1st Claygate Scout Group

Trustees' Annual Report & Accounts

for the period

1st April 2014 - 31st March 2015

The Scout Centre
Oaken Lane
Claygate
Surrey
KT10 0RQ
Section A: Reference and Administration Details

Charity Name: 1st 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: Harry Jones
Stuart Ballard (from 12/7/2014)
Treasurer: Gary Ernest
Secretary: Rosy Treasure
Group Scout Leader: Hugh Gostling
Assistant Group Scout Leader: Debbie Bowles
Assistant Group Scout Leader: Mark Aulds
Scout Active Support Leader: Sally Shortman
Explorer Scout Leader: Ed Bowles

**Trustees Nominated:**

President: Jem Salter
Vice President: Dennis Warren
Vice President: Allan Carruthers
Vice President: Graham Gibbs

**Trustees Elected:**

Estate Management: Roger Hoad
Transport: Colin Coburn
Communications: Dave & Mish Cowie
Parent Representative: Harriet Lay (from 12/7/15)
Quartermaster: Jonathan Dawes
Member: Will Sidaway

Bankers: CAF Bank, West Malling
Barclays Bank, Esher

Independent Examiner: Elaine Ogle [deputising for Melanie Kennet as agreed at GEC meeting on 18th May 2015]

Visit [www.claygatescouts.org](http://www.claygatescouts.org) for more pictures and to keep up to date by subscribing!
Jem Salter
30 August 1941- 25 May 2015
Group President
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 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 are listed inside the front cover and met together during the period on the following dates: 21st May 2014, 9th July 2014, 17th September 2014, 19th November 2014, 21st January 2015 and 18th March 2015.

The GEC exists to support the Group Scout Leader in meeting the responsibilities of the Group and is responsible for:

- The maintenance of Group property;
- The raising of funds and the administration of the Group finances;
- The insurance of persons, property and equipment;
- Group public occasions;
- Assisting in the recruitment of leaders and other adult support;
- Appointing any sub-committees that may be required;
- Appointing Group administrators and advisors other than those who are elected.

Risk and Internal Control

The GEC carried out its annual review of risk assessments on activities, buildings and grounds and the major risk and action to mitigate them remain the same as last year 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. 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 14). 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.

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**

Once again this has been a year of expansion and we can now claim to be the 9th largest Group in the country – quite an achievement!

The biggest growth has been in the Explorer section which has doubled in size. We are particularly pleased with this because nationally the movement loses Scouts at age 14 due to pressures of school work, or just because they want to devote time to other hobbies and can’t do everything! I am delighted to say that the following Scouts were awarded their Gold Chief Scouts Award during the last year:


In addition the waiting list is also expanding and we are currently looking at creating boundaries for in-take in order to ensure we meet the needs of those young people most close to our community.
It is with a heavy heart that I write to advise you that Jem Salter, our Group President, died on the 25\textsuperscript{th} May 2015. All of us know what a great ‘Scout’ Jem was and how he shaped the Group in his time as GSL from 1970 to 1985. Subsequently, he was always a presence in the Group providing support and guidance in so many ways.

It is hard at these times to find the words to express our feelings but I certainly feel a huge loss following his passing and the Group has lost someone that we hold most dear.

A detailed account of Jem’s Scouting is being worked on and will be available shortly.

I am sure many of you will have very fond memories of Jem, a great Scout ‘Gone Home’.

We were also sorry to bid farewell to Mary Haskell who was Akela of Panther pack for 18 years from 1975 to 1993. Members of the Group formed a guard of honour at her funeral in September 2014.

Obituaries for both are on our website at \url{http://www.claygatescouts.org/obituary.htm}.

The following section reports highlight activities over the period from April 2014 to March 2015 but it is also worth pointing out that our regular newsletters are all available on our web site at \url{http://www.claygatescouts.org/newsletter.htm}. The beginning of the year saw a change in programme from the Scout Association which is still filtering through the colonies, packs, troop and unit. I am particularly grateful to our leaders who have to make the transition in a way which ensures the achievements in the old scheme are carried forward and built upon for the new scheme.

