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# Thriftwood International Activity Centre

Our annual report for the year ending 31  
December 2021



# Thriftwood International Scout Campsite & Activity Centre

Orchard Avenue, Brentwood, Essex CM13 2DP



Registered Charity Number 1138253

[www.thriftwood.org.uk](http://www.thriftwood.org.uk)

[enquiries@thriftwood.org.uk](mailto:enquiries@thriftwood.org.uk)

## Members of the Board of Trustees for 2021

### Ex-Officio Members

Chair of Trustees  
Secretary  
Treasurer  
Centre Manager

Mr Dan Johnson  
Mr Bradley Monk  
Mrs Wendy Shorey  
Mr Colin Tilbrook

### District Appointed Members

Barking & Dagenham District

Mrs Pauline Wakeling  
Mr Steve Wakeling

Brentwood District

Mr Steve Austin  
Mr Simon Timmins

Hornchurch District

Mrs Debbie Carter  
Mr Scott Wilderspin

### Nominated Members

Chairman's Nominations

Mr Trevor Cottis  
Mr Steve May  
Mr Nick Messenger

### Co-opted Members (non-voting)

Service Crew Representative

[TODO]

### Invited Members (non-voting)

Activities Manager  
Facilities Manager  
Guest Services Manager  
Retail Manager

Mr Alex Kerr  
[TODO]  
Ms Vikki Frost  
Mrs Sarah Tilbrook

**Thriftwood International Scout Camp Site and Activity Centre**  
**Orchard Avenue, Brentwood, Essex CM13 2DP**



## Annual General Meeting

**to be held on**

**Wednesday 15th June 2022 at Thriftwood**

### Agenda

1. Opening Prayer
2. Chair's Welcome
3. Apologies for Absence
4. Minutes of the 64<sup>th</sup> Annual General Meeting
5. Treasurer's Report and Approval of Accounts for the year ending 31<sup>st</sup> December 2021
6. Approval of The Constitution
7. Centre Manager's Report
8. Service Crew Report
9. Election of Officers
  - Secretary
  - Treasurer
  - Auditor
9. Chair's Nominated Members
10. Confirmation of District Representatives
11. Confirmation of Service Crew Representative
12. Chair's Awards
13. Chair's Closing Comments

# Chair of Trustees Report

I would like to express my thanks in your continued trust in me to serve as the Chair of the Board of Trustees. Once again, we faced an extraordinary year, despite which the Trustees met twelve times with all meetings being conducted remotely.

We continually reviewed our finances and projections while continuing with our decision to retail all our staff, albeit on furlough, which I appreciate was financially tough for many of our staff. I thank them for sticking with us during these unprecedented times. I am pleased to report that our finances remain in relatively good health and am confident that we will recover and grow.

I would like to express my thanks to the Owner District Executive Committees and to Essex County Scouts for guiding us and approving an extraordinary number of risk assessments, compiled as the restrictions changed throughout the year, ensuring that our activities were both compliant and safe for all.

While the site was closed, we concentrated on repairs and planning for new activities including a new 3D maze and an updated axe-throwing range and commenced work repairing the roads. Following the staged approach to the easing of restrictions announced in March, we were able once again to open for family camping in April. In July, we returned our staff from furlough and opened fully for all activities and services. Our preparations and readiness, and considerable demand from both Scouting and Schools to “get out there” ensured we were busy and able to meet that demand.

We finalised our work to update the Constitution and expect this to be formally ratified and approved at the 2022 Annual General Meeting. We also set up two new sub-committees: A Human Resources committee and an Events committee.

We have proven throughout this difficult period that we are an outstanding team and I have no doubt that without the dedication, perseverance and willingness to contribute from the staff, the management team, the Board of Trustees, the Executive Committees and Essex County, that the situation and future outlook could have been quite different. I am proud to be a part of this team, and thank each and every one of you for all that you do.

I look forward to a return to some degree of normality in 2022 with face-to-face Trustee meetings, a new Constitution and new activities.

**Dan Johnson**  
Chair of Trustees

# Centre Manager's Report

# Service Crew Report

# Retail Services Report

**THRIFTWOOD MEMORIAL SCOUT CAMP SITE  
TRUSTEES ANNUAL REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**[TODO: Replace with updated Constitution]**

The Trustees present their annual report and financial statements for the campsite for the year ended 31 December 2021

The Thriftwood Memorial Camp Site (Registered Charity No. 1138253) operates as Thriftwood International Scout Camp Site and Activity Centre. The site is owned jointly and equally by the District Scout Councils of Barking & Dagenham (Registered Charity No. 303798), Brentwood (Registered Charity No. 282746) and Hornchurch (Registered Charity No. 303699) and ultimately vested in The Scout Association Trust Corporation.

