

Trustees' Annual Report

for the period
1st April 2024 – 31st March 2025



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: 1st Claygate Scout Group
Registered Charity Number.: 308135
HQ Registration Number.: 05971
Charity's principal address: see front cover

Names of the charity trustees who managed the charity during the year:

<u>Trustee Name</u>	<u>Office</u>	
Stuart Ballard	Chairman	[Ex-officio]
Gary Ernest	Treasurer	[Ex-officio]
Hugh Gostling	Group Scout Leader/Lead Volunteer	[Ex-officio]
Mark Aulds*	Trustee - Training	Elected
Rosy Treasure*	Trustee - Governance	Elected
Roger Hoad	Trustee - Estate Management	Elected
Jonathan Dawes	Trustee - Quartermaster	Elected
Emma Smith	Trustee - Communications	Elected (resigned Jan 2025)
Becky & Guy Billingham	Trustees - Parent Representatives	Elected

* Due to a change in roles adopted by the Scout Association in November 2024, the roles of Deputy GSL & Group Secretary no longer exist.

Names and addresses of advisers – there were none

Other appointments are

President	John Baldwin
Vice President	Allan Carruthers
Independent Examiner:	Ross Taylor

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Section B: Structure, Governance and Management

Description of the charity's trusts

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 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 of proper accounts and making returns to the Charity Commission as appropriate.

During this period the Board has consisted of Chair, Treasurer and Group Scout Leader (Lead Volunteer) together with 7 elected Trustees and meets every 2 months. The members for the year under review are listed inside the front cover and met together during the period on the following dates: 22nd May 2024, 10th July 2024, 18th September 2024, 20th November 2024, 15th January 2025 and 19th March 2025.

Members of the Trustee Board have all completed Trustee Introduction Training and are all DBS-checked.

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

Risk and Internal Control

During the year and in line with latest guidance, the Group Trustee Board has generated a Risk Register which is maintained by the Treasurer. The register was approved at the Board meeting on 15th January 2025 and any outstanding actions required to mitigate risks were added to the action list for the Board. The status of risks has been added as a standing item on the Agenda and ongoing consideration of how to monitor risk is being considered. The Risk Register is considered to be a living document and will be reviewed at least annually.

Group Chairman's Statement

The following report is from **Stuart Ballard** Chairman of the Group Trustee Board.

It has been another dynamic and fulfilling year for 1st Claygate. Our mission to equip young people with essential life skills remains at the heart of everything we do, and it's rewarding to see that purpose reflected in the Group's continued energy and achievements.

Transformation and Digital Systems

The Scout Association's rollout of new digital systems and operational processes has brought changes across the Group. These are most visible in how our team is now structured and how roles are defined. Several members of the Trustee Board have dedicated considerable time to ensuring this transition was as smooth and effective as possible.

One key recommendation was the introduction of a risk register, which was established during the year. Our Treasurer oversees this, with periodic updates shared with the Trustee Board.

Financial Review

Careful financial stewardship underpins all that we do. While capital acquisitions this year—such as a new battery unit to complement our solar panels and a replacement trailer—were more modest than in 2024, our strong fundraising performance leaves us well positioned for the future.

Further financial details can be found later in this report.

Premises, Equipment and Transport

Maintaining our facilities and resources is vital to keeping the Group running effectively.

- Roger Hoad has continued to oversee our headquarters, ensuring a safe, functional environment.
- Maintenance days, supported enthusiastically by parents and volunteers, have helped keep our building and grounds in excellent condition.
- Colin Coburn, who stepped down as trustee during the year, has kindly continued to assist with the management of our minibuses and vans while we seek a long-term successor.
- Jonathan Dawes ensured our equipment remained serviceable, supporting camps and other events.
- We continue to lease a small parcel of land at the rear of our site from the neighbouring school for outdoor activities. With the lease due to expire later this year, we are in active discussions to secure a further ten-year term.

Fundraising

Fundraising remains central to our sustainability and success. This year saw a wide range of events supported by a committed team of volunteers and a generous local community.

The funds raised support both operational needs and future investment in our facilities. Every contribution—however small—makes a difference, enhancing our community connections and group well-being.

We are grateful for financial support from Surrey County Council, Claygate Parish Council, the Kenneth Green Foundation, and the John Laing Charitable Trust.

Community and Visibility

We remain deeply rooted in the Claygate community. The Group's visibility continues to be strong, and we are proud to support local initiatives and maintain positive community engagement.

