

# Trustees' Annual Report & Accounts

1st April 2021 - 31st March 2022



**Back to Normal!**

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 until November 2021

### **Trustees Nominated:**

President	vacant
Vice President	Allan Carruthers
Vice President	Graham Gibbs (Trustee until September 2021)

Dennis Warren & Graham Gibbs remain Vice Presidents of the Group but are no longer Trustees

### **Trustees Elected:**

Estate Management	Roger Hoad & Andrew Gilchrist (until May 2021)
Transport	Colin Coburn
Communications	Emma Smith
Parent Representatives	Becky & Guy Billingham (from May 2021)
Quartermaster	Jonathan Dawes

Bankers:	CAF Bank, West Malling Barclays Bank, Esher
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Independent Examiner:	Ross Taylor
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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 returns to the Charity Commission as appropriate.

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: 19<sup>th</sup> May 2021, 15<sup>th</sup> July 2021, 15<sup>th</sup> September 2021, 17<sup>th</sup> November 2021 and 19<sup>th</sup> January 2022.

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 continued to represent a risk for much of the year in question and has identified a risk which, although reduced in impact will remain with us for the future. Otherwise, the major risks and action to mitigate them, remain the same as previous years and are given below.

1. *Any event causing widespread or severe health issues among young people, leaders and others, which impact the Group:* Sections will be run virtually using tools like Zoom. Risk assessments for the resulting scenarios will be considered and implemented following Government guidance and guidance from the Scout Association as appropriate. Expenditure will be monitored to ensure lower revenue does 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 whether virtual or face to face. These follow guidance from the Scout Association and

Government as appropriate. 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 13). 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**

**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.

## **Group Objectives**

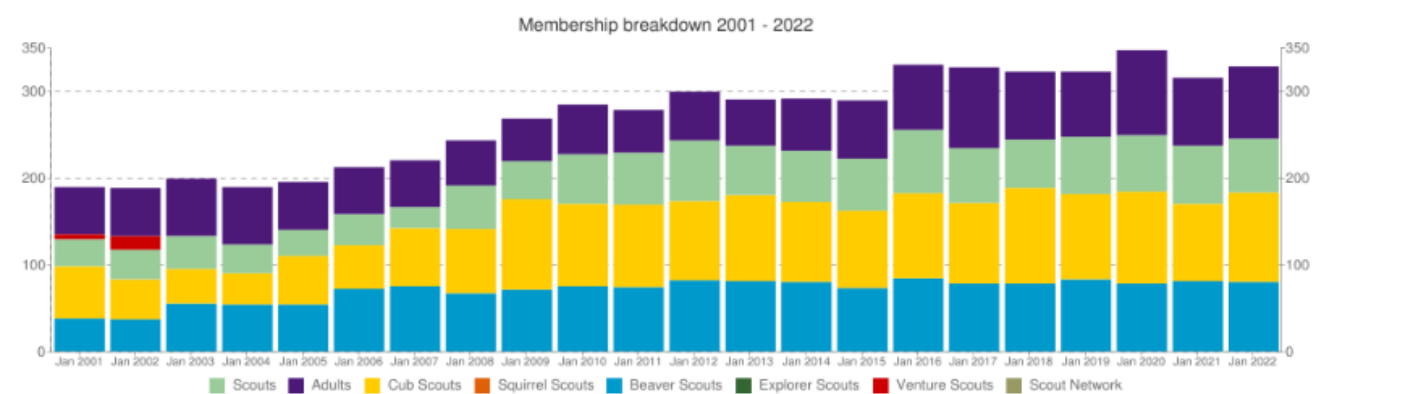
As part of the Scout Association, the aim of the Group is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potential as individuals, as responsible citizens and as members of their local, national and international community. The method of 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 another extraordinary year in Scouting. Whilst we were able to meet face-to-face we couldn't run nights away activities and it always felt like the restrictions might be re-imposed due the constantly unknown effects of the Pandemic. 2022 started positively, and progressively we have moved out of the restrictions so we could begin to plan a full programme as the year progressed.