The site is governed by a Constitution dated 15th June 2022 and to be approved by the Charity Commission

**Names of the Charity Trustees**

<b>Trustees Name</b>	<b>Office</b>
Dan Johnson	Chairman
Bradley Monk	Secretary
Wendy Shorey	Treasurer
Colin Tilbrook	Centre Manager
Pauline Wakeling	Barking & Dagenham
Steven Wakeling	Barking & Dagenham
Steve Austin	Brentwood
Simon Timmins	Brentwood
Debbie Carter	Hornchurch
Scott Wilderspin	Hornchurch
Trevor Cottis	Co-opted
Nick Messenger	Co-opted
Steve May	Co-opted

**Objectives of Thriftwood**

To advance in life and help young people through:

- a. The provision of recreational and leisure time activities provided in the interest of social



welfare, designed to improve their conditions of life

- b. Providing support and activities which develop their skills, capacities and capabilities to enable them to participate
- c. To promote the Aims of the Scout Association.

### **Achieving the Objectives**

1. To provide camping facilities, accommodation and activities to members of the participating Districts and, as appropriate, members of The Scout Association, both national and international, also the Guide Association, Youth Organisation, Schools and other bona fide organisations
2. To make available instruction and skills training in the activities available on the campsite
3. To assist with the promotion of camping and outdoor activities
4. To encourage awareness of environmental issues and commitment to the conservation of the campsite and woodland environment.
5. The maintenance of a safe campsite, adequately provisioned in terms of services with approved equipment for all the activities available on the campsite.
6. The availability of adequately trained persons will be available to give advice in camping techniques and provide skills training and instruction in the activities available
7. The availability of the Centre Manager and other Salaried Staff to meet with Leaders and visitors wishing to examine the campsite and its facilities
8. The precaution exercised by the camp site members to conserve the wildlife present in the woodland site and through their guidance to visitors, gain their cooperation in the conservation of the camp site
9. By engaging the necessary personnel, either paid or voluntary, to execute the objectives of the campsite.

### **Reserves policy**

Unrestricted funds are needed to:

1. Provide funds which can be designated to specific projects to enable them to be undertaken at short notice;
2. To cover direct charitable expenditure, administration and other support costs, without which the campsite could not function.

The Trustees consider it prudent that unrestricted reserves be sufficient, to avoid the necessity of realising fixed assets held for the charity's use, to cover one year's administration and fund-raising costs in addition to any planned projects to improve the site. The level of reserves is monitored and reviewed by the Board of Trustees at its general meetings.

### **Review of activities**

A review of the activities during the year is included within the report of the Centre Manager.

### **Volunteers**

The Trustees are grateful to the volunteers and supporters who give up their time during the year.

### **Management**

The responsibility of running and maintaining the campsite is delegated to the Chairperson and Board

of Trustees. The Board of Trustees comprises:

1. The Chairperson, who must be appointed with the unanimous approval of the Owner District Commissioners.
2. The Secretary, elected at the AGM.
3. The Treasurer, elected at the AGM.
4. The Centre Manager - an ex-officio member, who must be appointed with the unanimous approval of the Owner District Commissioners.
5. Up to two representatives of each participating District Scout Council. The appointment of which is limited to a period of three years at a time and such an appointment commences at the appropriate District AGM.
6. A maximum of three members can be nominated by the Chairperson and ratified at each Thriftwood AGM.
7. The District Commissioners and District Chairpersons of the participating Districts have the right of attendance at Board Meetings.
8. Experts and Specialists may be co-opted on to the Committee at the discretion of the Chairperson and Board of Trustees until their expertise is no longer required. These are non-voting members
9. Senior Salaried Staff are invited members of the Trustee Board. They are non-voting members and are invited to update the Board on their work

Each of the above is entitled to attend Ordinary General Meetings and decisions are made by simple majority by those entitled to vote. At least three general meetings and an annual general meeting are held each year.

Any correspondence should be sent to Thriftwood Scout Campsite, Orchard Avenue, Brentwood, Essex, CM13 2DP.