Communications and IT

Effective communication ensures we stay connected with our members and the broader community.

- Emma Smith, who stood down this year, made a valuable contribution to our communications, and we thank her for her work.
- Rhid Tinkler continues to lead the improvement of our IT systems, which are increasingly vital in supporting the Group's operations.

Adult Support and Recruitment

We continue to welcome and encourage parents, carers, and local residents to contribute their time and skills to the Group. In particular, we are keen to involve more adults aged 18–25, whose input brings fresh energy and perspectives.

Parent Representatives

The Parent Representative system plays a vital role in linking families with the leadership team and helping ensure strong volunteer support.

Becky and Guy Billingham, who coordinated this system over the past year, are now stepping down. I extend sincere thanks to them and to all parent reps for their ongoing commitment.

Safeguarding and Risk Oversight

The safety and well-being of our young people is our highest priority. We continue to follow robust safeguarding procedures and ensure our leaders are appropriately trained.

“Safeguarding, health and safety” remains a standing item at Trustee Board meetings, reinforcing our commitment to a safe and secure environment.

Trustee Changes

We say farewell and thank you to several long-serving trustees:

- Rebecca and Guy Billingham, Emma Smith, and Colin Coburn have each contributed significantly to the Group's success.
- Alan Carruthers, who steps down as trustee but continues in his role as Vice-President, has offered steady and valued guidance over many years. We are grateful for his past service and ongoing support.

Final Reflections

A Scout Group like ours relies on the goodwill, time, and energy of hundreds of people. To our leaders, parent helpers, administrators, fundraisers, event volunteers, and Trustees—thank you.

I would like to express particular appreciation to Hugh, Mark, Gary, and Rosy, who continue to serve the Group Trustee Board with outstanding dedication.

In closing, I extend my heartfelt thanks to every member, volunteer, supporter, and partner who contributed to the Group this year. Your belief in the values of Scouting ensures we can continue to help young people grow, learn, and thrive.

Stuart Ballard, Group Chairman

Section C: Objectives and Activities

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.

The following report summarises the main activities in relation to these objects.

Group Scout Leader's Report

The 1st Claygate Scout Group has enjoyed another successful year with our membership remaining strong. The adult leadership has also remained strong with some coming and goings, but more of that later.

The wide-ranging experience and enthusiasm of our adult leader teams across the sections enables the provision of a full and varied programme, both during and outside regular meetings. This has resulted in the presentation of many badges, appointment of young people into positions of responsibility such as Patrol Leaders and young leaders. In addition, the leaders have provided our young people with the opportunity to complete and for many to achieve the top awards in every section.

One of the camping highlights for the Group was Group Camp held at Walton Firs campsite in May 2024 with over 200 young people and adults from the Group participating in a wide variety of activities.

Young people appreciate physically being with their friends, camping or being outdoors, learning new skills, hiking, navigating, fire lighting and putting those skills to the test. These interactions that occur outside of school are so very important and help young people to become grounded with a healthy lifestyle, both in body and mind. Scouting seeks to provide a sense of connection and belonging, and young people really benefit from working in groups and socialising. Scouting offers this naturally, alongside the training programme. These activities undertaken while working alongside young people are also good for adults.

The leaders and supporters have provided a full year of activities that has stimulated and engaged our young people, and these have been detailed in our newsletters over the year. These are available on our website at <https://www.claygatescouts.org/newsletters.php> and provided to all parents in hardcopy each term.

Last summer we had memorable camps in Morocco for Explorer Scouts, Appletreewick Wharfedale for Scouts and Youlbury Oxfordshire for Cubs. I am so proud of the way in which our section leader teams work together that gives Scouting its strength here in 1st Claygate. This strength is embedded across all nine Sections (4 Beaver Colonies, 3 Cub Packs, the Scout Troop and the Explorer Scout Unit) and across our activities in the Group; Paddlesports, DofE, Young Leader Programme and the 1st Claygate Scout and Guide Band.

The 1st Claygate Scout and Guide Band has been busy, parading at Surrey Scouts camp 'Scoutabout', the Lord Mayor's Show, Princess Alice Hospice and other events. They are now preparing to represent Scouting and Guiding at the Menin Gate Ceremony in Belgium in September as part of their 25th year celebrations.

I am proud to report that there was a large attendance from all sections for the annual Act of Remembrance at the Claygate including the Band where the Group joined the community at this important event.

The Young Leader programme continues to be a great success with our Explorer Scouts, who volunteer with the younger sections and this partnership between adult leaders and the young leaders has been a joy to see them in action and it is both motivational and inspiring.

