

# BLYTH VALLEY DISTRICT SCOUT COUNCIL

England & Wales - Charity number 1116322

## Details

---

**Status** Registered

**Legal form** Other

**Registered** 2006-10-09

**Register** [View on the Charity Commission register](#)

## Contact

---

**Address** Scout Association  
39 Horsley Avenue  
Shiremoor  
Newcastle Upon Tyne  
NE27 0UG

**Phone** 01670735074

**Email** [bvsdtreasurer@gmail.com](mailto:bvsdtreasurer@gmail.com)

**Website** [www.blythvalleyscouts.org.uk](http://www.blythvalleyscouts.org.uk)

## Activities

---

**Objects:** 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 COMMUNITIES 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 COMMUNITIES

**Activities:** Support of Scouting activities in Blyth Valley, Northumberland to enhance young people from age 6 to 25 yrs in their mental, physical and spiritual development.

## Classification

---

- **How:** Provides Buildings/facilities/open Space, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Education/training
- **Who:** Children/young People

## Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, NORTHUMBERLAND.
- Northumberland

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£36,962	£35,104	-	-
2024-03-31	£35,602	£35,602	-	-
2023-03-31	£30,877	£49,076	-	-
2022-03-31	£31,870	£31,870	-	-
2021-03-31	£89,238	£89,238	-	-

## Trustees

Name	Role	Appointed
Alexander James Marnock		2025-11-14
DAVID MCCLEN		2024-01-16
Kirsty Hobkirk		2024-01-16
Lynn Horrocks		2024-01-16
Mark Thompson		2025-11-14
Neal Armiger		2024-01-16
Neil Robinson		2024-01-16
Simon Miller		2024-01-16
Stuart Alexander Bennett		2024-01-16
louise Fairbairn		2025-11-14

**BLYTH VALLEY DISTRICT SCOUT COUNCIL**

England & Wales - Charity number 1116322

---

# Accounts

---

# Let's talk! Welcome to our AGM and celebration event

**2025**

[scouts.org.uk/join](https://scouts.org.uk/join)

**#SkillsForLife**



BLYTH VALLEY SCOUT COUNCIL  
Annual General Meeting 2025 No 26

14<sup>th</sup> November 2025

Seaton Delaval Arts Centre

## AGENDA

1. **Introduction and welcome**
2. **Apologies for absence**
3. **Governance topics**
  - a. Approve the minutes of the Annual General Meeting held on 18<sup>th</sup> July 2024
  - b. Adopt the model constitution from Policy, Organisation and Rules (POR)
  - c. Note the District's financial year
  - d. Agree the number of members that may be appointed to the Trustee Board
  - e. Agree the quorum for future meetings of the District Scout Council (excluding this AGM) and that of the trustee board
4. **Review of the previous year**
  - a. The District Lead Volunteer's review of Scouts during the past 12 months in the Blyth Valley District
  - b. The County Lead Volunteer's remarks
  - c. Receive and consider the Annual Report of the District Trustee Board, including the annual Statement of the Accounts
5. **Making appointments**
  - a. Appoint the District Chair, following recommendation from the open selection process initiated by the District Trustee Board
  - b. Appoint the District Treasurer, following recommendation from the open selection process initiated by the District Trustee Board
  - c. Appoint members of the District Trustee Board, following recommendations from the open selection process initiated by the District Trustee Board
  - d. Appoint District President and/or Vice Presidents
  - e. Appoint the Independent Examiner / Auditor
  - f. Nominate representatives of the District Scout Council to represent the District on the County Scout Council
6. **Closing remarks**

# **Chair of Trustees' Report 2025**

## **Blyth Valley Scout Council**

### **Reporting Period: July 2024 – November 2025**

#### **Introduction**

The Trustees of Blyth Valley Scout Council are pleased to present this report outlining key developments, challenges, and reflections from the period July 2025 to date. This has been a time of significant transition and renewed optimism for the district.

#### **Key Achievements**

A major milestone during this period was the successful finalisation of the sale of Walker Hall in Blyth to Northumberland County Council. This decision, made in the best interests of the district, marks the end of a long and complex process. The Trustees wish to acknowledge the considerable delays experienced due to extended timeframes within the legal team overseeing the transaction. Despite these challenges, the sale was completed, and the district is now in a much stronger financial position.

#### **Financial Outlook**

The sale of Walker Hall has provided a substantial financial uplift for the district. In addition, the Trustees are deeply grateful for the generous bequest left to Blyth Valley Scout Council by the late Bill Hampson. His legacy will be honoured through the establishment of a dedicated fund, designed to generate regular income and support the enhancement of Scouting across the district. Details of this fund will be shared in due course, once the money has been placed in the most beneficial investment vehicle.

#### **In Memoriam**

It is with great sadness that the Trustees note the passing of Kevin Appleby, who died following a short but aggressive illness. Kevin was a cherished member of the Scouting community, known for his warmth, dedication, and unwavering commitment to young people. His loss is deeply felt by all who knew him, both personally and through his work in Scouting. The Trustees extend their heartfelt condolences to Kevin's family and friends.

#### **Chair's Statement**

As Chair of the Trustee Board, I wish to share that I will be stepping down from the role, having found myself unable to dedicate the time that the position truly deserves. It has been a genuine pleasure and privilege to support Blyth Valley Scout Council through a period of meaningful change. I am immensely proud of what we have achieved together.

I would like to express my sincere thanks to the Scouters across the district whose dedication and passion continue to inspire. Their commitment to young people and to the values of Scouting is the heartbeat of our movement. I also extend my gratitude to my fellow Trustees and board members for their support, wisdom, and teamwork throughout my tenure.

This period has seen both sorrow and progress. The Trustees remain committed to ensuring that Blyth Valley Scout Council continues to thrive, honouring the contributions of those who have

shaped its path and investing wisely in its future. We look forward to the opportunities ahead and to supporting the growth and development of Scouting in our district.

## District lead volunteer report for Blyth valley scouts 2024/2025

This last year has been a fantastic year for scouting in the district with most sections showing a slight increase on the census figures on last year. Some groups have declined in numbers, and some have increased. Sections have closed and new sections have reopened. It just shows scouting in Blyth is reacting to the ebb and flow trends we are encountering in scouting at the moment.

All sections and groups are still very much getting out and doing outdoor scouting everything from weeklong summer camps to day visits to some weird and wonderful places from offshore sea training to rock pooling, colour runs to aircraft museums. And of course, visits to our own district campsites Selby wood and Spylaw and lots of sleepovers in our 3 headquarters within the district 2<sup>nd</sup> Cramlington, 1<sup>st</sup> Seaton sluice and 8th Blyth.

I this year had the great pleasure of bringing onboard a new member to the district leadership team. I have recently appointed Alex Marnock as District Youth Lead, I'm sure you will all join me in wishing him well in his new role. I will be working closely with him in the next few months giving him some projects to be working on for the future development of the district.

I would like to thank all the leaders that have helped run the many district events that have run for the sections stem fest events. trail jam canoeing triathlon etc these events take a lot of personal time and commitment to run as well as running their own groups and sections.

I would like to thank the district trustees for all their effort throughout the year with lots of things going on in the background to ensure that the district complies with all the compulsory safety and safeguarding requirements their buildings and assets are safe and compliant with regulations and also ensuring the financial assets of the district are kept safe and used to their best potential. We have now finally gone through with the sale of Walker Hall to Northumberland County Council after a considerable period and a lot of effort from the trustees. This puts the district in a better financial position not just from the sale but now not having the ongoing running costs of a building we were not using.

Also, this year we were bequeathed a financial donation from the late professor Bill Hampson's estate our previous district president. This money is to be used for the development of scouting within the district that could be at district group section or individual level. The fund which will be known as the professor Bill Hampson fund will be maintained by the district trustees and will be used for one off projects or personal development not to buy equipment or pay ongoing running costs etc.

It could be for example to subsidise a person going to a jamboree or a group international adventure or a leader taking a NGB recognised training course that would benefit scouting within the district.

As we were given quite a large sum of money initially as part of the conditions of the donation the fund will build year on year as we are only allowed to spend the interest of the capital donation per year as part of the fund so some years the available may be more than others depending on interest rate and how much is used per year or reinvested.

If anyone would like more details of the professor Bill Hampson Fund, please contact myself or the district chair.

