

# **1st Claygate Scout Group** Trustees' Annual Report & Accounts

for the period

1st April 2018 - 31st March 2019



**The Promise Path at Gilwell**

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	Dennis Warren
Vice President	Allan Carruthers
Vice President	Graham Gibbs

### **Trustees Elected:**

Estate Management	Roger Hoad
Transport	Colin Coburn
Communications	Nicola Hackworth
Parent Representatives	Angela Mazur & Enrico Sorbello
Quartermaster	Jonathan Dawes

Bankers: CAF Bank, West Malling

Barclays Bank, Esher

Independent Examiner: Ross Taylor (appointed at GEC 10/4/2019)

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## **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: 23<sup>rd</sup> May 2018, 18<sup>th</sup> July 2018, 10<sup>th</sup> October 2018 and 9<sup>th</sup> January 2019.

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 major risks and action to mitigate them, remain the same as previous years and are given below.

1. *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.
2. *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.
3. *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 13). The Committee could raise the value of subscriptions to increase the income to the Group either temporarily or permanently.

4. *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.
5. *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**

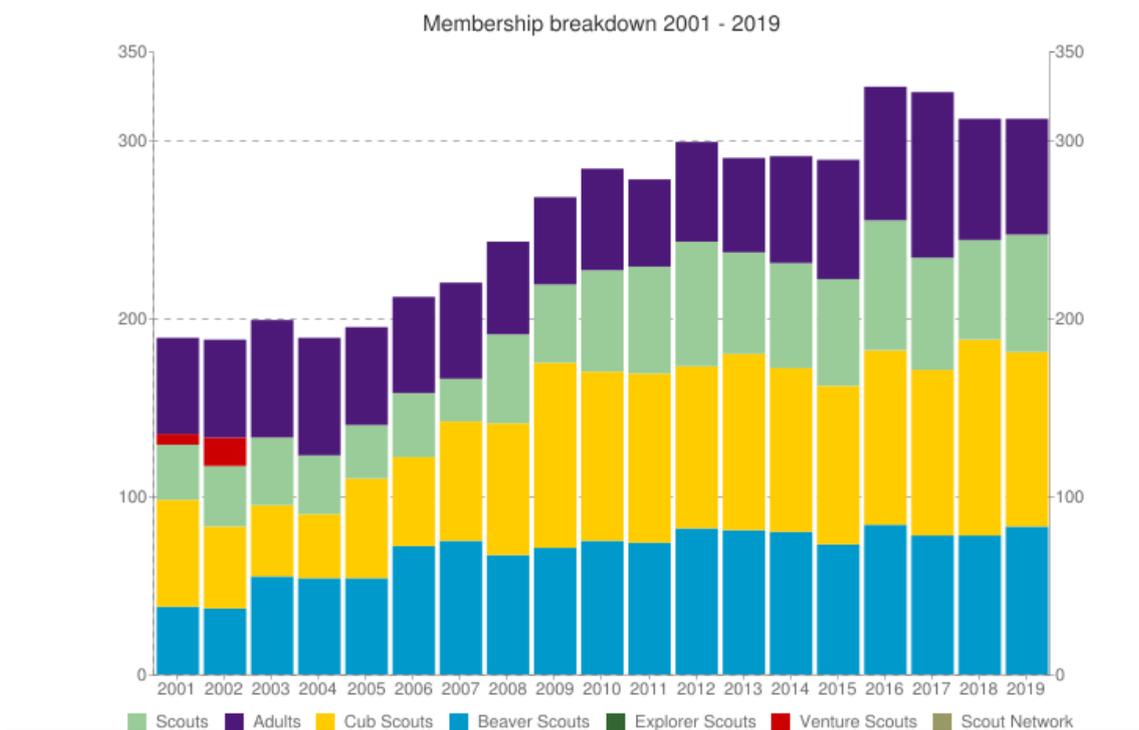
Well what a year -possibly the most active year in terms of new activities and events across the Group, this is in addition to the well-established round of annual events. Of particular note were:

- Hosting the first Claygate Beer Festival
- Thames Path Trek, another first and attaining the record as the largest single fundraiser in the Group's history
- Getting to the Fundraising target for Project Merlin and deciding to proceed with the construction works in 2019/20
- 1<sup>st</sup> Claygate and Scout and Guide Band Trip to the Menin Gate marking a 100 years of the end of the 1<sup>st</sup> World War and on top of that participation in the People's March in London
- Running our first Burns Night (this raised funds for the three representatives of the Group who attended the World Scout Jamboree in 2019).
- Launch of the new website in January (my thanks to John Wright for his years of service in providing the previous version)
- Scout Troop trip to Kandersteg in Switzerland. So what is Kandersteg? The Founder of Scouting, Lord Baden-Powell, dreamed of one place, where Scouts can meet, live in peace and learn from each other. Only 13 years after the first scout camp on Brownsea Island, the first international event took place: the first World Scout Jamboree. At the Jamboree's closing ceremony, B.P. said that he dreams of one place in the world, where this "Jamboree" feeling - feeling of world brotherhood, peace and international friendship - would happen all year long. His Dream came true in 1923 when Kandersteg International Scout Centre was founded.

Having singled these out I hope no one feels I missed something. The report will contain details of the section activities including the camps, and other events. These are regularly reported in our wonderful newsletters.

Our waiting list still has over 300 entries and is the reason we are proceeding with Project Merlin. Our fundraising has gone very well and I am pleased to report that the building work duly commenced at the beginning of July. My thanks go to everyone who has assisted with the fundraising effort so far. We still need to raise funds for equipping the new facility so we would welcome any suggestions for funding sources to which we can apply.

A breakdown of our membership over recent years is shown below:



Note: Explorer Scouts don't appear in this chart because they are part of the District not the Group. Our Network Scout Group is still under development.

The following table shows the breakdown of Group membership as reported to the Scout Association in January 2019.

**January 2019 Scout Census 1<sup>st</sup> Claygate Scout Group**

YOUTH MEMBERSHIP	Male	Female	Total
Beaver Scouts	65	18	83
Cub Scouts	64	34	98
Scouts	47	19	66
<b>TOTAL YOUTH MEMBERSHIP</b>	<b>176</b>	<b>71</b>	<b>247</b>

**Leaders**

The following awards have been made during the year:

- **Mark Aulds** – Silver Acorn
- **David Creigh** – Award for Merit
- **Graham Gibbs** – Silver Wolf
- **Catherine Hackett** – Award for Merit
- **Sue Hoad** – Award for Merit
- **Robert Lonnon** – Chief Scout's Commendation for Good Service
- **Sally Shortman** – Chief Scout's Commendation for Good Service
- **Mark Southey** – Chief Scout's Commendation for Good Service
- **Rosemary Treasure** – Award for Merit
- **Micheline Van Baelen (aka Foreman)** – Chief Scout's Commendation for Good Service
- **Dennis Warren** – Chief Scout's Commendation for Good Service

As of the end of January 2019, the number of adults supporting the Group was **75** made up of **35** Leaders and **40** providing Organisational Support. I am hugely grateful to all of these adults who give up their time to 1<sup>st</sup> Claygate, you are a shining example of dedicated volunteers in our community.

### ***Beaver Scouts***

The Beaver colonies Maple, Oak and Sycamore have enjoyed various outings and activities over the past year which covered a whole range of skills and activities from the Outdoor, Teamwork and Adventure Challenge Awards to the Activity Badges : Navigator, Animal Friend, Space, Experiment, Cyclist, International, Faith and Creative.

