

# **Gravesham District Scout Council**

## **Trustees' Annual Report and Accounts**

**For the year ended 31 March 2022**



Registered Charity No. 303399

## Trustees who have served at any point in the year

|  |  |
|--|--|
| Henson Appleby                                       | District Commissioner  |
| Paul Rushbrook                                       | Chair (until 30 September 2021)  |
| Paul Livett  | Chair (from 1 October 2021)  |
| Pat Duncumb  | Secretary  |
| Susan Livett   | Treasurer  |
| Dave Moesli  | District Explorer Scout Commissioner                                     |
| Helen Smith  | District Scout Network Commissioner<br>(until 17 <sup>th</sup> Nov 2021) |
| Lucy Stanford  | District Scout Network Commissioner<br>(from 17 <sup>th</sup> Nov 2021)  |
| Hannah Booth   | District Youth Commissioner  |
| Alan Skelton   | Darren Stanford  |
| Fraser Patrick                                       | Janet Jones  |
| Keith Jones (from 1 <sup>st</sup> October 2021)      | Marion Weston  |
| Myles Sullivan                                       | Richard Painting (from 1 <sup>st</sup> October 2021)                     |
| Richard Ruddick                                      | Rob Viner  |
| Sandra Ferguson (until 1 <sup>st</sup> October 2021) | Terry Duncumb  |

Custodian Trustee: The Scout Association Trust Corporation

Contact address: Mr F Patrick, 3 Michele Cottages, Chalk Road, Higham, ME3 7JZ

## Structure, Governance and Management

### *Description of the charity's trusts*

Gravesham District Scouts (the District)'s governing documents are those of the 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 District is a trust established under its rules which are common to all Scouts. The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association and the constitution of the District.

### *Risk and internal controls*

The District has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include dual approval for payments, regular reports to the trustees including emerging issues and comprehensive insurance policies to ensure that relevant insurable risks are covered.

Trustees need to be alerted to possible conflicts of interest which may arise. Trustees are required to identify and declare any conflict of interest; trustees are removed from any decision making process where a conflict of interest is declared or identified; details of discussions and decisions made when a conflict has been identified are recorded and care is given to managing the conflict of interest once a decision has been made.

## **Objectives, activities and achievements**

### **Objectives**

The objectives of the District are as a unit of The Scout Association. Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. 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 cooperate with others and make friends.

### **Activities and achievements**

The District operates four Explorer Scout units for 14-18 year olds and a Network Scout unit for young people aged 18-25 and supports 13 groups across Gravesham which provide Scouting to 4-14 year old girls and boys. It also operates a campsite (Hopehill in Meopham).

This year has been again heavily impacted by COVID, with a gradual recovery during the year as restrictions were lifted and re-imposed. By the end of the year all groups had restarted, Hopehill was re-opened fully and District Activities were happening as normal.

In September Hopehill suffered a burglary; the Gator was recovered the next day and our insurance covered the loss. Significant investment has been made in increased security including CCTV, alarms and access control.

The annual census at 31<sup>st</sup> January showed an increase in membership across all sections including the opening of the first Squirrel Drey. Numbers however are still below pre-COVID levels.

Scouting in the District is entirely dependent on the volunteer Scouters and other adults who give their time and energy to plan and run activities and provide support for the benefit of the young people, many of whom continued to do this throughout lockdown.

### **Public benefit**

The District meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings. The trustees have regard to the guidance on public benefit issued by the Charity Commission when exercising any powers to which the guidance may be relevant.

## Financial review

### *Performance in the year*

The operating receipts in the year nearly matched payments, with lower grant funding than last year and some income from activities and Hopehill offset by costs from activities and spending on security improvements

The Clifford Allen Memorial Trust (which is included in the accounts) showed an increase in carrying value of 4.6%, with no payments out this year.

### *Reserves and investments*

The District continues to maintain sufficient reserves to provide for the ongoing operation of its activities, including future capital requirements for its properties in the long term. Cash is held in various current and deposit accounts, or in The Scout Association Charity Deposit Account. Investments are managed under a low to moderate investment risk and balanced income & capital growth investment objective and made in accordance with the recommendations of our advisors, Brewin Dolphin.

