

Timperley Duke of Edinburgh Award Centre

**Annual Report
September 2022**



TIMPERLEY DUKE OF EDINBURGH AWARD CENTRE
ANNUAL REPORT YEAR ENDED 30TH SEPTEMBER 2022

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TIMPERLEY DUKE OF EDINBURGH AWARD CENTRE

1. Introduction & Background

The Timperley DofE Award Centre is a Licenced Organisation of the Duke of Edinburgh Award (DofE). This report covers the year ended 30th September 2022.

The Centre is a Charitable Incorporated Organisation (CIO) governed by a governing document which is available on the Charity Commission website. Its Charitable objects are:

To help young people in the Trafford area by providing opportunities for them to participate in the Duke of Edinburgh Award and thereby to develop their capabilities that they may grow to full maturity as individuals and members of society.

The DofE Award provides a balanced programme of activities that develops the whole person – mind, body and soul – in an environment of social interaction and teamworking. Young people progress through three levels of DofE programmes to achieve a Bronze, Silver or Gold Award. Taking part builds confidence and develops self-esteem. It requires persistence, commitment and has a lasting impact on the attitudes and outlook of all young people who do their DofE. It is open to participants aged between 14 and 24.

Further information concerning objectives of the Award are set out on its website at: <http://www.dofe.org/>

All participants are registered with the DofE through the eDofE website. This tracks participation in the three elements of the Award which comprise:

- Volunteering – this is about making a difference to other people's lives. From conservation to youth work to fundraising for charity or caring for animals – there is an extensive list of projects that the members are involved in. Our community is benefiting from volunteering with a social value of over £7,300pa.
- Physical – through this section participants achieve greater physical fitness and become healthier through a wide range of activities both personal or through teamwork.
- Skills – this is all about developing practical and social skills and personal interests. There is an extensive list of skills which the young people may develop

In addition participants take part in expeditions which involve overnight camping for one night for the bronze award, two nights for silver, and three nights for the Gold Award.

Since our centre was founded we have supported over 730 young people to take part in the Award.

2. Review of the Year

We launched the 2021-22 season with an online launch event hosted by the DofE North team on Microsoft Teams. The event was well attended and we were pleased to welcome a new cohort of members.

2022 was a busy year because we had a backlog of expeditions due to the coronavirus pandemic. The 'DofE With A Difference' changes implemented nationally enabled us to modify our programme and accommodate more members. These included flexibilities which allowed expeditions to take place closer to home with a reduction in the requirements for camping and the scope to merge qualifying and practice expeditions for those advancing to the next Award level.



At Bronze level we delivered both practice and qualifying expeditions. **9** groups took part (**60** members).



At Silver level **8** groups (**56** participants) successfully completed their expeditions. This included some groups for whom the Silver Practice expedition also counted as their Bronze Qualifier taking advantage of the flexibilities introduced by the DofE. The practice expeditions took place in the Macclesfield Forest area of the Peak District and the qualifying expeditions in the Goyt Valley (Errwood) to Buxton area of the Peak District.



We were keen to ensure that the Gold Award continued to include camping and both our practice and qualifying expeditions took place in Cumbria and included overnight camping.

During the Qualifying Expedition a member of one of the teams slipped and sustained a head injury. The group activated an SOS beacon using remote tracking devices we were trialling at Gold level. The Keswick Mountain Rescue (MRT) team were contacted. Initially the location and nature of the incident was unclear because two groups had actually raised the alarm. One of our supervisors was able to make their way to the casualty to assess the position and provide a grid reference. The MRT commented that the casualty well wrapped up, and after an assessment by a team doctor, was deemed to have recovered sufficiently to be able to walk to the team vehicles. The team member went on to complete the expedition.

The Trustees discussed this incident and the response at our recent Trustees meeting and agreed to make a donation of £1,000 to the Keswick MRT. We were impressed with the rapid and professional response of the Keswick team.

We are fortunate to have a couple of leaders who are members of an MRT team so we are familiar with the hard work and commitment they put in to keeping our mountains safe for people to enjoy the beautiful countryside.

As a group we pride ourselves in training our young people to the highest standard and this was hopefully demonstrated by their response in this instance.

15 members successfully completed their Qualifying expedition, and we are hopeful that a substantial number of these will complete the full Award.



Keswick Mountain Rescue Team attending one of our Gold expedition teams

Our volunteer group has gone from strength to strength. We now have over **40** volunteers in a variety of roles. Twelve new volunteers have come forward for the 2022/23 season.