\textbf{Beaver Scouts}

It has been yet another fun-packed year for our 3 Beaver colonies (over 80 members):

- The Parent activity afternoon at Polyapes in October;
- Mega end of term parties in December and July at the Scout Centre;
- A record number of Beavers attending the Group camp, theme Knights, which included a sleepover;
- District event Party and play around Alice in Wonderland and Cross Country Run both in March;
- Claygate Clean up;
- Most members achieve their Bronze Chief Scout Award as they move onto the Cub Scouts;
- Looking forward to Bazzaz, a County event which takes place every 3 years.

\textbf{Cub Scouts}

The three cub packs - Lions, Lynx and Panthers - have all enjoyed a busy year: the guiding principle being the personal development of our young people through activities and experiences which are both stimulating and fun. When a new cub joins from the Beaver section, she is ready for new challenges and a little more adventure; when that cub moves to scouts, she should be well prepared for the greater independence in that section and proud of her achievements at Cubs. We aim to provide the environment where all cubs can achieve their Silver Award, the highest level of recognition with the Cub section.
Activities on regular cub nights are varied, but always revolve around a pattern of opening ceremonies and flag break, inspection and discussion of the programme. Games are essential to burn off energy and develop teamwork, but the concentration that cubs put into badge work – for example, learning how to tie a new knot or how to light a fire or how to treat a burn - is very rewarding.

Sometimes one pack meeting is not enough to cover an activity in detail. Many members will have seen two examples of this on the Scout Centre notice boards over the year (1) Lynx Cubs worked on their astronomy badge in the Autumn term and they all produced fascinating posters on a variety of space-related topics; and (2) in November Lions spent a lot of time thinking about WW1, marking its 100 year anniversary, and produced a very thoughtful prayer written out within a poppy shape to mark the commemoration. All the packs marched with great purpose at the Remembrance Sunday and St George’s Day parades.

As well as individual pack nights, the packs join together for certain events and these include our two summer camps, sixes and seconders weekend and an annual trip to London which includes the highlight of sleeping on HMS Belfast. Members of Panthers did particularly well in the camp tent competitions. The packs are also active within the District and participate in the Day Hike, Badge day and ever popular sausage sizzle.

The current year has been titled The Cubs’ Year of Adventure as we all look forward to the celebration of 100 years of cub scouting in 2016.

**Scouts**

We continue to run a “split” troop with four patrols meeting in the upstairs room and 4 in the main hall on alternate weeks, each with their own set of leaders. Mark Antell stood down as leader of one “half” in July 2014, and has been succeeded by Paul Smith. Ali Carruthers continued to lead the other half. Membership continued at around 60 scouts, with a leader team of 11. 11 scouts achieved their Gold Awards in the year; the majority of whom moved onto the Explorer Unit. The troop clocked up over 300 nights away and over 100 hikes away in the year March 2014 – March 2015.

The weekly programme continues to cover all the regular scouting skills along with favourites such as climbing, football, rafting, shooting and archery. 1* and 2* kayaking were once again offered along with a bi-weekly archery club. The Troop once again ran a Christmas Post service, raising £650, and voted to donate some of the funds to MSF in recognition of their work tackling the Ebola outbreak in Africa. We entered teams in the District Top Troop Trophy events coming 3rd overall in 2014.

Notable events and successes in the year were:

- 36 scouts attending GAW at Walton Firs in May, learning camping skills, with PL’s taking responsibility for shopping, cooking and menu planning.
- 18 scouts attending Scoutabout at Cranleigh Showground in June and enjoying an A – Z of activities including caving, car driving, zorbing and zip-wiring, undeterred by a wet Saturday afternoon. Activities involving free food seemed very popular!
• 18 scouts and 6 leaders joining the 400 or so other Surrey Scouts on the county expedition to Kandersteg International Scout Centre in August. It rained every day for 5 weeks before we arrived in Switzerland to a week of blue skies and sunshine and the scouts experienced magnificent mountain scenery, activities such as rafting to Bern, High Ropes at Interlaken, and low level and high level walks including an ascent to the Doldenhornhutte at 1915m. The trip was rounded off with a walk to Ochinensee, a spot of rowing on a lake, and as many trips on the toboggan run as we had swiss francs left in our pockets. The final event of the camp was the International Campfire the night before departure – we woke on the last day to grey skies which turned to drizzle as the coaches departed the site.

