didn't stop our young people. One in particular was Elouise Budd who, despite everything, completed her Queen's Scout Award including delivering her presentation virtually.

We successfully opened our fourth Beaver Colony in September and Willow Colony is now firmly established and I enjoyed attending their recent investiture.

This year has been unlike any we've experienced in our lifetimes. I truly believe that Scouting is more important now than ever before, to give young people a sense of connection and belonging. During this period of COVID-19 recovery, as we start to get back together safely, we've been focusing on three key areas:

1. Delivering great programmes for our young people
2. Developing existing adult volunteers with training and support, and recruiting new adults into leadership roles.
3. Keeping Everyone Safe

I have been humbled by the dedication of our truly inspiring adults across all the sections and activities who took up the challenge of working in a digital world overnight by up-skilling in new areas of digital technologies. They all worked together to implement new programmes almost overnight. All of our Sections and the Band have been delivering some form of Scouting digitally over the past 12 months.

The pandemic has tested our resilience, and collectively we encouraged each other to be innovative and it also increased our awareness of the importance of prioritising our mental health for both adults and our young people. This is demonstrated in the set up of two new initiatives.

Firstly, we have led the establishment of the District Dragon DofE Awards Group which provides support across the District. The aim of the group is to provide all members aged between 14 & 25, with the opportunity to participate in the Duke of Edinburgh's award scheme and at the same time achieve the equivalent scout awards. It also provides members of different groups, an opportunity to work together to achieve a common goal. Thank you to Mark Southey for leading on this.

Secondly we have established a Young Leader Explorer Group, which provides training and support to our Explorer Scouts. It delivers the Young Leaders' Scheme which is an undiscovered jewel in the Scout programme. It sets out to enable the District to support Explorer Scout Young Leaders in their personal development and prepares them for further education, and the workplace, with confidence in their capabilities and with Skills for Life. Many thanks to Jonathan Perkins who has led on this initiative.

Let's all keep in mind that Scouting is - Good for your health and happiness - Good for your skills - Good for your family and community. Scouting changes lives precisely because volunteers show up, get stuck in and make it happen. I'd like to pay tribute to Esher District Scouts' amazing volunteers: you've kept our movement going and we couldn't have done it without you. We'll never forget how you supported young people when it mattered most. Quite simply, you are amazing. Stay safe, and stay well!

## Leaders

We have been successful in welcoming a number of new leaders to the Group and look forward to renewing efforts to recruit more when “new normal” Scouting begins.

We welcome **Gordon Clark** (Willow), **Jamie Sergeant** (Scout Troop), **Kirsty Datta** (Willow), **Hilary Coy** (Lynx) and **Beth Candy** (Panthers).

We also welcomed back **Lucy Stimson** (ex-cub leader) and **Rosy Treasure** (ex-beaver leader) to Willow which was the real catalyst to ensuring that Willow is now so firmly established.

## Beavers

Spring Term 2020 began with us all in Lockdown and Beavers using Zoom meetings to finish the Skill Challenge. This involved activities such as helicopter making and learning the RAF phonetic alphabet to gain the Aircraft Stage 1 Badge.

On the weekend of 16/17 May a virtual GAW Zoom was run with Beavers going on a scavenger hunt outside with their parents as part of the Photographer Badge. To achieve their Nights Away Badge, the leadership team showed great adaptability by asking Beavers to build a den at home, sleep in it overnight and join in a Zoom campfire sing-along.

Zoom meetings continued twice a week well into July with the Beavers cooking pizza, making frozen yogurt ice cream, drawing, learning Chinese words, origami, doing keep fit exercises, making a kite and playing lots of games. This all formed part of the Cook Badge and the World Challenge.

In September 2020 Willow Colony was opened just in time for Face-to-Face Scouting. It was great to see all Beavers again and we enjoyed the cycling, tent pitching, Backwoods cooking, insect hunting, tracking and fire lighting sessions outside in the grounds of the Scout Centre.