As a Scout Group we rely on our team of leadership volunteers, some have been part of the Group for many years, one of their key strengths is that they all work together as a team to provide great Scouting, thank you to each and every one of them.

As Group Scout Leader along with the Group Trustee Board we cannot express enough our huge appreciation and admiration to all the leaders for enabling all these activities and achievements to take place and recognise the substantial time and effort required to plan and deliver them safely, all on a voluntary basis.

The Trustee Board led by the Chair, Stuart Ballard, has planned and overseen the strategy and finances of the Group, for which my thanks go to each of them for their support to me as Group Scout Leader

Stuart is standing down at the 2025 AGM and in this report, I wish to record my thanks to him of his leadership of the Trustee Board which has been effective but has also been done in a way which has been collegiate with everyone involved in the decision making. He joined the Group in 2008 as a Beaver Scout Leader and then became Chair in 2014. We thank him for his dedicated service to 1st Claygate.

The role of keeping this highly successful Scout Group alive and healthy is a pleasure as much as a challenge. My gratitude and thanks go to all of the Group's uniformed warranted leaders, section helpers, volunteers and all of the young leaders for their time given freely during the past year.

Looking forward

In 2025/26 we face some leadership challenges, we have two Section Leaders, Catherine Desson (Maple) and Lucy Stimson (Willow) standing down at the end of the summer term and need to find additional leaders to fill these roles.

In the Cub Section, we have been success in retaining Cubs in the sections and across the Beaver Sections, meaning there will be insufficient space for all the beavers going up in September and so need to start a fourth Cub Pack. We are actively recruiting, and if you have any ideas about who we could attract do let me know.

The Group membership remains high and to support this we need to address the following challenges for the coming year:

- In addition to the leader recruitment outlined above we must continue to recruit more leaders and volunteers to a mix of roles in the Group.

- Work closely on the development of our Explorer Scouts and young leaders as they enter adulthood.
- Ensure that the Training of Adults and young people is at the core of what we do.
- Following the Scout Headquarters transformation to team-based volunteering consider how to work with our adult teams to consider succession planning.,

Hugh Gostling, Group Scout Leader

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.

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.

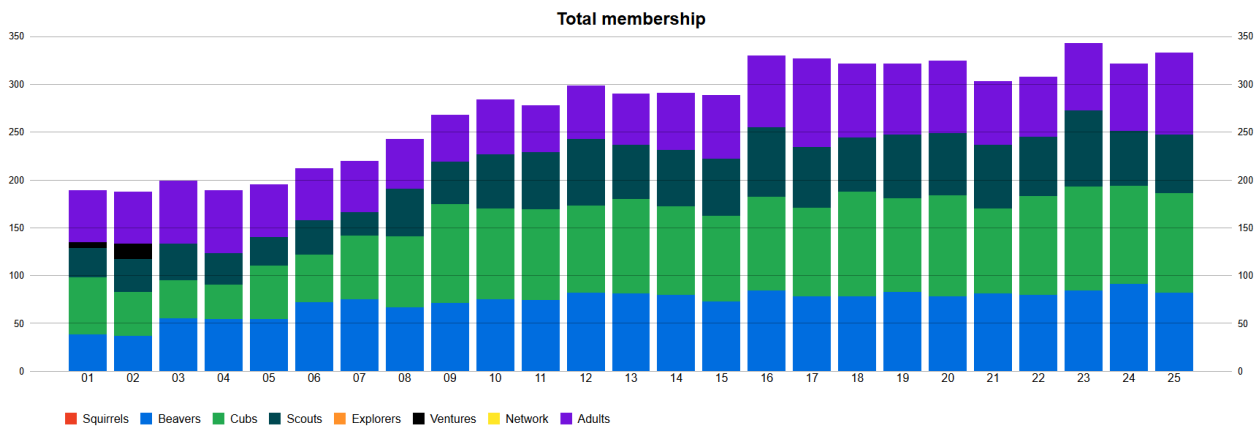
Two key principles which demonstrate that Scouting’s aims are for the public benefit are that through the Scouting methods, young people develop towards their full potential and that there is a clear link between the benefits for young people and the purpose of Scouting. The safety of young people is 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

With 292 young people recorded on the annual census return in January 2025, 1st Claygate is one of the largest Scout Groups, by membership, within Surrey County Scouts.