• 2 competition teams (gaining 3rd and 4th place,) and three training teams taking part in the Night Hike in October.

• Winning the Plate competition in the District 5-a-side football in November.

**Explorer Scouts**

The highlights for this year must surely be the hugely successful trip to the Rhema Project in India last summer. A significant part of this was raising £5,000 to donate to the project and assist with maintenance of the buildings. Having spoken with those who went they have many lasting memories of the young people they met at Rhema and probably will also never forget the Indian versions of road safety.

In addition the Unit members took part in a variety of District activities and at the end of the year won the District Scope Trophy which just eluded them last year.

The Chimaera Unit now has over 30 members of mixed gender. They meet on a Tuesday evening although they are often undertake their activities away from the Scout Centre.

**1st Claygate Scout and Guide Band**

The Band have had a very exciting year leading up to the St George’s Day performance at Windsor Castle which, although strictly outside of the year under report, is very much worthy of mention. Almost everything since the participation of the Drum Corps in the 2014 Windsor Parade has been working towards perfecting music and marching for this very special event in 2015.

The Training Band is now well established with a Training section which feeds into the Junior and Senior sections.

Performances during the year under review have included:

• Drum Corps participation in St Georges Day 2014 at Windsor
• Leading Parades for St George’s and Remembrance Days;
• Playing at the Family fun day;
• Appearing at the Walton Firs Open Day
• Claygate Flower Show;
• Undertaking Carol Singing around the Village;
• Carols on the Green;

Leaders

We welcome formally as leaders; Daniel Webb, Emma Warner, Jan Bingham, Andrea Barlow, Nikki Logan and Joanna Shillington to the Beaver Scout sections and Nick Waddingham to the Lion Pack Cub Scout Section.

In the year the following stood down from their leadership roles Sheila Hartley, Kirsten Ross, Mark Antell, Gavin Carruthers and Tim Davis. We thank them for their contribution.

Clubs Canoeing and Archery

Archery Club takes place for the Scout Troop every other Friday and this is a popular activity.

Canoeing/Kayaking is provided throughout the summer, BCU 1, 2 and three star courses are on offer to Scouts and Explorers. We are fortunate to have a number of level 1 Coaches with three working toward becoming level 2. There is a close association with Surrey Scout County Water Activities Club.

Scout Active Support

We are fortunate to have a fantastic support group of adults 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;
• run bases at camps/events;
• marshal at parades;
• provide administrative support to the Troop and Band;
• support fundraising such as Plant & Jumble Sales and
• support kayaking courses over the summer

Group Executive

The Group Executive Committee (GEC) welcomed Stuart Ballard as Group Chairman to his first committee meeting in September 2015 following his appointment at last year’s AGM. The team have worked their way through the following topics:

• the purchase of new tentage for the growing numbers
• the introduction of a new online system for DBS checks
• the purchase of a new all purpose trailer
• the purchase of a new canoe/kayak trailer
• maintenance of the fabric of the building and grounds;
• publicity and communication with our supporters through posters, adverts and of course the website;
• liaison with and between our parents especially in relation to support for activities and events;
• preparing for a new Scout Association computer system.

We are fortunate to have a committee with wide-ranging skills that ensures we are able to provide the level of support required in running such a large Group.

Looking forward

Last year I reported that the Group membership represents 24% of the District. I can now advise we are the largest Scout Group in Surrey for youth membership.

This year has been one of international trips to Kandersteg and India and the start of new training programmes for all sections.