Beavers finally get together at GAW 2021 – with masks!

We were back to Zooming on Wednesdays and Thursdays from 9th November until the end of March 2021. The programme covered the World Challenge: learning about English traditions such as cheese rolling, clog dancing, learning about Chinese New Year, making dragons and Chinese hats. We even managed to invite a police officer to give a talk as we learnt about the Emergency Services. As part of the Teamwork Challenge we built a spaghetti tower and learnt about being a good friend through quizzes and Spot the Difference games.

The Zoom meetings also included origami (whales, sharks, burgers, bunnies), craft, Scavenger Hunts, quizzes, games and even some cooking - pizza and cheese straws - which was a real hit.

We ended the term with a Zoom Easter hunt with the help of the parents.

The Zoom meetings proved hugely successful with between 30 and 50 Beavers on each of the meeting nights. We even invested quite a few new Beavers over Zoom who had never been to the Scout Centre!

The following Beavers are to be congratulated on achieving their Chief Scout Bronze awards:

Oak Beavers: **Albie Atherton, Maximus Davies, Eddie Fleming.**

Sycamore Beavers: **Benjamin Farren, Theo Colkett, Carmel Sewell, George Spencer, Matthew King, Charlie Rowse, Luke Moore, Eddie Gilchrist, Leo Moffat, Zac Billingham, Angus Thomson.**

Maple Beavers : **Sam Hendriks, Alex Lotte, Alex Marson, Dominic Marson, George McCartney-Fox, Henry Owen, Luca Saunders, Benjamin Springett.**

## Cub Scouts

As we got used to lockdown, we started our Zoom program with internet safety and the Digit Citizen Staged Badge. We held 2 meetings of an hour each week, cycling through a rota that covered 2 different evenings each week. Cubs from all 3 packs could join any of the meetings giving everyone a fair chance at attendance. Leaders from all 3 packs contributed program content. We continue with badge work for the Naturalist Badge, Navigator and the New Staged Badge: The Great Indoor Badge. Additional content included map reading walks around Claygate and sleeping in tents in the garden or dens in the house and various District challenges.

As we started September, we were able to hold the first of our face-to-face meetings. So that we could accommodate everyone within COVID-19 rules, we held 2 staggered sessions a week for half the pack and repeated this for the other half the following week. We covered the Disability badge and the Communicator badge. As we approached Christmas, we found ourselves back in lockdown and on Zoom. This time our program covered the Entertainer Badge, cooking and different skills for the Skill Challenge and Home Help Badge. We continued with a calibrated program however each pack met on their regular evening. Cubs choose East Elmbridge Foodbank as this year's charity.

We started 2021 on Zoom with a similar program and a treasure hunt around Claygate but by half term we were allowed back to face-to-face and this time COVID-19 rules had changed allowing the full pack to meet in one evening. Over Easter we held an Easter Egg hunt also in aid of the East Elmbridge Food Bank. Gaining the Chief Scout Silver during this time was a challenge as there have been no hikes or camping however, with some creativity, there were a number who were able to achieve it.

The following Cubs are to be congratulated on achieving their Chief Scout Silver awards:

Lions: **Daisy Hendrikx, Amy Hides, William Spencer & Thomas Bainbridge**

Lynx: **George Ball, Eva Sewell, Isla Wright, Leo Batey, Roan Brewer, Dillon Naik, George Warriss & Matthew McLaren**

Panthers: **Megan Evans, Gregor Logan & Will Logan**

## Scouts

With the COVID-19 lockdown requiring a re-think of the programme, the Troop quickly adapted to running meetings on Zoom and we had great participation in a "camp at home" version of GAW in May with shared activities and challenges. To ensure that Scouts were still able to complete their Chief Scout Gold awards, we adapted the format of the Expedition Challenge and were delighted to see a good number of scouts take part and complete their awards during the summer holidays. The autumn term saw a return to face-to-face scouting, albeit in limited numbers and outdoors only. By alternating weekly attendance between the two halves of the troop, we were able to provide sessions for everyone and were relieved to see the troop numbers remaining steady. We unfortunately had to suspend the Christmas Post service for 2020, but with the country back in lockdown and no face-to-face scouting it would not have been practical. The spring term saw a return to in-person events with a gradual easing of the restrictions enabling us to return to full troop meetings every week. Activities have included fire lighting, backwoods cooking, pioneering, camping skills, wide games, hike and map/compass training.



