



Chichester District Executive Committee

Annual Report 2022 - 2023

Agenda

Meeting: Chichester District Annual General Meeting

Date: 12th September 2023

Venue: The St Blaise Centre, Boxgrove, West Sussex

Start Time: 7pm Refreshments 7.30pm Meeting Start

1. Introduction and welcome
2. Apologies for absence
3. To approve the minutes of the Annual General Meeting held on 6th September 2022
4. **Governance topics**
 - a. Adopt the model constitution from Policy, Organisation and Rules
 - b. Note the District's financial year
 - c. Agree the number of members that may be elected to the Trustee Board
 - d. Agree the quorum for each of the District Scout Council (including this AGM), meetings of the District Trustee Board, meetings of any sub-committees
5. **Review of the previous year**
 - a. The District Commissioner's review of Scouting in Chichester District
 - b. To receive and consider the Annual Report of the District Trustee Board including the annual Statement of the Accounts
6. **Making appointments**
 - a. Confirm District President
 - b. To note any other supporters who may be admitted to membership of the District Scout Council, by the District Commissioner, the District Trustee Board or the District Scout Council.
 - c. To approve the District Commissioner's nomination of the District Chair
 - d. Election of the District Secretary
 - e. Election of the District Treasurer
 - f. Elections of members to the District Trustee Board
 - g. To approve the District Commissioner's nominations to the District Trustee Board
 - h. To appoint the Independent Auditor
 - i. To nominate representatives of the District Scout Council to represent the District on the County Scout Council
7. Presentation of Awards
8. Presentation by the Explorers - The Jamboree
9. Close

Chichester District AGM Minutes

Date: 6th September 2022

Venue: The Point Scope West Sussex

Attendees

11 Uniformed Members/ 4 Non-Uniformed

Minutes

1. Welcome, Introductions and Apologies for Absence

Martyn welcomed everyone to the meeting and introduced himself. Martyn also welcomed Robert, as County Commissioner, but also as our Acting District Commissioner. Martyn also highlighted the Growth Team recruitment trailer having been set up outside, which is looking fantastic.

Apologies were given from:

Rachel Hammond (County Chair), Elizabeth Hamilton (CDC), Richard Williams (Explorers), Tony Tunnell (GSL Rep & GSL 12th), Michael Merritt (12th Chichester), Colin Bailey (DSAS), Chris Harvell (Training), Helen Monkton (Appointments), Kath Crockford (GSL 8th)

2. Receive the Annual Review

The Annual Review was presented to the meeting in hard copy format.

2.1 Minutes of the Annual General Meeting held 28th February 2022.

Issues raised: None

The meeting agreed to adopt the minutes – proposed by Emma Prince and seconded by Joe Hellyer – and agreed by the meeting unanimously.

2.2 The Trustees Annual Report

Issues raised:

Joe Hellyer should not be included as a trustee as he is a member of the County Commissioners Team.

Action: This to be updated in the next annual report.

Martyn queried whether we have been able to move to electronic banking. Emma confirmed that we have not yet, but still intend to move to Barclays in time but have to restart the process of setting this up.

Claire confirmed for Martyn that all section reports were included in the annual report, and Martyn mentioned the excellent St Georges Day Parade that took place. Martyn queried whether the BoxCart event was taking place this year, and Tony Longland was able to confirm it was due to take place this weekend at Goodwood (10th/11th September). However, this is now a County event, but it appeared no one in the District had heard about it as they usually would.

The meeting agreed that Martyn could sign the trustee report as accurate.

3. Examined Accounts for the Year Ended 31st March 2019

The accounts were presented in hard copy format for the meeting.

Issues raised:

None

Emma reported that 21/22 was the 'coming out of lockdown' year, so there was only a trickle of activity. Membership fees were up slightly, as most groups retained their members during lockdown via online

activities. There was no remarkable income or expenditure for this year. The Jamboree only had £900 of income during the year, as fundraising started, but there was little activity. The sponsored horse ride at Cowdray was one of the most significant fundraising events. Martyn wanted to thank Joan, DSAS and Philip for their input on this.

Restricted funds were approx. £40,000, and £60,000 in unrestricted funds. Emma suggested we decide at the next DEC if some of this should be ringfenced for future work on the Campsite.

The accounts were proposed by Mike Crockford, seconded by Keith Capelin. The meeting voted unanimously to adopt the accounts.

4. Confirm Appointment of Independent Examiner

Martyn requested that Heather Cheeseman be asked to continue in this role, Emma Prince proposed and Claire Jones seconded the motion, and the meeting voted unanimously to appoint Heather as our Independent Examiner.

Heather runs a local book keeping company is a fully qualified accountant and a fellow of the ICAEW. Emma will confirm with Heather that she is happy to continue.