I said last year that Scouting is a federation of the like-minded and the willing, and it remains these characteristics that give Scouting its strength in 1<sup>st</sup> Claygate. This strength is embedded across all nine Sections and our activities in the Group i.e. water sports, DofE and the 1<sup>st</sup> Claygate Scout and Guide Band.



So you will see that whilst our numbers slightly reduced when measured in January 2021 were reduced due to the Pandemic as the graph above shows, but in 2022 we were back to our 2019 level and the membership is still growing.

**Census of Membership in 1st Claygate  
For the year ending 31st January 2022**

Census	Breakdown by year																					
	Jan 2001	Jan 2002	Jan 2003	Jan 2004	Jan 2005	Jan 2006	Jan 2007	Jan 2008	Jan 2009	Jan 2010	Jan 2011	Jan 2012	Jan 2013	Jan 2014	Jan 2015	Jan 2016	Jan 2017	Jan 2018	Jan 2019	Jan 2020	Jan 2021	Jan 2022
Squirrel Scouts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
% change	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Beaver Scouts	38	37	55	54	54	72	75	87	71	75	74	82	81	80	73	84	78	78	83	78	81	80
% change	-	-2.6%	48.8%	-1.8%	0.0%	33.3%	4.2%	-10.7%	6.0%	5.6%	-1.3%	10.8%	-1.2%	-1.2%	-8.8%	15.1%	-7.1%	0.0%	6.4%	-6.0%	3.8%	-1.2%
Cub Scouts	60	46	40	36	56	50	67	74	104	95	95	91	99	92	89	98	93	110	98	106	89	103
% change	-	-23.3%	-13.0%	-10.0%	55.6%	-10.7%	34.0%	10.4%	40.5%	-8.7%	0.0%	-4.2%	8.8%	-7.1%	-3.3%	10.1%	-5.1%	18.3%	-10.9%	8.2%	-16.0%	15.7%
Scouts	31	34	38	33	30	36	24	50	44	57	60	70	57	59	60	73	63	56	66	65	67	62
% change	-	9.7%	11.8%	-13.2%	-9.1%	20.0%	-33.3%	108.3%	-12.0%	29.5%	5.3%	16.7%	-18.6%	3.5%	1.7%	21.7%	-13.7%	-11.1%	17.9%	-1.5%	3.1%	-7.6%
Explorer Scouts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
% change	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Venture Scouts	6	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
% change	-	166.7%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Scout Network	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
% change	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total YP	135	133	133	123	140	158	166	191	219	227	229	243	237	231	222	255	234	244	247	249	237	245
% change	-	-1.5%	0.0%	-7.5%	13.8%	12.9%	5.1%	15.1%	14.7%	3.7%	0.9%	6.1%	-2.5%	-2.5%	-3.9%	14.9%	-8.2%	4.3%	1.2%	0.8%	-4.8%	3.4%

The graph above shows how the Group numbers have changed since the move into the Scout Centre in 2006.

This year was again unusual. I still truly believe that Scouting is more important now than ever before, in giving young people a sense of connection and belonging. The young people have missed so much in terms of working in groups and socialising, and Scouting offers this naturally alongside the training programme.

We continue to focus on four key areas:

1. Delivering great programmes for our young people, which provide opportunities to work in teams, and leadership opportunities.
2. Developing existing adult volunteers with training and support, and recruiting new adults into leadership roles.
3. Keeping everyone safe
4. Continuing our involvement with our community

The dedication of our truly inspiring adults across all the sections and activities is to be celebrated and given thanks to many times over. The pandemic has tested our resilience, and collectively we encouraged each other to be innovative. It also increased our awareness of the importance of our mental health for both adults and our young people.

Last year I mentioned two new initiatives as follows:

Firstly, we have led the establishment of the District Dragon D of E Awards Group which provides support across Esher 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. This has been successful and the recent newsletter shows this clearly.

Secondly, setting up the 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 Esher 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. This programme has gone from strength to strength and I wonder how we would do without it. Many thanks to Jonathan Perkins who has led on this initiative.

I offer my thanks and gratitude to everyone involved in 1<sup>st</sup> Claygate Scout Group, which ensures Scouting continues to provide fun, challenge, adventure and companionship to young people and adults alike – in a year when we've needed some of these things more than ever!

