

# Biggleswade District Scout Council

Trustees Annual Report & Financial Statements for the  
Year ended 31 December 2022

# Biggleswade District Scout Council

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# 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: Andrea Daniels  
16 Water Lane  
Melbourn  
Royston  
Hertfordshire  
SG8 6AY

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 2023

Membership	Number	(cf. 2022)
Squirrel Scouts	16	(+16)
Beaver Scouts	393	(+37)
Cub Scouts	478	(+45)
Scouts	361	(+48)
Explorers (including Young Leaders)	108	(+7)
Scout Network	12	(-1)
	<b>1368</b>	<b>(+152)</b>
Active Support Roles	4	(+3)
Leadership Roles	275	(+32)
Management Roles	16	(-1)
Support Roles	23	(-5)
Governance Roles	74	(-)
	<b>392</b>	<b>(+29)</b>
Young Leaders	<b>31</b>	<b>(-5)</b>
<b>Units</b>		
Groups	<b>14</b>	<b>(-1)</b>
Squirrel Dreys	2	(+2)
Beaver Colonies	21	(-)
Cub Packs	23	(+1)
Scout Troops	17	(+0)
Explorer Scout Units (including YL Unit)	<b>9</b>	<b>(-)</b>
Scout Network Units	<b>1</b>	<b>(-)</b>
Scout Active Support Units	<b>2</b>	<b>(+1)</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
David Bridges	District Badge Secretary		Elected Trustee
Scott Butler	Campsite Sub-Committee Chair	Until 5 <sup>th</sup> October 2022	Nominated Trustee (Until 29 <sup>th</sup> June 2022) Ex-Officio (From 29 <sup>th</sup> June 2022)
Peter Cheney	District Chairman		Ex-Officio
Sarah Colley	District Appointments Chair		Nominated Trustee
Lucy Cox	Deputy District Commissioner		Elected Trustee (Until 29 <sup>th</sup> June 2022) Nominated Trustee (From 29 <sup>th</sup> June 2022)
Christopher Dodds	District Explorer Scout Commissioner		Ex-Officio
Mark Harris	District Youth Commissioner	Until 31 <sup>st</sup> August 2022	Ex-Officio
Barry Jefferd	Cub Scout Leader		Elected Trustee
Neil Ludlow	Assistant District Commissioner (Scouts)	Until 29 <sup>th</sup> June 2022	Nominated Trustee
Tracey Murrell	Assistant District Commissioner (Beaver Scouts)		Nominated Trustee
Christopher Panton	District Network Scout Commissioner	Until 29 <sup>th</sup> June 2022	Ex-Officio
Anne Porter	District Treasurer		Ex-Officio
Robert Pullinger	District Commissioner		Ex-Officio
Jane Thompson	Local Training Manager		Elected Trustee
Graham Thorpe	Group Scout Leader		Co-opted Trustee (Until 29 <sup>th</sup> June 2022) Elected Trustee (From 29 <sup>th</sup> June 2022)
Ben Whittle	Group Scout Leader	From 29 <sup>th</sup> June 2022	Nominated Trustee

# Biggleswade District Scout Council

## Role of Honour

For the year ending 31<sup>st</sup> December 2022

### Silver Acorn

Maggie Harris	1 <sup>st</sup> Potton
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### Bar to the Award for Merit

John Turner	1 <sup>st</sup> Fairfield Park
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### Award for Merit

Elise Allen	Sandy
Darren Collinson	Sandy
Philip Hough	Gamlingay & Gransden
Robert Pullinger	District Commissioner

### Chief Scouts Commendation for Good Service

Deana Costin	Sandy
Sonya Evans	Sandy
Leah Martin	1 <sup>st</sup> Haynes & Wilstead
Alexandra Maycock	Shefford
Jayne Sweatman	Sandy
Paul Trustam	1 <sup>st</sup> Haynes & Wilstead

### Commissioner's Commendation

Jayden Constable	1 <sup>st</sup> Arlesey
John Gibson	Henlow / Clifton

# Biggleswade District Scout Council

## Trustees Report

For the year ending 31<sup>st</sup> December 2022

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 2022. 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 His 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 2023.

### 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 were 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. Rob Pullinger stood down from the role as District Commissioner from the end of 2022, and was succeeded by Tracey Murrell.

### 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 six times during the year to manage the affairs of the Charity. The Trustees will continue to meet regularly in 2023.

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:

# Biggleswade District Scout Council

- The Boyd Campsite & Activity Centre Committee – responsible for the management, development and running of the Centre;
- 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 2022. 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



# Biggleswade District Scout Council

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 equivalent to 6 months' expenditure. At the end of December 2022 the total free reserves amounted to approximately £29,000. In addition, the Charity manages a 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 has continued to invest 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 2023 was completed and showed an increase in youth membership (+13%) and adult membership (+7%) since January 2022. Membership numbers are now close to recovering from the drop caused by the Covid-19 pandemic.
- 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.