5. District Commissioners Nomination for District Chair

As Acting District Commissioner, Robert Sawyer proposed that Martyn Bell continue in his role as Chair. Martyn kindly agreed. Robert thanked Martyn for his work.

6. Election of District Secretary

Martyn nominated Claire Jones to continue in this role, the meeting voted to agree the nomination.

7. Election of District Treasurer

Martyn nominated Emma Prince to continue as the District Treasurer, the meeting voted to agree the nomination.

8. Note Ex-Officio Members of the District Executive Committee

The names listed in the report remain correct. The Youth Commissioner should also be included once appointed.

Robert Sawyer (Acting DC), Martyn Bell (Chair), Claire Jones (Secretary), Emma Prince (Treasurer) and Richard Williams (Explorers)

9. Elect Members to the District Executive Committee

Martyn proposed and Emma seconded the list of DEC members. The meeting agreed 'on block' to elect the following as members of the DEC:

Joe Hellyer – Elected – Not as a trustee
Geoff Strickland – Campsite Manager
Keith Capelin – Appointments Chairman

Co-opted Members

The meeting voted 'on block' to confirm the following as Co-opted members of the District Executive Committee:

Andy Mace – ADC Cubs
Tony Tunnell – GSL Rep
Kate Crockford – to represent DSAS on behalf of Philip Prior - but not as a trustee
Philip Prior – DSAS Manager
Liz Mace – ADC Growth

10. Receive District Commissioners Nominations to the District Executive Committee

No further nominations at this time.

11. District Constitution

The DEC has recently discussed a quorum, and agreed that a minimum of 8 members should be present to reach a decision. Nick Halton suggested 5 but it was agreed this would be a little low. Emma Prince proposed that it should be 8 and Claire Jones seconded this. The meeting agreed that the DEC minimum would be 8 for decisions to be reached going forward. While there was some discussion regarding whether there should be a particular split of non v uniformed members, it was agreed that it should just be 8 regardless of uniform or otherwise.

Geoff also raised the issue of reaching decisions online. While this was possible during Covid, it is not usual to allow this. Martyn proposed that in the event of being unable to meet face to face in the future for any reason, the DEC would be able to meet online and reach decisions provided the quorum of 8 was reached. The meeting voted and agreed that this should be adopted.

Following last year's discussion to update our Charity Commission description, Emma highlighted that the Scout objectives are set by a royal charter. In order to change our constitution, we have to contact the Privy Council to request permission. Emma has done this so we can update our objectives on the Charity Commission website. However, until we hear from them we can't proceed. Once we have this we will still need to vote to adopt any changes. At the previous AGM a paragraph had been suggested, and once Emma hears back from the Privy Council it will be added to next year's AGM agenda.

12. Appoint Chair of Appointments Advisory Committee

Martyn proposed and Emma seconded the appointment of Keith Capelin as Chair of the Appointments Committee – as well as the existing committee: Chris Barrett, Geoff Strickland, Martyn Bell, Kate Crockford, Mike Crockford, Mike Nation, John Spickett, Shelly Hamilton, Joe Hellyer and Tony Longland.

The meeting voted to accept Keith and the committee listed.

Keith highlighted that there should be younger members on the committee.

Martyn proposed Helen Monkton as Secretary of the Appointments Committee. The meeting agreed to Helen's appointment.

13. Appoint Campsite Manager

Martyn proposed Geoff Strickland as the Campsite Manager.

The meeting voted to accept Geoff Strickland.

13.1 Ratify members of Campsite Development Group:

Councillor Ann Scicluna, Angela King, Rich Williams, Tony Longlands, Rob Ansley and Joe Hellyer.

The meeting voted to accept the members of the committee.

14. Young Members on DEC

Currently the only young member of the DEC is Joe Hellyer, ideally, we should have members of the DEC between 18-25. Robert suggested we should talk to Explorers and Network and explain what is required. Joe is currently looking at ideas to get Network going again, as many of them are at Uni. Joe suggested young members could join by online call if they are away at Uni. There is due to be a change in County Youth Commissioner soon, but Joe is trying to work on this.

Action: Joe and Claire to contact via email all those of the correct age to see if we can attract some young members to join the DEC.

15. Updates to the Annual Report

Covered in section 11.

Robert highlighted the role of the Shop run by Margaret and Kate, and thanked them for all their hard work.

16. Presentation of Awards

Robert presented Nick Halton with his 25-year service award. Martyn also presented Claire Jones with her 10 years' service award.

17. The County Commissioner

Robert thanked the DEC for keeping going through Covid. In particular Robert thanked the ADC's as they are the link between us and the young people, all of whom have been working very hard. Robert highlighted that there are 6 young people going to the Jamboree next year.