So what are the challenges and projects for the Group going forward into 2015/16? Here are just some:

• Introduce the new programmes in a phased way and ensure everyone gets credit for what they achieved under the previous scheme.
• Prepare and plan for the celebrations and activities for the Cub section’s centenary - a weekend at Gilwell is already planned.
• The Band Trip to Paris to mark 15 years.
• Recruiting leaders and volunteers for other roles in the Group will always be a challenge.

In the longer term the Group needs to assess the movement’s document ‘Scouting For All Our 2014–18 Strategy’ in which the themes are to make Scouting a Movement that is growing, inclusive, shaped by young people and making a positive impact in our communities.

A strategy meeting is planned for October. At this meeting the size of our ever-growing waiting list will be discussed - it currently has 300 names on it.

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 work in providing 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 my leaders are off doing Scouting activities. These are the people who we could not do without as they support my leaders with the work they do here and I am sure they have some input into what goes into the program.
As ever the future looks busy but I am confident we can 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**

**Financial review**

The Group’s finances remain in a healthy position with a year that has been broadly in line with budget and generating a modest surplus. Thanks as ever to Gary Ernest, our Treasurer, for keeping our finances in such good order. The purchase of the new van in the last financial period has allowed us to rent out vehicles more often to local groups (such as Claygate Primary School and Holy Trinity Church) adding to our income.

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

**Premises**

The regular cleaning and maintenance programme has continued under the guidance of Roger Hoad who has been very diligent in maintaining the premises to keep them to a good standard and avoiding disruption to regular activities by arranging repairs in holiday periods where possible. To that end, we plan to paint the main hall over this summer. 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. I’d like to thank Roger for his time and effort.

The upstairs room has continued to be put to good use for meetings and as an area for activities for young people. The solar panels generated a record amount of revenue thanks to our sunny weather this year. Everyone is able to follow the benefit we are receiving through the monitor in the foyer.
In last year’s report, Harry mentioned negotiations to acquire the freehold of that part of our grounds which are currently leased. There is no progress to report due to the continuing legal problems of our freeholders. This issue remains very much on our agenda as our objective remains the same - to ensure long term security for our premises.

**Fund raising**

Our Jumble Sales at the Scout Centre continue to be a great success financially, with thanks to Sandra Fox and her helpers for organising them. The sale of Christmas trees (which this year was a true team effort) and Plant Sale, organized once again by Gill Gostling and Christine Warner, are also very successful. 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 Bowles for leading on the fundraising that takes place at the Christmas Lights and Flower Show. Our summer fundraisers at the Hut are always popular and thanks to all who helped make last year’s a success. This year, Gary Ernest spearheaded the initiative to re-introduce a Summer Fete at the Scout Centre. The profit from this will hit next year’s accounts, but thanks to him for taking this forward.

The financial statements provide more information on revenue and expenditure from our fund raising events. Any surplus we generate remains a key part of our budget planning each year. 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, as well as other organisations that have provided financial support over many years and thank those individuals who make significant donations to us.

**Charitable activity & community relations**

The Group’s profile in Claygate is very high and our standing in the community has continued over the last twelve months. 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 regular pattern. Their continued success can be seen by their invitation to play at Queen’s Scout Parade for St George’s Day at Windsor Castle. What a fantastic day that was and what a brilliant way to raise the profile of the Group. With a son in the training band, I know the effort that was put in by the children, adult members and their support team.

**Publicity and Communications**

David and Mish Cowie continue with responsibility for our communications. We thank them for all they have done in promoting the Group and advertising some of our fund raising efforts.
Carol Nichols assumed responsibility for the newsletter this year. The transition has been seamless and our thanks to Carol for ensuring that high quality newsletters are prepared in a timely manner.

Our webmaster John Wright does an excellent job of keeping our website up to date but he does rely on us all to provide information, photos and dates. So, a big thank you to John for all he does.

**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. It may seem like a daunting task committing to help run a group, but as a former Beaver leader, I can safely say that it is hugely rewarding and there is much support for you.

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. We are running pretty much at the capacity that the Scout Centre has, but there is always need for more volunteers.