Our growth since 2001 is shown in the chart below:



The varied, ambitious and balanced Scouting programme offered to young people during 2024/25 resulted not only in them learning skills for life whilst having fun, but the following awards:

- 43 Beaver Scouts earned the Bronze Chief Scout’s Challenge badge (the top award available in the Beaver section) .
- 25 Cub Scouts earned the Silver Chief Scout’s Challenge badge (the top award available in the Cub section).
- 6 Scouts earned the Gold Chief Scout’s Challenge badge (the top award available in the Scout section).
- 12 Explorer Scouts earned the Platinum Chief Scout’s Challenge badge, 45 gained the Diamond Chief Scout’s Challenge badge (the top Chief Scout’s Challenge badge available in Scouting), 5

earned the Duke of Edinburgh (DofE) Bronze award, 9 the DofE Silver award and 3 the God DofE Award. We had one 1 Queen's Scout Award.

Section E: Financial Review

The following report was prepared by **Gary Ernest**, Group Treasurer

Financial strategy

The long-term financial strategy of 1st Claygate Scout Group ("the Group") is:

- To fund through termly subscriptions regular expenditure at the Scout Centre such as administration, leader training, transport, cleaning, insurance and the annual membership fee paid to UK Scout Headquarters, Surrey County Scouts and Esher District Scouts.
- To make activities such as camps, trips, etc. self-funding.
- To finance capital expenditure such as building improvements, equipment for new activities, vehicles, camping and other equipment renewals, band instruments and IT from fundraising activities

Reserves Policy

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 case of an unpredictable set of events which cause a reduction in the Group's revenues. We estimate this to be at least £115,000. This is our assessment of the worst-case scenario and assumes that our net fundraising falls by 50% and membership subscriptions decline by a third.

Our cash balance at the end of the financial year is above this level because of strong fundraising and reduced capex in 24-25. The Operational Scouters and the Trustee Board have identified a number of improvements to the Scout Centre and grounds which will be a call on our reserves during 2025/26 and 2026/27.

Investment policy

Surplus cash is held on instant access or fixed term deposit to generate a reasonable level of interest. Non-cash instruments, such as stocks and bonds, are not used.

Financial review 2024-25: receipts and payments

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

Subscriptions and Gift Aid

Subscriptions increased by just £1 per term despite significant cost inflation pressures. This was possible due to the healthy state of the Group's finances. Gross subscription income was £47,566 (prior year (PY) £46,855).

Gift Aid on subscriptions, which provides an additional 25% income and helps keep the overall level of subscriptions down, was £12,000 (PY £12,339). We are very grateful for parents' continued support by registering for Gift Aid.

Fundraising

Our fundraising events were again successful, raising a net £47,548 (PY £45,978) to support our long-term capital expenditure needs. The most successful fundraising activities remain the sale and delivery of Christmas trees, the beer festival, the three jumble sales, bedding plant sales and fireworks night. We thank all parents and leaders who support fundraising with their time and goodwill.

Activities

Our sections carried out a full range of activities and events during the year:

- Beavers took part in the District Beaver Party and attended Group Camp at Polyapes
- Cubs attended District Camp at Polyapes and undertook a weekend camp at Youlbury Scout Adventures
- Scouts attended Scoutabout at the South of England Showground, as well as summer camp at Appletreewick in North Yorkshire
- Explorers undertook a two-week summer expedition to Morocco
- The Band once again attended the Lord Mayor's Show and played their annual concert at Holy Trinity church

Individual activities outside the Scout HQ largely break even or make a small surplus; this is used to fund the purchase of badges and weekly activities at the Scout Centre. Across all sections activities generated a loss of £(1,660) (PY loss £(8,561)), the smaller loss in 24-25 being due to funds received in advance for the forthcoming Scouts' summer camp and the band trip to Ypres in September 2025.

Donations received

We received donations of £9,447 (PY £10,204). This includes once again a generous donation of £5,000 from the Kenneth Green Foundation towards the cost of adding additional batteries to our solar panel system. We also received a donation of £2,500 from the John Laing Charitable Trust and smaller value donations from several other organisations and individuals.