In particular Robert wanted to thank all the leaders for their hard work, Geoff for all his work on the Campsite and the Recruitment Team for their hard work in getting people to volunteer and young people to sign up.

Martyn thanked Robert for covering for the DC role, as well as his role as County Commissioner.

18. Closing Comments/Questions

Martyn asked about some of the changes that are coming. Robert confirmed that the DC name is changing, to highlight that these roles are all held by volunteers. Robert anticipates that this should be communicated in October. In particular the training and the appointments process will be changing. There may also be some changes to the sections. Robert suggested he bring more information to the next DEC.

Martyn invited any further questions.

Philip queried why the District AGM is so poorly supported. It was agreed this should be investigated, it was also suggested that using Compass or Eventbrite could assist with this. **Action:** Claire and Joe to investigate.

Martyn explained that he had contacted Rachel expressing a view that it would be a shame to lose the title District Commissioner. Robert suggested that this should also be forwarded to HQ.

Martyn asked Liz to give an update on the Tangmere plans. Liz explained there is an event on 27th Sept for young people to come with their parents, in particular those on the waiting list. The list has now gone up to 62 on the Tangmere waiting list. There are already have some potential leaders. 3 parents have also come forward to assist. Most of the children are of squirrel age so it may be the team start with this section.

Geoff gave a quick update on the situation with the Campsite. Philip suggested we should provide a positive update on the position with the Campsite, as Groups have lost interest as they aren't aware of the latest position. Martyn suggested he work with Geoff, but Geoff had planned to communicate with Groups in the Autumn when there is more to report once the lease is clear. Martyn had also planned to hold a Chairman's meeting again at which this could be addressed.

Date of Next AGM – 12th September 2023

Trustees' Report

Reference and Administration Details

The Trustees of the Chichester District Scout Council (Unit10001246 of The Scout Association and registered charity number 267346) present their Annual Report and the independently examined Accounts for the year ended 31st March 2023. During this period the Trustees were as follows:

Trustees: ex-officio

Robert Sawyer	Acting District Commissioner	5 th June 2017
Martyn Bell	District Chairman	9 th July 2015
Emma Prince	District Treasurer	1 st November 2018
Claire Jones	District Secretary	1 st October 2017
Rich Williams	Explorers	5 th December 2017

Appointed

Trustees: Nominated

None

Trustees: Elected

Keith Capelin	Appointments Committee	6 th July 2016
Geoff Strickland	HQ and Campsite	7 th February 2016

Co-Opted Members:

Joe Hellyer	ACC Beavers	1 st October 2017
Andrew Mace	Cubs	7 th February 2016
Philip Prior	Scout Active Support	7 th February 2016
(Represented by Kate Crockford)		
Tony Tunnell	GSL/Scouts	February 2019
Liz Mace	Growth	1 st April 2022

Charity Commission registration: 267346

Scout Association registration: 10001246

Bankers: Santander

Correspondence Address: c/o Martyn Bell
11 Whistler Avenue
Chichester
PO19 6DL

Structure, Governance and Management

The District's governing documents are those of The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association. The Scout Association is the representative body of the World Organisation of Scout Movements in the United Kingdom. The District is a trust established under rules common to all Scouts.

The Trustees of the charity are either elected by the members of Chichester District Scout Council or nominated by the District and or County Commissioner. Elections and nominations occur at the Annual General Meeting of the Charity, which is held within six months of the District end of year. Individuals may be co-opted as Trustees by the District Executive Committee at any time. The District Commissioner is appointed by the County Commissioner and usually serves for a fixed term of 5 years renewable by mutual agreement for a further five years. The other trustees do not serve a fixed term appointment but are re-elected or re-nominated each year. As charity trustees, they are collectively responsible for complying with legislation applicable to charities. The Scout Association Trust Corporation, a separate legal entity, acts as Custodial Trustee for property held for the benefit of Chichester District Scout Council.

The Trustees met on at least four occasions during the year to consider and approve matters relating to the administration and financial management of Chichester District Scout Council. The Annual General Meeting of the District Scout Council was held on 6th September 2022. The Minutes of that meeting form part of this document.

Within the District Accounts, the Trustees incorporate the financial activities of a number of organisations either reporting solely to the Trustees or jointly to the Trustees and the Trustees of Chichester District Scout Council. The District has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss. These include two signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

Public Benefit Reporting

The Trustees have had due regard to the Charity Commission guidance on public benefit whilst setting the objects and activities of the charity.

Objectives and activities

Scouts is the UK's biggest mixed youth organisation. It changes lives by offering 6 – 25 years fun and challenging activities, unique experiences, everyday adventure and the chance to help others so that we make a positive impact in communities.