The following Scouts are to be congratulated on achieving their Gold Award before moving up to Explorers:

**Alisha Grosse, Charlie Trollope, Emma Vorbrich, Eric Vorbrich, Harry Cross, Jaimon Govender, Lawrence Budd, Nicole Elliott, Sam Warner, Sophie Hutchison, Evie Dawes,**

## Explorer Scouts

Despite the challenges of the last year, the Selachii Explorer Unit kept active and remain a vibrant, diverse unit. We have certainly made good use of Zoom, with many different types of activities including quizzes and escape rooms. One of the highlights was a powerful talk on mental health which was shared at the District level with more than a 100 attendees.

Whenever possible we met in person, and enjoyed a variety of activities outside, much of which involved fire and food! We also honed our core Scouting skills, had fun with fireworks and when permissible went cycling.

We were also able to enable 6 Explorers (or Network Scouts) successfully complete their DofE Gold award expeditions.

So whilst many activities were cancelled, including our planned Canyoning trip to Spain, nevertheless in true Explorer style we adapted, engaged and made the most of what was allowed with great support from across the District.

## Scout Active Support Unit (SASU)

The 1<sup>st</sup> Claygate Scout Active Support Unit, led by David Creigh continues to provide support to the Group where needed. In many cases during this unusual year, this has been less but in some cases much more!

SASU members are either ex-leaders, ex-members or just keen supporters with specialist skills that they use to help the Group at various times. These include those who:

- maintain the grounds;
- drive the minibus to and from events, such as kayaking;
- run bases at camps/events;
- marshal at parades;
- provide administrative support to the Troop and Band;
- maintain the website;
- develop new IT systems;
- organise and support fundraising events such as the Plant & Jumble Sales.

## Scout and Guide Band

Band Leader **Robin Wilkinson** provided the following report:

Despite the challenges imposed by COVID-19, the Band has continued to make good progress through 2020/21 and we have welcomed 8 new members to the band. Bringing in new, young band members every year is vital to the long-term success of the band. I feel very optimistic about the future with these talented people who are just starting out on their musical career.

Just before lockdown began, we had our annual concert (March 2020). This was an exceptionally good event - quite possibly the best concert the band has ever put on. Every single band member - from the youngest member of junior band through to our senior section - pulled out a great performance. Feedback from everyone who attended was excellent.

Regrettably, all other performances had to be cancelled during the year due to COVID-19. We were very close to being able to proceed with our annual Christmas carolling around the village, but then the rules changed (again!) which meant we had to cancel. Nevertheless, after the summer break, band rehearsals continued by using Zoom and, wherever possible, in person in small groups within the framework allowed by the COVID-19 rules. In Scouting tradition, despite the restrictions, we made it work. For a number of weeks in the autumn, we rehearsed on Sunday afternoons, in three separate groups in the corners of the grounds of the Scout Centre, but we were still able to play together!!!

Looking ahead, we are optimistic about 2021/22 and hope to encourage even more new members to join the band. We have a range of events planned for the autumn and winter, and looking further afield our delayed trip to Disneyland Paris is now scheduled for autumn 2022.

I'd like to pass on my thanks to all in the band - band members and their parents, and the fantastic group of adult leaders who support the band in so many ways - both musically, administratively and organisationally. We really couldn't do it without all of you.

## **Group Executive**

The committee led by Stuart, our Chairman, has addressed a number of topics throughout this exceptional year. Fundraising events and normal activities have been curtailed due to the COVID-19 virus so the emphasis this year has been on ensuring that we are operating safely either on Zoom or, when government restrictions have permitted in heated marquees in the grounds of the Scout Centre.