### **Plans for the future**

The District will continue to provide activities for Scouts in Gravesham (including hill walking, water activities, camps, clay pigeon shooting, archery and many more). The aim is to achieve a full recovery from COVID with all sections open and as many young people as possible enjoying Scouting. At Hopehill, there are plans to refurbish the Madeline Allen toilet block to provide more and better facilities suited to today's users.

The trustees declare that they approved this report on 27<sup>th</sup> September 2022.

Signed on their behalf by:



Henson Appleby



Fraser Patrick

## Receipts and Payments Account for the year ended 31 March 2022

| Receipts                         |      |                       |                       | Payments                      |      |                       |                       |
|----------------------------------|------|-----------------------|-----------------------|-------------------------------|------|-----------------------|-----------------------|
|                                  |      | This year<br>£        | Last year<br>£        |                               |      | This year<br>£        | Last year<br>£        |
|                                  | Note |                       |                       |                               | Note |                       |                       |
| Membership subscriptions         |      | 35,744                | 23,918                |                               |      |                       |                       |
| Less paid over                   |      | (31,202)              | (24,381)              |                               |      |                       |                       |
|                                  |      | <u>4,542</u>          | <u>(463)</u>          | Administration                |      | 1,164                 | 672                   |
| Adult training                   |      | 685                   | -                     | Adult training                |      | 2,362                 | -                     |
| Donations and grants             | 5    | 16,135                | 60,499                | Grants to groups              |      | 500                   | -                     |
|                                  |      |                       |                       | Purchase of equipment         |      | 1,090                 | -                     |
| Interest                         |      | 73                    | 525                   |                               |      |                       |                       |
| Investment income                |      | 15,797                | 12,706                | Investment management costs   | 2    | 5,383                 | 4,625                 |
|                                  |      | <u>15,870</u>         | <u>13,231</u>         |                               |      |                       |                       |
| District activities              |      | 18,146                | 5,214                 | District activities           |      | 13,552                | 5,892                 |
| Explorer activities              |      | 2,421                 | 1,172                 | Explorer activities           |      | 4,777                 | 68                    |
|                                  |      | <u>20,567</u>         | <u>6,386</u>          |                               |      | <u>18,329</u>         | <u>5,960</u>          |
| Property receipts                |      | 17,725                | 68                    | Property running costs        |      | 28,133                | 27,365                |
| Insurance claim                  |      | 10,000                | -                     | Insurance replacements        |      | 4,900                 | -                     |
|                                  |      | <u>27,725</u>         | <u>68</u>             | Property improvements         |      | 24,933                | 6,035                 |
|                                  |      |                       |                       |                               |      | <u>57,966</u>         | <u>33,400</u>         |
| <b>Sub total</b>                 |      | <u><b>85,524</b></u>  | <u><b>79,721</b></u>  | <b>Sub total</b>              |      | <u><b>86,794</b></u>  | <u><b>44,657</b></u>  |
| Sale of investment assets        |      | 46,291                | 152,172               | Purchase of investment assets |      | 54,884                | 156,434               |
| <b>Total receipts</b>            |      | <u><b>131,815</b></u> | <u><b>231,893</b></u> | <b>Total payments</b>         |      | <u><b>141,678</b></u> | <u><b>201,091</b></u> |
| <b>Total payments</b>            |      | <b>(141,678)</b>      | <b>(201,091)</b>      |                               |      |                       |                       |
| <b>Net receipts / (payments)</b> |      | <u><b>(9,863)</b></u> | <u><b>30,802</b></u>  |                               |      |                       |                       |

## Statement of Assets and Liabilities

### As at 31 March 2022

|   |      | This year<br>£          | Last year<br>£          |
|---|------|-------------------------|-------------------------|
|   | Note |                         |                         |
| <b>Monetary assets</b>                          |      |                         |                         |
| Cash held                                       |      | 1,074                   | 1,011                   |
| Bank current accounts                           |      | 43,580                  | 55,329                  |
| Bank deposit accounts                           |      | 10,115                  | 10,112                  |
| Clifford Allen cash held                        | 2    | 26,242                  | 24,422                  |
| Scout Association Charity Deposit Account       |      | 68,000                  | 68,000                  |
|   |      | <u><b>149,011</b></u>   | <u><b>158,874</b></u>   |
| <b>Investments</b>                              |      |                         |                         |
| Quoted securities at market value               | 2    | <u><b>527,986</b></u>   | <u><b>505,341</b></u>   |
| <b>Non monetary assets held for charity use</b> |      |                         |                         |
| Stock for resale at cost                        |      | 2,313                   | 2,613                   |
| Land at cost                                    | 3    | 75,000                  | 75,000                  |
| Buildings and equipment at insurance value      | 3    | 1,353,160               | 1,269,461               |
|   |      | <u><b>1,430,473</b></u> | <u><b>1,347,074</b></u> |

