

# Biggleswade District Scout Council

Trustees Annual Report & Financial Statements for the  
Year ended 31 December 2021

# Biggleswade District Scout Council

## Contents

Administrative Details	3
District Membership	4
Charity Information	5
Role of Honour	6
Trustees Report	7
GOVERNANCE	7
STRUCTURE	7
MANAGEMENT	7
ORGANISATION	8
APPOINTMENT OF TRUSTEES	8
RISK MANAGEMENT	8
RESERVES POLICY	8
INVESTMENT POLICY	9
Objectives and Activities	9
OUR PURPOSE	9
OUR VALUES	9
OUR METHOD	9
Achievements and performance	10
Plans for future periods	10
THE SCOUT ASSOCIATION “SKILLS FOR LIFE”	10
WHAT DOES THIS MEAN FOR BIGGLESWADE DISTRICT SCOUT COUNCIL?	10
Financial Review	11
STATEMENT OF FINANCIAL ACTIVITIES	11
REMUNERATION OF TRUSTEES	11

# Biggleswade District Scout Council

## Administrative Details

Charity Registration No: 300458

PRINCIPAL ADDRESS: Boyd Scout Campsite & Activity Centre  
Church Road  
Henlow  
Bedfordshire  
SG16 6AN

E-mail: [info@biggleswadedistrictscouts.org.uk](mailto:info@biggleswadedistrictscouts.org.uk)  
Website: [www.biggleswadedistrictscouts.org.uk](http://www.biggleswadedistrictscouts.org.uk)

INDEPENDENT EXAMINER: Katarzyna Kaska  
37 Crowe Road  
Bedford  
MK40 4FY

PRINCIPAL BANKER: Barclays Bank  
Leicester  
LE87 2BB

SCOUT ASSOCIATION MEMBERSHIP	The Scout Association Gilwell Park Chingford London E4 7QW
The Biggleswade District Scout Council is registered with The Scout Association (No 10001376)	

Incorporated by Royal Charter

# Biggleswade District Scout Council

## District Membership

As at 31<sup>st</sup> January 2021

### Membership

Beaver Scouts	313
Cub Scouts	401
Scouts	310
Explorers (including Young Leaders)	84
Scout Network	13
	<b>1121</b>

Active Support Roles	0
Leadership Roles	238
Management Roles	14
Support Roles	34
Governance Roles	82
	<b>368</b>

Young Leaders	<b>10</b>
---------------	-----------

### Units

Groups	<b>15</b>
Beaver Colonies	22
Cub Packs	25
Scout Troops	18

Explorer Scout Units (including YL Unit)	<b>9</b>
--	----------

Scout Network Units	<b>1</b>
---------------------	----------

Scout Active Support Units	<b>0</b>
----------------------------	----------

# Biggleswade District Scout Council

## Charity Information

Names of the Charity Trustees who managed the Charity:

Trustee Name	Primary Scouting Appointment	Dates acted if not for whole year	Trustee Type
Paul Bellamy	Camp Warden	Until 30 June 2021	Elected Trustee
Keith Bennett	District Trustee	Until 19 July 2021	Elected Trustee
David Bridges	District Badge Secretary		Elected Trustee
Scott Butler	Campsite Sub-Committee Chair	From 24 February 2021	Co-opted Nominated Trustee (from 30 June 2021)
Peter Cheney	District Chair	From 30 June 2021	Ex-Officio
Sarah Colley	District Appointments Chair	From 30 June 2021	Nominated Trustee
Lucy Cox	Deputy District Commissioner	From 30 June 2021	Elected Trustee
David Devereux	Group Chair District Secretary (from 30 June 2021)	Until 6 December 2021	Elected Trustee (to 30 June 2021) Ex-Officio (from 30 June 2021)
Christopher Dodds	District Explorer Scout Commissioner		Ex-Officio
Andrew Harris	Group Scout Leader	30 June 2021 – 29 July 2021	Elected Trustee
Mark Harris	District Youth Commissioner		Ex-Officio
Alan Hilditch	Scout Leader	30 June 2021 – 30 July 2021	Elected Trustee
Barry Jefferd	Cub Scout Leader	From 30 June 2021	Elected Trustee
Neil Ludlow	Assistant District Commissioner (Scouts)		Nominated Trustee
Tracey Murrell	Assistant District Commissioner (Beaver Scouts)		Nominated Trustee
Christopher Panton	District Network Scout Commissioner		Ex-Officio
Anne Porter	District Treasurer		Ex-Officio
Robert Pullinger	District Commissioner		Ex-Officio
Jane Thompson	Local Training Manager		Nominated Trustee
Phil Wood	District Appointments Secretary		Elected Trustee (to 30 June 2021) Nominated Trustee (from 30 June 2021)

