

# Trustees' Annual Report

For the period

From (start date) 0 1 0 4 2 4 to end date 3 1 0 3 2 5

## Section A Reference and administration details

Charity name	1st Brenchley and Matfield Scout Group
Other names the charity is known by	S10012605
Registered charity number (if any)	8 0 1 7 8 2
HQ registration number	S 1 0 0 1 2 6 0 5
Charity's principal address	1st Brenchley and Matfield Scout Group Brenchley Road, Brenchley Tonbridge Postcode T N 1 2 7 N Y

Names of the charity trustees who manage the charity  
(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Tim Gallier	Head of Trustee Board	
2	Tim Gallier	Treasurer	
3	Chris Reed	Group Lead Volunteer	Feb 2025-May 2025
4	Sarah Lade		
5	Katherine Laweson		
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Names and addresses of advisers (optional information but encouraged as best practice)  
(These will be published in the annual report of the charity)

Type of advisor	Name	Address

## Section B Structure, governance and management

Description of the charity's trusts	
Type of governing document	
1 LT700001 (14 September 2024)	

(e.g. trust deed, constitution)	The Group's governing documents are those of the 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.
How the charity is constituted  (e.g. trust, association, company)	The Group is a trust established under its rules which are common to all Scouts.
Trustee selection methods (e.g. appointed by, elected by)	The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.
Additional governance issues (optional information but encouraged as best practice)	
You may choose to include additional information, where relevant, about:	The Group is managed by the Group Trustee Board, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.
Policies and procedures adopted for: a) the induction and training of trustees; b) trustee' consideration of major risks and the systems and procedures to manage them	<p>The Trustee Board consists of the Chair, Treasurer and 6 Trustees (including 2 Ex Officio Trustees, and 2 co-opted Trustees) and meets every # months.</p> <p>Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 months of joining the Board.</p> <p>This Group Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that gives young people skills for life.</p>

## Section B

## Structure, governance and management (continued)

### Risk and Internal Control (Specimen 1)

The Group Trustee Board has identified the major risks to

<p>which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:</p> <p>Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as the community centre and other Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.</p> <p>Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.</p> <p>Reduced income from fund raising. 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. The Board could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.</p> <p>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 would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.</p> <p>Reduction or loss of members. The Group provides activities for all young people aged 4 to 18. If there was a reduction in membership in a particular section or the group as whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.</p>
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Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.</p>

	<p><b>Belief</b> - We explore our faiths, beliefs and attitudes.</p> <p><b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b></p> <p>Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:</p> <ul style="list-style-type: none"> <li>- enjoy what they are doing and have fun</li> <li>- take part in activities indoors and outdoors</li> <li>- learn by doing</li> <li>- share in spiritual reflection</li> <li>- take responsibility and make choices</li> <li>- undertake new and challenging activities</li> <li>- make and live by their Promise.</li> </ul>
Summary of the main activities in relation to these objects	<p>Group-wide and district events:</p> <ol style="list-style-type: none"> <li>1. St. George's Day Parade: The group participated in the annual district parade, joining other groups in a community celebration.</li> <li>2. District AGM &amp; Leader Social: Adult volunteers attended the district-wide meeting, held at Lordship Wood, to discuss governance and connect with other leaders.</li> <li>3. Volunteer engagement: The group contributed to the broader Kent Scouts' efforts to recruit and train adult volunteers, helping with events and providing hands-on</li> </ol>
Additional details of the objectives and activities (optional information but encouraged as best practice)	
<p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul>	
Public benefit statement	<p>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.</p>

Section D	Achievements and performance
Summary of the main achievements of the charity during the year	<p><b>Membership and growth</b></p> <p>Strong youth numbers: The group maintained healthy membership numbers across its Cub, and Scout sections.</p> <p>Waiting list management: Continued to manage its waiting lists effectively to ensure new young people from the local community could join as places became available.</p> <p>New volunteer integration: Successfully integrated new adult volunteers into leadership and supporting roles to maintain a safe and active program.</p> <p><b>Youth program and awards</b></p> <p>Outdoor skills development: Delivered a wide range of outdoor and survival skills, including camping, cooking over open fires, and using hand tools safely, primarily using local woodlands such as the district-owned Lordship Woods</p>

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**Badge achievement:** Successfully guided young people through the process of earning numerous activity and challenge badges, reflecting their personal progress in skills like first aid, camping, and cooking.

**Youth-shaped activities:** Empowered young people to actively influence their own program, allowing them to shape their scouting experience, in line with national initiatives.  
Community engagement and support

**District participation:** Represented the group at district-wide events, such as the St. George's Day Parade, strengthening the sense of community across the Weald district.

**Local engagement:** Participated in or supported local community events, further embedding the group within the Brenchley and Matfield community.

**Scout hall hire:** Continued to offer the group's headquarters for hire, providing a valuable local resource and generating income to support the group's activities.

#### **Fundraising and finances**

**Financial health:** Maintained the group's sound financial position, ensuring sufficient funds were available to cover the costs of activities, equipment maintenance, and building upkeep.

**Funding support:** Secured necessary funding or donations to deliver an exciting and well-resourced program for all members.

Section E	Financial Review
Brief statement of the charity's policy on reserves	<p><b>Reserves Policy</b></p> <p>The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Trustee Board considers that the group should hold a sum equivalent to TBC months running costs.</p> <p>Reserve policy to be agreed by Trustee board at next meeting</p>
Quantify and explain any designations	
Details of any funds materially in deficit (circumstances plus steps to eliminate)	
Further financial review details (optional information)	
You <b>may choose</b> to include additional information, where relevant, about:	<b>Investment Policy</b>

- the charity's principal sources of funds (including any fundraising);

The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

- how expenditure has supported the key objectives of the charity;

- investment policy and objectives;

## Section F

## Other Optional Information

Plans for future periods (details of any significant activities planned to achieve them)

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

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Position (eg Secretary, Chair)

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Date

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