Signed on behalf of all the trustees on 27th September 2022 :



Susan Livett



Fraser Patrick

# Notes to the accounts

## for the year ended 31 March 2022

### 1 - Basis of preparation

These accounts are prepared on a receipts and payments basis. The statement of Assets and Liabilities includes includes cash and investments at market value, land and stock for resale at historic purchase price and other assets at insurance / replacement value.

They include all the activities of Gravesham District, including Hopehill Scout Campsite, four Explorer Scout units, a Network Scout and Active Support units and the Clifford Allen Memorial Trust.

The thirteen Scout Groups in the District are separate charities and are not included.

### 2 - Clifford Allen Memorial Trust

|                            | This year<br>£ | Last year<br>£ |
|----------------------------|----------------|----------------|
| Market value at 1 April    | 529,763        | 429,597        |
| Grants to District         | -              | -              |
| Investment management fees | (5,383)        | (4,625)        |
| Net investment returns     | 29,849         | 104,791        |
| Market value at 31 March   | <u>554,229</u> | <u>529,763</u> |

This comprises Quoted Securities of £527,986 (last year - £505,341) and cash of £26,242 (last year £24,422)

### 3 - Property

The District owns the land and buildings at Hopehill Campsite and the land at Istead Rise Scout Hut. It gave up the lease at Chalk Scout Hut to Kent County Scouts during the year..

### 4 - Hopehill campsite

|                                | This year<br>£  | Last year<br>£  |
|--------------------------------|-----------------|-----------------|
| <i>Income</i>                  |                 |                 |
| Camp fees                      | 10,948          | (100)           |
| Building hire                  | 4,927           | -               |
| Site activities                | 1,673           | 48              |
| Tuck shop                      | 296             | -               |
| Insurance claim                | 10,000          | -               |
| Other                          | 41              | -               |
|                                | <u>27,885</u>   | <u>(52)</u>     |
| <i>Ongoing expenditure</i>     |                 |                 |
| Utilities                      | (11,453)        | (10,499)        |
| Insurance                      | (9,083)         | (8,025)         |
| Running costs                  | (25)            | (170)           |
| Activity maintenance           | (182)           | -               |
| Tuck shop                      | -               | -               |
| Cleaning                       | (2,910)         | (3,370)         |
| Maintenance                    | (3,923)         | (4,332)         |
| Ongoing equipment replacements | (1,054)         | -               |
| Insurance replacements         | (4,900)         | -               |
|                                | <u>(33,530)</u> | <u>(26,396)</u> |
| <i>Projects</i>                |                 |                 |
| Property improvements          | (24,933)        | (6,035)         |
|                                | <u>(30,578)</u> | <u>(32,483)</u> |

### 5 - Donations and Grants

|                                   | This year<br>£ | Last year<br>£ |
|-----------------------------------|----------------|----------------|
| COVID 19 restart / support grants | 16,000         | 60,479         |
| Other                             | 135            | 20             |
|                                   | <u>16,135</u>  | <u>60,499</u>  |

**Independent Examiner's Report  
to the Trustees of Gravesham District Scout Council  
(Registered Charity No, 303399)  
on accounts for the year ended 31<sup>st</sup> March 2022  
set out on pages 5 to 7**

I report to the trustees on my examination of the accounts of the above charity ("the District") for the year ended 31st March 2022.

**Responsibilities and basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

I report in respect of my examination of the District'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 which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounting records do not accord with source documentation and corroborating third party evidence e.g. bank statements, investment reports, invoices or insurance documents; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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. However appended to this report are some recommendations for the trustees to note and consider.



Kevin Tilson, FCA  
Meryka, Darenth Drive, Chalk, Gravesend DA12 4TA  
10<sup>th</sup> October 2022