



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1st October 2024 To 30th September 2025

Charity name: Mid-Sussex Open D of E Centre

Charity registration number: 1179689

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance in life and help young people aged fourteen to twenty-four, in Mid Sussex through the provision of adventure training, including expedition training and expeditions for young people working towards the Duke of Edinburgh's Award, in order to develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.
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	The provision of adventure training, including expedition training and expeditions for young people working towards the Duke of Edinburgh's Award
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees are ensuring the purpose is complied with and emphasis given to voluntary contribution to the local community. All trustees and staff are volunteers.

### 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	Para 1.38	

volunteers		
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 charity has consolidated initial work and is now well established in the local community, increasing demand for its services. It has trained and supported beneficiaries in developing life skills such as leadership, confidence, self reliance, initiative, planning, risk assessment, organisation, and an awareness of the need to get involved in the community, preparing them for employment. Beneficiaries have given 1508 of hours of voluntary work in their local community to a value in excess of £9650, as well as being supported in learning a skill and taking part in physical activities. This has had a definite physical and mental benefit for participants and 45 have gained their award. Leaders provided opportunity for expeditions and a full programme is running, allowing all those taking part to achieve. Currently training and mentoring new young leaders in their staff role.

### 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	
Investment performance against objectives	Para 1.41	
Other		

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## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity is in a sound financial position with a positive balance.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Positive balance is held in the current account to cover licences, insurance, general overheads with any excess used to renew equipment used by beneficiaries.
Amount of reserves held	Para 1.22	Nil
Reasons for holding zero reserves	Para 1.22	Trustees consider charity should run on annual roll over with no separate reserve
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	None.

### 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	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Lack of suitable adults, qualified or not, prepared to volunteer their time in support of the beneficiaries and current staff. Transfer from West Sussex County Council to direct licensing from Duke of Edinburgh's Award.
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO ( Association)
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	<p>(1) At every annual general meeting of the members of the CIO, one-third of the charity trustees shall retire from office. If the number of charity trustees is not three or a multiple of three, then the number nearest to one-third shall retire from office, but if there is only one charity trustee, he or she shall retire.</p> <p>(2) The charity trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment. If any trustees were last appointed or reappointed on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.</p> <p>(3) The vacancies so arising may be filled by the decision of the members at the annual general meeting; any vacancies not filled at the annual general meeting may be filled as provided in sub-clause (4) of this clause.</p> <p>(4) The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed in accordance with clause 15 (Retirement and removal of charity trustees), or as an additional charity trustee, provided that the limit specified in clause 12(3) on the number of charity trustees would not as a result be exceeded.</p> <p>(5) A person so appointed by the members of the CIO shall retire in accordance with the provisions of sub-clauses (1) and (2) of this clause. A person so appointed by</p>

		the charity trustees shall retire at the conclusion of the next annual general meeting after the date of his or her appointment and shall not be counted for the purpose of determining which of the charity trustees is to retire by rotation at that meeting.
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### **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	Mid-Sussex Open D of E Centre
Other name the charity uses	N/A
Registered charity number	1179689
Charity's principal address	Albemarle Centre Appledore Gardens Haywards Heath West Sussex RH16 2AQ

## 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	Sarah Baird-Murray	Treasurer		Members or trustees
2	Susan Gadd			
3	Miriam Hutchinson			
4	Terence Heyward	Chair		
5	Mark Hutchinson			
6	Katherine King	Secretary	Resigned 07/04/2025	
7	John Newnham			
8	Christina Peacock	Secretary	Appointed 23/04/2025	
9	Christopher Rampling		Appointed 23/04/2025	
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Director name		
N/A		

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

Trustee name	Dates acted if not for whole year	
N/A		

## 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	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### 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)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A
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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Terence Peter Heyward

Terence Peter Heyward	
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Position (eg Secretary,  
Chair, etc)