- monitoring expenditure against budget
- assessing requests for special events
- improving the way we operate in relation to Governance
- carrying out regular reviews of policies
- maintenance of the fabric of the building and grounds
- regular servicing of boilers, alarms, extinguishers etc.;
- regular maintenance of transport;
- publicity and communication with our supporters through posters, adverts and the website
- liaison with and between our parents especially in relation to support for activities and events
- updating risk assessments
- maintaining existing equipment and approving new equipment purchases

We are fortunate to retain a committee with wide-ranging skills that ensures we are able to provide the level of support required in running such a large Group. Working groups are set up where tasks need progression between meetings and these items are then taken to the Group Exec for approval. This year groups have been set up to look at the Group's Development Plan and to record compliance with the Scout Association's Policy, Organisation and Rules manual.

## **Looking forward**

Like all Groups throughout the UK and indeed the world, we have been affected by the global pandemic. However, in Claygate we have risen to the challenge to provide Scouting at Home.

We are now back meeting face-to-face which is being enjoyed by both the adults and young people. The new upstairs extension will come into its own as we return and continue with our plans for the Group going forward. Our challenges for the coming year are to

1. Recruit leaders and volunteers for other roles in the Group .
2. Introduce further ways of using digital technology to make life easier for everyone.
3. Improve our communications with past members and friends.
4. Ensure that the Training of Adults is at the core of what we do.

## **Conclusion**

The challenges faced in the past year have shown the adaptability of the team of leaders and helpers we have, here in Claygate. As we move to a state as close to "Normal" as we safely can, this teamwork will continue to help us face whatever challenges are ahead.

**Hugh Gostling, Group Scout Leader**

## **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**

### **Group Chairman's Review**

This year has presented challenges that few of us could have foreseen. In true Scouting spirit, the team at 1<sup>st</sup> Claygate has risen to the tasks at hand. Whether it be leaders learning to use Zoom for the first time, or literally dozens of risk assessments being prepared and followed, or our Assistant GSLs taking over various responsibilities while Hugh's NHS job commitments took precedence, everyone in the Group has gone the extra mile this year. For that, we should all be immensely proud.

As life begins to return to normal, it has been a pleasure to see young people making use of the extended Scout Centre. While circumstances have meant the building has not been used as much as we would like, we are well placed to offer scouting to more young people in the future.

### **Financial review**

It has been far from an average year from a financial point of view. Membership fees were reduced by 50% to reflect the move to online meetings during the various lockdowns. However, costs were managed carefully and with government support, we finish the year with a higher cash balance than we started. There will be some further implications from COVID-19 that will be reflected in the 2021/22 financial year, but the Group remains in a reasonable financial position.

You can see the full financial picture elsewhere in this report, including the government support we have received as part of the COVID-19 relief package.

### **Premises upkeep and Vehicles**

During the year, cleaning was reduced and the empty periods allowed the maintenance programme to continue when permitted without interfering with the scouting programme. Roger Hoad and Andrew Gilchrist worked hard to ensure the building was in a fit state to re-open for in person meetings.

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 ship-shape.

Colin Coburn managed our minibuses and vans keeping them either SORNed or road-ready, depending on circumstances.

### ***Fund raising***

COVID-19 has had a dramatic impact on our fundraising efforts. Events such as our jumble sales and beer festival were cancelled.

However, those fundraisers that could take place in a COVID-19 secure way, were very well supported. Plant sales and the Christmas tree sales were both very successful.

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

There have been limited opportunities to volunteer this past year. We look forward to hopefully a more normal fundraising year ahead. 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 Central Government, Elmbridge Borough and Claygate Parish Councils and our local Co-op, as well as similar organisations that have provided financial support. Thank you also to those individuals who make donations to us.

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

It has perhaps been our quietest year ever in terms of charitable activity and community relations, due to COVID-19.