## Declaration

The Trustees declare that they have approved the Trustees' Report above

Signed on behalf of the Charity Trustees

Signature.....**D Johnson**..... Chair of  
Trustees

Date.....1<sup>st</sup> September 2021



Minutes of the Annual General Meeting of Thriftwood Memorial Scout  
Campsite held on 5th July 2021 via zoom





**THRIFTWOOD MEMORIAL SCOUT CAMP SITE**

**ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021**

**THRIFTWOOD MEMORIAL SCOUT CAMP SITE  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2021**

	Notes	12 MTHS TO 31-12-21 £	12 MTHS TO 31-12-20 £
<b>INCOMING RESOURCES</b>			
<b>Incoming resources from operating activities in furtherance of the charity's objects</b>			
Site fees	2	486,987	109,098
Other income	3	<u>2,123</u>	<u>2,106</u>
		489,110	111,204
<b>Donations</b>	1	74,737	68,218
<b>Incoming resources from other activities for generating funds</b>			
Providore income	4	<u>10,493</u>	<u>4,312</u>
		10,493	4,312
<b>Investment income</b>	5	11	182
<b>Total incoming resources</b>		<u>574,351</u>	<u>183,915</u>
<b>RESOURCES EXPENDED</b>			
<b>Costs of generating funds</b>			
Advertising		1,803	1,191
Providore costs	4	<u>10,103</u>	<u>3,803</u>
Total fundraising and publicity costs		11,906	4,994
<b>Net incoming resources available</b>		<u>562,445</u>	<u>178,922</u>
<b>Charitable expenditure</b>			
Costs of activities in furtherance of the objects of the charity	6	377,886	311,419
Management and administration	7	1,401	894
Depreciation	8	100,061	103,425
Loss/profit on disposal of assets		2,472	3,112
<b>Total charitable expenditure</b>		<u>481,820</u>	<u>418,850</u>
<b>Total resources expended</b>		<u>493,726</u>	<u>423,843</u>
<b>Net income for the year/ Net movement in funds</b>		80,625	(239,928)
Fund balances at 1 Jan 2021/ 1 Jan 2020		985,909	1,225,837
<b>Fund balances at 31 Dec 2021/31 Dec 2020</b>		<u>1,066,534</u>	<u>985,909</u>

**THRIFTWOOD MEMORIAL SCOUT CAMP SITE  
BALANCE SHEET  
AS AT 31 DECEMBER 2021**

	Notes	31 DECEMBER 2021 £	31 DECEMBER 2020 £
<b>FIXED ASSETS</b>	<b>8</b>	591,226	669,109
<b>CURRENT ASSETS</b>			
Stock		8,282	11,000
Debtors and prepayments	<b>9</b>	35,390	29,296
Cash at bank and in hand		497,140	371,754
		<u>540,812</u>	<u>412,050</u>
<b>CREDITORS: amounts falling due within one year</b>	<b>10</b>	<u>65,504</u>	<u>95,250</u>
<b>NET CURRENT ASSETS</b>		475,308	316,800
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>1,066,534</u>	<u>985,909</u>
<b>INCOME FUNDS</b>			
Memorial fund		-	-
General		1,066,534	985,909
<b>TOTAL FUNDS</b>		<u>1,066,534</u>	<u>985,909</u>

The accounts were approved by the management committee on

and signed on its behalf by.....  
Secretary



**THRIFTWOOD MEMORIAL SCOUT CAMP SITE  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**1**

**1.1 Accounting policies**

The accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice - Accounting by Charities and the Charities Act.

**1.2 Incoming resources**

Site fees and other income are recognised on an accruals basis.  
Interest received gross is included in the statement of financial activities.

**1.3 Grants and donations**

Grants and donations received for capital projects have been offset directly against the cost of those projects. Depreciation has been charged on the net cost of additions.  
Government grants for immediate financial support or to cover costs already incurred are recognised immediately in the profit and loss account.

**1.4 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Buildings	5% on cost
Site amenities and installations	10% to 15% on cost
Plant, machinery and equipment	10% on cost
Furniture and fixtures	20% on cost
Vehicles	10% on cost
Computer equipment	25% on cost

	<b>31 Dec 2020</b>	<b>31 Dec 2020</b>
	<b>£</b>	<b>£</b>
<b>2. Site fees</b>		
Camping site fees	116,022	29,732
Oak Lodge	31,740	6,945
Other Buildings	52,325	16,682
Activities	228,786	38,711
Other booking items	58,114	17,028
	<u>486,987</u>	<u>109,098</u>
<b>3. Other income</b>		
Fishing	10	20
Miscellaneous	2,113	2,086
	<u>2,123</u>	<u>2,106</u>

	<b>31 Dec 2021</b>	<b>31 Dec 2020</b>
	<b>£</b>	<b>£</b>
<b>4. Provide income</b>		
<b>Sales</b>	10,493	4,312
<b>Cost of sales</b>		
Opening stock	11,000	11,948
Purchases	7,385	2,855
Closing stock	<u>(8,282)</u>	<u>(11,000)</u>
	<u>(10,103)</u>	<u>(3,803)</u>
<b>Gross profit</b>	390	509
Other expenses	-	-
<b>Net surplus</b>	<u>390</u>	<u>509</u>