I now look forward to next year's report being back to tales of all of the many activities we undertake, and sharing with you what "the new normal" shapes up to be in 1<sup>st</sup> Claygate Scout Group.

## 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 **Namrata Kulkarni**, **Ben Homer**, **Adam Barrigan** and **Catherine Desson** to be leaders with our Beaver Sections. A number of existing leaders have changed section as their children move up and we are grateful for their continued support.

## Beavers

The following report is from Beaver Leaders:

The Summer Term for Beavers began in the week beginning on 26<sup>th</sup> April following the Easter Break. For many it was the first time they had seen the inside of the Scout Centre as the only face to face meetings since March 2019 had been outside under canvas. The Summer term is traditionally the time we cover activities like Tent Pitching, Fire Lighting and Backwoods Cooking which are fundamental scouting skills. We were also lucky to be able to have a session with Hamish, an experienced Elmbridge Ranger, pond-dipping at West End which is always a popular activity. We were glad to be able to hold our first joint section event at Polyapes on the theme of Knights.



During the Autumn the focus was on the Skills Challenge badge, Cyclist & Health & Fitness. An outing to Holy Trinity Church in October procured the Faith Badge for those who attended. Much fun was had hunting for answers to clues inside the church. But the highlight was the Group Event in October welcoming everyone back to face to face scouting. This was held at the Scout Centre and provided activities for all sections from card-making to frisbee golf. All Beaver District Events had been cancelled because of the high risk of the virus amongst children of school age so it was good to be able to gather as a Group.

The Spring programme included working towards the Teamwork Challenge and International badges which is particularly useful as Chinese New Year is always fun to run.

The Chief Scouts Bronze Awards went to the following Beavers who are now all Cubs! We congratulate them all.

Maple: **Thomas Ansell, Ava Bruce, Dexter Cudmore, Lily Gooch, Euan Mohamed & Leo Uminski**

Oak: **Ollie Ashton, Albie Atherton, Alec Cowan, Arlow Forman, Hollie Holms, Jack Paskell, Isabelle Pearce & Isabelle Simpson**

Sycamore: **Alfie Donnelly, Luka Kelly, Henry Latimer & Daisy Mainwaring**

Willow: **Jonty Stimson & Henry New**

## **Cub Scouts**

The following report is from Cub Leaders, Katie Ernest, Catherine Hackett and Alistair Smith

The reopening of Cub activity saw a strong turnout for the May Group Activity Weekend at Polyapes. Cubs came in groups for a half-day programme of fun including fire-starting, frisbee golf and (mini) raft building. Along with tent pitching and backwoods cooking evenings back at the Scout Centre, it felt like a return to traditional Cub activities, and to working on the Outdoors and Adventure Challenge badges, both of which had been hard to deliver in a virtual environment.

With leaders across the three packs working together on programming, we have moved to a three-year planning cycle in order to maximise the likelihood of Cubs achieving their Chief Scout Silver Award. In Autumn, our focus was on the World Challenge and Global Issues badges, aligning our activity around the environment to coincide with the COP26 Summit in Glasgow. We also continued to cover the Skills Challenge with healthy activities and a focus on mental health and the Cubs further honing their navigation skills with an evening walk around Claygate. A special Saturday event for the Sixers and Seconders let our older Cubs cook their lunch over a fire, play games and give vital feedback and input on the Cub programme and activities.

Returning in the New Year, the Winter Olympics in China allowed us to further advance the World Challenge and International badges, with Cubs learning about (and producing) Chinese art and discovering Chinese culture, food and history. Getting the Cubs working on their Emergency Aid skills saw evenings of bandaging and recovery position in the Scout Centre.

In March, Panther Pack's Oliver Webb and Monty Poll came first and second respectively in the District Cross Country and teams from 1<sup>st</sup> Claygate placed first (Lion Pack), second (Panther Pack) and fourth (Lynx Pack) in the District Cub Quiz.