I would like to also pay tribute to two scouters that sadly passed this year

Kevin Appleby

Kevin was a very active member of the trustee board helping set up the new trustee board system within the district bringing his experience from other national charities ensuring we have the correct skills needed within the trustee board to manage the district to its best potential.

Kevin started his scouting career as a cub scout in 1<sup>st</sup> Cramlington many years ago then progressed through scouts and ventures becoming Scout Leader at 10<sup>th</sup> Blyth for many years and Assistant District Commissioner Scouts in Blyth District he led on many international camps for both the county and district and latterly Kevin served as a District trustee.

The other being Margret Cox

Margret started her scouting career as cub mistress at 1<sup>st</sup> Seghill scout group holding many roles within scouting ADC cubs for Seaton valley and Blyth Districts and eventually ACC cub scouts for Northumberland scouts a role she had for many years Margret also served for many years on the District Executive for Blyth District where she would often debate on what events the district should put on or not and her general stance was if it was to benefit one young person or one hundred in her opinion it must be run.

If we could just spare a short thought for them both as they both may gone but never forgotten and will live on in the many happy memories of the thousands of adults and young people, they have worked with in scouting.

I would like to finally thank all the leaders' helpers, trustees and tea makers within the district that makes the wheels of scouting in Blyth Valley turn without you all we could not do what we do for the hundreds of young people in the Blyth Valley scouting family

Heers to the everchanging world of scouting

Neil

District Lead Volunteer

# BLYTH VALLEY DISTRICT SCOUT COUNCIL

## Annual General Meeting 2024

18<sup>th</sup> July 2024

Seaton Delaval Arts Centre

### AGENDA

1. Introduction and welcome – (those present Appendix 1.1) Simon Miller (Chair) welcomed all group scout council members to the AGM, thanked all of the trustee board, for all their efforts thus far and welcomed Neil Robinson district lead volunteer and the guest's county lead volunteer Peter Thorpe
2. Apologies for absence (Appendix 1.2)
3. Minutes of the Annual General Meeting held on 16<sup>th</sup> January 2024 **Accepted by the group Scout Council**
4. **Governance topics**
  - f. In line with Scout Association guidelines, to adopt the model constitution from Policy, Organisation and Rules. **Accepted by the group Scout Council**
  - g. Note that the District's financial year runs from the 1<sup>st</sup> April to 31<sup>st</sup> March. **Accepted by the group Scout Council**
  - h. Agree the quorum for each of the District Scout Council (including this AGM) should be 15 and meetings of the District Trustee Board, meetings of any sub-committees, should be half the membership plus one. **Accepted by the group Scout Council**
5. **Review of the previous year**
  - d. The District Commissioner's review of Scouting in the District. **Neil Robinson gave a brief overview of the district's year so far (Appendix 1.3)**
  - e. To receive and consider the Annual Report of the District Trustee Board including the annual Statement of the Accounts. **(Appendix 1.4)**
6. **Making appointments**
  - g. Appoint the District Chair, following recommendation from the open selection process initiated by the District Trustee Board **Accepted by the group Scout Council that Simon Miller would continue in the role**
  - h. Appoint the District Treasurer, following recommendation from the open selection process initiated by the District Trustee Board **Accepted by the group Scout Council that Lynn Horrocks would take on this role this year replacing Allen Ricalton**
  - i. Appoint members of the District Trustee Board, following recommendations from the open selection process initiated by the District Trustee Board **The chair explained that as the trustee board had only been in place for a short period there will be no change to the board this year and all will remain in place and it will be a closed selection process this year this was accepted by the group Scout Council**

- j. (Re-)appoint District President and/or Vice Presidents **The chair stated that this was still a work in progress to get the right person for the role and would be reviewed next year accepted by the group Scout Council**
  - k. Appoint the Scrutineer / Independent Examiner / Auditor **Nominated was John Alexander Lawson accepted by the group Scout Council**
  - l. Nominate representatives of the District Scout Council to represent the District on the County Scout Council **Carol Warfell was nominated accepted by the group Scout Council**
7. County Lead Volunteer gave an overview of the county and transformation and thanked all the leaders and helpers within the district
  8. Presentation of Awards
  9. Simon Miller (chair) gave closing remarks and thanks.

## **Independent examiner's report to the trustees of Blyth Valley District Scout Council**

I report to the trustees on my examination of the accounts of the Blyth Valley District Scout Council (the Council) for the year ended 31<sup>st</sup> March 2025.

### **Responsibilities and basis of report**

As the charity trustees of the Council, 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 Council'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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Council as required by section 130 of the Act; or
2. the accounts do not accord with those records; or

In carrying out my examination I have noted that there are some deficiencies in the manner in which the various accounting records have been maintained and the consistency of the records between different areas of the Council. I have also noted that key financial controls have not been working effectively throughout the financial period, including the setting of budgets to effectively control expenditure, the use of cash receipts from activities to pay out of pocket expenses and the recognition of income as opposed to cash movements. These deficiencies have previously been highlighted to the board of trustees and the new board of trustees appear to be taking action to address the concerns raised, however the change in treasurer and disposal of the Walker Hall property has meant that other priorities have taken precedent and therefore the board will look to address these deficiencies in the coming year.

Signed: 

Name: John Alexander Lawson

Relevant professional qualification or membership of professional bodies (if any): FCA member of ICAEW

Address: 6 Annfield Road, Cramlington, NE23 3GY

Date: 8<sup>th</sup> November 2025

**BLYTH VALLEY DISTRICT SCOUT COUNCIL**  
**Charity No: 1116322**  
**Accounts for the year 1st April 2024 to 31st March 2025**  
**Income & Expenditure Account**

	Expenses	Income	Net
	£	£	£
<b>Capitation</b>	-22,240	25,250	3,010
<b>Premises, groups and activities</b>			
Seghill	66		66
Walker Hall	-2,309		-2,309
Selby Wood	-3,835	3,035	-801
Spylaw	-2,986	3,504	519
Explorers	-5,063	5,698	634
Activities	-262	1,588	1,326
<b>General</b>			-587
Bank Interest		101	
Badges		100	
Garage Rent	-590		
Insurance	-52		
Miscellaneous	-146		
Consolidation adjustment	2,313	-2,313	
Surplus for year	-1,858		
	<u>£ -36,962</u>	<u>£ 36,962</u>	<u>£ 1,858</u>

**Balance Sheet as at 31st March 2025**

**Current Assets**

Bank Accounts		
District Deposit	6,889	
District Current	3,906	
Explorers	2,068	
Selby Wood	8,755	
		<u>21,618</u>

**Less Current Liabilities**

Selby Wood Creditors	-2,070	
		<u>-2,070</u>
		<u>£ 19,548</u>

**Represented by**

Explorers		
Brought forward	833	
Add Surplus	634	
		<u>1,467</u>
Selby		
Brought forward	6,541	
Less Deficit	-801	
		<u>5,740</u>
District		
Brought forward	8,347	
Transfer from Gang Show	1,968	
Add Surplus	2,025	
		<u>12,340</u>
		<u>£ 19,548</u>



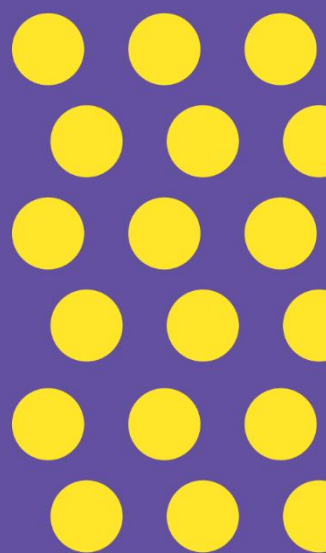




**They make all  
the difference.  
So could you.**

Help young people  
in Blyth Valley step up  
and dream big.