Scouts helps children and young adults reach their full potential. Scouts develop skills including teamwork, time management, leadership, initiative, planning, communication, self-motivation, cultural awareness and commitment. We help young people to get jobs, save lives and even change the world. Scouts take part in activities as diverse as kayaking, abseiling, expeditions overseas, photography, climbing and zorbing. As a Scout you can learn survival skills, first aid, computer programming, or even how to fly a plane. There is something for every young person. It is a great way to have fun, make friends, get outdoors, express your creativity and experience the wider world.

This everyday adventure is possible thanks to our adult volunteers, who support Scouts in a wide range of roles from working directly with young people, helping manage a Group or to being a charity Trustee. We help volunteers get the most out of their experiences at Scouts by providing opportunities for adventure, training, fun and friendship.

Achievements and performance

2021/2022 was a more settled year for Chichester District, although its activities and performance continued to be impacted by Covid-19, the period saw a return to face to face Scouting and a much

wider programme of activities than the previous year. Robert Sawyer, County Commissioner, continued in post as Acting District Commissioner as the post remains vacant.

Financial Review

The accounting statements are shown in a separate document.

Investment Policy

The Districts income and expenditure are relatively small and as a consequence the District does not have sufficient funds to invest in longer term investments such as stocks and shares. The Trustees have therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks. Interest rates on these accounts are currently low and returns are small. Total District assets are below £85,000 so should be protected by FSA rulings in the event of a national financial crisis.

Reserves Policy

The Trustees policy on reserves is to hold sufficient resources to continue the charitable activities of the District should income and fundraising activities fall short. The Trustees consider that the District should aim to retain a minimum financial reserve sufficient to support the operation of the District Scout Council for a period of twelve months.

Trustee Remuneration/Expenses

None of the Trustees received any fees or remuneration during the period. Nor did the Trustees receive any reimbursement of expenses incurred while fulfilling their roles and duties as Trustees.

Declaration

The Trustees declare that they have approved the trustees report above.
Signed on behalf of the Trustees of Chichester District Scout Council.

Martyn Bell
District Chairman
Date:

Reports

District Chairman's Report

With Covid restrictions lifted the District held its traditional St George's Day Parade and Cathedral Service on Sunday 24th April 2022 which was very well attended. Once again, many thanks to Kate Crockford, the DSAS and Groups for organising the Event so well.

In September another marvellous County 'Supreme Box Kart' Competition was held at Goodwood Racecourse, which has proved to be an excellent alternative venue to the Motor Circuit. Karts from Northern Ireland, Wales and Scotland participated, making it a truly International Event. Congratulations to Stephen Bell and his team and our own Cub Groups who competed.

In September, District Council Members Liz and Andy Mace with the support of Mark Guy from County, commenced the process to re-establish a Scout Group at Tangmere. This involved having the Trailer at Tangmere Village Fete on 14th September, manned by Liz and Andy, an Open Event at Tangmere Village Hall led by Mark and Liz supported by the DSAS and a follow up meeting with prospective parents/volunteers in October. Beavers, Cubs and Scouts have commenced, with Beavers and Cubs meeting in the Tangmere Village Centre and Scouts in Boxgrove Village Hall. It was planned that Squirrels would commence after Easter.

In November 2022 the Chichester -based Groups attended the Litten Gardens Remembrance Sunday Service and Parade.

During the year Head of Terms were finally signed between the District and The Edward James Estate to renew the District Campsite at West Dean. Buildings on the former Railway line will be removed to make way for the 'Centurion Way' extension and any new Scout Campsite will be moved just north of the Railway line-subject to the Estate, SDNP and normal Planning Approvals. I would like to personally thank Campsite Manager Geoff Strickland for his persistence and patience negotiating the Renewal.

From January to April 2023 I was away from Chichester in the Far East on personal matters and I wish to thank the whole DEC team and particularly Claire Jones, Emma Prince and County Commissioner Robert Sawyer for 'covering' for me.

Finally, I wish to thank Keith Capelin, Appointments Committee Chair and Committee Secretary Helen Monkton for their considerable efforts and time making the Appointments process work.

Martyn Bell
Chairman
Chichester District Executive Committee

District Treasurers Report

The financial position of the District can be found in our separate financial report which has been scrutinised by Mrs Heather Cheesman, ACA.

In summary, the financial position of the District finances continues to be stable and we have sufficient funds to cover our contingency of 2 months running costs. We have restricted ring-fenced sums for the campsite, Scout Active Support, Jamboree and balances relating to a few closed groups. Our restricted funds equate to approximately 42% of our total funds. One of our closed groups became active during this year with a group being reformed in Tangmere. They did some excellent fundraising to establish the group and the district received and spent money on their behalf until they had set up a bank account. The funds relating to this group have since the year end been transferred to that group.