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

Lions: **Amber Dean, Aoife Maguire, Tristan Sippy, Zoe Colyer, Sarah Lotte, Adam Wood, George Armon-Jones and Lewis Moran**

Lynx: **Zak Barnett, Max Batey, Sullivan Lynes, Max Rayner and Owen Robson.**

Panthers: **Emily Burton, Monty Poll, Donnie Smith and Oliver Webb.**

## **Scouts**

The following report is from Mark Woodward:

A gradual easing of Covid lockdown conditions allowed the Troop to return to a more usual programme. Starting in May, we organised two days of activities at Polyapes campsite in lieu of the typical GAW camp. We followed this with five days in July where Scouts were able to experience a typical summer camp programme with everything except the overnight camping (see photo alongside). This also provided an opportunity for the older Scouts to complete their Expedition Challenge and we were pleased to see a good number complete their Gold Award despite the challenges of the previous two years. We returned to a full programme in the autumn and re-started the Christmas post service, raising money for The Besom homeless charity. Frost camp in February was our first under-canvas residential for two years and was well attended by the older Scouts. The District Day Hike and Night Hike were popular with the Troop putting forward multiple teams in both events.



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

**Theo Venzelaar-Pelly, Redford Gull, William O'Brien, William Peasey, Sammy Worthington, Luke Smith, Elizabeth Farthing**

### **Explorer Scouts**

The following report was provided by Mark Burrows:

This year has seen the Selachii Explorer Unit regain its energy with numerous activities and successes. Overall numbers of active Explorers have remained stable with a good diversity of gender and ages.

Whilst some of the "big ticket" activities were cancelled including the Canyoning trip to Spain and the Winter Activity weekend, nevertheless we were able to complete a Surrey based Summer Camp including hiking and paddling activities.

We were also able to enable 6 Explorers to successfully complete their DofE Silver award expeditions and celebrate one Queen Scout Award.

Whenever possible we met in person, and enjoyed a variety of activities outside, with continued focus on cooking, fire lighting, navigation, personal skills, first aid and cycling.

We have also had good engagement in the Band, Young Leaders awards and other community activities.

So, despite some continuing challenges the Explorer's had a good active year with great engagement from across the District.

### **Explorer Scout Young Leaders at 1st Claygate**

In the words of Jonathan Perkins:

The Group is very lucky to have a cohort of energetic and committed Young Leaders.

Young Leaders are volunteers within scouting and they are developing the necessary leadership skills so that they can play a full part in the leadership of a Section, whether a Beaver Colony, a Cub Pack or the Scout Troop.

This year has also seen a step change in how the Young Leader programme is delivered in the Esher District, which has been at the forefront in piloting a new Surrey Young Leader programme. The Surrey Young Leader pilot scheme provides leadership training and other essential skills to the Young Leaders in Four Stages: Games, Activities, Programme Planning and Programme Delivery. The Young Leaders combine their weekly experience in Section meetings with relevant online training, all available via the Surrey Scouts website, and practical workshops to build their confidence and knowledge.



Generally, there are 2-3 Young Leaders at any one time in each Section. The total numbers of Young Leaders active over the year (broken down per Section) were:

Section	Number of YLs in total over 12 months
Beavers	16
Cubs	12
Scouts	2
Band	2
<b>TOTAL</b>	<b>32</b>

It is a privilege to help so many young people mature as leaders, gaining skills which they will use throughout their time in scouting and in their careers ahead. I would like also to congratulate **Sam** on gaining his Young Leader Belt in March 2022, which I believe is the first ever in Esher District. Several other Young Leaders are also very close to completing this Top Scouting Award and we look forward to celebrating with them next year.

Thank you to all the Section Leaders for supporting your Young Leaders.

Further information about the Young Leader Scheme can be found here: [Surrey Scouts Young Leaders | Surrey Scouts \(surrey-scouts.org.uk\)](https://www.surrey-scouts.org.uk)

## Scout Active Support Unit (SASU)

Prepared by Group Secretary, Rosy Treasure

Dave Creigh has done a great job in leading the Scout Active Support Unit although will be moving on shortly and so we will be looking for someone to take his place. The unit provides essential support to the Group where needed. As face-to-face activities have started to take place there has been a greater demand for practical help especially loading and unloading vans!

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:

Although 2021/2 meant that we could begin face to face meetings, the rising Covid cases at Christmas led to the cancellation of our usual festive activities. The Band did however take part in the mini Claygate Village & Flower Show playing to a good audience in the car park of the Village Hall. We have continued to attract new members and even some adults who have returned after playing with us in their youth!