	<b>31 Dec 2021</b>	<b>31 Dec 2020</b>
	<b>£</b>	<b>£</b>
<b>5. Investment income</b>		
Interest receivable	<u>11</u>	<u>182</u>

**THRIFTWOOD MEMORIAL SCOUT CAMP SITE  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**6. Costs of activities in furtherance of the objects of the charity**

Staff and activity instructors	227,505		170,039
Other staff payments inc expenses	25,001		28,142
Training courses	7,283		5,670
Insurance	12,806		12,766
Council tax	667		858
Gas	13,914		14,612
Electricity	18,544		13,481
Water	12,179		9,489
Telephones	2,116		2,129
Refuse collection	13,782		12,701
Maintenance			
Buildings	4,128	4,329	
Site	3,918	3,767	
Equipment	3,422	2,508	
Vehicles & fuel	5,363	1,783	
	16,831		12,387
Toiletry & cleaning	3,649		2,310
Activities and other events	5,418		10,184
Other Events	14,200		14,457
Miscellaneous	3,991		2,195
	<u>377,886</u>		<u>311,419</u>

**7. Management and administration**

Stationery computers & postage	951	444
Independent examiners fee	450	450
	<u>1,401</u>	<u>894</u>

**31 Dec 2020**

**31 Dec 2019**

**9. Debtors and prepayments**

	<b>£</b>	<b>£</b>
Camp fees and other amounts due	27,040	18,074
Prepayments	8,350	11,222
	<u>35,390</u>	<u>29,296</u>

**10. Creditors: amounts falling due within one year**

Deposits received in advance	43,300	79,051
PAYE	6,930	2,740
Credit card balance	362	0
Accruals	14,912	13,459
	<u>65,504</u>	<u>95,250</u>

**THRIFTWOOD MEMORIAL SCOUT CAMP SITE  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**8. Fixed assets**

	Land & Buildings	Site amenities & Installations	Plant, machinery & equipment	Furniture & fixtures	Vehicles	Office equipment	Total
	£	£	£	£	£	£	£
<b>Cost</b>							
<b>At 1 Jan 2020</b>	1,244,431	363,734	124,027	29,833	27,391	9,201	1,798,617
Additions		10,448	14,200				24,648
Disposals	-	(6,565)	(3,170)				(9,735)
<b>At 31 December 2020</b>	<u>1,244,431</u>	<u>367,617</u>	<u>135,057</u>	<u>29,833</u>	<u>27,391</u>	<u>9,201</u>	<u>1,813,530</u>
<b>Depreciation</b>							
<b>At 1 Jan 2020</b>	767,541	226,667	86,263	23,426	20,496	5,114	1,129,507
Charge for the year	57,747	27,125	10,600	2,674	1,105	810	100,061
Disposals	-	(6,114)	(1,150)				(7,264)
<b>At 31 December 2020</b>	<u>825,288</u>	<u>247,678</u>	<u>95,713</u>	<u>26,100</u>	<u>21,601</u>	<u>5,924</u>	<u>1,222,304</u>
<b>Net Book Value</b>							
<b>At 31 December 2020</b>	<u>419,143</u>	<u>119,939</u>	<u>39,344</u>	<u>3,733</u>	<u>5,790</u>	<u>3,277</u>	<u>591,226</u>
<b>At 31 December 2019</b>	<u>476,890</u>	<u>137,067</u>	<u>37,764</u>	<u>6,407</u>	<u>6,895</u>	<u>4,087</u>	<u>669,110</u>

**Independent Examiner's Report to the Trustees of  
Thriftwood Memorial Scout Camp Site**

I report on the accounts of the committee for the year ended 31 December 2021 which are set out on pages 1 to 5.

**Respective responsibilities of Members and Examiner**

As the members you are responsible for the preparation of the accounts; you consider that the audit requirement Section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under Section 43(7)(b) of the Act, whether particular matters have come to my attention.

**Basis of the Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with Section 41 of the Act and
  - to prepare accounts which accord with the accounting records and
  - to comply with the accounting requirements of the Acthave not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached,
3. which gives me reasonable cause to believe that in any material respect the accounting rules of the site's constitution have not been met.

.....

Date.....

**Independent Examiner's Report to the Trustees of  
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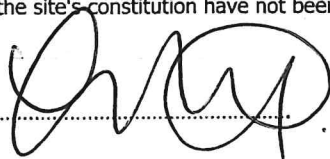
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3. which gives me reasonable cause to believe that in any material respect the accounting rules of the site's constitution have not been met.



Date.....14/6/2022.