## Plans for future periods

The Scout Association “Skills for Life”

This is the seven year plan for the Scout Association (Due to the impact of Covid-19, this has now been extended from 2023 to 2025)

### **Our vision**

By 2025 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 restructured the District Team to better support Groups. Further changes will be implemented in 2024 as a result of the headquarters-driven Transformation process.

**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.

**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

# Biggleswade District Scout Council

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 £22,213 (2021: £2,690 deficit). This was primarily driven by a significant increase in expenditure at Boyd Scout Campsite & Activity Centre in relation to ongoing remediation and improvement works, in particular the purchase of a new lawnmower. Looking ahead, the investment is expected to stabilise and be supported by increased revenues from the Campsite & Activity Centre.

### 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 18 June 2023 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 2022  
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: 18 June 2023

Andrea Daniels  
16 Water Lane  
Melbourn  
Royston  
Hertfordshire  
SG8 6AY

**Biggleswade District Scout Council**

**Annual Accounts**

**Accounts For The Year Ended**

**Saturday, 31 December 2022**

# Biggleswade District Scout Council

## Biggleswade District Scout Council Accounts for the Year Ended 31st December 2022

### Monetary Assets

	<u>2022</u>	<u>2021</u>
	£	£
Bank Current Accounts	38,766	61,069
Cash in Hand	-	88
Cash in Hand(badge&scout uniforms)	177	-
	<u>38,943</u>	<u>61,157</u>

### Non Monetary Assets

Badge Secretary's Stock	7,055	5,967
District Shop Stock	11,170	11,577

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>
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# Biggleswade District Scout Council

## Biggleswade District Scout Council Accounts for the Year Ended 31st December 2022

### **Bank Balances**

Barclays Bank	Community	3,006.37
Barclays Bank	Hardship Fund	9,650.00
Barclays Bank	Campsite	16,345.16
Barclays Bank	Events	726.25
		<hr/>
		<b>29,727.78</b>

Lloyds	badges	3,532.11
Lloyds	uniform	5,506.40
		<hr/>
		<b>9,038.51</b>

### **Floats**

Badge Shop	20.00
Scouts Uniform Shop	157.30

Total	<b>38,943.59</b>
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# Biggleswade District Scout Council

## Biggleswade District Scout Council Accounts for the Year Ended 31st December 2022

### Receipts and Payments Account Summary

	<u>2022</u>	<u>2021</u>
	£	£
Total Receipts for the year	119,335.00	61,741.00
Total Payments for the Year	141,548.00	61,832.00
less aged debtors		2,495.00
adjustment		104.00
Net Receipts/(Payments) for the year	<u>-22,213.00</u>	<u>-2,690.00</u>
Cash, Bank and Similar Funds brought forward	61,156.00	63,846.00
Cash, Bank and Similar Funds carried forwards	<b>38,943.00</b>	<b>61,156.00</b>

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

District Chairman

Date:



# Biggleswade District Scout Council

## Biggleswade District Scout Council Accounts for the Year Ended 31st December 2022

### **Monies In**

	<b><u>2022</u></b>	<b><u>2021</u></b>
	<b>£</b>	<b>£</b>
Membership Subscriptions	63,158	56,385
Less Paid	<u>-54,135</u>	<u>-48,867</u>
	9,023	7,518
Bank Interest Received	-	-
Nat West compensation	<u>-</u>	<u>-</u>
	-	-
<b><u>Activities</u></b>		
Boyd Memorial Campsite	47,571	13,722
District Events	<u>15,703</u>	<u>4,844</u>
	63,274	18,566
<b><u>Donations</u></b>		
Bequest/Grants	4,732	18,241
from scout/badge shop	14,160	
Other	<u>4,766</u>	<u>3,024</u>
	23,658	21,265
<b><u>Fund Raising</u></b>		
Scout Shop	12,760	7,886
Sale of Badges	<u>10,620</u>	<u>6,506</u>
	23,380	14,392
 Total Receipts for the year	 <u><b>119,335</b></u>	 <u><b>61,741</b></u>

note: Have put capitation totals as monies in and out.