The Group's profile in Claygate is very high. The Group remains very committed to its role in the local community and we look forward to picking up activity again when circumstances permit.

### ***Publicity and Communications***

Emma Smith has taken over the reins with respect to our communications initiatives. Communications has remained vitally important during these difficult times.

Rhid Tinkler has worked hard to help ensure our online programme was delivered effectively, as well as taking care of the business as usual activities.

### ***Adult support & recruitment***

Even in this most unusual year, we have managed to open a new Beavers colony to use the new extension to the Scout Centre. This has obviously involved new leaders and we thank those new volunteers for their commitment. As the young people in the new colony move through the Group, so we will need more volunteers.

Hugh works hard to manage the waiting list and recruit the necessary leaders to ensure we can offer scouting opportunities to the maximum number of children in our community.

### ***Parent representatives***

The Parent Representatives system acts as a liaison between parents and leadership and also ensures there is appropriate volunteer support for our various events. Enrico Sorbello and Angela Mazur have moved away from Surrey and we thank them for their work in this area. Becky and Guy Billingham have agreed to take over the co-ordination role and I thank them for this and also thank the various parent representatives for their time.

### ***Safety, safeguarding and risk management***

During the year, COVID-19 has meant a dramatic change to the way we deliver scouting to young people. This has required a huge amount of work to firstly move to virtual meetings, and then to introduce face-to-face meetings in a COVID-19-secure manner. Central to this was ensuring the safety of the young people and volunteers which resulted in a robust risk assessment process that involved many people within the organisation.

In addition to the COVID-19 focussed risk procedures, ongoing risk assessments have taken place which are done to ensure our activities and assets are managed with care, to heighten awareness of health and safety requirements and thereby reduce or eliminate risk to our young people and others involved. The principal risks are outlined elsewhere in this report. "Safeguarding, health and safety" is a standing agenda item at the Executive Committee 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, whether that be face-to-face or via Zoom. 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 Executive, Scout Active Support members, fund raisers, doing administration, practical help or whatever, a big thank you. Particular thanks to Hugh Gostling our Group Scout Leader and Gary Ernest, our Treasurer who have been instrumental in making the extension a reality (amongst their many other duties). And to Mark Aulds and Debbie Bowles who have stepped up as Assistant GSLs while Hugh's work commitments increased due to COVID-19.

Rosy Treasure continues to ensure that the Committee runs smoothly and her expertise outside of scouting has been instrumental in helping us navigate the path into lockdown and out the other side.

Scouting continues to enjoy a high profile in the UK. The Scouting movement provides unique opportunities to young people. Our challenge is to ensure we offer those opportunities to as many of the young people in our community as we can, while maintaining the quality of the programme that we offer them and dealing with whatever unforeseen events that may lie around the corner. Thank you once again to everyone who has helped the Group during the year. I look forward to another successful scouting year ahead.

**Stuart Ballard, Group Chairman**

## **Section E: Financial Review**

### **Financial Strategy**

The Group's long-term financial strategy is:

- To fund through subscriptions regular expenditure on the Scout Centre, administration, leader training, the weekly programme of meetings, transport costs and the capitation fee levied to every member of the association by Scout Headquarters and Surrey County
- To make activities such as camp, trips, etc. self-funding
- To fund through specific 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 the high quality of the 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 the case of a downturn. We estimate this to be £70,000. This is our assessment of the worst-case scenario and is based on the assumption that our net fundraising falls by 50% and membership subscriptions decline by a third. Our experience managing through the COVID-19 emergency has indicated that this level of reserves is justified and appropriate.

### **Basis of preparation of accounts**

The accounts are prepared on a receipts and payments basis which is permitted under current legislation for charities with receipts below £250k in their financial year.

In our prior financial year (PY) receipts exceeded £250k. However, this was a once-off event entirely due to the receipt of grants, donations and funds in support of our building extension work, Project Merlin, which was completed in February 2020. The level of receipts is not expected to exceed the £250k threshold in the foreseeable future. For this reason, the Group decided in 2019-20 to continue with receipts and payments accounts for PY reporting to ensure consistency between years. This treatment was agreed last year with the Independent Examiner.