Chair

Trustee

Chair	Trustee
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Date

29th April 2026

29th April 2026
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**MSODEC 1/10/24 - 30/9/25 expenditure**

date	Description	Total	Registrations	Expedition	Training
SANTANDER ACCOUNT					
10/1/2024	Balance b/f	9387.73			
10/6/2024	Treetops Scout Camp Bushy Wood	177.60		177.60	
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
10/9/2024	Emma Gadd expenses	142.85		142.85	
	Katherine Foley expenses	45.50		45.50	
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
10/30/2024	1pmobile	20.00			
		0.00			

		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
11/15/2024	refund Mitchum	130.00	130.00		
11/20/2024	4th Dimension	97.15		97.15	
	4th Dimension	70.66		70.66	
		0.00			
		0.00			
		0.00			
11/27/2024	Long Mynd Adventure camp	255.00		255.00	
11/30/2024	1pmobile	20.00			
		0.00			
		0.00			
		0.00			
		0.00			
12/25/2024	Zurich Insurance	481.25			
12/27/2024	West Sussex County	125.00	125.00		
12/31/2024	1pmobile	20.00			
		0.00			
		0.00			
		0.00			
		0.00			
1/30/2025	John Gadd expenses	409.60		409.60	
		0.00			
1/31/2025	1pmobile	20.00			
		0.00			
2/3/2025	T Heywards expenses	710.59		689.09	21.50
3/2/2025	1pmobile	20.00			
3/12/2025	West Sussex County	125.00	125.00		
3/25/2025	4th Dimension	421.73		421.73	
4/1/2025	1pmobile	20.00			
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
4/28/2025	Skyeside	73.50		73.50	
		0.00			
4/30/2025	Charlotte Po ??Polhill refund	85.00	85.00		
5/1/2025	T Heyward expenses	198.02		198.02	
	T Heyward internet	65.00			
	T Heyward tents	339.89		339.89	
	T heyward - laptops	1919.96			

	K Foley expenses	19.85		19.85	
	1pmobile	20.00			
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
5/14/2025	4th Dimension	249.50		249.50	
5/21/2025	1st Petworth Scout camp	98.00		98.00	
5/23/2025	John Gadd expenses	362.31		362.31	
5/31/2025	1pmobile	20.00			
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
		0.00			
6/21/2025	card payment	22.79		22.79	
		0.00			
		0.00			
		0.00			
6/30/2025	1p mobile	20.00			
7/3/2025	expenses K Foley	23.90		23.90	
		0.00			
		0.00			
7/18/2025	Dale Bottom Campsite	159.00		159.00	
		0.00			
7/26/2025	card Sainsburys petrol	80.03		80.03	
7/27/2025	AD Lawr Nipstone campsite	65.00		65.00	
	1p mobile	20.00			
8/1/2025	cash for expedition	200.00		200.00	
8/9/2025	card White horse inn	216.00		216.00	
		0.00			
		0.00			
8/20/2025	N Sharma expedition	655.75		655.75	
8/21/2025	Long Mynd Adventure	510.00		510.00	
8/21/2025	West Sussex County	220.00	220.00		
8/29/2025	1p mobile	20.00			
9/2/2025	123 broadband	100.66			
9/3/2025	expenses J Gadd	405.13		405.13	
9/3/2025	expenses J Gadd	163.23		163.23	
	events tracking	163.14		163.14	
	expenses J Gadd	95.91		95.91	
9/4/2025	expenses M Hutchinson	647.30		647.30	
		0.00			
9/21/2025	Tree tops scout	270.00		270.00	
	expenses A Pryor	35.27		35.27	
9/23/2025	expenses T Heyward	2341.60		2341.60	
9/24/2025	expenses K Foley	48.20		48.20	

[illegible]