Some of the activities undertaken were:

- St George's Day Parade
- Claygate Clean up
- Sleepover as part of the Group Activity Weekend May 2018 – with a 'Princes and Princesses' theme
- Pond dipping
- Bazzaz , the biggest outdoor activity event for Beavers at Merrist Wood. An event that is run every 3 years at County level
- Thames Tow Path Walk – Charity walk that raised money to expand our Scout Centre.
- Beaver big Summer Party and Christmas Party where all 3 colonies meet together.
- A District party based on Aesop Fables.
- Visit to Holy Trinity Church
- Visit to Pets at Home

The Beavers who over a period of two years manage to earn all the Challenge Badges and have 4 Activity badges are awarded The Chief Scout's Bronze Award. Beaver leaders are pleased to announce that following Beavers have been achieved this:

Oak Colony : **Austin Copland-Cale, Jasmine Davies, Owen Robson, Donnie Smith, Gabriel Sorbello, Anthony Deacon & Rose Deacon**

Sycamore Colony: **Toby McIlroy, Ben Webb, Zoe Colyer, Josh Carswell, Theo Carswell, Nia Watson**

Maple Colony : **Amber Dean, Aoife Maguire, Tristan Sippy, James Coffin, Oscar Davey, George Armon-Jones, Harry Harding.**

### ***Cub Scouts***

Once again Lion, Panther and Lynx cub packs have taken part in a varied programme both together and on their own. These have included:

- Group Camp
- District Cub Camp
- Training Weekend for Sixers and Seconders
- District Sausage Sizzle
- District Quiz
- Scottish Pack Night

This is on top of the wide range of activities undertaken on pack nights which are far too numerous to mention!

All cub leaders now use Online Scout Manager to record each cub's achievements and we congratulate the following for achieving their Chief Scouts Silver Award:

From Lynx Pack: **Thomas Hatcher, Dylan Jones, Red Gull, Sol Reeve, Luke Sewell, Phoebe Wright, Rebecca Porter, Ellis Argiolas, Jamie Aulds, Alex Freer, Robert McGarrity, Lydia Aulds, Deia Wright, Ruby Dunman & Jess Warriss**

From Lion Pack: **Eamonn Maguire & Charlotte Logan**

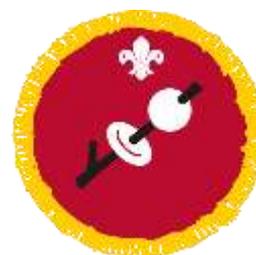
From Panther Pack: **Liam Hides, Kyle McTurk, Fin Sullivan, Lucas Dean, Tom Sturgeon & Joel Crudgington**

There are a total of 53 Activity Badges which cubs can gain. Those which have been awarded to cubs this year are as follows:

Badge	Total awarded
Adventure (Challenge)	34
Outdoors (Challenge)	23
Personal (Challenge)	22
Skills (Challenge)	21
Team Leader (Challenge)	30
Teamwork (Challenge)	13
World (Challenge)	20
Animal Carer	1
Artist	1
Backwoods Cooking	10
Book Reader	1
Chef	9
Disability Awareness	31
DIY	4
Entertainer	22
Fire Safety	12
Gardener	20
Home Help	1
International	32
Physical Recreation	1
Pioneer	1
Road Safety	45
Scientist	44
Emergency Aid (Staged)	29
Hikes (Staged)	21
Musician (Staged)	5
Nights Away (Staged)	47
Snowsports (Staged)	1
Swimmer (Staged)	12
<b>Total</b>	<b>513</b>



Outdoor Challenge Badge



Backwoods Cooking

## Scouts

The Troop had a busy year starting with the Group Camp at Walton Firs attended by a record 42 scouts. The group had several teams of fundraisers and walker participating in the Thames Path walk in June. The older scouts completed their gold awards with an expedition on the South Downs. Instead of the usual greenfield summer camp the troop joined the Surrey Scouts expedition to Switzerland. 23 scouts and leaders joined the nearly 500 strong Surrey group on the international Scout camp in Kandersteg, enjoying hiking, rafting and sightseeing.

