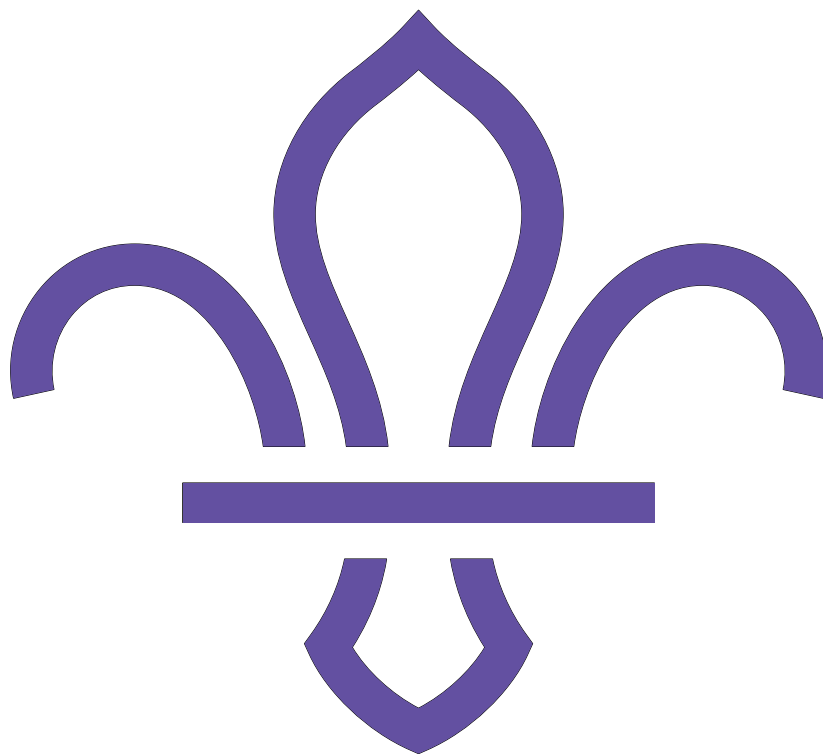




BRIGHTON & HOVE DISTRICT SCOUT COUNCIL



TRUSTEES' ANNUAL REPORT
1st January – 31st December 2021

REFERENCE & ADMINISTRATION DETAILS

Brighton & Hove District Scout Council

Registered Charity number 305826

Principal Address: 512 Falmer Road, Brighton, BN2 6LH

Names of the Charity trustees who manage the charity:

Trustee Name	Office (if any)	Dates acted if not for whole year
<i>Ex officio</i>		
Peter Elliff	Chairman	
Marcus Bennison	District Commissioner	
David Simon	Administrator - Secretary/Treasurer	
vacant	District Explorer Scout Commissioner	
vacant	District Scout Network Commissioner	
Daniel Markanday	District Youth Commissioner	

Nominated

Tim Thorley

Elected

Sarah James

Andrew Addison

Co-opted

Chris Denham Parkwood Sub-Committee

Right to attend

County Commissioner and County Chair

Sub Committees, to which the District Commissioner and District Chairman have the right to attend

Finance Sub-Committee

David Simon District Treasurer

Chris Denham Parkwood Treasurer

Clare Ashdown & Jacob Bloss

Parkwood Sub-Committee

Chair

Chris Denham Treasurer

John Cripps Bookings Secretary

Stephen Cropp, Chris Denham, Alison Denyer, Glen Downs, Neil Leggett, Derrick Payne, David Simon & Liz Wakeling

STRUCTURE, GOVERNANCE & MANAGEMENT

The governing documents of Brighton & Hove District Scout Council [herein referred to as The District] 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 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.

The District is managed by the District Executive Committee, the members of which are the charity trustees of the District Scout Council, which is an educational charity. As charity trustees, they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

The committee consists of three independent representatives, chair, secretary and treasurer, together with the District Commissioner and nominated, elected and co-opted members. It is intended that the committee is representative of Brighton & Hove Scouting – of sections, Groups and reflective of the range of members.