## income

other	ref	date	description	total	registration & expedition	other
		10/1/2024	Rutter	100.00	100.00	
			Jones	130.00	130.00	
			Clark	130.00	130.00	
			Jones	130.00	130.00	
			Brundenell Leach	130.00	130.00	
			Mortimer	130.00	130.00	
			Wallace	130.00	130.00	
			Poole	130.00	130.00	
		10/3/2024	Sparham	100.00	100.00	
			Kushnirovskia	130.00	130.00	
			Robertson	130.00	130.00	
			Howes	130.00	130.00	
		10/4/2024	Groman	130.00	130.00	
			Williams	130.00	130.00	
			Hall	130.00	130.00	
			Elliott	130.00	130.00	
			Veysey	130.00	130.00	
			Leppard	130.00	130.00	
			Panicker	130.00	130.00	
			Young	130.00	130.00	
		10/6/2024	Ive	130.00	130.00	
			Topping	130.00	130.00	
			Noakes	130.00	130.00	
			Van Bjee	130.00	130.00	
			Murphy	130.00	130.00	
			Kennedy	130.00	130.00	
			Golding	130.00	130.00	
		10/8/2024	Colgate	130.00	130.00	
		10/9/2024	Curtis	130.00	130.00	
			Wong	130.00	130.00	
			Watts	130.00	130.00	
		10/10/2024	Stewart	100.00	100.00	
			McLean	130.00	130.00	
		10/11/2024	Man	130.00	130.00	
		10/12/2024	Gleghorn	100.00	100.00	
			Zixi Wang	130.00	130.00	
			Burdett	130.00	130.00	
			Olayinka	10.00	10.00	
			Sykes	130.00	130.00	
			Dunn	130.00	130.00	
			Romano	100.00	100.00	
			Clutton	100.00	100.00	
			Reed	100.00	100.00	
20.00		10/30/2024	Ruddock	130.00	130.00	
		11/1/2024	Woollard	100.00	100.00	

		11/9/2024	Mitcham	100.00	100.00	
			Mitchum	130.00	130.00	
		11/11/2024	Dalassio	100.00	100.00	
			Spensley	100.00	100.00	
			Anderson	130.00	130.00	
		11/15/2024	Olayinka	10.00	10.00	
				0.00		
				0.00		
		11/21/2024	Hill	100.00	100.00	
			Atelier 21	780.00	780.00	
			Fuller	130.00	130.00	
				0.00		
20.00				0.00		
		12/3/2024	Milford	100.00	100.00	
			Swainson	130.00	130.00	
		12/6/2024	Burgess Hill School Girls	260.00	260.00	
		12/16/2024	Olayinka	10.00	10.00	
481.25				0.00		
				0.00		
20.00				0.00		
		1/15/2024	Olayinka	10.00	10.00	
		1/28/2025	Burniston	100.00	100.00	
			Llewellyn	100.00	100.00	
			Tollner	100.00	100.00	
		1/30/2025	Reed	100.00	100.00	
			Wintergold	100.00	100.00	
20.00		2/2/2025	Gleghorn	100.00	100.00	
			Scott	100.00	100.00	
		2/17/2025	Olayinka	10.00	10.00	
20.00		3/12/2025	Andres	100.00	100.00	
		2/17/2025	Olayinka	10.00	10.00	
		3/26/2025	Burgess Hill School Girls	130.00	130.00	
20.00		4/2/2025	Woollard	120.00	120.00	
			Ruddock	120.00	120.00	
		4/3/2025	Gleghorn	120.00	120.00	
			Clutton	120.00	120.00	
			Spensley	120.00	120.00	
		4/4/2025	Sparham	120.00	120.00	
			Farrant	120.00	120.00	
		4/11/2025	Polhill	85.00	85.00	
		3/14/2025	Mitchum	120.00	120.00	
		4/15/2025	Olayinka	10.00	10.00	
		4/22/2025	Romano	120.00	120.00	
		4/24/2025	Evie	100.00	100.00	
				0.00		
		4/29/2025	Anderson	120.00	120.00	
				0.00		
				0.00		
65.00				0.00		
				0.00		
1919.96				0.00		