In November 2021 we were able to lead the Remembrance Parade with members of all group sections and to lead a parade for Woking Scouts at Brookwood Military Cemetery. We also played in the Parade at Christmas in lieu of our usual door to door Christmas Carolling.

We have been able to give some informal concerts to parents but the highlight of the year was probably our first big concert in March 2022 which was attended by the Lord Lieutenant. Everyone had worked really hard to put on a magnificent concert and the soloists all did really well.

We look forward to a year of many more of the usual pattern of events and in particular our trip to Disneyland planned in October.

**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**

Prepared by Group Secretary, Rosy Treasure

The Executive continued to hold virtual meetings using Zoom with a resulting good attendance, for the period of this report. We were sorry to lose Graham Gibbs, our longest-standing member of the Group and a Vice-President, as a Trustee in September 2021. We thank him for sterling service over the years and will look forward to welcoming him at every opportunity to take part in Group events when able. Whilst no longer a trustee he joins our other Vice President Dennis Warren as a special member of the Group. Andy Gilchrist also stepped down after assisting Roger with Estates Management for some years. Thanks go to Andy for his time.

Stuart, our Chairman, continued to lead the committee of trustees as they progressed their way through the easing of restrictions resulting from the pandemic. Our main tasks are as follows:

- 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

In addition, this year we have undertaken the following worthy of note:

- completed a review and update of the Group's Social Media and Photographic Policy
- completed the snagging work remaining under the Merlin project
- reinstated the internal collection of recyclable materials
- hosted a District event bringing Chairs, Treasurers and Secretaries together for mutual benefit
- planned development of new systems to assist leaders

Our trustees provide a wide range of skills to support the section leaders, which are essential in running such a large group.

## **Looking forward**

Having been stalled somewhat by the pandemic we will re-assess the Group's Development Plan and re-visit improvements to the building. The return to running normal activities has placed us in a better position to tackle our challenges for the coming year which are

1. Recruit more 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.
5. Create a digital archive of all our historic material

## **Conclusion**

The last few years have proved our resilience and we will continue to grow and develop young people to meet the needs of the coming years.

**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 2021/2022 year was a year free from national lockdowns, so life at 1st Claygate Scouts has returned to some semblance of normality.

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

The extension to the Scout Centre (that we so successfully completed on the eve of the first Covid lockdown) has now been put to full use. The extra capacity has allowed us to offer scouting to more young people than ever before.

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

While not quite a standard year from a financial point of view, we had a stronger fundraising year than last, which has put us in a sound position. With minibuses back in use and similar pre-Covid expenses coming back on line, the costs look more like a "normal" year's.

You can see the full financial picture elsewhere in this report.

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

During the year, cleaning was enhanced, due to the risk of Covid, as the Scout Centre operated at full capacity. Roger Hoad worked hard to ensure the building was in a fit state and able to cope with Scouting activities operating as normal.

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 minibus and vans bringing them back to road-ready, depending on circumstances.

As activities picked up, Jonathan Dawes ensured we had equipment in a fit state to ensure they all proceeded smoothly.

## ***Fundraising***

We are slowly returning to pre-Covid levels of fundraising which is encouraging.

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.

With more fundraising events comes the need for more volunteers. 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, Surrey County Council 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***

The Group's profile in Claygate is very high. The Group remains very committed to its role in the local community and it's encouraging that we can support Claygate in the ways we used to pre-Covid.

## ***Publicity and Communications***

Emma Smith continues to lead with respect to our communications initiatives. Communications remains vitally important as our numbers grow.

Rhid Tinkler continues to work hard to ensure our IT systems support the Group in the best way possible.

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

Much like painting the Forth Road Bridge, the process of ensuring we have enough adult support is an on-going one. Hugh works hard to ensure we can provide Scouting to as many young people as possible. Many thanks to all those that signed up to help in this past year.

## ***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. Becky and Guy Billingham co-ordinate this and I thank them for this and also thank the various parent representatives for their time.

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

While there has been less focus on Covid risks this past year (but still some!), 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, fund raisers, doing administration, practical help or whatever, a big thank you. Particular thanks go to Hugh, Mark, Gary and Rosy on the Group Executive who each devote so much of their time.