Other Income

Includes:

- Bank interest of £4,715 (PY £4,079)
- £2,034 (PY £1,200) for energy generated by our solar panels and sold back to the grid, reflecting the output of the additional solar panels installed in 2023
- Charges out for equipment, the minibuses and scout van, which are used by local schools and other local charities of £2,1231 (PY £2,864)

Costs

Overheads excluding capital expenditure were £62,331 (PY £75,765). Details:

- The cost of running the Scout Centre, which includes insurance, gas and electricity, water rates, maintenance of the building/grounds and cleaning, was £29,927 (PY £43,926). The reduction was due to the cost of redecorating the main hall, foyer and toilets incurred in 23-24.
- The cost of running the minibuses and van was £5,742 (PY £9,344), the higher cost in 23-24 being due to remedial work to re-paint the oldest minibus and additional works to improve the longevity of the vehicles.
- The membership levy to Scouts HQ, County and District was £16,613 (PY £15,039), the increase being due to a £5 increase of the HQ levy used to fund new IT, increased legal support and leader training.
- Other costs of £10,049 (PY £7,456) include newsletters, office costs, donations made, bank charges, training and equipment maintenance.

Capital expenditure

Following record capital expenditure in 23-24 (including replacement minibus, solar panels and battery storage, new toilet on the upper level), capex this year was at a more subdued level. Main items of expenditure were:

- A replacement trailer £2,306
- An additional battery unit to store excess energy generated by the solar panels £4,170

- Equipment for scouting activities including tents £6,187
- Kitchen equipment and furniture of £796.

Cash

The cash balance on 31st March 2025 was £152,948 compared to £104,947 at 31st March 2024. £119,003 (PY98,296) is held in interest bearing accounts.

Assets and liabilities

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

1st Claygate Scout Group		308135	CC16a
Receipts and payments accounts			
For the period from	1st April 2024	To 31st March 2025	

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 £
A1 Receipts					
Membership subscriptions	47,566	-	-	47,566	46,855
Less: Levy for District, County & HQ	(16,613)			(16,613)	(15,039)
Membership subscriptions retained	30,953	-		30,953	31,816
Gift Aid	12,000	-	-	12,000	12,339
Regular Fundraising Gross	79,766	-	-	79,766	80,418
Income from Activities	47,199	-	-	47,199	39,652
Donations & Use of Equipment	11,568	-	-	11,568	13,069
Grants and other income received	-	-		-	6,534
Solar panels	2,034	-	-	2,034	1,200
Bank interest	4,715	-	-	4,715	4,079
Sub total (Gross income for AR)	188,235	-	-	188,235	189,109
A2 Asset and investment sales					
Sale of Assets	-	-	-	-	1,000
Sub total	-	-	-	-	1,000
Total receipts	188,235	-	-	188,235	190,109
A3 Payments					
Premises	29,927	-	-	29,927	43,926
Regular Fundraising expenditure	32,218	-	-	32,218	34,440
Activities	48,839	-	-	48,839	48,233
Transport	5,742	-	-	5,742	9,344
Administration	6,773	-	-	6,773	4,702
Donations	1,837	-	-	1,837	1,800
Equipment Maintenance	1,440	-	-	1,440	956
	-	-	-	-	-
Sub total	126,775	-	-	126,775	143,401
A4 Asset and investment purchases					
New minibus/vehicles	2,306	-	-	2,306	43,395
Solar panels	4,170	-	-	4,170	23,386
Building works	-	-	-	-	12,420
Equipment for scouting activities	6,187	-	-	6,187	3,034
Other capital expenditure	796	-	-	796	343
Sub total	13,459	-	-	13,459	82,578
Total payments	140,234	-	-	140,234	225,978
Net of receipts/(payments)	48,000	-	-	48,000	(35,870)
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	104,947	-	-	104,947	140,817
Cash funds this year end	152,948	-	-	152,948	104,947

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 £
B1 Cash funds	Current accounts	33,445	-	-
	Deposit Accounts	119,003	-	-
	Petty Cash	500	-	-
	Total cash funds	152,948	-	-
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Signature	Print Name		Date of approval
Signed on behalf of all the trustees		Stuart Ballard, Group Chairman		22nd June 2025
		Gary Ernest, Group Treasurer		22nd June 2025



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
1st Claygate Scout Group

**On accounts for the year
ended**

31st March 2025

**Charity no
(if any)**

308135

Set out on pages

12 & 13 of this Annual Report

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 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 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

[Signature box]

Date:

05/06/25

Name:

Ross Taylor

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

[Empty box for professional qualification]

Address:

57 Oaken Lane, Claygate, Esher, KT10 0RQ

[Empty box for address]

Section F: Other Optional Information

There is none.

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

If you have any enquiries about this report or would like more information about 1st Claygate Scout Group, please contact either:

Stuart Ballard
Hugh Gostling

Group Chairman
Group Scout Leader

Tel: 0208 339 0423
Tel: 01372 464580