[scouts.org.uk/Volunteer](https://scouts.org.uk/Volunteer)  
#SkillsForLife



**Scouts**  
Blyth Valley

**BLYTH VALLEY DISTRICT SCOUT COUNCIL**

England & Wales - Charity number 1116322

---

# Accounts

---



## Trustees' Annual Report for the period

From **01/04/2023** Period start date To **31/03/2024** Period end date

Charity name: **BLYTH VALLEY DISTRICT SCOUT COUNCIL**

Charity registration number: **1116322**

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The Purpose of Scouting</p> <p>Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The District of Blyth Valley covers and operates over the areas of Blyth, Cramlington and Seaton Valley of Northumberland County and provides services to further the Scout Association's purpose. These services undertaken by volunteers support the provision to Beaver Scouts (6-8 years), Cub Scouts (8-10 years) and Scouts (10-14 years), through scout groups, within the district and directly by the District to Explorer Scouts (14-18 years) and members of the Scout Network (18-25 years). The services include the provision of a programme of activities for all the young members, the provision of equipment, premises and facilities to support the activities and necessary administrative support. Training for the District adult volunteers and those within the Scout Groups is provided by the district through the provision of the required expertise or a service offered by Northumberland Scout County, to ensure everyone has the required skills and expertise to undertake their roles as defined by The Scout Association. Provision of the services is funded via membership fees, fundraising and</p>

		donations.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

### Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	In 2024, the District maintained its support for scouting activities, including funding for Scouts to attend international camps. Several training camps also received financial backing. Investments were made in maintaining District assets, finalised the construction of a new toilet block at the Selby Wood campsite. Additionally, progress continued on returning Walker Hall to the County Council, reducing the District's building-related liabilities. Continued investment at Spylaw to improve facilities

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	n/a
Investment performance against objectives	Para 1.41	n/a
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The aim is to have at least two years running cost as a reserve in an accessible account.
Amount of reserves held	<b>Para 1.22</b>	£6840
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The Districts main source of funding is through the annual levee.
Investment policy and objectives including any social investment policy adopted	Para 1.46	No investment policy at present
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	The organisation operates under the Scout Association Policy Organisation and Rules. (POR March 2024)
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Trust
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Election at District AGM of the Scout Council held in May each year.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Blyth Valley District Scout Council
Other name the charity uses	n/a
Registered charity number	1116322
Charity's principal address	Scout Association 39 Horsley Avenue Shiremoor NEWCASTLE UPON TYNE NE27 0UG



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

--

### Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

### Other optional information

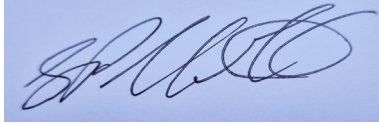
--

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

A handwritten signature in blue ink, appearing to read 'S. Miller', is placed on a light blue rectangular background within a larger rectangular box.

Full name(s)

Simon Miller

Position (eg Secretary,  
Chair, etc)

Chair

Date

29/01/2025

**Blyth Valley Scout District**  
**Accounts for the year 1st April 2023 to 31st March 2024**  
**Income & Expenditure Account**

	Expenses	Income	Nett
	£	£	£
<b>Capitation</b>	-20,482	22,990	2,508
<b>Premises</b>			
Seghill	-1,196		-1,196
Selby Wood	-9,423	8,942	-481
Spylaw	-820	1,158	338
Walker Hall	-2,175		-2,175
<b>Explorers</b>	-3,259	3,314	54
<b>General</b>			-10
Bank Interest		87	
Fire Extinguisher Service	-109		
Garage Rent	235		
Grants			
Insurance	-52		
Miscellaneous	-61		
Poppy Appeal	-110		
Consolidation adjustment	1,850	-1,850	
Deficit for year		962	
	<u>£ -35,602</u>	<u>35,602</u>	

**Balance Sheet as at 31st March 2024**

**Current Assets**

Bank Accounts

District Deposit	6,789	
District Current	3,955	
Explorers	833	
Selby Wood	9,231	
Walker Hall	17	20,825

**Less Current Liabilities**

Selby Wood Creditors	-2,690	
Grants owed to 2nd Cramlington	-446	-3,136
	£	<u>17,690</u>

**Represented by**

Explorers		
Brought forward	715	
Add Surplus	54	
Add paid by District	63	833
Selby		
Brought forward	6,026	
Less Deficit	-481	
Add paid by District	995	6,541
District		
Brought forward	9,941	
Less Deficit	-535	
Selby Payment	-995	
Explorer Payment	-63	8,347
Gang Show		1,968
	£	<u>17,690</u>

**Blyth Valley Scout District**  
**Accounts for the year 1st April 2023 to 31st March 2024**  
**Analysis of premises and groups**

**Seghill**

**Expenditure**

Electricity	-191	
Gas	-34	
Legal Fees	-550	
Maintenance	-421	
Deficit for year	£	<u>-1,196</u>

**Selby Wood**

**Expenditure**

Donation to Farm	-1,868	
Fuel	-151	
Insurance	-995	
Power Washer	-200	
Running Expenses	-219	
Solar System	-4,021	
Toilet Block	-1,969	
	£	<u>-9,423</u>

**Income**

Grant	3,870	
Site Fees	5,072	
	£	<u>8,942</u>
Deficit for year	£	<u>-481</u>

**Spylaw**

**Expenditure**

Fuel	-100	
Insurance	-674	
Running Expenses	-46	
	£	<u>-820</u>

**Income**

Site Fees		<u>1,158</u>
Surplus for year		<u>338</u>

**Walker Hall**

Insurance	-1,195	
Gas	-39	
Electricity	-407	
Water	-533	
Deficit for year	£	<u>-2,175</u>

**Explorers**

**Expenditure**

Badges	-31	
Camp & Events	-904	
Capitation	-1,650	
OSM	-35	
Rent	-600	
Tent Repair	-40	
	£	<u>-3,259</u>

**Income**

subs	2,865	
Camp & Events	449	
	£	<u>3,314</u>
Surplus for year	£	<u>54</u>

## **Independent examiner's report to the trustees of Blyth Valley District Scout Council**

I report to the trustees on my examination of the accounts of the Blyth Valley District Scout Council (the Council) for the year ended 31<sup>st</sup> March 2024.

### **Responsibilities and basis of report**

As the charity trustees of the Council, 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 Council'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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Council as required by section 130 of the Act; or
2. the accounts do not accord with those records; or

In carrying out my examination I have noted that there are some deficiencies in the manner in which the various accounting records have been maintained and the consistency of the records between different areas of the Council. I have also noted that key financial controls have not been working effectively throughout the financial period, including the setting of budgets to effectively control expenditure, the use of cash receipts to pay out of pocket expenses and the recognition of income as opposed to cash movements or amounts held on account for other entities. The previous two independent examiner's reports have already highlighted these deficiencies in detail and the new board of trustees appear to be taking action to address the concerns raised, however this change came into force towards the end of the financial period and therefore the impact of these actions will be felt in coming years.

Signed:

Name: John Alexander Lawson

Relevant professional qualification or membership of professional bodies (if any):  
FCA member of ICAEW

Address: 6 Annfield Road, Cramlington, NE23 3GY

Date:

**BLYTH VALLEY DISTRICT SCOUT COUNCIL**

England & Wales - Charity number 1116322

---

# Accounts

---



## Trustees' Annual Report for the period

From **01/04/2022** Period start date To **31/03/2023** Period end date

Charity name: **BLYTH VALLEY DISTRICT SCOUT COUNCIL**

Charity registration number: **1116322**

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The Purpose of Scouting</p> <p>Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The District of Blyth Valley covers and operates over the areas of Blyth, Cramlington and Seaton Valley of Northumberland County and provides services to further the Scout Association's purpose. These services undertaken by volunteers support the provision to Beaver Scouts (6-8 years), Cub Scouts (8-10 years) and Scouts (10-14 years), through scout groups, within the district and directly by the District to Explorer Scouts (14-18 years) and members of the Scout Network (18-25 years). The services include the provision of a programme of activities for all the young members, the provision of equipment, premises and facilities to support the activities and necessary administrative support. Training for the District adult volunteers and those within the Scout Groups is provided by the district through the provision of the required expertise or a service offered by Northumberland Scout County, to ensure everyone has the required skills and expertise to undertake their roles as defined by The Scout Association. Provision of the services is funded via membership fees, fundraising and</p>

		donations.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

**Achievements and Performance**

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The District continued funding scouting activities throughout the year. Including sending a number of Scouts on International Camps. A number of training camps were also funded. Investments were made towards the upkeep of District assets such as a new toilet block at the Selby Wood Camp site and new wood burning stove at Spylaw Cottage. Progress was also made towards returning Seghill Hall back to the County Council reducing District liabilities for buildings.