# Biggleswade District Scout Council

## Role of Honour

For the year ending 31<sup>st</sup> December 2021

### Silver Acorn

Keith Bennett	District Role / Potton
George Miles	Gamlingay & Gransden

### Award for Merit

Christopher Dodds	District Role / 1 <sup>st</sup> Arlesey
Karen Mason	Shefford
Martin White	Gamlingay & Gransden
Neil Ludlow	District Role / Stotfold
Andrew Reavell	1 <sup>st</sup> Langford

### Chief Scouts Commendation for Good Service

Lucy Cox	District Role / Biggleswade
H Horwood	1 <sup>st</sup> Potton
David Mould	District Role / Biggleswade-Phoenix Explorers
Tracey Murrell	District Role
Graham Thorpe	Henlow Clifton

# Biggleswade District Scout Council

## Trustees Report

For the year ending 31<sup>st</sup> December 2021

The members of the District Executive Committee (The Trustees of Biggleswade District Scout Council) present their report and Financial Statements for the year ended 31<sup>st</sup> December 2021. The financial statements have been prepared on a payments and receipts basis and comply with the charity's governing document and the Charities Act 2011.

### Governance

The Charity's governing document is the Royal Charter granted by King George V to the "Boy Scouts Association" on 16 December 1911. Its name has since been changed to the "Scout Association". This Charter has been supplemented by further Charters granted by King George VI and Queen Elizabeth II. These Charters give authority to the Bye Laws of the Association, which are approved by Her Majesty's Privy Council. The Bye Laws, in turn, authorise the making of rules for the regulation of the Association's affairs and thereby give authority for the Rules known as "Policy, Organisation and Rules" which are located at [www.scouts.org.uk/por](http://www.scouts.org.uk/por).

The Biggleswade District Scout Council was first registered as a Charity in 1966.

The Charity is aware of the Code of Governance for the Voluntary and Community Sector and its six key principles and will continue to critically review its approach to governance and assess how effective it is against these principles in 2022.

### Structure

This report and accounts cover the activities directly controlled by Biggleswade District Scout Council which is an autonomous organisation admitting people to membership subject to the policy and rules of The Scout Association. The activities of the Scout Groups in Biggleswade are not reflected in the report and accounts. These bodies are autonomous charities affiliated to Biggleswade District Scout Council that together form Scouting in the area of operation of the District.

Biggleswade District Scouts are led by Rob Pullinger, the District Commissioner, and managed by an Executive Committee. They are accountable to the Biggleswade District Scout Council for the satisfactory running of Scouting in the District.

### Management

The management of the business of the District Scout Council is vested in the District Executive Committee. The District Executive Committee (Trustees of the Charity) is appointed in accordance with Policy, Organisation, and Rules of the Scout Association.

The District Executive Committee met five times during the year to manage the affairs of the Charity. The Trustees will continue to meet regularly in 2022.

The District Executive Committee is responsible for policy making but delegates some operational decisions to its sub committees, which may also recommend policies for the consideration of the District Executive Committee. The District Executive Committee appoints Chairmen and members of sub-committees annually.

There are two sub-committees for the Charity:

- The Boyd Campsite & Activity Centre Committee – responsible for the management, development and running of the Centre;

# Biggleswade District Scout Council

- The Appointments Advisory Committee – responsible for the appointment and review of adult Appointments within the District.

The Boyd Campsite & Activity Centre Committee and Appointments Advisory Committee met regularly in 2021. The Terms of Reference of the Boyd Campsite & Activity Centre Committee were reviewed during 2021 and the committee has some delegated authority so decisions can be made quickly and without added bureaucracy.

## Organisation

The District is led by the District Commissioner and he is assisted and supported by:

- The District Team;
- The District Executive Committee;
- Group Scout Leaders

## Appointment of Trustees

Trustees are appointed in accordance with the “Policy, Organisation & Rules” of The Scout Association.

Trustees and newly appointed Trustees are invited to attend HQ Executive Training and completion is monitored by the District Commissioner.