### **Financial review 2020-21 and COVID-19 impact**

As explained elsewhere in the Trustees' Report, COVID-19 has had a significant impact on the Group's activities in 2020-21 (CY), with the consequential impact on the Group's financial statements. The most significant impacts are as follows:

- To reflect the reduction in frequency of weekly section meetings and the move to online participation, membership fees were halved from £50 to £25 for most of the year, resulting in overall membership fee receipts 45% lower than PY. Gift Aid was about the same level as PY because it was calculated on membership fees received in 2019-20. Gift Aid receipts in the next financial year will be 40% (c.£4,000) lower.
- All fundraising events which involved people congregating were cancelled, so we did not run the beer festival or jumble sales and did not perform a band concert for the first time in many years. In addition, two of the community organised events in which the Group takes part, the Claygate Flower Show and the Christmas Lights, were also cancelled. However, two of our big annual fundraisers, the sale of Christmas trees and the Bedding Plant Sale, went ahead in a COVID-19-secure way and recorded record sales which limited the reduction in net fundraising receipts to 38% below PY.
- All camps and trips for our young people were cancelled or postponed, the most significant being the annual Group Camp, summer Scout Camp, the Explorers' trip to Spain and the band trip to Euro Disney. Refunds of deposits paid in PY were made for the first three of those camps, which resulted in a negative value of £(11,525) shown against Receipts from Activities (deposit refunds are shown as a reduction of revenue). Deposits for Euro Disney are still held at 31<sup>st</sup> March 2021 as it is planned that the postponed event will take place in October 2021.
- We received £21,441 from the government's Retail, Leisure and Hospitality grant, which helped mitigate part of the reduction in membership fees and fundraising receipts.
- Regular expenditure (excluding capital) at the Scout Centre was reduced but because a substantial part of our expenditure is effectively fixed (insurance, membership fee to UK HQ, lease payments, water and telephone charges and refuse collection) the possible savings were limited. Reductions in energy costs, transportation (both minibuses were both SORNed) and administration were achieved but were offset by higher expenditure on cleaning and hygiene consumables. In addition, we took advantage of the closure of the Scout Centre over the summer to undertake maintenance work including re-sealing the main hall floor, upgrading the fire alarm system and some grounds maintenance.
- Capital expenditure (excluding Project Merlin) increased from £4,567 in PY to £8,126 in CY. Most of the increase was due to additional expenditure to enable meetings to take place on site in a COVID-19 secure way, including installation of a handwash trough by the front door, purchase of additional marquees to allow multiple outdoor meetings to take place, and purchase of a space heater, for which a substantial grant was provided by Mike Bennison, our Surrey County counsellor.

## **Cash**

The cash balance at year-end was £70,544 compared with £58,675 at 31<sup>st</sup> March 2020. Given the substantial negative impact of COVID-19 on our activities this is a creditable result, helped by the government support grants. The contractual final payment to the Project Merlin contractor, estimated to be c.£12,000, is held over to the next financial year. If this payment had been made we would have had a similar level of cash at the end of the financial year as at the beginning.

## **Assets and liabilities**

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

The Group maintains a number of bank accounts and places money not immediately required for recurrent expenditure on short-term deposit generating a small amount of interest.

Restricted funds are £10,000, a legacy received some years ago and earmarked for future purchase of land currently leased by the Group.

## **Funds breakdown**

All regular receipts and payments are processed through the General Fund.

The Project Merlin Fund was opened in 2018 to allow income and expenditure relating to Project Merlin to be separately tracked. Project Merlin expenditure incurred in CY is £12,024, primarily relating to the new tarmac path to the rear exit door of the new extension and some guttering work. The final payment to the contractor will be made in the next financial year, after which the Merlin Fund will be closed.