This year saw the majority of the fundraising and expenditure related to the Jamboree which takes place next year in South Korea. The campsite continued to operate during the year but with negotiations still ongoing regarding the new lease, costs were incurred regarding planning for a new hut on the site and legal fees regarding the new lease. The majority of these costs were met from the council grant we received during covid. We are hopeful that the new lease will be in place during the year to March 2024. We will then start fund raising for a new hut on the site.

Emma Prince

Treasurer

Beaver Annual Report

The Beavers have had a busy year, during which all groups have been visited by the Beaver ADC. This includes the new Beavers at Tangmere Village Centre on their first evening, who are now successfully up and running. While there is a shortage of leaders, groups have been continuing to cope and offer varied programmes. The programme included plans for a camp and badge days, as well as leader programme/camp meetings. The summer camp in July was a great success, and there are plans for another camp in the coming year.

Nick Halton
ADC Beavers

Cub Annual Report

Numbers in the District remain high, with most packs running at capacity. Leaders meetings were held, with activities this year including orienteering, badge days and Carting. The badge day was very successful with 47 cubs attending, all of whom gained their communicator badge. The fun football that followed the badge day was also enjoyed by all those who attended, and was supported by DSAS who provided the refreshments. The District Cub camp was held at Lions Copse and all those who attended had a great time.

One of our cubs was interviewed by Sky News having queued to see the Queen lying in state, and he also received his Silver Award.

The new cub pack at Tangmere started in early 2023, and they are already starting to join District events.

Towards the end of the year planning meetings were also held to put together another District Summer Camp.

Thank you to all those who have contributed and supported the District events, as well as the new cubs at Tangmere.

Andy and Liz Mace
ADC Cubs and DCL



Annual Report

There are a couple of notable changes in the Explorer provision this year. Firstly, the formation of Principia Explorers based at Westbourne who are now well established and even had a message from Tim Peake for their opening ceremony. Secondly, the unit at Southbourne has rebranded to Viking Explorers following a "youth shaped" request.



Explorer numbers continue to be very healthy across the District with some 90 members and a growing waiting list. Atrebatas continue to meet with Noviomagus in Chichester until their numbers increase; elsewhere all the units are growing. The challenge for this next year is to recruit additional leaders to assist at Noviomagus where they have 48 explorers and only 2 regular leaders. Once they are on a stronger footing, we will be looking to open a second explorer unit in Chichester to cope with the growing waiting list of Scouts who are not able to move onto Explorers. Whilst this provides the 14-24 leadership team with challenges, it is a

fantastic reflection of: the popularity of Scouting; a thriving District; and the leaders that are supporting this age group.

Over the last year the Explorers have been busy with: District Camp, sailing on the Broads, hike competitions, wild camping on Dartmoor, DofE expeditions, Dragon Boat racing, orienteering, climbing, helping with the Christmas light switch on in Chichester and all the standard Scouting activities like cooking on the beach and pioneering. There has also been a lot of fundraising activity – especially towards the Jamboree.

Summer 2023 promises to be very exciting with one leader and 6 explorers off to the World Scout Jamboree in South Korea and Viking Explorers heading to Devon. These will be followed up with a Principia camp to Wales and a Noviomagus Theme Park camp in the Autumn and then a party of 60+ Explorers and Network will be heading to Kandersteg in Summer 2024.

Richard Williams

District Explorer Scout Commissioner (14 - 24 Team Leader)

Chichester District Scout Report

It has been a busy year for Scouting now that things have essentially returned to normal in terms of meetings.

The St Georges Day Parade in April was well attended and is always an excellent event for Scouts to raise their profile in Chichester. The District Shooting competition took place, as well as a trip to Butlins for around 200 Scouts, a Ready Steady Cook event and a Forestry Day for up to 50 Scouts. Four Scout teams from the District also entered the Overland competition.

The District summer camp to Dorset included 84 Scouts from 4 groups and was very successful. All those attending took part in a variety of activities across the week including coasteering. There are plans to hold another camp in the coming year.

The Junior Downsman saw over 70 young people come together, with 27 teams taking part. The competition started at Midhurst, staying over night at West Dean Campsite before walking to the 12th Chichester HQ on Sunday. The event was almost at capacity. Everyone finished, with a Scout team winning. It has been agreed going forward that the District will fund trackers for future events.

Events are now being added to the District OSM making it easier to monitor numbers.

The 12th also attended the Jubilee Celebrations in Priory Park running the coconut shy and crockery smash, and it is worth noting that having ability to take electronic payments made a significant difference in the amount they were able to raise.