**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	n/a
Investment performance against objectives	Para 1.41	n/a
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The aim is to have at least two years running cost as a reserve in an accessible account.
Amount of reserves held	<b>Para 1.22</b>	£8892
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The Districts main source of funding is through the annual levee.
Investment policy and objectives including any social investment policy adopted	Para 1.46	No investment policy at present
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	The organisation operates under the Scout Association Policy Organisation and Rules. (POR September 2021)
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Trust
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Election at District AGM of the Scout Council held in May each year.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Blyth Valley District Scout Council
Other name the charity uses	n/a
Registered charity number	1116322
Charity's principal address	Walker Hall Edward Street Blyth NE24 1DW



**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Mica McInnes	District Commissioner		
2	Carol Worfell	ADC Beavers		
3	Paul Kelly	District Explorer Commissioner		
4	Jonathon Finlay	Secretary	01/04/2022 - 01/10/2022	
5	Allen Ricalton	Treasurer	01/04/2024 - 21/09/2022	
6	Rachael Clifton	Treasurer	10/10/2022 -	
7	Elaine Wilson	Secretary	10/10/2022	
8	David Mason			
9	Shaun Barkley			
10	Leanne Scott	Chairman		
11	Adrian Chamberlain			
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Corporate trustees – names of the directors at the date the report was approved**

<b>Director name</b>		

**Name of trustees holding title to property belonging to the charity**

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

--

### Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

### Other optional information

--

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

*Allen Ricalton*

Full name(s)

Allen Ricalton

Position (eg Secretary,  
Chair, etc)

Treasurer

Date

06/04/2024

**Blyth Valley Scout District**  
**Income and Expenditure Account**  
**for the period 1st April 2022 to 31st March 2023**

	Expenses	Income	Net
	£	£	£
<b>Capitation</b>	20,186	21,988	-1,802
<b>Premises</b>			
Seghill	592		592
Selby Wood	16,803	7,503	9,300
Spylaw	4,296	871	3,425
Walker Hall	4,559		4,559
<b>Other</b>			
Badges	350	150	200
Canoes		334	-334
Garage	648		648
Interest		31	-31
Leaders Camp	120		120
Overseas Visits	1,000		1,000
Poppy	110		110
Young Leaders	150		150
Miscellaneous	262		262
Deficit for the Year		18,199	
	49,076	49,076	

**Balance Sheet as at the 31st March 2023**

	£	£
<b>Assets</b>		
Outstanding Capitation 2023		1,450
Current Account	21,735	
Deposit Account	8,892	
Walker Hall Account	17	
Selby Wood Account	6,027	36,671
		38,121
Less		
Capitation Due to County		20,186
		17,935
<b>Represented by:</b>		
General Fund brought forward	25,487	
Less Paid for Selby Wood	6,648	
Less Deficit for the year	8,899	9,940
Selby Wood brought forward	8,679	
Add Paid by the District	6,648	
Less Deficit for the year	9,300	6,027
Gang Show Reserve		1,968
		17,935

## Analysis of Premises Accounts

	£		£
<b>Seghill</b>		<b>Spylaw</b>	
Electricity	39	Generator	406
Gas	553	Insurance	641
Deficit	592	Miscellaneous	50
		Stove	3,199
<b>Selby Wood</b>		Total Expenses	4,296
Boiler	280	Site Fees	871
Donation to Farmer	3,826	Deficit	3,425
Fire Safety	276		
Fuel	269	<b>Walker Hall</b>	
Insurance	892	Electricity	83
Running Expenses	634	Gas	1,067
Toilet Block	10,145	Insurance	1,223
Vehicle Insurance	479	Legal Fees	1,707
Total Expenses	16,801	Water	479
Site Fees	7,503	Deficit	4,559
Deficit	9,298		

### Notes to the Accounts

Selby Wood – the District transferred £5,000 in total to the separate account, where it was recorded as income to Selby Wood and expenditure to the District. As all monies belong to the District, this treatment was incorrect and an adjustment has been made in the consolidated accounts, so only the actual expenditure is in the Selby Wood account.

Gang Show Reserve – this represents the balance transferred from the closure of the Show's bank account and held as a separate time limited reserve.

Seghill – this building was handed back to the County Council in June 2023.

Walker Hall – negotiations for the sale of this property were ongoing at the year end.

**Blyth Valley Scout District**  
**Independent Examination of the Accounts**  
**for the year ended 31<sup>st</sup> March 2023**

During the year the accounts were maintained by two different District Treasurers, and as both kept accurate records, all transactions could be verified to invoices and supporting documents. As noted last year, the separate account for Selby Wood has not been subjected to a detailed review, but as required by accounting guidelines, the figures have been consolidated into this year's accounts.

In accordance with the changes implemented by the Scout Association in April 2023, executive committees are now known as trustee boards. To avoid confusion the new terminology has been used for this report.

Last year's examiner's report raised substantial concerns regarding the lack of financial governance, with a recommendation to develop an action plan to address these issues. None of the necessary controls and procedures have been implemented. In minute 100.6 of the Trustees' meeting on the 11<sup>th</sup> September 2022, it is recorded that, *"The Executive committee have read and taken on board the auditor's report; however, it is to be noted that these are only recommendations and may not be implemented straight away."* The actual recommendation was to create an action plan to implement the mandatory requirements of the Charity Commission.

Due to the failure of the trustees to take action on the Charity Commission's checklist, all issued raised last year are still outstanding and need to be addressed without further delay. A copy of last year's examiner's report is attached for reference. The District Trustee Board should take immediate action to ensure effective governance.

At their meeting on the 6<sup>th</sup> May 2022, the trustee board noted that no accounts had been received for Selby Wood, Spylaw or the Explorers section. While later minutes note that these are available, there is no record of the trustees having reviewed and approved them. Best practice dictates that the trustees should receive written reports and accounts, to be included in the minutes.

The trustees meeting on the 11<sup>th</sup> September 2022 approved a submission to finance the building of a new toilet block at Selby Wood. A suggestion that some of the £8.6k held in the separate bank account might be used, was dismissed as this was to be used for future years. Any significant future spending, and the holding of substantial reserves, should be approved by the trustees.

The discussion of the above matter also included reference to covid restart grants. The trustees appear to have wrongly interpreted the purpose of these grants; in that they linked them to Selby Wood, rather than providing support across the district. The grants were given to charities to help them restart their activities post covid. Linking the grants to sites liable for Business Rates was simply a convenient mechanism.

During the year there were significant events relating to two District properties. However, the trustee board minutes only make occasion reference to the surrender of the Seghill lease and the sale of Walker Hall. It is apparent that the trustees failed to exercise any control over these matters.

The expenditure on Selby Wood and Spylaw represent a significant part of the district's accounts in the year. The trustees should regularly review these facilities to ensure that the benefit justify the costs.

John Harvey  
Independent Examiner  
31<sup>st</sup> October 2023

**BLYTH VALLEY DISTRICT SCOUT COUNCIL**

England & Wales - Charity number 1116322

---

# Accounts

---



# Trustees' Annual Report for the period

Period start date			Period end date				
From	01	May	2021	To	30	April	2022

## Section A Reference and administration details

Charity name **Blyth Valley District Scout Council**

Other names charity is known by **n/a**

Registered charity number (if any) **1116322**

Charity's principal address

**Walker Hall**

**Edward Street**

**Blyth**

Postcode **NE24 1DW**

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mr Shaun Barkley			
2	Mr Adrian Chamberlain			
3	Miss Carol Worfell	ADC Beavers		
4	Mr Jonathon Finlay	Secretary		
5	Mr Paul Kelly	District Explorer Commissioner.		
6	Ms Mica MacInnes	District Commissioner		
7	Dr Allen Ricalton	Treasurer		
8	Ms Leanne Exley	Chairman		
9	Mr David Mason			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
------	-----------------------------------


**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

--

**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	The organisation operates under the Scout Association Policy Organisation and Rules. (POR September 2021)
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Election at District AGM of the Scout Council held in May each year.