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**

1<sup>st</sup> Claygate Scout Group's ("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 annual membership fee levied to every member of the association by UK Scout Headquarters, Surrey County Scouts and Esher District Scouts.
- 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 delivery of a high-quality scouting 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 fully 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.

### **Financial review 2021-22: receipts and payments**

Although not as disruptive as in 2020-21, continued restrictions imposed by government regulations did have an impact on scouting activities, mainly on the ability to spend nights away during camps etc. However, all sections did manage to maintain a full programme of meetings, even if some of those were online. There was further government grant support during the year.

### **Subscriptions and Gift Aid**

Subscriptions were held at £50 per term throughout the year. This compares with some periods during the prior year (PY) when we halved the subscriptions to reflect a reduction in the frequency of face-to-face meetings and activities. Overall subscription income was £46,105 (PY £24,049).

The majority of parents register for Gift Aid on subscriptions, which provides an additional 25% income and helps keep the overall level of subscriptions down (they would need to be £62 instead of £50 per term if Gift Aid was not claimable). Total Gift Aid receipts in the year were £6,754, compared to £10,520 in PY. Gift Aid is claimed in the following financial year, so the lower level of receipts in 21/22 is due to the lower level of subscriptions received in 20/21.

### **Fundraising**

We were able to run some of our fundraising events, such as the Plant Sale, Fireworks, Christmas Trees, Christmas Grand Draw and the Beer Festival, during the year. All of these were extremely well supported, with record sales of Plants and Christmas Trees and a sold-out Beer Festival helping contribute to gross fundraising receipts of £62,437 (PY: £36,663). This is above the receipts in the last "normal" year (19/20) and was achieved despite jumble sales, the Claygate Flower Show and Christmas

Lights not taking place. The net receipts of £28,330 were 50% above PY, but below the level of 19/20 which included three jumble sales which operate with no costs.

## **Activities**

Having been drastically curtailed in the prior year due to COVID restrictions, activities started again in 21/22 albeit at a reduced level with few overnight stays at away-camps. As a consequence, activities income was above 20/21 but less than 50% of the level in the last "normal" year in 19/20. Included in the 21/22 figures are advance payments for Group Camp in May 2022, Summer Trips for Scouts and Explorers and advance payments for the twice-delayed Band trip to Disneyland Paris, now scheduled for October 2022.

## **Other Income**

We received government COVID grants of £10,667 (PY: £20,241) to help mitigate the impact of the COVID restrictions. In addition, we received a grant of £1,080 from Surrey County Council for a defibrillator (PY we received a grant from Surrey of £1,200 for a space heater to heat external tent accommodation utilised during the pandemic).

We received donations of £5,977 (PY £17,102) which are most welcome and in our accounts are shown as unrestricted donations. It should be noted that the PY figure includes a substantial grant received from one of our scout leader's employers which reflect a strong commitment to their employees supporting community charitable activities.

## **Costs**

The cost of running the Centre, which includes insurance, heat and light, water rates, maintenance of the building/grounds and cleaning, was £25,203 (PY: £25,260). This includes a substantial increase in cleaning since pre-COVID, now undertaken daily instead of weekly. Transport costs increased substantially as the two mini-buses were brought back into use. Training costs were also back to pre-COVID levels.

The final costs for Project Merlin – the extension at the back of the Scout Centre – were incurred: £12,764 (PY: £12,024). No more Merlin costs are anticipated and the Fund has now been closed.

Non-Merlin capital expenditure was £3,261 (PY: £8,126) reflecting investment in two new gazebos, four endurance tents and a defibrillator, for which we received a grant (see above).

## **Cash**

The cash balance on 31<sup>st</sup> March 2022 was £98,291 compared with £70,544 at 31<sup>st</sup> March 2021.

## **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 was £12,764 (PY: £12,024) which was the final payment to the contractor plus some minor remedial works undertaken by others. The Merlin Fund has now been closed.