Tony Tunnell

Group Scout Leader, 12th Chichester Scout Group

Growth Annual Report

The Growth team has had another very busy year.

The team attended a variety of events including summer street parties in Chichester, events in East Wittering, Earnley, Tangmere, Boxgrove and Southbourne.

Improvements have been ongoing with the trailer to incorporate Squirrels and adding bubble machines to draw attention.

The new Group at Tangmere was set up. There several very successful parent and volunteer evenings at Tangmere Village Centre that enabled us to find new leaders. At the end of March 2023 the appointments process was ongoing, as was training for all the new leaders/volunteers with a hope that this would be concluded as soon as possible. Many of the new leaders were able visit

other Groups as part of the set-up process. The Group executive committee was also in the process of being set up with a chairperson and treasurer in place, although a Secretary and GSL were still needed. Beavers, Cubs and Scouts were in place with a plan for the Squirrel Drey to commence after Easter. Beavers and Cubs are successfully meeting at the Tangmere Village Centre, while Scouts are meeting at Boxgrove Village Hall.

I would like to extend the teams thanks to all those who have helped this year, especially those who have supported and assisted the set up of the new Group at Tangmere. We also would like to welcome all those new leaders to our District and thank them for all their hard work in getting the Tangmere group up and running.

Liz Mace
ADC Growth

Downland Scout Active Support

It has been challenging to get face to face meetings going again post Covid, so there were no in person gatherings initially this year despite members being in touch. However, Active Support had a successful pre-Christmas event, and there was a plan to meet every other month by early 2023.

The annual sponsored horse ride took place at Cowdrey, as usual raising a significant amount for Scouting.

Active Support have assisted at Beaver Camp, working parties at the Campsite and supported the events to find volunteers to lead the new Tangmere group. We also supported the St Georges parade setting up for the service, marshalling and assisting Kate.

As always DSAS remain available to assist at events and activities.

Philip Prior
Downland Active Support Manager

West Dean Campsite Report

The campsite saw a busy time this year, with 27 groups and over 550 young persons' using the site for camping.

During the autumn of 2022 meetings with myself, Euan Clark our architect and Ian Graham the director of estates, resulted in us being able to submit a plan to the South Downs National Park based on the responses that we received prior to COVID.

On behalf of the executive a pre-planning application for the proposed new buildings on the campsite was submitted in November 2022 we have had no formal response.

The lease negotiations were taking place also in the autumn with the executive approving the heads of terms for the new lease which included a 30-year term instead of our present seven-year. The draught lease arrived at the end of September and negotiations are progressing.

There have been a lot of requests from me for assistance over this past year for the site and I'm grateful for those that have been able to assist from Downland Scout Active Support and in particular Colin Bailey, Tony Longlands, and Philip 'tractor' Prior to make the site a better place. What I think should be acknowledged is the small and large gestures of time and equipment placed at our disposal temporary for a short period of time from people outside of scouting and their support is invaluable.

This coming year is going to be interesting, and the changes will be demanding for some people as we go forward to give the young people in our care better facilities on the campsite.

Geoff Strickland
District Campsite and H.Q. manager

Chichester District Scout Shop Report

This year the Scout Shop sadly lost Margaret Shipham, who has been a part of our Scouting family for many years. Margaret has dedicated her time and energy to Scouting in a number of ways and her contribution will be sadly missed. Most recently Margaret handled the financial side and invoicing for the uniform and badges in the District. While we have been able to continue, her support is sadly missed.

The Scout Shop has continued to offer badges and uniforms with a portion of the profits being returned to groups. Emma, District Treasurer, has provided support on the financial side and the Shop uniform is now being stored myself. However, additional help with the invoicing and financial side of the Shop is now desperately needed.

Kate Crockford
Badge Secretary

Appointments Committee

Since the last Annual Report was produced the Appointments Advisory Committee have met with and approved 27 individuals who are involved with the various Chichester District Scout Groups. There have been 11 Section Assistants, 10 Assistant Section Leaders and 5 Section Leaders and 1 Group Scout Leader. These meetings were carried out Face to face or via Teams/Zoom.

The Appointments Advisory Committee have also waived individuals through the appointments process if they have been involved with a particular Scout Group for many years or have been involved in Scouting generally for a substantial length of time.

At the beginning of the year an exercise was carried out to clear the black-log of individuals who still had a 'Pre-Provisional' status and who had not produced references and therefore had not progressed through the appointments process. The appropriate Group Scout Leaders and individuals were contacted by the District Appointment Secretary for an update and advised that roles would be closed if a response was not received. An effort has also been made to update Compass entries and to remove inactive members. This exercise reduced the list considerably whereby individuals had either left the area or were no longer involved with the Scout Group. Those individuals remaining on the list subsequently went through the appointments process.