**Parent representatives**

The Parent Representatives system remains key in ensuring there is liaison between parents and leadership and also for ensuring there is appropriate volunteer support for our various events. Harriet Lay has taken on the role of co-ordinating this area and I thank her for her energy and enthusiasm and also thank the various parent representatives for their work during the year.

**Safety and risk management**

During the past twelve months 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. 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 leader team are at the coal-face and continue to deliver fun and skills to their 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, fund raisers, doing administration, practical help or whatever, a big thank you. Rosy Treasure has spent considerable time on ensuring we are ready for the new scouting database (on top of her “day job” of running the Group Executive). Special thanks to Hugh Gostling our Group Scout Leader who continues to give so much of his time, energy and enthusiasm to the role and to the support he receives from his wife Gill in that role.
I am approaching a year in the role as Group Chairman, having been a Beaver leader before that. This past year has opened my eyes to the depth and breadth of support that the Group enjoys. There are a large number of people working behind the scenes to ensure that the leaders can do the wonderful job that they do. We are lucky to have a Group that has been steered to great success by the work of so many volunteers, past and present. Our challenge is to keep these high standards up and look for ways to ensure the young members of our community can get the most out of the scouting movement. I hope you all have a pleasant summer and I look forward to another scouting year starting in September.

Stuart Ballard, Group Chairman

Section E: Financial Review

Financial Strategy

The Group’s 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, vehicles, camping equipment renewals, band instruments and IT to allow the leaders to maintain the high quality of the programme

We plan 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. 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. This requires cash funds of c.£70,000, which is our medium-term cash target.


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 31st March 2015 (current financial year, CY) shows a surplus of £9,754 compared with a deficit of £(14,466) for the year ended 31st March 2014 (prior financial year, PY). Receipts are 3% above PY and payments are 10% above PY, the latter reflecting higher expenditure on overseas activities and specific donations made during the CY. Capital expenditure is 79% lower than the PY, which included the purchase of a new minibus in February 2014.

Funds on 31st March 2015 were £67,140 compared with £57,385 at March 31st 2014. Cash funds are now close to our target level of reserves.

Receipts: Total receipts were £131,934 (PY £128,203).

Membership fee income was 6% higher than prior year. 40% of the increase is due to the increase in subscriptions from £43 per term to £44 per term, the remainder is due to higher
average numbers of members, particularly in Explorer’s and Cubs. Gift Aid was marginally above PY and continues to be an important contributor to funds, without which fees would need to be approximately £30 higher per year per member to compensate. Over 90% of subscriptions are registered for Gift Aid and almost 100% of subscriptions are now paid online.

**Gross fundraising** at £28,532 was 3% higher in 2013/14. The fireworks night benefitted from being a week later, thus avoiding the end of half term when many families were away, and revenue from plant sales, Christmas lights and Christmas tree deliveries was a little higher than PY. The Scout & Guide Band carol singing, the Christmas carol service and the Christmas post were all successful and raised almost £1,500, which in common with previous years was donated to charity (see below).

Activity receipts (for camps, activity weekends, weekly planned activities, etc.) fluctuate from year to year depending on the number and varied nature of activities and the pattern of advance payments. Thus receipts in PY were boosted by payments in advance for the Scout Troop trip to Kandersteg (July 2014) and receipts for the District Camp held in June 2013. In the CY we report receipts for the Explorer’s trip to India in summer 2014 and initial deposits for the Band trip to Disneyland Paris in December 2015. The net impact is a 4% reduction in activity receipts to £49,409.

Donations received including for use of scouting equipment increased significantly to £4,426, boosted by a greater use of the minibuses by both Claygate Primary School and Holy Trinity Church. We were also grateful to receive a substantial legacy from a former member and supporter of the 1st Claygate Scout Group, Colin Wheatley, who sadly died in 2014. We received a grant of £650 from Elmbridge Borough Council for the purchase of a sousaphone for the Band, and the electricity generated by our solar panels resulted in a record payment of £908 from the Feed-In Tariff.