## Risk Management

The Trustees have a risk management strategy which includes:

- a requirement to produce a risk assessment for all District events and activities;
- an annual review of the risks the Charity may face;
- the establishment of systems and procedures to mitigate those risks identified in the annual review and for all District events and activities; and
- the implementation of procedures designed to minimise any potential impact on the Charity should those risks materialise.
- A requirement for non-Scouting organisations using Boyd Scout Campsite & Activity Centre to produce appropriate Risk Assessments for their event.

Risk assessments have been completed for all activities and facilities at the Activity Centre and are now available on the website. These are reviewed regularly. When unacceptable risks are identified actions are taken on an on-going basis to mitigate them.

A key element in the management of financial risk is the regular review of the adequacy of insurance coverage and investment and reserves policies by the trustees.

## Reserves policy

The policy has been established to protect the Charity and its charitable programme by providing time to adjust to changing financial circumstances. It also provides parameters for future budgeting and strategic plans and contributes towards decision making.

The Charity's reserves policy establishes an appropriate target range for the level of general reserves. The range is based on a risk assessment of the probability and likely impact on the Charity's activities that might be caused by a decline in income, an inability to meet financial obligations, or an inability to reduce expenditure in the immediate short term. The policy ensures a balance between spending the maximum amount of income raised as soon as possible after receipt, while maintaining the appropriate level of reserves to ensure uninterrupted operation. The policy and target range will be reviewed annually to reassess the risks and reflect changes in the Charity's income, financial obligations and expenditure. The charity's reserves policy is to hold reserves approximately



# Biggleswade District Scout Council

equivalent to 6 months' expenditure. At the end of December 2021 the total free reserves amounted to approximately £51,000. In addition, the Charity manages a £10,000 hardship fund to support Groups and individuals in need throughout the District. The Trustees have plans to invest the surplus reserves into improvements at the District Campsite.

## Investment policy

Due to the relatively low level of funds, the District's policy is to hold funds in standard bank accounts with FSCS protection at balances less than £85,000.

## Objectives and Activities

### Our Purpose

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

### Our values

As Scouts we are guided by these values:

- Integrity – We act with integrity; we are honest, trustworthy and loyal.
- Respect – We have self-respect and respect for others.
- Care – We support others and take care of the world in which we live.
- Belief – We explore our faiths, beliefs and attitudes.
- Co-operation – We make a positive difference; we co-operate with others and make friends.

### Our Method

Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- Enjoy what they are doing and have fun;
- Take part in activities indoors and outdoors;
- Learn by doing;
- Share in spiritual reflection;
- Take responsibility and make choices;
- Undertake new and challenging activities; and
- Make and live by their promise

The Charity Trustees have a duty to report on their public benefit in their Annual Report. We have assessed our aims, activities, and charitable objectives which are:

“Scouting exists to actively engage and support young people in their personal development empowering them to make a positive contribution to society.”

We believe we have met the Charity Commission's public benefit criteria for both the advancement of education and the advancement of citizenship or community development.

# Biggleswade District Scout Council

## Achievements and performance

All of the decisions made by the Trustees and sub-Committees have been in the interests of young people and adult volunteers and we hope that everybody in Scouting in Biggleswade District will have benefitted from them.

- The District continued to support Groups through the on-going Coronavirus pandemic through the provision of online events and activities.
- The District has invested significantly in remediation and improvement works at Boyd Scout Campsite & Activity Centre to ensure the site remains available for the delivery of quality Scouting experiences for all Young People in the District.
- Where possible we continue to run, and often subsidise, training courses for adult volunteers in order for them to attain permits to provide more adventurous activities for young people.
- The census in January 2021 was completed and showed a significant drop in youth membership (-22%) and adult membership (-13%) since January 2020 due to the pandemic. 2022 Census data indicates that membership recovered significantly from this low point during 2021.
- There were a large number of Chief Scout Awards and adult awards in Biggleswade District in the last year including Wood Badges and National Awards.
- The District website and social media continues to publicise the events and activities of Scouting within the District.

## Plans for future periods

The Scout Association “Skills for Life”

This is the five year plan for the Scout Association.

### **Our vision**

By 2023 we will have prepared more young people with skills for life, supported by amazing leaders delivering an inspiring programme.

We will be growing, more inclusive, shaped by young people and making a bigger impact in our communities.

### **Our objectives**

In 2016 we asked volunteers what should be prioritised in the next strategic plan and the majority of volunteers said we should keep working towards the same four strategic objectives.