The role of the Appointments Panel will change in the coming year with the transition that is taking place to encourage more adult volunteers into scouting.

I would like to thank my secretary, Helen Monkton, for her tireless efforts in chasing those who need to be chased in order to progress members through the appointments process, I would also like to thank the GSLs and their teams and those members of the panel who have stepped up and all who have helped us get much of the backlog cleared.

Keith Capelin
Chichester Appointments Chairman

Chichester Scout District Council

Receipts and Payments Account

Year start
date

Year end
date

For the year
from

2022

To

2023

Receipts and payments

2022/23

2021/22

Unrestricted
funds

Restricted
funds

Endowment
funds

Total
funds

Total funds

£

£

£

£

£

Receipts

Donations, legacies and similar income					
Membership subscriptions	35,994	-	-	35,994	32,046
Less: Membership subscriptions paid on (National/County/Area/District)	(26,980)	-	-	-26,980	(23,436)
Net membership subscriptions retained	9,014	-	-	9,014	8,610
Donations		-	-	-	-
Legacies		-	-	-	-
Gift Aid	-	-	-	-	1,815
Other similar income		-	-	-	-
Sub total	9,014	-	-	9,014	10,425
Grants					
Maintenence grant	-	-	-	-	-
Other grants		7,000	-	7,000	-
Sub total	-	-	-	-	-
Fundraising (gross)	2,500	-	-	2,500	-
Scout Shop/Badges	3,789			3,789	2,583
Explorer Scouts		25,846		25,846	18,660
Campsite/Headquarters		2,137		2,137	1,385
Scout Active Support		1,205		1,205	1,600
Jamboree Fund		17,733		17,733	900
Cub/Beaver Camps	265	-		265	-
Other fundraising activities	366	-		366	21
Sub total	6,920	53,920	-	60,840	25,149
Investment income					
Bank interest		2		2	10
Building Society interest				-	-
The Scout Association Short Term Investment Service			27	27	-
Property Rent income				-	-
Other investment income				-	-
Sub total	-	2	27	29	10
Total Gross Income	15,933	53,922	27	69,883	35,584
Asset and investment sales, etc.	-	-	-	-	-
Total receipts	15,933	53,922	27	69,883	35,584

Chichester Scout District Council

Receipts and Payments Account

Year start
date

Year end
date

For the year from	2022	To	2023
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Receipts and payments

2022/23

2021/22

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
	£	£	£	£	£
Payments					
Charitable Payments					
Youth programme and activities	489	-	-	489	-
Adult support and training	1,119	-	-	1,119	-
Rent	154	-	-	154	-
Water and Sewerage	-	-	-	-	-
Electricity and Gas	-	-	-	-	-
Insurance	1,980	-	-	1,980	2,030
Repairs and Renewals	-	-	-	-	-
Materials and equipment	-	-	-	-	-
Website, printing and photocopying	-	-	-	-	-
Professional fees	-	-	-	-	-
Uniforms	-	-	-	-	-
AGM and trustee expenses	115	-	-	115	16
St Georges Day	1,673	-	-	1,673	-
HQ Rates	-	-	-	-	-
Donations	3,123	-	-	3,123	-
Other costs	-	-	-	-	-
Sub total	8,653	-	-	8,653	2,046
Section expenses					
Scout Shop/Badges	2,379	-	-	2,379	2,149
Explorer Scouts	-	29,874	-	29,874	13,295
Campsite/Headquarters	-	3,144	-	3,144	5,641
Scout Active Support	-	268	-	268	1,121
Jamboree Fund	-	15,150	-	15,150	-
Group funds	-	468	-	468	-
Other fundraising costs	-	-	-	-	-
Sub total	2,379	48,904	-	51,282	22,206
Total Gross Expenditure	11,032	48,904	-	59,935	24,252
Asset and investment purchases, etc.	765	-	-	765	-
Total payments	11,797	48,904	-	60,700	24,252
Net of receipts/(payments)	4,137	5,019	27	9,182	11,332
Transfers between funds	-1605	1605	-	-	-
Cash funds this year end	60,403	40,917	3,585	104,905	93,573
	62,935	47,541	3,612	114,087	104,905

Chichester Scout District Council

Receipts and Payments Account

Year start
date

Year end
date

For the year from	2022	To	2023
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Statement of assets and liabilities at the end of the year