The Stores team, lead by Louise Hayward, have continued to build on the work they did during periods when expeditions couldn't take place to repair and take stock of our kit. The new kit booking system is working very well and it was a credit to our members and the stores team that we were able to return all group deposits in full at the end of the season.



Silver campsite in Yorkshire

A large part of this success is down to the encouragement our eDofE mentor team provide to participants to ensure they sign off on the Award sections. This team is lead by Charlotte Skitterall with support from Michelle Ball, Liz Stagg and Sarah Newton. Steph Carter from the Bowdon Church DofE Centre continues to be very supportive and performs the role of independent verifier.

This is the first season that Emma Deighton Brown has been responsible for the day to day running of the Centre as Centre Manager. Emma has done a superb job working with the volunteers to develop our systems and processes and deliver a high quality programme of expeditions and support to our members.

The Trustees of the Charity who served during the year and as at the date of this report are as follows:

| | |
|----------------|---|
| Andy Allan | (Chair) |
| Ben Morgan | |
| Sarah Newton | (appointed 6 th October 2021) |
| Caroline Royle | (appointed 6 th October 2021) |
| Roz Swarbrick | (resigned 18 th October 2022) |
| Jon Buckland | (appointed 18 th October 2022) |

3. Financial Report

Section A Receipts and payments

| | Unrestricted funds | Restricted funds | Endowment funds | Total funds | Last year |
|---|--------------------|------------------|------------------|------------------|------------------|
| | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ |
| A1 Receipts | | | | | |
| Donations & other sundry income | - | - | - | - | 300 |
| Expedition fees | 24,900 | - | - | 24,900 | 2,825 |
| Grants | 400 | - | - | 400 | - |
| Kit hire | 675 | - | - | 675 | 495 |
| Registration fees | 7,130 | - | - | 7,130 | 4,075 |
| Bank interest | 5 | - | - | 5 | 4 |
| Sub total (Gross income for AR) | 33,110 | - | - | 33,110 | 7,699 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 33,110 | - | - | 33,110 | 7,699 |
| A3 Payments | | | | | |
| Accommodation | - | - | - | - | 192 |
| Camping fees | 2,742 | - | - | 2,742 | 1,904 |
| Expedition food & beverages | 60 | - | - | 60 | 28 |
| Per Diems | 1,260 | - | - | 1,260 | 630 |
| Registration packs | 3,442 | - | - | 3,442 | 2,170 |
| Supervision fees | 6,157 | - | - | 6,157 | 8,106 |
| Tracker costs | 461 | - | - | 461 | - |
| Training days | 196 | - | - | 196 | - |
| Transport | 448 | - | - | 448 | 30 |
| Approved Activity Provider (AAP) fee | 1,000 | - | - | 1,000 | 500 |
| Bank & Paypal charges | 102 | - | - | 102 | 27 |
| Centre Manager | 7,522 | - | - | 7,522 | - |
| Equipment & Gas | 2,232 | - | - | 2,232 | 1,495 |
| General expenses | 202 | - | - | 202 | 86 |
| Hall rental | 227 | - | - | 227 | - |
| Insurance | 706 | - | - | 706 | 673 |
| IT & software | 383 | - | - | 383 | 742 |
| Leader training | 1,800 | - | - | 1,800 | 457 |
| Licence fees | 1,368 | - | - | 1,368 | 1,320 |
| Maps | 180 | - | - | 180 | 138 |
| Printing, postage & stationery | 508 | - | - | 508 | 62 |
| Refreshments | 234 | - | - | 234 | - |
| Repairs | - | - | - | - | - |
| Safeguarding | 1,403 | - | - | 1,403 | - |
| Storage fixtures & fittings | 49 | - | - | 49 | 77 |
| Telephone & Internet | 9 | - | - | 9 | 40 |
| Sub total | 32,691 | - | - | 32,691 | 18,677 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 32,691 | - | - | 32,691 | 18,677 |
| Net of receipts/(payments) | 419 | 0 | 0 | 419 | (10,978) |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 33,128 | - | - | 33,128 | 44,106 |
| Cash funds this year end | 33,547 | - | - | 33,547 | 33,128 |

The accounts show that the centre made a cash surplus of £419. This compares to a cash loss of £11k recorded in the prior year (2020/21) due to the delivery of expeditions carried over from the year impacted by coronavirus restrictions (2019/20).