We also organised a walking expedition to Snowdonia in the summer for those unable to go to Switzerland. The group entered several teams for the District Night Hike in the autumn and the Day Hike in the spring as well as participating in District competitions for archery (which we won!) shooting, fishing, scouting skills and cooking. The troop programme included climbing, raft building, shooting, model making and bowling. We had a (very cold) frost camp in January for the harder scouts. As usual our service in the community included running the Christmas post and participating in 'Clean-up Claygate'. Congratulations are due to the following 12 Scouts who completed their Gold Awards with most moving up to the Explorer Unit:

**Alex Slater, Ben Dawes, Caspar DeLeTouche, Jamie Leppard, Jake Willard, Louise Eloit, Laurence Ernest, Nick Vorbrich, Oliver Bartlett, Quentin Duff, Thomas Lupoli and William Smith.**

### ***Explorer Scouts***

The Explorers have had a busy year of activities. Weekly meetings have included archery, cycling, a London walk, campcraft and backwoods cooking.

The unit has also taken part in the Four Inns Walk in the Peak District and a 16 mile night hike in the Guildford area. A number of Explorers successfully completed their Silver Duke of Edinburgh Awards which included a three day expedition hiking in The New Forest or canoeing on a stretch of The Thames.

The Explorer Summer Camp was an action-packed week in Cornwall. The Explorers took part in coastal hikes, surfing, coasteering, kayaking and rough camping.

**[Editor's Note:** If you, like me, don't know what coasteering is the definition on Wikipedia is "Coasteering is a physical activity that encompasses movement along the intertidal zone of a rocky coastline on foot or by swimming, without the aid of boats, surf boards or other craft."]



### ***The Duke of Edinburgh Awards Scheme (DofE Awards)***

1st Claygate has been a provider of the DofE Awards for the last two years. We currently have 26 active participants registered with the Group across the three award levels: **7 at Bronze, 12 at Silver and 7 at Gold**. The Group also has a large number of members who are completing their DofE Awards at school or with other providers.

Providing DofE Awards is a very important development for the Group as it will enable more of our senior young people to work towards achieving the top level scouting awards. Completion of a Bronze DofE Award means achievement of 75% of the Chief Scout Platinum Award, and likewise the Silver DofE Award is linked to the Chief Scout's Diamond Award and the DofE Gold Award to the Queen's Scout Award. We currently have at least four members who could gain their Queen's Scout Award in the next 12 months.

Obtaining a DofE Award depends on a great deal of energy and commitment. At each level participants commit at least one hour a week to each of a physical activity, a skill and volunteering service. In addition, there is an expedition of varying difficulty at each level and, for Gold level, a residential experience.

This year our Silver Award participants completed their 3 day expedition either on foot in the New Forest or by kayaking on the Thames, whilst our Bronze participants were able to complete their two day expedition as a special hike or as part of the Summer Scout Camp activities.

The Group provided over 25 places for participants to complete their DofE volunteering service as young leaders helping the Beaver, Cub and Scout sections. The Group also led the District training as part of the Explorer Scout Young Leader Scheme this year.

Many leaders help to support the DofE programme, in addition to their other roles for the Group, as Advisers, Expedition Trainers, Assessors and Supervisors and Activity Assessors.

## **1st Claygate Scout and Guide Band**

Yet again the Band have had another memorable year with the highlight being the invitation to attend the People's Procession commemorating the Centenary of the end of WWI on Remembrance Sunday in London. Whilst this prevented them from attending the village event it was a great privilege to have been represented at this national event.

Performances during the year under review have included:

- Playing at the Mayor's Concert and American Community School
- Leading the Parade for St George's Days
- Claygate Flower Show
- Trefoil Guild 75<sup>th</sup> Anniversary
- A trip to Belgium to perform at the Menin Gate Last Post Ceremony
- Brookwood Last Post Ceremony
- The Peoples Procession
- Christmas Lights in the Village
- Carols round the Campfire
- Undertaking Carol Singing around the Village
- Being joined by 12 members of the Band of the Scots Guards for the Spring Concert



## **Canoeing & Orienteering Clubs**

Canoeing/Kayaking is provided throughout the summer, with BC 1, 2 and 3 star courses on offer to both Scouts and Explorers. We are fortunate to have a number of well-qualified coaches and continue to retain a close association with Surrey Scout County Water Activities Club.