- Growth
- Inclusivity
- Youth Shaped
- Community Impact

### **What does this mean for Biggleswade District Scout Council?**

**Growth** – We are redeveloping the District Development Plan to achieve our growth goals and support Groups. As part of this plan, the District has appointed two Deputy District Commissioners to support the District Commissioner in developing the District.

**Inclusivity** – We will support development work to ensure that Scouting is reaching all sectors of our community. This includes through the provision of grants through the District Hardship and Development fund.

**Youth shaped** – Ensure that young people are at the heart of our strategies and represented on key committees. The District has been successful in including Young People on committees.

# Biggleswade District Scout Council

Community Impact – The District has established a Hardship and Development Fund to support new projects which might otherwise not have gone ahead or have been more poorly resourced to have greater positive community impact, particularly where this alleviates hardship or promotes the development of Scouting. This, together with the continued running of and improvements to Boyd Scout Campsite and Activity Centre, offers valuable opportunities to the community.

## Financial Review

### Statement of Financial Activities

The overall result for the year was a loss of £2,690 (2020: £6,720 surplus). This was primarily driven by a significant increase in expenditure at Boyd Scout Campsite & Activity Centre in relation to remediation and improvement works and a reduction in membership subscription income. These increased expenditures were offset by Government Covid Grants and increased income the Activity Centre, Scout Shop and Badge Shop.

### Remuneration of Trustees

All Trustees act in a voluntary capacity and receive no remuneration or other material benefits from their services to the Charity.

Out-of-pocket expenses necessarily and reasonably incurred by Trustees in promoting the purposes of the Charity are reimbursed at cost.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 20 June 2022 and signed on their behalf by:



Peter Cheney  
District Chairman  
District Executive Committee

## Independent Examiner's Report on the Accounts

**Report to the Trustees of Biggleswade District Scout Council  
on the accounts for the year ended 31 December 2021  
set out on pages 13 to 21**

### Responsibilities and Basis of the Report

As the charity trustees 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent Examiner's Statement


I have completed my examination.

I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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

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

Signed:



Date: 20 June 2022

Katarzyna Kaska  
37 Crowe Road  
Bedford  
MK40 4FY

**Biggleswade District Scout Council**

**Annual Accounts**

**Accounts For The Year Ended**

**Friday, 31 December 2021**

# Biggleswade District Scout Council

## Biggleswade District Scout Council Accounts for the Year Ended 31st December 2021

### Monetary Assets

	<u>2021</u>	<u>2020</u>
	£	£
Bank Current Accounts	61,069	61,283
Bank Deposit Accounts	-	-
Bank Deposit Building Accounts	-	-
Cash in Hand	-	-
Debtors	-	2,495
Cash in Hand(badge&scout uniforms)	88	70
Adjustment to opening balance	-	-
	<u>61,157</u>	<u>63,848</u>

### Non Monetary Assets

Badge Secretary's Stock	5,967	5,797
District Shop Stock	11,577	10,892

Deeds for the land and buildings at Boyd Memorial Campsite are held in trust by the Scout Association based upon their insurance valuation.

### Liabilities

<u>0</u>	<u>0</u>
----------	----------

# Biggleswade District Scout Council

## Biggleswade District Scout Council Accounts for the Year Ended 31st December 2021

### Bank Balances

Barclays Bank	Main Account	Community	26,781.59
		Hardship Fund	10,000.00
Barclays Bank	Campsite		3,017.86
Barclays Bank	Big Jam		1,655.53
			<b><u>41,454.98</u></b>

Lloyds	badges	7,139.89
Lloyds	uniform	12,473.86
		<b><u>19,613.75</u></b>

### Floats

Badge Shop	20.00
Scouts Uniform Shop	67.50

Total **61,156.23**

# Biggleswade District Scout Council

## Biggleswade District Scout Council Accounts for the Year Ended 31st December 2021

### Receipts and Payments Account Summary

	<u>2021</u>	<u>2020</u>
	£	£
Total Receipts for the year	61,741.00	38,756.00
Total Payments for the Year	61,533.00	32,036.00
less aged debtors	2,898.00	
Net Receipts/(Payments) for the year	<u>- 2,690.00</u>	<u>6,720.00</u>
Cash, Bank and Similar Funds brought forward	63,846.00	57,126.00
Cash, Bank and Similar Funds carried forwards	<b>61,156.00</b>	<b>63,846.00</b>

The above account and accompanying statement of assets and liabilities were approved by the Trustees and signed on their behalf.