We are fortunate to have accumulated a healthy level of reserves which mean that we are no longer reliant on grant funding for equipment. The Trustees have discussed the use of the surplus and determined that it will be utilised as follows:

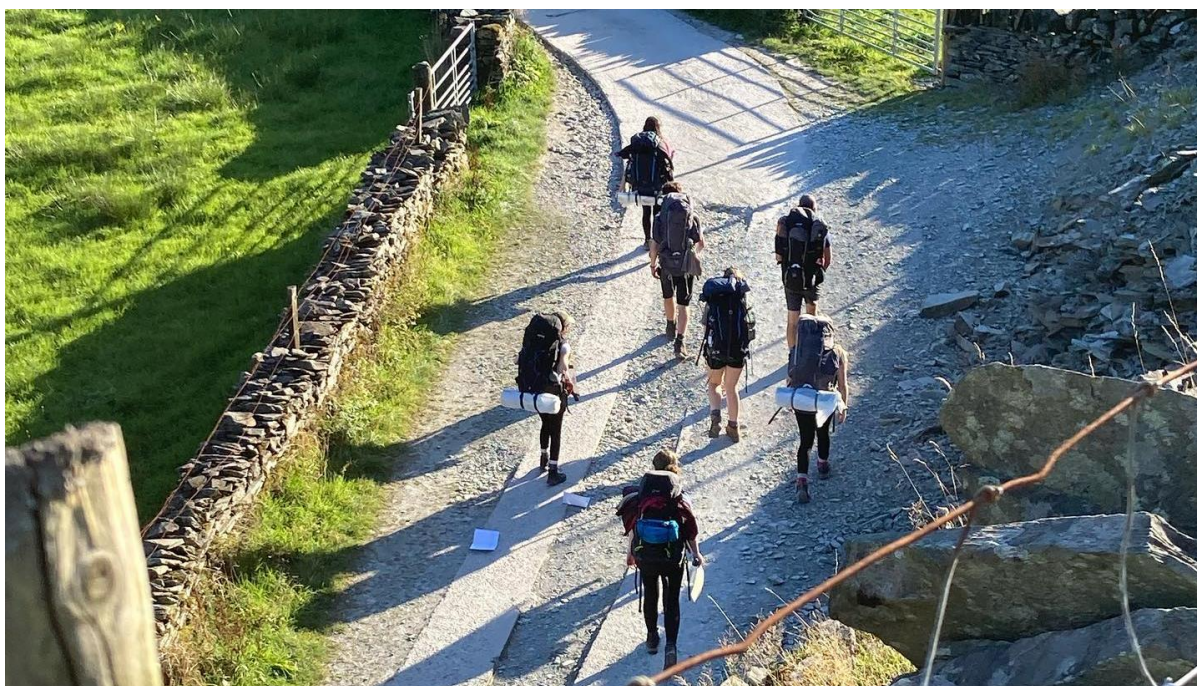
- to provide headroom / contingency during a period when the fixed costs of the Centre will increase following appointment of a salaried Centre Manager
- funding for a rolling programme of equipment replacement
- funding for fully supported places on DofE for those from disadvantaged backgrounds

Section B Statement of assets and liabilities at the end of the period

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---------------|-------------------------|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | Lloyds bank current a/c | 3,027 | - | - |
| | Lloyds bank savings a/c | 30,520 | - | - |
| | Total cash funds | 33,547 | - | - |

Roz Swarbrick stood down from the role of Treasurer at the end of the season. We are very grateful to Roz for her many years of service. Roz took on the role when the centre was first established and has handled all of the financial transactions associated with having over 640 members complete their expeditions with us during that time.

We are pleased to confirm that Jon Buckland has now taken on the role of Treasurer. We are also grateful to Deborah Chalcraft for conducting an independent review of the accounts. Please refer to Appendix 2 for the report.



4. Participation & outputs

Participation

Although Timperley is a relatively affluent area the Centre places great emphasis on taking an 'everyone welcome' approach which encourages participation from a range of children from varying socio-economic and ethnic groups. The Centre is an Open Award centre promoted throughout Trafford. Most members are drawn from local schools and come from the Altrincham area.