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

	<b>General Fund</b>	<b>Project Merlin Fund</b>	<b>Total</b>
<b>Opening balances 1<sup>st</sup> April 2021</b>	<b>69,189</b>	<b>1,355</b>	<b>70,544</b>
Movements 1 <sup>st</sup> April 2021-31 <sup>st</sup> March 2022	40,511	(12,764)	27,747
Switches between funds	(11,409)	11,409	-
<b>Closing balances 31<sup>st</sup> March 2022</b>	<b>98,291</b>	<b>-</b>	<b>98,291</b>

**Gary Ernest, Group Treasurer**

## **Section F: Other Optional Information**

The only plan currently in place is to purchase the land to the rear of the Scout Centre.

## **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                      17<sup>th</sup> July 2022

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 2021	To	31st March 2022	
<b>Section A Receipts and payments</b>					
	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>	<b>Total funds</b>	<b>Last year</b>
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Membership subscriptions	46,105	-	-	46,105	24,049
Less: Levy for District, County & HQ	(13,691)			(13,691)	(13,137)
Membership subscriptions retained	32,414	-		32,414	10,912
Gift Aid	6,754	-	-	6,754	10,520
Regular Fundraising Gross	62,437	-	-	62,437	36,663
Income from Activities	23,797	-	-	23,797	(11,525)
Donations & Use of Equipment	6,383	-	-	6,383	17,161
Other grants received	11,747	-		11,747	21,441
Other income	905	-	-	905	1,058
Bank interest	262	-	-	262	663
<b>Sub total (Gross income for AR)</b>	<b>144,699</b>	<b>-</b>	<b>-</b>	<b>144,699</b>	<b>86,894</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>144,699</b>	<b>-</b>	<b>-</b>	<b>144,699</b>	<b>86,894</b>
<b>A3 Payments</b>					
Premises	25,203	-	-	25,203	25,260
Regular Fundraising expenditure	34,107	-	-	34,107	17,751
Activities	28,196	-	-	28,196	5,211
Transport	5,103	-	-	5,103	1,057
Administration	5,409	-	-	5,409	2,572
Donations	1,852	-	-	1,852	1,819
Equipment Maintenance	1,057	-	-	1,057	1,205
	-	-	-	-	-
<b>Sub total</b>	<b>100,927</b>	<b>-</b>	<b>-</b>	<b>100,927</b>	<b>54,875</b>
<b>A4 Asset and investment purchases</b>					
Equipment, e.g. tents	1,003	-	-	1,003	2,664
Grounds expenditure	1,035	-	-	1,035	2,816
Office Equipment	1,079	-	-	1,079	-
Extension expenditure	12,764	-	-	12,764	12,024
Other capital expenditure	143	-	-	143	2,646
<b>Sub total</b>	<b>16,025</b>	<b>-</b>	<b>-</b>	<b>16,025</b>	<b>20,150</b>
<b>Total payments</b>	<b>116,952</b>	<b>-</b>	<b>-</b>	<b>116,952</b>	<b>75,025</b>
<b>Net of receipts/(payments)</b>	<b>27,747</b>	<b>-</b>	<b>-</b>	<b>27,747</b>	<b>11,869</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>60,544</b>	<b>10,000</b>	<b>-</b>	<b>70,544</b>	<b>58,675</b>
<b>Cash funds this year end</b>	<b>88,291</b>	<b>10,000</b>	<b>-</b>	<b>98,291</b>	<b>70,544</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	56,953	-	-
	Deposit Accounts	30,838	10,000	-
	Petty Cash	500	-	-
	<b>Total cash funds</b>	<b>88,291</b>	<b>10,000</b>	<b>-</b>
		<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
	<b>Details</b>			
<b>B2 Other monetary assets</b>				
	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B3 Investment assets</b>				
	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B4 Assets retained for the charity's own use</b>				
	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
<b>B5 Liabilities</b>				
	Signature	Print Name		Date of approval
<b>Signed on behalf of all the trustees</b>		Stuart Ballard, Group Chairman		16 July 2022
		Gary Ernest, Group Treasurer		16 July 2022



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

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

**On accounts for the year  
ended**

31<sup>st</sup> March 2022

**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:** 23<sup>rd</sup> June 2022

**Name:**

Ross Taylor

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

**Address:**

57 Oaken Lane, Claygate, Esher, KT10 0RQ