Members of the Scout Troop take part in orienteering with other Scouts in the District and this has raised the standard of navigation as evidenced by our results in the Day and Night Hike competitions.



## **Scout Active Support Unit (SASU)**

The 1<sup>st</sup> Claygate Scout Active Support Unit, led by David Creigh continues to provide much needed support to The Group.

Members, who 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.

Perhaps not specifically a SASU activity but during the early part of 2019, members of the Group supported new leaders and administrators in the opening of 3<sup>rd</sup> Esher Scout Group. It is good to be able to pass on our skills to help other Groups not just our own.

### ***Group Executive***

The committee led by Stuart, our Chairman, has addressed a number of topics throughout the year, some of which are 'business as usual' and some of which are new each year. These have included:

- discussing and approving plans for funding and implementing Project Merlin
- applying for grants for the extension
- considering requests from Leaders to support special activities
- reviewing our governance (policies and procedures) against Charity Commission Guidelines
- involvement in the Growing your Group sessions organised by the District
- maintenance of the fabric of the building and grounds including repair of water heater
- 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
- addressing issues with cleaning of the Centre
- 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.

### ***Looking forward***

The Group represents approximately 25% of the membership of Esher District and is one of the largest Scout Groups in the country. This offers challenges similar to those faced by a small business so our next steps and plans for the future are as follows:

- Project Merlin construction is due to complete in January 2020, and then we move on to the next stage of the project. This is to open a new Beaver Colony and a new Cub Pack. This will require careful planning and meetings are already set up to take this forward.
- We will continue our digital journey improving our processes to assist leaders in running activities
- We will undertake a survey of parents and young people and report the outcomes at the AGM in 2020.
- We have four young people attending Eurojam 2020 in Poland.
- The 1st Claygate and Scout and Guide Band are going to be part of the Euro Disney Parade in 2020

### ***Conclusion***

None of the above is possible without the wonderful team of leaders and helpers we have, but there's always room for more. So a big thank you to them all from me, they do fantastic things to provide quality Scouting here in Claygate.

The more adults we can recruit, the more we can achieve. So come and be part of something special and so help us to develop the adults of the future, and have a great deal of fun at the same time.

I would also like to thank the people left at home while the leaders are off doing Scouting activities. These husbands, wives, and the like, are often overlooked and deserve our thanks as we rely equally on them.

As ever, the future looks busy but I am confident we can continue to meet the challenges 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**

#### ***The Scout Centre***

It's pleasing to see the work going on at the Scout Centre on the extension – tangible results for the hours and hours of hard work that has gone into planning and fundraising. Many thanks to all that took part in Thames Path walk (the walkers and the organisers) – our most successful fundraiser ever! And a special thank-you to Gary Ernest and Hugh Gostling, who between them have been spearheading this initiative.

#### ***Financial review***

We have understandably dipped into reserves to help pay for the extension to the Centre. However, we remain in good financial health and look forward to our various fundraisers to top them up once again.

The budget process continues to work well. You can see the full financial picture elsewhere in this report.

#### ***Premises upkeep and Vehicles***

The regular cleaning and maintenance programme has continued under the guidance of Roger Hoad, who has now been joined by Andrew Gilchrist (co-opted in May 2019). Between them, they are maintaining the premises and helping with the logistics of the extension.

The maintenance days that are run each year are well attended by parents and other volunteers and ensure the building and grounds are kept ship-shape.

Colin Coburn manages our minibus and vans so they are always in tip-top condition. Not only do these vehicles ferry our young people and equipment around, they are lent out to other organisations in Claygate.

#### ***Fundraising***

Our Jumble Sales at the Scout Centre continue to be a great success financially with thanks to Sandra Fox, John and Dot Baldwin and their regular helpers for organising them.