Movements in the two funds during the year is as follows:

	<b>General Fund</b>	<b>Project Merlin Fund</b>	<b>Total</b>
<b>Opening balances 1<sup>st</sup> April 2020</b>	<b>45,296</b>	<b>13,379</b>	<b>58,675</b>
Movements 1 <sup>st</sup> April 2020-31 <sup>st</sup> March 2021	23,893	(12,024)	11,869
<b>Closing balances 31<sup>st</sup> March 2020</b>	<b>69,189</b>	<b>1,355</b>	<b>70,544</b>

**Gary Ernest, Group Treasurer**

## **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                      19<sup>th</sup> May 2021

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                      Group Chairman                      Tel: 0208 339 0423

Hugh Gostling                      Group Scout Leader                      Tel: 01372 464580

## Appendix A



1st Claygate Scout Group		308135		<b>CC16a</b>
<b>Receipts and payments accounts</b>				
For the period from	1st April 2020	To	31st March 2021	

### 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>Receipts</b>					
Membership subscriptions	24,049	-	-	24,049	44,020
Less: Levy for District, County & HQ	(13,137)			(13,137)	(12,781)
Membership subscriptions retained	10,912	-		10,912	31,239
Gift Aid	10,520	-	-	10,520	10,206
Regular Fundraising Gross	36,663	-	-	36,663	60,856
Income from Activities	(11,525)	-	-	(11,525)	65,317
Donations & Use of Equipment	17,161	-	-	17,161	36,877
Other grants received	21,441	-		21,441	144,000
Other income	1,058	-	-	1,058	892
Bank interest	663	-	-	663	1,662
<b>Sub total (Gross income for AR)</b>	<b>86,894</b>	<b>-</b>	<b>-</b>	<b>86,894</b>	<b>351,050</b>
<b>Total receipts</b>	<b>86,894</b>	<b>-</b>	<b>-</b>	<b>86,894</b>	<b>351,050</b>
<b>Payments</b>					
Premises	25,260	-	-	25,260	19,993
Regular Fundraising expenditure	17,751	-	-	17,751	28,961
Activities	5,211	-	-	5,211	61,981
Transport	1,057	-	-	1,057	5,270
Administration	2,572	-	-	2,572	5,584
Donations	1,819	-	-	1,819	1,223
Equipment Maintenance	1,205	-	-	1,205	2,838
<b>Sub total</b>	<b>54,875</b>	<b>-</b>	<b>-</b>	<b>54,875</b>	<b>125,850</b>
<b>Asset and investment purchases</b>					
Equipment, e.g. tents	2,664	-	-	2,664	913
Grounds expenditure	2,816	-	-	2,816	387
Paddlesport equipment	-	-	-	-	3,053
Extension expenditure	12,024	-	-	12,024	401,093
Other capital expenditure	2,646	-	-	2,646	213
<b>Sub total</b>	<b>20,150</b>	<b>-</b>	<b>-</b>	<b>20,150</b>	<b>405,660</b>
<b>Total payments</b>	<b>75,025</b>	<b>-</b>	<b>-</b>	<b>75,025</b>	<b>531,510</b>
<b>Net of receipts/(payments)</b>	<b>11,869</b>	<b>0</b>	<b>-</b>	<b>11,869</b>	<b>(180,460)</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	48,675	10,000	-	58,675	239,135
<b>Cash funds this year end</b>	<b>60,544</b>	<b>10,000</b>	<b>-</b>	<b>70,544</b>	<b>58,675</b>





**Report to the trustees/  
members of**

1<sup>st</sup> Claygate Scout Group

**On accounts for the year  
ended**

31<sup>st</sup> March 2021

**Charity no  
(if any)** 308135

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> March 2021.

**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 examination (other than that disclosed below \*) 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.

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

**Signed:**

**Date:** 21<sup>st</sup> June 2021

**Name:** Ross Taylor

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

**Address:** 57 Oaken Lane, Claygate, Esher, KT10 0RQ