# Biggleswade District Scout Council

## Biggleswade District Scout Council Accounts for the Year Ended 31st December 2022

### Monies Out

	2022 £	2021 £
Capitation	54,135	48,867
	already taken out	
<u>Premises</u>		
Boyd Memorial Campsite	55,158	39,893
Equipment	26,847	4,239
	<u>82,005</u>	<u>44,132</u>
<u>Activities</u>		
District Events	15,083	4,599
	<u>15,083</u>	<u>4,599</u>
<u>Admin/Establishment Expenses</u>		
New Group Start up Grants	-	-
Leaders Training		
Leaders Expenses	-	109
Legal Fees	10,190	
	<u>10,190</u>	<u>109</u>
Purchase of uniforms	10,359	5,486
Purchase of badges	9,751	6,506
Sundry Payments		1,000
To district	14,160	-
	<u>34,270</u>	<u>12,992</u>
Total payments for the year	<u>141,548</u>	<u>61,832</u>

# Biggleswade District Scout Council

District & Boyd Memorial Campsite 2022				
	2022	2022	2021	2021
<b>Income</b>				
Membership Fees	63,158.00		56,385.00	
Boyd Campsite Invoices	47,571.00		13,722.00	
District Events	15,703.00		7,868.00	
Bank Interest	0.00		0.00	
Transfers from Badge Shop	4,160.00		0.00	
Transfers from Scout Shop	10,000.00		0.00	
Donations/grants/refunds	9,498.00		18,241.00	
		150,090.00		96,216.00
<b>Expenditure</b>				
Membership Fees	54,135.00		48,867.00	
Boyd Campsite Costs	55,158.00		39,893.00	
District Events	15,083.00		5,329.00	
Equipment	26,847.00		4,239.00	
Leaders Expenses			67.00	
Leaders Training			312.00	
New Group Start Up Grants				
Legal fees	10,190.00	161,413.00	0.00	98,707.00
Surplus for the Year		-11,323.00		-2,491.00
Represented by				
Opening Balances at 1 January 2022				
Debtors			1,719.97	
Older Debtors			775.17	
Current Account	41,454.98		43,945.51	
Reserve Account	0.00		0.00	
Building Fund	0.00		0.00	
adjustment	-4.20		-2,494.67	
	41,450.78		43,945.98	
surplus/loss	-11,323.00		-2,491.00	
	30,127.78		41,454.98	
Closing Balances at 31 December 2022				
Current Account	29,727.78		41,454.98	
Petty Cash	400.00		0.00	
Building Fund	0.00		0.00	
	30,127.78		41,454.98	

# Biggleswade District Scout Council

## Biggleswade District Scout Council Accounts for the Year Ended 31st December 2022

### Scout Uniform Shop

	<u>2022</u>	<u>2022</u>	<u>2021</u>	<u>2021</u>
	£	£	£	£
Sale of Uniform etc	12,759.85		7,886.01	
Purchase of Stock	10,358.96		5,486.30	
Stationery And Expenses	<u>15.00</u>		<u>11.05</u>	
		10,373.96		5,497.35
Surplus/(deficit) for the year		<u>2,385.89</u>		<u>2,388.66</u>
Transfer to District		10,000.00		0.00
Closing Balance		<u>-7,614.11</u>		<u>2,388.66</u>
Closing Balances at 31 December 2021				
Petty Cash		41.25		49.59
Paid in Jan 23		736.45		
Current Account		12,473.86		10,813.31
Stock		<u>11,577.40</u>		<u>10,892.00</u>
		<u>24,828.96</u>		<u>21,754.90</u>
Surplus/(Movement) for the year		-7,614.11		2,388.66
Increase/(decrease) in closing stock		<u>-407.38</u>		<u>685.40</u>
		<u>16,807.47</u>		<u>24,828.96</u>
Closing Balances at 31 December 2022				
Petty Cash		157.30		67.50
taken as float				-28.96
pd in in jan				739.16
Current Account		5,506.40		12,473.86
Stock		<u>11,170.02</u>		<u>11,577.40</u>
		<u>16,807.47</u>		<u>24,828.96</u>

# Biggleswade District Scout Council

## Biggleswade District Scout Council Accounts for the Year Ended 31st December 2022

### Badge Shop

	<u>2022</u>	<u>2022</u>	<u>2021</u>	<u>2021</u>
	£	£	£	£
Sale of Badges	10,619.95		6,505.69	
Sales			32.44	6,538.13
Purchase of Stock	9,750.68		6,206.82	
Stationery And Expenses			32.44	
		9,750.68		6,239.26
Surplus/(Movement) for the year		869.27		298.87
Transfer to District		4,160.00		0.00
Closing Balance		-3,290.73		298.87
Represented by:				
Opening Balances at 1st January 2022				
Petty Cash		20.00		20.00
Current Account		6,822.84		6,523.97
Stock		6,655.36		5,967.49
		13,498.20		12,511.46
Surplus/(deficit) for the year		3,290.73		298.87
Increase/(decrease) in closing stock		399.38		687.87
		10,606.85		13,498.20
Closing Balances at 31st December 2022				
Petty Cash		20.00		20.00
Current Account		3,532.11		7,139.89
Stock		7,054.74		6,655.36
monies pd in error scout shop				-317.05
		10,606.85		13,498.20