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

--

**Summary of the objects of the charity set out in its governing document**

**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**

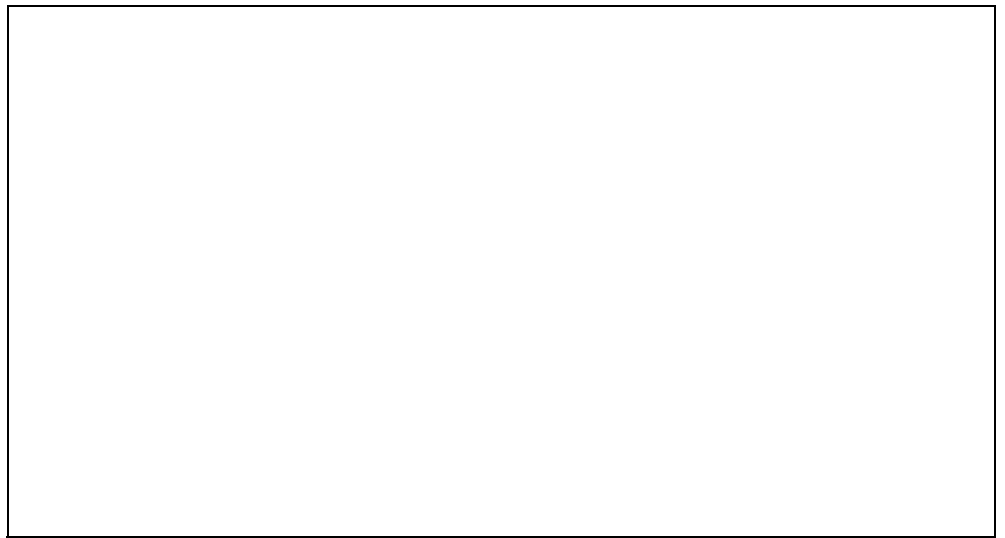
**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**The District of Blyth Valley covers and operates over the areas of Blyth, Cramlington and Seaton Valley of Northumberland County and provides services to further the Scout Association's purpose. These services undertaken by volunteers support the provision to Beaver Scouts (6-8 years), Cub Scouts (8-10 years) and Scouts (10-14 years), through scout groups, within the district and directly by the District to Explorer Scouts (14-18 years) and members of the Scout Network (18-25 years). The services include the provision of a programme of activities for all the young members, the provision of equipment, premises and facilities to support the activities and necessary administrative support. Training for the District adult volunteers and those within the Scout Groups is provided by the district through the provision of the required expertise or a service offered by Northumberland Scout County, to ensure everyone has the required skills and expertise to undertake their roles as defined by The Scout Association. Provision of the services is funded via membership fees, fundraising and donations.**

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



## Section D

## Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

#### Chairman's Report

It has been great to see a return to face-to-face Scouting following the Covid pandemic, although there were some disruptions to planned activities due to on-going cases. Many of the Groups have had camps and sleepovers, and those who haven't have plans to do so in the near future. We are also looking forward to the return of District camps.

Membership fees have been paid for the next year, with the District keeping its share to a bare minimum again.

The sale of Walker Hall has not yet gone through, although the District has been assured the sale is due to conclude soon. The building continues to be a drain on District finances as we pay utilities and insurance on a building for which we receive no income, so completing the sale is a priority. As previously mentioned, the proceeds of the sale year will be 'ring-fenced' in the District accounts and detailed discussions will take place on the distribution of the money.

Seghill Pavilion which had been temporarily used by Newcastle Gang Show as a temporary wardrobe store, was vacated in January. However, we are unable to hand the building back to Northumberland County Council as they do not recognise Blyth Valley Scouts as the leaseholder. We are currently at a standstill as to how to progress with this. As with Walker Hall, we continue to pay insurance and utilities for the building, so a swift resolution is required.

The cottage at Spylaw continues to be a popular venue and is used regularly. Improvements have been made to make the building comfortable with more plans for the future.

The camp site at Selby Wood continues to provide the District and many other organisations, with a great venue. Previous flooding has left the toilet area damaged and this will need to be replaced in the near future.

The Wansbeck building we hired to store the Gang Show costumes, was relinquished in January and the wardrobe was added to Newcastle Gang Show's. The ring-fenced money from the Gang Show account remains in the District account.

Finally, on behalf of the District Commissioner, I would like to thank the Members of the Executive Committee for their attendance and support over the last year and hope they will remain on the Committee next year, ideally with additional members from the District joining them.

Leanne Exley  
District Chairman

## Section E

## Financial review

Brief statement of the charity's policy on reserves	The aim is to have at least two years running cost as a reserve in an accessible account.
Details of any funds materially in deficit	n/a

**Further financial review details (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant about:</p> <ul style="list-style-type: none"> <li>the charity's principal sources of funds (including any fundraising);</li> <li>how expenditure has supported the key objectives of the charity;</li> <li>investment policy and objectives including any ethical investment policy adopted.</li> </ul>	<p><b>Annual District Levy</b>  <b>Donations from Charitable trusts for District events including the Gang Show. No investment policy at present .</b></p>
--	--



**Section F Other optional information**

**Section G Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

	
---	---

Full name(s)

Position (eg Secretary, Chair, etc)

<p><b>Rachael Clifton</b>  <b>Treasurer (from Oct 2022)</b></p>	<p><b>Leanne Exley</b>  <b>Chair</b></p>
---	--

Date

25/01/2023

**Blyth Valley Scout District**  
**Income and Expenditure Account**  
**for the period 1st April 2021 to 31st March 2022**

	Expenses £	Income £	Net £
Capitation	19,005	20,160	-1,155
<u>Premises</u>			
Seghill	306	1,125	-819
Selby Wood	1,000		1,000
Spylaw	912	425	487
Walker Hall	2,853		2,853
<u>Other</u>			
Interest		2	-2
Grants		8,000	-8,000
Rent	600		600
Insurance	3,183		3,183
Miscellaneous	798	50	748
Gangshow	145	150	-5
Closure of Gangshow Account		1,958	-1,958
Fees	276		276
Surplus for year	2,792		
Totals	31,870	31,870	

**Balance Sheet as at 31st March 2022**

Assets

Outstanding Capitation 2022		2,928	
Current Account	24,202		
Deposit Account	19,268		
Walker Hall Account	102	43,571	
		46,499	

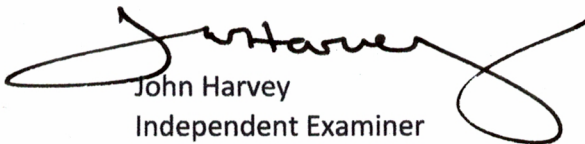
Less

Capitation for 2022		19,005	
		27,494	

Represented by:

Balance brought Forward	24,703		
Surplus for year	2,792		
	27,494	27,494	

Dr Allen Ricalton  
District Treasurer

  
John Harvey  
Independent Examiner

**Blyth Valley Scout District**  
**Income and Expenditure Account**  
**for the period 1st April 2021 to 31st March 2022**

	Expenses £	Income £	Net £
Capitation	19,005	20,160	-1,155
<u>Premises</u>			
Seghill	306	1,125	-819
Selby Wood	1,000		1,000
Spylaw	912	425	487
Walker Hall	2,853		2,853
<u>Other</u>			
Interest		2	-2
Grants		8,000	-8,000
Rent	600		600
Insurance	3,183		3,183
Miscellaneous	798	50	748
Gangshow	145	150	-5
Closure of Gangshow Account		1,958	-1,958
Fees	276		276
Surplus for year	2,792		
Totals	31,870	31,870	

**Balance Sheet as at 31st March 2022**

Assets

Outstanding Capitation 2022		2,928	
Current Account	24,202		
Deposit Account	19,268		
Walker Hall Account	102	43,571	
		46,499	

Less

Capitation for 2022		19,005	
		27,494	

Represented by:

Balance brought Forward	24,703		
Surplus for year	2,792		
	27,494	27,494	

Dr Allen Ricalton  
District Treasurer

John Harvey  
Independent Examiner

**Blyth Valley Scout District**  
**Independent Examination of the Accounts**  
**for the year ended 31<sup>st</sup> March 2022**

I can confirm that the accounts are an accurate record of the District's finances as verified from the invoices, bank records and other supporting data.

Charities with income greater than £25,000 require either an independent examination or audit. Verifying the accuracy of the final accounts is only one aspect of a review. The auditor is also required to confirm that, as charity trustees, the executive has sound financial controls in place. It is my duty to report, that several essential controls, are not in operation. The main shortcomings are noted below.

The executive has a number of sub-committees and these should form part of the review process and be reported along with the main accounts. Ideally, as the executive is responsible for all of these accounts, they should be consolidated into the main annual accounts.

A separate bank account exists for Selby Woods, which is outside the normal controls expected for the District's account. It was noted, from the minutes reviewed, that financial information is not regularly reported to the executive.

The accounts should be accompanied by an annual report on the main achievements of the District and how resources have been applied. Such a report might usefully include statistical data of, for example, the use of campsites and other activities supported by the District.