Participation during the 2021/22 season by ethnic background, gender and disability is set out below. This is based on eDofE system data for registered participants:

| Bronze | | | | Silver | | | | Gold | | | Total |
|--------|---------------------------------|--------|----------------|---------|------|--------|----------------|------|--------|----------------|-------|
| Male | I describe my gender in another | Female | Total by Level | Unknown | Male | Female | Total by Level | Male | Female | Total by Level | |
| 27 | 1 | 37 | 65 | 1 | 26 | 18 | 45 | 15 | 13 | 28 | 138 |

| Asian or Asian British | | | Black/African Caribbean/Black British | | Chinese or Other Ethnic Grp | Mixed | | | Unknown | | | White | Total |
|----------------------------|--------|-----------|---------------------------------------|--|-----------------------------|--|-----------------|---------------------------|---------|---------------|---|----------------------------|-------|
| Any other Asian background | Indian | Pakistani | African | Any other Black/African/Caribbean background | Chinese | Any other Mixed/Multiple ethnic background | White and Asian | White and Black Caribbean | Arab | Not Specified | Scottish/English/Welsh/Northern Irish/British | Any other White background | |
| 3 | 11 | 7 | 1 | 1 | 2 | 1 | 6 | 1 | 6 | 1 | 93 | 5 | 138 |
| 3 | 11 | 7 | 1 | 1 | 2 | 1 | 6 | 1 | 6 | 1 | 93 | 5 | 138 |

| I do not have additional needs | I have additional needs | Not Specified | Prefer not to say | Total |
|--------------------------------|-------------------------|---------------|-------------------|-------|
| 130 | 4 | 1 | 3 | 138 |

Applications by school and gender for the forthcoming 2022/23 season are set out below. This is based on data captured during the registration process:

Applications by school

| | |
|-------------------------------------|------------|
| Altrincham Grammar School for Boys | 30 |
| Altrincham Grammar School for Girls | 7 |
| Sale Grammar School | 158 |
| Blessed Thomas Holford CC | 8 |
| Altrincham College of Arts | 1 |
| St Ambrose | 2 |
| Ashton on Mersey | 1 |
| Loreto | 5 |
| Manchester High School for Girls | 0 |
| North Cestrian School | 1 |
| John Deane Sixth form College | 0 |
| Urmston Grammar school | 1 |
| Sir John Deane's 6th form College | 2 |
| Wellington School | 0 |
| Urmston Grammar School | 1 |
| Lostock Highschool | 1 |
| Bramhall High | 1 |
| Xavarian College | 1 |
| Other | 12 |
| | 232 |

Volunteering and community outreach

The impact that participants have on their communities through volunteering activity is viewed by the Centre as an important output of the programme. Sarah Newton has co-ordinated volunteer activities and has provided support for members by working with local charities to signpost opportunities.

Examples of volunteer activity undertaken during the year include :

- | | |
|---|---|
| Academic Tutoring (STEM) | Helping at the local cat rescue centre |
| After school club | Helping children |
| Animal Welfare | Helping family |
| Assisting a land training session | helping in library |
| Assisting club members | Helping people in need |
| Assisting with coaching and refereeing of a primary school netball club | Helping people in skating |
| Baby Bag Project - making crochet hats for new-born babies through Sure Start | Helping people with special needs |
| Bakestball | Helping the NHS |
| basketball coaching | Helping with the care of animals |
| Charity Administration | indoor winter cricket |
| Charity Shop | Library Assistant |
| Coach handball 3 to 12 years | Litter Picking |
| Coaching and guiding younger brother for his 11+ exam. | Netball coaching |
| Coaching at Grade 1 Jazz | Helping Church team runs live streaming services |
| Coaching at my synchronised swimming club | Rainbows |
| Coaching U10s Hockey, 10.30a.m-11.30a.m Sundays | Raising money for the Christie |
| Coaching younger swimming squad | RSPCA |
| Couching a younger age group with football. | rspca charity event |
| Dance Leadership | Rugby under 6s coaching |
| Digital buddies | Scout Association |
| Environment | Sports Leadership |
| Event Management | Student Representative |
| Faith communities | Supporting a tennis coach |
| Football | Supporting sibling |
| Football coaching assistance | Supporting the infants ukulele sessions on a weekly basis |
| Friends of the Bowdon Bollin | Tutoring for 11 plus extrance exam |
| front of house staff in community theatre | Tutoring my younger sibling |
| Fundraising | Voluntarily attending weekly goalkeeper training |
| Fundraising by walking | Volunteer for Sunday morning children's groups at Church |
| Fundraising/volunteering | Volunteering Detail |
| Girlguiding UK | Voulenteering at Hockey |
| GirlGuiding Volunteer | Walking a dog |
| Group Leadership | Website building and monitoring |
| Help out at my local rainbows | Work team leadership |
| Helping at a rugby club | Working at tge Garrick Theatre |
| Helping at Brownies (Girlguides) | Young leader at a Guide unit |
| Helping at my local scout group and at Dunham Scout camp | |