				0.00		
20.00				0.00		
		5/7/2025	Reed	120.00	120.00	
		5/9/2025	Milford	120.00	120.00	
		5/10/2025	Dalessio	120.00	120.00	
		5/12/2025	Hill	120.00	120.00	
		5/13/2025	Easy Fundraising	25.47		25.47
		5/14/2025	Olayinka	10.00	10.00	
				0.00		
				0.00		
20.00				0.00		
		6/16/2025	Olayinka	10.00	10.00	
		6/17/2025	Limbachia	50.00	50.00	
		6/19/2025	Gleghorn	170.00	170.00	
			Wintergold	170.00	170.00	
			Burniston	170.00	170.00	
			Thompson	170.00	170.00	
			Reed	170.00	170.00	
			Tollner	170.00	170.00	
		6/21/2025	LLewellyn	170.00	170.00	
		6/22/2025	Reyes Garcia	170.00	170.00	
		6/25/2025	scott	170.00	170.00	
		6/25/2025	thurgood	270.00	270.00	
20.00				0.00		
				0.00		
		7/3/2025	Pryor	270.00	270.00	
		7/15/2025	olayinka	10.00	10.00	
				0.00		
		7/20/2025	hall	170.00	170.00	
				0.00		
				0.00		
20.00		7/28/2025	Faulkner	60.00	60.00	
				0.00		
				0.00		
		8/12/2025	Carter	75.00	75.00	
		8/15/2025	Olayinka	10.00	10.00	
				0.00		
				0.00		
				0.00		
20.00				0.00		
100.66				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
		9/15/2025	Olayinka	10.00	10.00	
				0.00		
				0.00		
				0.00		
				0.00		

				0.00		
				0.00		
				0.00		
			BHSG	10.00		10.00
		9/27/2025	Robinson	140.00	140.00	
			Leaney	140.00	140.00	
			Cooper	140.00	140.00	
			Timcke	140.00	140.00	
			Willshire	140.00	140.00	
			Baker Johnson	140.00	140.00	
			Hodges	140.00	140.00	
			Rahman	140.00	140.00	
			Mee	140.00	140.00	
			Norton	140.00	140.00	
			Laura Bella	140.00	140.00	
			Heath	140.00	140.00	
			Dieker	140.00	140.00	
			Gunnell	140.00	140.00	
20.00				0.00		
		9/28/2025	Fitch	140.00	140.00	
			Etheridge	140.00	140.00	
			Brooks	140.00	140.00	
			Blake	140.00	140.00	
			Turton	280.00	280.00	
		9/29/2025	Glaister	140.00	140.00	
			John	140.00	140.00	
			Tingley	140.00	140.00	
			Morris	140.00	140.00	
			Beswick	140.00	140.00	
		9/30/2025	Taylor	140.00	140.00	
			Gurr	140.00	140.00	
			Staplehurst	140.00	140.00	
			Lesley	140.00	140.00	
2806.87	0.00			16975.47	16940.00	35.47





[illegible]

[illegible]

[illegible]

0.00

**1/10/24 - 30/9/25**

**Mid Sussex Open Duke of Edinburgh Award Centre**

	unrestricted	restricted	total	last year
<b>Receipts</b>				
registration and expedition fees	16940.00	0.00		19273.50
fundraising	35.47	0.00		287.54
grants	0.00	0.00		0.00
refunds and misc.	0.00	0.00		417.27
total	16975.47	0.00		19978.31
<b>payments</b>				
registration, expedition, equipment	10526.27	0.00		19058.36
training	21.50	0.00		450.00
insurance	481.25	0.00		466.42
website, internet, phones	2325.62	0.00		243.56
rent and misc.	0.00	0.00		0.00
total	13354.64	0.00		20218.34
cash funds year end	13008.56	0.00		9387.73
other monetary assets	0.00	0.00	0.00	0.00
investment assets	0.00	0.00	0.00	0.00
liabilities	0.00	0.00	0.00	0.00

signed

print name Sarah Baird-Murray

date 29th April 2026

signed

print name Christina Peacock

date 29th April 2026