To help trustees ensure that they have appropriate control in place, the Charity Commission have issued extensive guidance and a self-assessment checklist. While many of the key issues are not applicable to the District's accounts, there are some key control that are relevant. (A copy of the checklist is attached for information.)

Annual Budget – this should be prepared by December each year in order to determine any annual membership charge, and to control expenditure for the following year.

Reserves Policy – The trustees should determine how much to hold as a contingency for unexpected events, and how any extra funds can be best applied to support the charities objectives.

Control of Income – All income should be banked without deduction of expenses, with a record of receipts, (e.g. a register or appropriate list). During the course of my examination it was found that records of events were inadequate, with expenses being paid from income.

Purchases and Payments – There should be a written policy on the authorisation of expenditure, including the identification of budget holders and who is responsible for authorisation. Normal practice would be to have a set of financial regulations covering for example, the setting of a budget, seeking quotes for expenditure, authorisation of payments, bank signatories, etc.

**Recommendation**

I therefore recommend that an action plan is agreed to address these shortcomings in the financial controls appropriate to the District.

Historic Notes – I was the DC for seven year up to 2003, and I can confirm that a budget was agreed each year and there was a financial regulations document setting out basic rules.



## Internal financial controls for charities

### **Checklist**

#### Contents

1. Self-assessment checklist
2. Some key issues, monitoring arrangements and risk of fraud
3. Income
4. Purchases and payments
5. Assets and investments

#### **1. Self-assessment checklist**

The questions in this checklist are designed to help charity trustees and their advisers evaluate the charity's performance against the legal requirements and good practice recommendations set out in the commission's guidance on internal financial controls for charities. Trustees should review their charity's performance at least once a year.

Each of the questions on the checklist links to a paragraph of the guidance, where further details can be found. Not all the controls listed will be appropriate for all charities, for example, where a section of the checklist deals with an area of activity that the charity does not undertake then that section of the checklist will not apply.

Charities must always comply with legal requirements and these requirements are identified in the checklist. A 'yes' answer for good practice recommendations does not mean there is no scope for further improvement. A 'no' answer does not always indicate a problem. It may be that the charity has not put in place a particular control because the risk involved is small and the potential loss is acceptable, given the cost that would be involved in putting in place stronger internal controls.

Finally, the answers in the checklist should be based on the trustees' knowledge of what actually happens in the charity and not what they expect to happen. Having an internal control in place is only part of the picture. It must operate in practice to be effective.

## 2. Some key issues, monitoring arrangements and risk of fraud

<b>2.1 Financial controls throughout the charity</b>	<b>Yes</b>	<b>No</b>
Is the segregation of duties to provide 'double check'?		
Do the trustees carry out an annual review of the internal financial controls?		
<b>2.2 Monitoring activities</b>	<b>Yes</b>	<b>No</b>
Are the budgets of income and expenditure prepared, and approved by the trustees?		
Is performance measured against budgets at regular intervals and explanations sought for variances?		
<b>2.3 Internal audit and audit committee</b>	<b>Yes</b>	<b>No</b>
Have the trustees considered the need to appoint an internal auditor or set up an audit committee?		
<b>2.4 Information and communication</b>	<b>Yes</b>	<b>No</b>
Are the trustees provided with regular information about the financial performance of the charity?		
Do the trustees discuss the financial performance of the charity at each of their meetings?		
Are terms of reference in place for any finance sub-committee, or similar sub-groups of the trustee board?		
Does any finance sub-committee report to the full board of trustees for final decision making?		
<b>2.5 Trustees' responsibilities</b>	<b>Yes</b>	<b>No</b>
Are sufficient accounting records kept of all transactions? (legal requirement)		
Have the trustees considered the need for a reserves policy and put in place a reserves policy if one is needed? (legal requirement)		
Do the accounts comply with legal requirements? (legal requirement)		
Are the accounts formally approved by trustees at an annual meeting?		
Have the trustees appointed an auditor or independent examiner? (legal requirement)		
Are newly appointed trustees given a copy of the latest accounts?		
Do the trustees file the annual report and accounts and annual return on time? (legal requirement)		
<b>2.6 and 2.7 Managing the risks of financial crime and abuse</b>	<b>Yes</b>	<b>No</b>
Are trustees and staff made aware of why the charity is at risk from financial crime and abuse and of typical examples of potential fraudulent activities?		
Does the charity have an anti-bribery policy, policies on the acceptance of hospitality, the acceptance of donations and a register of interests in place?		
Does the charity have policies and controls over access to and storage of electronic information?		
Does the charity have computer programmes to protect its data and systems from external interference?		
Does the charity have procedures for reporting suspicions internally, and to the commission and the police?		

## 3. Income

<b>3.1 Income received in the post</b>	<b>Yes</b>	<b>No</b>
Is the incoming post opened in the presence of two unrelated people?		
Are all incoming cheques and cash recorded immediately?		
Does the charity keep unopened mail secure?		
<b>3.2 Income from public collections and fundraising events</b>	<b>Yes</b>	<b>No</b>
If the charity undertakes public collections or fundraising events:		
• are public collections undertaken within legal requirements? (legal requirement)		
• are collection boxes numbered and their allocation and return recorded?		
• are all collection boxes sealed?		
• are all collection boxes regularly opened and counted by the charity and a record kept of their locations and history of takings?		
• are collections counted in the presence of the collector and a receipt given to them?		

• are two unrelated people involved in counting and recording the income?		
• is cash banked as soon as possible and without deduction of expenses?		
• are records maintained for each fundraising event?		
For ticket incomes are:		
• tickets pre-numbered?		
• records kept of all persons issued with tickets to sell, and which ticket numbers they have been allocated?		
• records kept of which tickets sold?		
• reconciliations made of money received against tickets sold?		
Has the charity complied with Part II of the Charities Act 1992 where professional fundraisers are engaged? (legal requirement)		
<b>3.3 Gift Aid donations</b>	<b>Yes</b>	<b>No</b>
Does the charity maximise the lawful take-up by its donors of Gift Aid?		
Are regular checks made to ensure all eligible tax repayments are obtained?		
Does the charity keep the records required by HMRC for Gift Aid claims?		
<b>3.4 Legacies</b>	<b>Yes</b>	<b>No</b>
Does the charity identify and monitor the receipt of large legacies and ensure that they are correctly included in the accounts?		
<b>3.5 Tainted charity donations and substantial donors</b>	<b>Yes</b>	<b>No</b>
Has the charity kept the necessary records to identify transactions with 'substantial donors' for donations received up to April 2011? (legal requirement)		
From April 2011, have the trustees put in place procedures to identify 'tainted charity donations'?		
<b>3.6 Trading income</b>	<b>Yes</b>	<b>No</b>
If the charity undertakes trading activities (either trading in furtherance of its objects or non-charitable trading):		
• if the level of non-charitable trading is significant is it carried out in a trading subsidiary?		
• does the charity have a pricing policy for the goods and services supplied?		
• does the charity have invoicing procedures for goods and services supplied?		
• does the charity review outstanding debts and collection procedures?		
• are there procedures to reconcile amounts invoiced and cash received to outstanding invoices?		
<b>3.7 Banking and custody procedures</b>	<b>Yes</b>	<b>No</b>
Are incoming receipts banked promptly?		
Is insurance held to cover the contents of the safe or cash box and cash in transit?		
Are funds banked without deduction of expenses?		
<b>3.8 Checks on income records</b>	<b>Yes</b>	<b>No</b>
Are regular checks made to ensure income records agree with the bank paying-in books and statements?		
Are checks made by someone other than the person who made the entry in the accounting records?		

## 4. Purchases and payments

<b>4.1 Controls and authorisation of expenditure on goods and services</b>	<b>Yes</b>	<b>No</b>
Is there a written policy on the authorisation of expenditure?		
Are invoices received checked against orders confirming pricing and the receipt of the goods or services ordered?		
<b>4.2 Controls and authorisation of expenditure on grants</b>	<b>Yes</b>	<b>No</b>
If the charity makes grants, does it have a grant-making policy?		
Does the charity make and monitor grants in accordance with the grant-making policy?		
<b>4.3 Payment by cheque</b>	<b>Yes</b>	<b>No</b>
Does the charity follow any stipulation in the governing document about who can sign cheques?		
Does the bank mandate require at least two signatories?		
Is there a practice of not signing of blank cheques?		
Are cheque books etc kept in a secure place with access only by nominated persons?		