	31-Mar-23			31-Mar-22
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
Cash funds				
District current account	56,473	28,516	-	84,989
District deposit account		4,872		4,872
Explorers current account		14,153		14,153
Scout Shop/Badges	5,594			5,594
The Scout Association Short Term Investment Service	330		3,612	3,942
Cash/Floats	537			537
Total cash funds	62,935	47,541	3,612	114,087
Other monetary assets				
Tax claim	-	-	-	-
Debts due from the County/Area/District/Group	-	-	-	3,334
Insurance claim	-	-	-	-
Sub total	-	-	-	3,334
Investment assets				
Investment property - detail	-	-	-	-
Quoted investments	-	-	-	-
Other investments - detail	-	-	-	-
Sub total	-	-	-	-
Non monetary assets for charity's own use				
Badge stock	1,665	-	-	1,665
Shop stock	456	-	-	456
Other stock	-	-	-	-
Land and buildings	-	-	-	-
Motor vehicles	-	-	-	-
Scouting equipment, furniture etc	765	-	-	-
Sub total	2,886	-	-	4,215
Liabilities				
Accounts not yet paid	-	-	-	-
Expenses incurred but not invoiced	-	-	-	-
Subscriptions not yet paid	-	-	-	-
Loan - detail	-	-	-	-
Other liabilities	-	-	-	-
Sub total	-	-	-	-

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on

Signature	Print Name
	Martyn Bell Chair
	Emma Prince Treasurer

Chichester Scout District Council

Notes to the accounts

	Year start date	Year end date
For the year from	2022	To 2023

Notes to the accounts

1. Restricted funds

	Cash funds at the start of the year	receipts	payments	Transfers	Cash funds at the end of the year
Explorers	17,781.01	25,845.50	29,874.36		13,752.15
Thorney Island	1,011.04				1,011.04
2nd Tangmere	1,546.78	7,000.00	467.96		8,078.82
Jamboree	3,159.92	17,732.50	15,150.00	1462.5	7,204.92
Scout Active Support	9,041.53	1,205.00	267.70		9,978.83
Campsite	8,376.99	2,137.25	3,143.60	142.5	7,513.14
	<u>40,917</u>	<u>53,920</u>	<u>48,904</u>	<u>1,605</u>	<u>47,539</u>

2. Campsite Lease

The Campsite Lease has been up for renewal and negotiations are progressing with the lease holder for a new lease to be agreed.

3. Membership Subscriptions

Debts due from groups at the start of the year	3,333.50
Received in the year	35,993.50
Debts due from groups at the end of the year	-
Membership Subscriptions receivable	35,993.50
Less Membership subscriptions paid on	- 26,980.00
Net Membership subscriptions due to be retained	<u>5,040.00</u>

Chichester Scout District Council

Notes to the accounts continued

	Year start date	Year end date
	For the year from	To
	2022	2023

Notes to the accounts continued

4. Les Brookes fund

In 1982 the above fund was established. It was transferred to District in the year ended 31 March 1995.

The objective of the fund is:

To direct the income for the benefit in scouting. Possible objectives might be to help a boy go to a jamboree, Provide equipment for the District Campsite, help the less well off to buy uniforms or necessary equipment, donate copies of scouting for Boys to new scouts or help in training boys or scouters.

The fund is available to all groups in the district if they feel they have someone or something which meets the above objectives

The Les Brookes Fund is held in the Scout Association Short term investment fund

Les brooks fund	Balance at the end of the year
2019	
Held as Capital	1,559
Held as revenue available for distribution	2,175
	<u>3,734</u>
2020	
Grants given jamboree	200
Held as Capital	1559
Held as revenue available for distribution	2,000
	<u>3,559</u>
2021	
Held as Capital	1559
Held as revenue available for distribution	2,021
	<u>3,580</u>
2022	
Held as Capital	1559
Held as revenue available for distribution	2026
	<u>3,585</u>
2023	
Held as Capital	1559
Held as revenue available for distribution	2026
	<u>3,585</u>

We are also holding £330 in general reserves for the Les brooks fund (2021:£330)

5 Council grant

During the Covid pandemic the district received a grant of £10,000. This grant is to be used to support our campsite and the groups

Grant received	10,000
Grant distributed in 2022	3,830
Grant distributed in 2023	3,123
	<u>3,047</u>
Grant still not distributed	

Independent Examiners Report to the Trustees of the Chichester Scout District Council

Year ended 31 March 2023

I report on the financial statements of the charity for the year ended 31 March 2023.

This report is made solely to the Trustee, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law. I do not accept or assume responsibility to anyone other than the Trustees as a body, for my work on this report.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination was carried out in accordance with general Directions given by the Charity Commissioner. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

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 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have 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.



Heather Cheesman FCA

Chartered Accountant
104 Stockbridge Road
Chichester
West Sussex
PO19 8QP

Date: 2nd September 2023