The Plant Sale, organised once again by Gill Gostling and Christine Warner, and the Christmas Tree Sale are also very successful. The Beer Festival has now become a regular village event and the fireworks continues to be successful and thanks go to the teams for their hard work. As always, it is very important that these fundraisers are supported by parent volunteers and we urge you to ensure you volunteer for at least two of these fundraisers each year.

We also thank Debbie and Ed Bowles for leading on the fundraising that takes place at the Christmas Lights and Flower Show.

The financial statements provide more information on revenue and expenditure from our fundraising events. Any surplus generated remains a key part of our budget planning each year and is now being used to help pay for the extension. So, a big thank you to all those involved. 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 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. The fundraising process for the extension has seen a large number of generous donations as detailed in the Financial Review – thank you to all for their support in this important initiative.

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

The Group's profile in Claygate is very high. The Group remains very committed to its role in the local community and has been an active participant in many Claygate events, such as Claygate Clean-up as well as the Christmas Lights and Flower Show. As mentioned above, our vehicles are available to local community groups, maintaining our profile and earning income at the same time.

The Band, in particular, keeps the Group in the public eye at such events as Remembrance Sunday and St George's Day Parade, which have become part of the local community calendar. The Band continues to go from strength to strength, as can be seen from their section of this report.

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

Nicola Hackworth brings energy and enthusiasm to our communications initiatives to ensure parents and the community know about our goals and achievements.

Rhid Tinkler has ensured that high quality newsletters are prepared in a timely manner. Rhid has also been instrumental in updating our database and similar behind the scenes systems, for which we give our thanks. He has also produced the new look website.

Our long-serving webmaster, John Wright, has taken a well-deserved retirement from running the website. We thank him for the years of faithful service he has given the Group.

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

This year has seen a number of new leaders join the Group, either replacing departing leaders or bolstering existing numbers. For those who have left, we thank you for your support and for those that have joined, we thank you for your commitment.

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. With the increased capacity at the Scout Centre becoming an ever-closer reality, there is now even more need for new volunteers.

### ***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

worked hard in co-ordinating this area and I thank them for this and also thank the various parent representatives for their time during the year.

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

During the twelve months covered by this report, 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. 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, fundraisers, doing administration, practical help or whatever, a big thank you. Thanks to Rosy Treasure who continues to ensure that the Executive functions smoothly. Special 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).

Scouting continues to enjoy a high profile in the UK and numbers continue to grow. In 2018-2019, youth membership across the UK (6-25 year olds) grew by 22%. 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. 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.

The plan to extend the Scout Centre, Project Merlin, has involved a specific exercise to raise approximately £350,000, which is the estimated cost of the project. It is a credit to everyone involved in fundraising that this target has been achieved in just two years – details are shown below. As a consequence, the Group's cash funds stand at £239,135 at 31<sup>st</sup> March 2019 (£179,110 at 31<sup>st</sup> March 2018), with pledges obtained of £130,000. The Group's Executive Committee agreed that cash reserves

could be used towards Project Merlin. Over 2019-20 we anticipate completing the building work, which will absorb the majority of our cash funds and all of the pledges, and will necessitate additional fundraising in future years to restore our reserves to the £70,000 shown above.

## **Financial Review 2018-2019**

The accounts, as shown in Appendix A, are prepared on a receipts and payments basis, as provided for in the Charities Act 1993. The accounts are presented in the format recommended by the Charities Commission for small charities.

The financial year ended 31<sup>st</sup> March 2019 (current financial year, CY) shows a surplus of £60,025 compared to a surplus of £46,997 for the year ended 31<sup>st</sup> March 2018 (prior financial year, PY).

The increased surplus was primarily driven by higher net fundraising income offset by lower premises costs and lower expenditure on activities. No grants were received this financial year, although a number of pledges have been received which will be paid once the contract for the Merlin extension has been signed, or in some cases, completed.

### **Receipts**

Total receipts were £178,170 (PY £187,048).

Gross membership fee income was 1.5% higher than prior year, the increase in subscriptions rates (£48 per term vs £46 per term) offset by lower average number of young people during the year. Gift Aid receipts were marginally lower than prior year (£9,681 CY vs £9,693 PY). Gift Aid is a valuable source of income to the Group, without which subscriptions would need to be considerably higher.