Are any monetary limits placed on an individual's signing recorded in writing?		
Is all cheque expenditure recorded in the cash book and noted with the relevant cheque number, nature of payment and payee?		
Are cheques signed only with documentary evidence of the nature of the payment, eg invoice?		
<b>4.4 Payments by debit/credit/charge card</b>	<b>Yes</b>	<b>No</b>
Does the charity have a policy for the use of payment cards, including the criteria for their issue, spending limits and security?		
Does the charity communicate the policy for the use of cards to all trustees and staff using them?		
Are cards cancelled when the holder ceases to work for the charity?		
Is all card expenditure supported by vouchers and invoices and recorded in the accounting records each time the card is used?		
Are card statements sent to the charity finance team and checked to supporting records and invoices?		
Is the cardholder's use of the card independently reviewed periodically to confirm its use is consistent with the policy?		
<b>4.5 Payments by direct debits, standing orders and BACS direct credit</b>	<b>Yes</b>	<b>No</b>
Are only named individuals authorised to set up direct debits, standing orders and direct credits?		
Does the charity use a dual authorisation system for BACS payments?		
Does the charity monitor the arrangements to ensure that automatic payment arrangements are cancelled when the goods and services are no longer being supplied to the charity?		
<b>4.6 Payment in cash</b>	<b>Yes</b>	<b>No</b>
Is every effort made to minimise cash payments?		
Are all payments by cash made from a cash float and not from incoming cash?		
Is supporting documentation authorised by someone other than the person maintaining the petty cash or the person making the claim?		
Are details of all payments entered in a petty cash book?		
Are regular independent checks made of the petty cash float and records?		
<b>4.7 Wages and salaries</b>	<b>Yes</b>	<b>No</b>
Are statutory deductions (tax and NIC) made from employees' wages and salaries and regularly forwarded to HMRC? (legal requirement)		
Does the charity comply with minimum wage legislation? (legal requirement)		
Are any other deductions from salaries made only where they are required or authorised? (legal requirement)		
Are the end-of-year returns (P60 and P11Ds) completed and filed with HMRC by the deadline? (legal requirement)		
If the charity employs staff are the required pension arrangements in place? (legal requirement)		
Do all employees have contracts of employment?		
Are personnel records kept and held separately from wages records?		
Are salary levels properly authorised and recorded?		
Is there a system of authorisation for recording and notifying starters and leavers, changes of hours and other payroll changes?		
Are payments made by BACS?		
<b>4.8 The payment of expenses and reimbursements</b>	<b>Yes</b>	<b>No</b>
Does the charity have a written policy to cover the payment and reimbursement of expenses?		
Is the policy communicated to all trustees, staff and volunteers?		
Are expenses reimbursed only where the individual incurred the expense in the course of carrying out the charity's business?		
Does the expense claim include a self-declaration that the claim is accurate and incurred on the business of the charity?		
Are reimbursements made by BACS transfer or cheque?		
If the charity pays mileage rates for travel are the rates in accordance with HMRC approved rates?		

<b>4.9 Loans</b>	<b>Yes</b>	<b>No</b>
Are the terms of the loan documented?		
Does the charity have a repayment plan in place to repay the principal and any interest due?		
<b>4.10 Checks on expenditure records</b>	<b>Yes</b>	<b>No</b>
Are regular checks made to ensure expenditure records are accurate and agree with the bank statements?		
Are regular checks made to ensure no discrepancies between the payments made and the original invoice or payment records?		
Are checks made by someone other than the person who made the entry in the accounting records?		

## 5. Assets and investments

<b>5.1 Controls over fixed assets</b>	<b>Yes</b>	<b>No</b>
Is a comprehensive fixed asset list held and updated regularly?		
Are assets checked regularly to ensure they are still in good repair and are of use to the charity?		
Has insurance cover been considered?		
Is the use of fixed assets reviewed annually (to ensure put to best use and serving the charity's interests)?		
<b>5.2 Investments</b>	<b>Yes</b>	<b>No</b>
Does the charity have an investment policy?		
Does this policy include the need to consider diversification of investments, including bank accounts?		
Is the performance of investments regularly reviewed?		
Is professional advice taken, where appropriate, on the selection or disposal of investments?		
Does the charity inspect investment properties to ensure tenant covenants are adhered to?		
Are there controls to ensure that all investment income due is received?		
<b>5.3 Money held as a current asset</b>	<b>Yes</b>	<b>No</b>
Are secure records held of all bank and building society accounts?		
Are bank statements regularly received and regular bank reconciliations carried out?		
Are instructions to open or close accounts properly authorised and reported to trustees?		
Are checks made to ensure that there are no dormant accounts?		
Are the accounts monitored to ensure there is no third party use?		
Do the trustees regularly review the costs, benefits and risks of their current and deposit accounts?		
<b>5.4 Electronic banking</b>	<b>Yes</b>	<b>No</b>
If the charity uses electronic banking to make payments does the system used require authorisation of transactions by two individuals?		
Are PCs kept secure with up-to-date anti-virus and spyware software and a personal firewall?		
Are trustees and staff made aware of the need to ensure that the charity's security details (including the password and PIN) are not compromised?		
Is the PIN and password regularly changed, for example to mitigate the risks of compromising security when individuals leave the charity?		
Does the charity maintain a list of persons (trustees and staff) who are approved to have access to the PIN and password?		
Does the charity keep an audit trail of electronic banking transactions?		
Have those using online banking facilities been trained in their use?		
<b>5.5 Non-traditional banking</b>	<b>Yes</b>	<b>No</b>
If the charity uses non-traditional banking methods:		
• are policies set and approved by trustees defining the circumstances when non-traditional banking methods may be used?		
• is the use of such methods limited to essential transfers where traditional banking		

methods cannot be used?		
• does the charity keep an audit trail of non-traditional banking transactions?		
• does the charity ensure that the controls that are in place for its traditional bank transactions also operate with non-traditional banking transactions?		
<b>5.6 Restricted funds and endowment funds</b>	<b>Yes</b>	<b>No</b>
Are procedures in place to ensure that any restrictions put on the use of funds, by the donor or through an appeal, are observed?		
Does the charity ensure that the conditions attached to permanent endowments are observed?		

**BLYTH VALLEY DISTRICT SCOUT COUNCIL**

England & Wales - Charity number 1116322

---

# Accounts

---



# Trustees' Annual Report for the period

Period start date			Period end date				
From	01	May	2020	To	30	April	2021

## Section A Reference and administration details

<b>Charity name</b>	<b>Blyth Valley District Scout Council</b>
<b>Other names charity is known by</b>	n/a
<b>Registered charity number (if any)</b>	1116322
<b>Charity's principal address</b>	Walker Hall Edward Street Blyth Postcode <b>NE24 1DW</b>

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mr Shaun Barkley			
2	Mr David McClen			
3	Miss Carol Worfell	ADC Beavers		
4	Mr Robbie Leese	Secretary		
5	Mr Paul Kelly	District Explorer Commissioner.		
6	Mr Jonathon Finlay	District Commissioner		
7	Dr Allen Ricalton	Treasurer		
8	Mr Dave Linton	Chairman		
9	Mr David Mason			
10	Mrs Marylyn Grimshaw			
11	Miss Laura Shaw			
12	Mr Adam Shaw			
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year


**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

--

**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	The organisation operates under the Scout Association Policy Organisation and Rules. (POR September 2021)
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Election at District AGM of the Scout Council held in May each year.