District Chairman

Date: 20 June 2022



# Biggleswade District Scout Council

## Biggleswade District Scout Council Accounts for the Year Ended 31st December 2021

### Monies In

	<u>2021</u>	<u>2020</u>
	£	£
Membership Subscriptions	56,385	62,167
Less collected on behalf of County & HQ	<u>-48,867</u>	<u>-53,086</u>
	7,518	9,081
Bank Interest Received	-	11
		<u>394</u>
		405

### Activities

Boyd Memorial Campsite	13,722	5,154
District Events	<u>4,884</u>	<u>6,600</u>
	18,606	11,754

### Donations

Bequest/Grants	18,201	10,000
Other	<u>3,024</u>	<u>1,814</u>
	21,225	11,814

### Fund Raising

Scout Shop	7,886	2,045
Sale of Badges	<u>6,506</u>	<u>3,657</u>
	14,392	5,702

Total Receipts for the year	<u>61,741</u>	<u>38,756</u>
-----------------------------	---------------	---------------

# Biggleswade District Scout Council

## Biggleswade District Scout Council Accounts for the Year Ended 31st December 2021

### Monies Out

	<u>2021</u> £	<u>2020</u> £
<u>Premises</u>		
Boyd Memorial Campsite	39,893	18,327
Equipment	4,239	-
	<u>44,132</u>	<u>18,327</u>
<u>Activities</u>		
District Events	<u>4,599</u>	<u>8,676</u>
	<u>4,599</u>	<u>8,676</u>
<u>Admin/Establishment Expenses</u>		
New Group Start up Grants	-	-
Leaders Training	-	-
Leaders Expenses	<u>109</u>	<u>111</u>
	<u>109</u>	<u>111</u>
Purchase of uniforms	5,486	1,669
Purchase of badges	6,207	3,238
Sundry Payments	<u>1,000</u>	<u>15</u>
	<u>12,693</u>	<u>4,922</u>
Total payments for the year	<u>61,533</u>	<u>32,036</u>

# Biggleswade District Scout Council

District (Main & Campsite) Accounts				
	<u>2021</u>	<u>2021</u>	<u>2020</u>	<u>2020</u>
			£	£
<b><u>Income</u></b>				
Membership Fees	7518.00		9080.50	
Boyd Campsite Invoices	13721.55		5154.00	
District Events	4883.49		6600.00	
Bank Interest	-		11.00	
			394.00	
Transfers from Badge Shop	-		-	
Transfers from Scout Shop	-		-	
Donations/grants/refunds	21225.73		11814.12	
		47,348.77		33,053.62
<b><u>Expenditure</u></b>				
Boyd Campsite Costs	39,891.95		18,327.00	
District Events	5,600.05		8,676.00	
Equipment	4,238.80		-	
Leaders Expenses	108.50		110.63	
Leaders Training	-		-	
New Group Start Up Grants	-	49,839.30	-	27,113.63
Surplus for the Year	-	<u>2,490.53</u>		<u>5,939.99</u>

# Biggleswade District Scout Council

## Biggleswade District Scout Council Accounts for the Year Ended 31st December 2021

### Scout Uniform Shop

	<u>2021</u>	<u>2021</u>	<u>2020</u>	<u>2020</u>
	£	£	£	£
Sale of Uniform etc	7,886.01		2,044.95	
Purchase of Stock	5,486.30		1,668.95	
Stationery And Expenses	<u>11.05</u>		<u>15.00</u>	
		5,497.35		1,683.95
Surplus/(deficit) for the year		<u>2,388.66</u>		<u>361.00</u>
Transfer to District				
Closing Balance		<u>2,388.66</u>		<u>361.00</u>

# Biggleswade District Scout Council

## Biggleswade District Scout Council Accounts for the Year Ended 31st December 2021

### Badge Shop

	<u>2021</u>	<u>2021</u>	<u>2020</u>	<u>2020</u>
	£	£	£	£
Sale of Badges	6,505.69		3,656.58	
Purchase of Stock	6,174.38		3,237.66	
Stationery And Expenses	<u>32.44</u>		<u>          </u>	
		6,206.82		3,237.66
Surplus/(deficit) for the year		<u>298.87</u>		<u>418.92</u>
Transfer to District		0.00		0.00
Closing Balance		<u>298.87</u>		<u>418.92</u>