Gross 'normal' fundraising at £57,131 was a remarkable 50% higher than PY. Revenue from three new activities were the main contributors – the Beer Festival, Burns' Night supper and Quiz Night – but the Christmas Trees, Plant Sale and Summer fete also contributed.

Activity receipts (for camps, activity weekends, weekly planned activities, etc.) fluctuate from year to year depending on the number and nature of activities and the dates that advance payments are received. Receipts in PY were inflated by contributions for the Scouts' trip to Kandersteg in Switzerland, which resulted in overall activity receipts being 9% lower in CY.

Donations and grants received were lower, totalling £36,078 vs £60,920 in PY, the latter of which included £21,500 in Grants received from the Claygate Parish Council and Mike Bennison's allocation at Surrey County Council: excluding these grants donations received were just 8% lower. The most significant donations received during 2018-19 were:

- £12,500 raised by over 200 group members and parents in walking the whole Thames Path in a day in July, including Gift Aid
- £4,000 raised by six leaders and a driver in mounting the 3 Peaks Challenge – scaling and descending Ben Nevis, Scafell Pike and Snowdon within 24 hours
- £7,000 being a donation for one of our Scout leaders being successful in being nominated as one of the top supporters of a charity in the Salesforce.com Group
- Charitable matched donations from BP, John Laing Foundation, Synopsys, Rentokil Initial and Cap Gemini
- Donations from the Claygate Gardening Society, Claygate Flower Show and the Claygate Village Association

Bank Interest increased from £551 in PY to £1,355 reflecting interest received on the higher cash balances held during the year.

### **Payments (excluding capital expenditure)**

Payments (excluding capital expenditure) decreased by £17,085 (14%) to £109,170.

The decrease was caused by a combination of lower premises costs (lower routine expenditure and a refund for electricity costs) and lower expenditure on activities (significant costs incurred in PY on the Explorers' trip to Philmont ranch in the USA) offset by higher expenditure on regular fundraising activities (primarily the Beer Festival and Burns' Night supper).

### **Capital Expenditure**

Normal capital expenditure continues at a low level (CY £2,962 vs PY £4,281) as resources are focused on delivering Project Merlin. During the year £6,014 was spent on Project Merlin preparation costs (PY £9,516), primarily relating to detailed engineering drawings and preparation and analysis of tender documents.

### **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. Two accounts offering higher term interest rates were opened during the year (Shawbrook Bank and Cambridge & Counties Bank) to hold funds received for Project Merlin. A PayPal account is maintained in relation to the online payments system introduced in October 2015.

Restricted funds total £66,503, being £10,000 held for future purchase of land currently leased by the Group, and £56,503 being the donations received and earmarked specifically for Project Merlin.

### **PROJECT MERLIN**

The Project Merlin Fund is used to track income and expenditure relating to Project Merlin, to differentiate this from 'General' Funds. Movements in both funds during the year is as follows:

	<b>General Fund</b>	<b>Project Merlin</b>	<b>Total Fund</b>
<b>Opening balances 1st April 2018</b>	<b>15,584</b>	<b>163,527</b>	<b>179,110</b>
Movements 1st April 2018-31st March 2019	38,797	21,228	60,025
Transfer of 'normal' fundraising surplus 2018/19, less capital expenditure, to Project Merlin	(29,098)	29,098	-
<b>Closing balances 31st March 2019</b>	<b>25,283</b>	<b>213,853*</b>	<b>239,135</b>
Total including firm pledges			£343,853**

\*The closing balance is net of costs incurred to date of £15,529, primarily in the preparation of plans to obtain planning permission and building regulation approval.

\*\*A further £130,000 has been pledged by the London Marathon Charitable Trust, Esher District CIL Fund, the Garfield Weston Foundation and the Bernard Sunley Fund. These pledges will be received once contracts have been placed for, or construction completed on, the building work. A pledge of £8,000 made in 2017-18 by Salesforce.com was received during the 2018-19 year and is included in the Movements figure.