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

--

**Summary of the objects of the charity set out in its governing document**

**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**

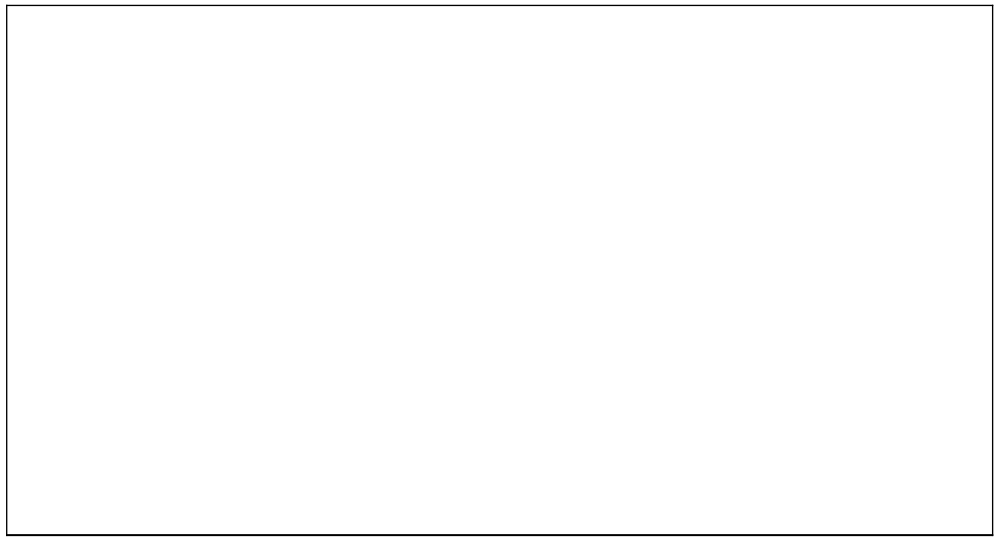
**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**The District of Blyth Valley covers and operates over the areas of Blyth, Cramlington and Seaton Valley of Northumberland County and provides services to further the Scout Association's purpose. These services undertaken by volunteers support the provision to Beaver Scouts (6-8 years), Cub Scouts (8-10 years) and Scouts (10-14 years), through scout groups, within the district and directly by the District to Explorer Scouts (14-18 years) and members of the Scout Network (18-25 years). The services include the provision of a programme of activities for all the young members, the provision of equipment, premises and facilities to support the activities and necessary administrative support. Training for the District adult volunteers and those within the Scout Groups is provided by the district through the provision of the required expertise or a service offered by Northumberland Scout County, to ensure everyone has the required skills and expertise to undertake their roles as defined by The Scout Association. Provision of the services is funded via membership fees, fundraising and donations.**

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

**Chairman's Report**

Over many months there has been little or no scouting because of Covid, and the lockdowns, and it is so re-assuring that we are getting moving again. Scouting may have stopped for our Leaders and young members, but the District Exec Comm have continued with their work to provide assurances for the next 12 months.

By now we will have paid our Capitation for the next 12 months with the cost continuing to rise. The District has kept its proportion to a bare minimum with the lion's share going to Gilwell and the County. Last year is the first time in 3 years the District has increased our fee purely to offset the forecast of a financial loss by this time next year.

You may be aware the District is in the process of selling Walker Hall. We have owned the building since 1988 and the building is showing signs of terminal deterioration which the District cannot afford to remedy. The proceeds of the sale which should be completed the end of this year will be 'ring fenced' in the District Accounts and detailed discussions will take place on the distribution of this windfall.

Seghill Pavilion has been largely unoccupied except for periodic use by St.-Johns Ambulance for training purposes. The Chair of Newcastle Gang Show approached the District to see if they could temporarily transfer their wardrobe into our building from September last year and pay an annual rent as they had been evicted from their venue in Gosforth. This was agreed and currently ongoing, however, the Lease has been terminated by NCC consequently the Newcastle Gang Show will have to move again.

The cottage at Spylaw continues to be a popular venue and is used regularly. Improvements have been made to make the building comfortable with more plans for the future. Whereas the building belongs to the Duke of Northumberland we continue to invest small amounts, at risk, for the benefit of the users. Whereas we have been able to occupy the building for free since 1997, the Duke's Estate Office invited us to sign a lease with an annual charge of £100 per annum. The new DC decided to sign and return the Lease which includes a Full Repair Clause. This clause has attracted an annual insurance premium which is more than the expected income, consequently our annual budget will need to make provision for this deficit.

The camp site at Selby Wood continues to provide the District, and many other organisations, with a wonderful venue and it improves year on year. It takes many hours of effort to keep it in prime condition but the benefits are there for all. The bad weather has provided us with challenges with the lower part of the site flooding a number of times. The District is conscious of the extra costs being incurred and is willing to support the site on request.

Last year saw the suspension of our Gang Show which was first presented in 1992. The decision was a difficult one to make because of the success we have all enjoyed in the past. The Exec.Comm. agreed to a 5 years term to see if the show will be reborn, keeping the money in the GS Account 'ring fenced' until then. In the meantime some of our wardrobe will be absorbed into NGS's, the balance dispersed to those who want the costumes as the Wansbeck District have asked us to vacate the building at Bedlington Station. I am quietly confident in years to come it will be revived by enthusiastic Leaders and young members and I look forward to this.

Finally, on behalf of the new DC, I would like to thank the Members of the Executive Committee for their attendances and wise words over the last 12 months and trust they will be in the mix of those who will apply to serve this forthcoming year. Who knows what challenges will be presented to the District in the next 12 months, but with a dedicated Executive Committee they will face and solve

**Section D Achievements and performance**

them knowing we are financially sound and also satisfy the requirements of the Charities Commission.  
  
David Linton.  
Chairman.

**Section E Financial review**

**Brief statement of the charity's policy on reserves**

The aim is to have at least two years running cost as a reserve in an accessible account.

**Details of any funds materially in deficit**

n/a

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**Annual District Levy**  
**Donations from Charitable trusts for District events including the Gang Show. No investment policy at present .**

**Section F Other optional information**



[Empty box for optional information]

**Section G Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

	
---	---

<b>Full name(s)</b>	<b>Allen Ricalton</b>	<b>Dave Linton</b>
<b>Position (eg Secretary, Chair, etc)</b>	<b>Treasurer</b>	<b>Chair</b>
<b>Date</b>	<b>28/12/2021</b>	

**Blyth Valley Scout District**  
**Income and Expenditure Account**  
**for the period 1st April 2020 to 31st March 2021**

	Expenses	Income	Net
	£	£	£
Capitation	17,718	17,718	
Ardeche 2020	60,965	60,475	490
<u>Premises</u>			
Seghill		750	-750
Selby Wood	6,100		6,100
Spylaw		10	-10
Walker Hall	978	185	793
<u>Other</u>			
Interest		17	-17
Grants		10,330	-10,330
Rent	603		603
Insurance	2,695		2,695
Miscellaneous	179	40	139
Surplus for the Year		287	
Totals	89,238	89,238	

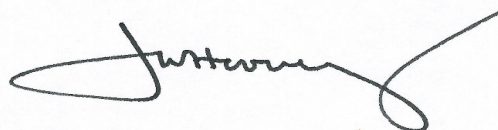
**Balance Sheet as at 31st March 2021**

<u>Assets</u>			
Outstanding Capitation 2021		1,520	
Current Account	16,298		
Charity Commission Reserve Account	6,398		
Walker Hall Account	487	23,183	
		24,703	
<u>Represnted By</u>			
General Reserve			
Balance b/fwd 1st April 2020	24,416		
Add Surplus for the year	287	24,703	
		24,703	

Allen Ricalton (District Treasurer)

Audit Certificate

I have examined the above accounts, together with the accounting records and receipts, and can confirm that they are a true record.



6th May 2021

**Blyth Valley Scout District**  
**Income and Expenditure Account**  
**for the period 1st April 2020 to 31st March 2021**

	Expenses	Income	Net
	£	£	£
Capitation	17,718	17,718	
Ardeche 2020	60,965	60,475	490
<u>Premises</u>			
Seghill		750	-750
Selby Wood	6,100		6,100
Spylaw		10	-10
Walker Hall	978	185	793
<u>Other</u>			
Interest		17	-17
Grants		10,330	-10,330
Rent	603		603
Insurance	2,695		2,695
Miscellaneous	179	40	139
Surplus for the Year		287	
Totals	<u>89,238</u>	<u>89,238</u>	

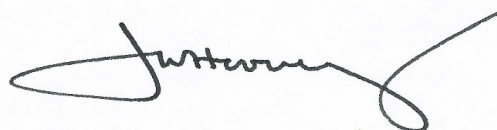
**Balance Sheet as at 31st March 2021**

<u>Assets</u>			
Outstanding Capitation 2021		1,520	
Current Account	16,298		
Charity Commission Reserve Account	6,398		
Walker Hall Account	<u>487</u>	23,183	
		<u>24,703</u>	
<u>Represnted By</u>			
General Reserve			
Balance b/fwd 1st April 2020	24,416		
Add Surplus for the year	<u>287</u>	24,703	
		<u>24,703</u>	

Allen Ricalton (District Treasurer)

Audit Certificate

I have examined the above accounts, together with the accounting records and receipts, and can confirm that they are a true record.



6th May 2021