Payments (excluding capital expenditure) increased by 10% to £114,161. £4,000 of the increase is attributable to higher expenditure on activities, a combination of higher spend in the CY on Kandersteg and payment of deposits for the Band trip to Paris later this year, offset by the absence of a District camp in the CY and lower expenditure on other Group activities. The remaining increase in payments is largely accounted for by higher donations by the Group:

- The funds collected during the Christmas activities (see above) were used to make a donation of £1,500 to Médecins Sans Frontières in support of Ebola work in West Africa.
- Funds largely raised by the Explorers (mostly during the PY) were used to make a £5,000 donation to the Rhema Partnership in South India, which supports a hostel for poor children, a school for people with special needs, a medical centre, a Bible College and a church planting ministry. The Explorers spent time at the Rhema Gardens during their trip to India in summer 2014 (see the section on the Explorers activities earlier in the Trustees’ Report).

Expenditure on equipment maintenance at £1,680 was much higher than the £314 in PY, although the latter was unusually low. Over half of this year’s spend was used to refurbish the Group’s 15 canoes.

**Capital Expenditure**
Following the £31,588 of expenditure on the minibus in PY, the level of capital expenditure in the CY fell to a more normalised level of £8,019. The most significant item purchased was a new trailer to be used to transport equipment to activities, which can be towed by any of the
Group’s vehicles. Other capital expenditure was used for new tents, musical instruments, kitchen equipment, furniture, canoe equipment and an IT upgrade.

**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 deposits money not immediately required for recurrent expenditure, on short-term deposit, to generate a modest level of interest. There have been no changes to banking arrangements during the financial year. Vehicles are “depreciated” at 25% per annum on a straight-line basis. The two older vehicles have been fully depreciated and are shown at zero value.

Other fixed assets, excluding land and buildings, are “depreciated” at 33% on a reducing balance basis. Land and buildings are not revalued: their value in the asset listing remains unchanged at just over £1.1m.

*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 4th July 2015

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

Stuart Ballard Group Chairman Tel: 0208 339 0423
Hugh Gostling Group Scout Leader Tel: 01372 464580
## Receipts and payments accounts

**1st Claygate Scout Group**

**CC16a**

**For the period from** 1st April 2014  **To** 31st March 2015

### Section A Receipts and payments

<table>
<thead>
<tr>
<th>Unrestricted funds to the nearest £</th>
<th>Restricted funds to the nearest £</th>
<th>Endowment funds to the nearest £</th>
<th>Total funds to the nearest £</th>
<th>Last year to the nearest £</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A1 Receipts</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership subscriptions</td>
<td>38,137</td>
<td>-</td>
<td>-</td>
<td>38,137</td>
</tr>
<tr>
<td>Gift Aid</td>
<td>8,964</td>
<td>-</td>
<td>-</td>
<td>8,964</td>
</tr>
<tr>
<td>Fundraising Gross</td>
<td>28,532</td>
<td>-</td>
<td>-</td>
<td>28,532</td>
</tr>
<tr>
<td>Income from Activities</td>
<td>49,409</td>
<td>-</td>
<td>-</td>
<td>49,409</td>
</tr>
<tr>
<td>Donations &amp; Use of Equipment</td>
<td>4,426</td>
<td>-</td>
<td>-</td>
<td>4,426</td>
</tr>
<tr>
<td>Big Lottery Fund Grant</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other grants received</td>
<td>690</td>
<td>690</td>
<td>-</td>
<td>690</td>
</tr>
<tr>
<td>Other income</td>
<td>908</td>
<td>-</td>
<td>-</td>
<td>908</td>
</tr>
<tr>
<td>Bank interest</td>
<td>869</td>
<td>-</td>
<td>-</td>
<td>869</td>
</tr>
<tr>
<td><strong>Sub total (Gross income for AR)</strong></td>
<td>131,244</td>
<td>690</td>
<td>-</td>
<td>131,934</td>
</tr>
</tbody>
</table>

### A2 Asset and investment sales

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sub total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total receipts</strong></td>
<td>131,244</td>
<td>690</td>
<td>-</td>
<td>131,934</td>
</tr>
</tbody>
</table>