5. Further Information

For further information please email: membership@dofetimperley.org.uk

Call **0161 533 2459** or contact the relevant member of our team :

| | | |
|------------------------|---------------------------|--|
| Emma Deighton Brown | Centre Manager | emma.db@dofetimperley.org.uk |
| Charlotte Skitterall | eDofE Manager | charlotte.skitterall@dofetimperley.org.uk |
| Martin Deighton Brown | Bronze Expedition Manager | martin.deighton-brown@dofetimperley.org.uk |
| Ben Morgan | Silver Expedition Manager | ben.morgan@dofetimperley.org.uk |
| Martin & Yamini McCabe | Gold Expedition Managers | yamini.mccabe@dofetimperley.org.uk |
| Jon Buckland | Treasurer | jon.buckland@dofetimperley.org.uk |
| Louise Hayward | Stores Manager | louise.hayward@dofetimperley.org.uk |
| Caroline Royle | Safeguarding Officer | caroline.royle@dofetimperley.org.uk |
| Sarah Newton | Volunteering Co-Ordinator | sarah.newton@dofetimperley.org.uk |
| Andy Allan | Chair of Trustees | andy.allan@dofetimperley.org.uk |



APPENDIX 1 – AWARDS COMPLETED

Bronze

Mohamed Abdelaziz
Zakaria Al-Mula Abed
Livia Armitage
Huw Atkinson
Sebastien Ball
Zoe Bartlett
Ceri Birchall
John Board
Dan Bradley
Lily Campling
Isabelle Caporn
Lauren Christmas
Oliver Cook
An Dang
Matthew Dunstan
Niamh Hardwick
Ben Hayward
Millie Hermann
Sam Hill
Syamel Ilhan Syrrunafis
Sarah Issa
Oscar Joyce-O Keeffe
Hemannya Kamthan
Bhaktee Kandale
Rohan McCabe
Noah Meacock
Eve Millward
Rahul Minocha
Freya Morgan
Charlotte Moss
Riya Pillai
Louis Poyser
Emma Rhodes
Marcus Royle
Yoana Rudeva
Akash Rudralingam Perez
Arun Rudralingam Perez
Yamann Sawan
Anna Stackable
Sid Wallace
Benjamin Wilson
Michelle Yang
Sarvan Perumal Yeramilli

Silver

Ghaleb Abdulrazak
Iram Al Farouq
Oliver Atkinson
Zoe Bowyer
Olivia Bradley
Faith Edwards
Olivia Effingham
Ben Hayward
Holly Hazelhurst
Lorna Hope
Benjamin Huntley
Arjun Jay
Bhaktee Kandale
Sami Kishawi
Freya Malalagama
Keshika McCabe
Noah Meacock
Rahul Minocha
Freya Morgan
Charlotte Moss
Aimee Needham
Tom Parkinson
Riya Pillai
Mya Raithatha
Emma Rhodes
Marcus Royle
Akanksha Sashikumar
Katie Sinclair
Flo Stagg
Scott Swarbrick
Mostafa Sweed
Saajid Vawda
Grace Wareing
Sarvan Perumal Yeramilli

Gold

George Abraham
Joe Board
Rachel Buckley
Will Geddes
Anna Kilvington
Yingzhi Matthew Li
Thomas Morgan
Anikha Parveen
Ruby Pearce
Sophie Phillips
Emilia Pottinger
Ben Redman
Millie Royle
Elizabeth Skitterall
Joshua Spinks
Emma Wilson
Annabel Wright

APPENDIX 2 – INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

TIMPERLEY D.O.F.E AWARD CENTRE

On accounts for the year
ended

30 September 2022

Charity no
(if any)

1181067

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/09/2022.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (~~other than that disclosed below~~) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

D. Chalcraft

Date:

17/10/2022

Name:

DM CHALCRAFT

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

CHARTERED ACCOUNTANT
ICAEW 7924173

Address:

DEACOTT, PRESLOT ROAD, NALC, WAIS 9P2