**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

13<sup>th</sup> October 2019

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		CC16a	
<b>Receipts and payments accounts</b>					
For the period from	1st April 2018	To	31st March 2019		
<b>Section A Receipts and payments</b>					
	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>A1 Receipts</b>					
Membership subscriptions	42,068	-	-	42,068	41,427
Less: Levy for District, County & HQ	(11,813)	-	-	(11,813)	(11,535)
Membership subscriptions retained	30,255	-	-	30,255	29,892
Gift Aid	9,681	-	-	9,681	9,693
Regular Fundraising Gross	57,131	-	-	57,131	38,030
Income from Activities	42,795	-	-	42,795	47,080
Donations & Use of Equipment	14,762	21,316	-	36,078	39,420
Other grants received	-	-	-	-	21,500
Other income	875	-	-	875	881
Bank interest	1,355	-	-	1,355	551
<b>Sub total (Gross income for AR)</b>	<b>156,854</b>	<b>21,316</b>	<b>-</b>	<b>178,170</b>	<b>187,048</b>
<b>A2 Asset and investment sales</b>					
Sale of Assets	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>156,854</b>	<b>21,316</b>	<b>-</b>	<b>178,170</b>	<b>187,048</b>
<b>A3 Payments</b>					
Premises	17,275	-	-	17,275	24,559
Regular Fundraising expenditure	25,071	-	-	25,071	14,370
Activities	51,049	-	-	51,049	73,455
Transport	6,978	-	-	6,978	4,604
Administration	6,772	-	-	6,772	7,023
Donations	965	-	-	965	1,300
Equipment Maintenance	1,059	-	-	1,059	945
<b>Sub total</b>	<b>109,170</b>	<b>-</b>	<b>-</b>	<b>109,170</b>	<b>126,255</b>
<b>A4 Asset and investment purchases</b>					
Equipment, e.g. tents	901	-	-	901	564
Office equipment	90	-	-	90	706
Paddlesport equipment	354	-	-	354	1,703
Extension preparation	6,014	-	-	6,014	9,516
Other capital expenditure	1,617	-	-	1,617	1,308
<b>Sub total</b>	<b>8,975</b>	<b>-</b>	<b>-</b>	<b>8,975</b>	<b>13,797</b>
<b>Total payments</b>	<b>118,145</b>	<b>-</b>	<b>-</b>	<b>118,145</b>	<b>140,052</b>
<b>Net of receipts/(payments)</b>	<b>38,709</b>	<b>21,316</b>	<b>-</b>	<b>60,025</b>	<b>46,996</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>179,110</b>	<b>-</b>	<b>-</b>	<b>179,110</b>	<b>132,114</b>
<b>Cash funds this year end</b>	<b>217,819</b>	<b>21,316</b>	<b>-</b>	<b>239,135</b>	<b>179,110</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>	Current accounts	13,268	-	-
	Deposit Accounts	120,156	45,187	-
	Petty Cash	500	-	-
	<b>Total cash funds</b>	<b>133,923</b>	<b>45,187</b>	<b>-</b>

	Signature	Print Name	Date of approval
<b>Signed on behalf of all the trustees</b>		Stuart Ballard, Group Chairman	
		Gary Ernest, Group Treasurer	

# Independent Examiner's Report



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

**Independent examiner's  
report on the accounts**

Section A

Independent Examiner's Report

<b>Report to the trustees/ members of</b>	1 <sup>st</sup> claygate Scout Group		
<b>On accounts for the year ended</b>	2018-2019	<b>Charity no (if any)</b>	
	<b>Set out on pages</b>		

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

**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").

**Independent  
examiner's statement**

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.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) 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.

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

**Signed:**  **Date:** 28 July 2019

**Name:** Ross Taylor

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

**Address:** 57 oaken lane  
Claygate  
Surrey, KT10 0RQ



Thank you for reading our  
report and for your continued  
support.