### A3 Payments

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sub total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total payments</strong></td>
<td>121,490</td>
<td>690</td>
<td>-</td>
<td>122,180</td>
</tr>
</tbody>
</table>

### A4 Asset and investment purchases

| New minibus                       |                                   |                                 | -                            | -                        | 31,588                   |
| Musical instruments               | 720                               | 690                             | -                            | 1,410                     | -                        |
| Other capital expenditure        | 6,610                             | -                               | -                            | 6,610                     | 7,247                    |
| **Sub total**                     | 7,329                             | 690                             | -                            | 8,019                     | 38,835                   |

### A5 Transfers between funds

| Net of receipts/(payments)        |                                   |                                 | -                            | 9,754                     | (14,466)                 |

### A6 Cash funds last year end

| Cash funds this year end          |                                   |                                 | -                            | 57,385                    | 71,852                   |

**Cash funds this year end**

|                                   |                                   |                                 | -                            | 67,140                    | 57,385                   |
## Section B Statement of assets and liabilities at the end of the period

<table>
<thead>
<tr>
<th>Categories</th>
<th>Details</th>
<th>Unrestricted funds to nearest £</th>
<th>Restricted funds to nearest £</th>
<th>Endowment funds to nearest £</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B1 Cash funds</strong></td>
<td>Current accounts</td>
<td>9,002</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Deposit Accounts</td>
<td>57,638</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Petty Cash</td>
<td>500</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total cash funds</strong></td>
<td></td>
<td>67,140</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Details</th>
<th>Unrestricted funds to nearest £</th>
<th>Restricted funds to nearest £</th>
<th>Endowment funds to nearest £</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B2 Other monetary assets</strong></td>
<td>Fund to which asset belongs</td>
<td>Cost (optional)</td>
<td>Current value (optional)</td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Details</th>
<th>Fund to which asset belongs</th>
<th>Cost (optional)</th>
<th>Current value (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B3 Investment assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Details</th>
<th>Fund to which liability relates</th>
<th>Amount due (optional)</th>
<th>When due (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B4 Assets retained for the charity’s own use</strong></td>
<td>Land &amp; Buildings</td>
<td>Unrestricted</td>
<td>1,103,426</td>
</tr>
<tr>
<td></td>
<td>Motor vehicles</td>
<td>Unrestricted</td>
<td>23,691</td>
</tr>
<tr>
<td></td>
<td>Scouting equipment</td>
<td>Unrestricted</td>
<td>6,610</td>
</tr>
<tr>
<td></td>
<td>Musical instruments</td>
<td>Unrestricted</td>
<td>1,410</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1,655</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Details</th>
<th>Fund to which liability relates</th>
<th>Amount due (optional)</th>
<th>When due (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B5 Liabilities</strong></td>
<td></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**Signed on behalf of all the trustees**

Stuart Ballard, Group Chairman

05 June 2015

Gary Ernest, Group Treasurer

05 June 2015
Independent Examiner’s Report to the Trustees of the 1st Claygate Scout Group

Section A

Report to the trustees/members of

Charity Name

1ST CLAYGATE SCOUT GROUP

On accounts for the year ended

Charity no (if any)

308135

Set out on pages

1-5

Respective responsibilities of trustees and examiner

The charity’s trustees are responsible for the preparation of the accounts. The charity’s trustees consider that an audit is not required for this year under section 146 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

• examine the accounts under section 146 of the Charities Act,
• to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
• to state whether particular matters have come to my attention.

Basis of independent examiner’s statement

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records.

It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a ‘true and fair’ view and the report is limited to those matters set out in the statement below.

Independent examiner’s statement

In connection with my examination, no matter has come to my attention (other than that disclosed below):

(1) which gives me reasonable cause to believe that in, any material respect, the requirements:

• to keep accounting records in accordance with section 130 of the Charities Act,
• to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

(2) to which, in my opinion, 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

Elaine Ogale

Name

31/5/15

Date

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

ACA (icaew)

Address

11 TERRINGTON ROAD

CLAYGATE

SURREY

KT10 0SA

March 2012
Thank you for reading our report and for your continued support.