The District Executive Committee's role is to support the District Commissioner and his team of Commissioners and Advisers in meeting the responsibilities of their appointments, which are laid down by the Scout Association. The Executive Committee also advises the 15 Scout Groups registered at the census on 31st January 2021, some of which are registered independent charities in their own right. In particular it is responsible for finance and property issues. It appoints three sub-committees. The Finance Sub-Committee advises the Executive Committee and supports the District Treasurer on financial issues and may act within certain delegated limits. The Appointments Advisory Sub-Committee satisfies itself as to the suitability of applicants for Group or District appointments. The Parkwood Sub-Committee is responsible for the management of this property, within certain delegated powers. Other informal teams manage specific aspects of District affairs such as adult training and support for the training sections.

The Scout District's bankers are Metro Bank, One Southampton Row, London, WC1B 5HA. Jenny Robinson FCA of 209 Ladies Mile Road, Brighton, BN1 8TF independently examines the District accounts.

The District Executive Committee has identified the major risks to which they believe the District is exposed. These have been reviewed and systems have been established to mitigate against them. The main areas of concern which have been identified are:

- **Damage to building, property and equipment**

The District has sufficient buildings and contents insurance in place to mitigate against permanent loss.

- **Injury to leaders, helpers, supporters and members**

The District, through membership fees, contributes to the Scout Association's national accident policy. In addition, the District obtains additional cover for adults supporting District activities. Risk assessments are undertaken before all activities.

- **Reduced income**

The District is primarily reliant upon income from subscriptions. The District does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Executive committee could raise the value of subscriptions to increase the income to the District on an on-going basis, either temporarily or permanently.

- **Reduction or loss of leaders**

The District is totally reliant upon volunteers to run and administer the activities of the District. If there were a reduction in the number of leaders to an unacceptable level, there would have to be a contraction, consolidation or closure of activities. In the worst case scenario, the complete closure of the District.

- **Reduction or loss of members**

The District provides activities for all young people aged 5¾ to 24. If there were a reduction in membership in a particular section or the District as a whole, then there would have to be contraction, consolidation or closure of activities. In the worst-case scenario, the complete closure of the District.

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.

OBJECTIVES & ACTIVITIES

The aim of the Scout District, as part of the Scout Association, is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. 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;
- make and live by their Promise.

Scouting has an Equal Opportunities Policy and it has public benefit since it complements the formal education received by the young people who join it. 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 Scout District's overall objective is to encourage the development of Scouting in Brighton & Hove. It does this by supporting the District Commissioner and his team in ensuring that appropriate administrative and financial arrangements are in place to promote good practice in the Scout District and Groups. In particular it organises certain activities for the young people in the District, which are not provided at a more local level. It manages electronic communications to keep the community, volunteer adults and members informed of activities and developments.

The Parkwood Sub-Committee's objective is to manage the campsite and activity centre on a commercial basis for the benefit of Scouting. Within this overall objective the site endeavours to provide and improve facilities, particularly those which are attractive to Scouts, to encourage greater use. It also seeks to increase bookings from outside organisations at times when it is not being used by Scouts so as to maximise its income.

ACHIEVEMENTS & PERFORMANCE

We had hoped to start the year with an increase in membership following the slight decline reported in 2020. However, owing to the disruption caused by the global pandemic and the suspension of face-to-face Scouting, the District saw an overall decrease in membership of 23.5%, taking the District to 1,330 members. Whilst a decrease was seen in the number of adults and almost all of our sections, most notably, there was a significant decrease of 46.2% in the number of Beavers across the District. This was predominantly a result of the disruption caused by the global pandemic with groups deciding not to take on new members whilst face-to-face Scouting was suspended. Furthermore, we continue to see a number of sections running with barely enough leaders, with some adults continuing to cover multiple roles.

On a positive note, three Group Scout Leaders were appointed over the year, meaning that much needed time has been made available for members of the District Team who were covering these roles. On top of this, we have seen the successful completion of the first phase of our work on training compliance, with all members up to date with their mandatory training requirements.

Sadly, 29th Brighton Scout Group closed during 2021, although all remaining members were offered places at neighbouring groups. On top of this, an inventory of all remaining equipment was compiled, and most was passed on to groups around the District.

In line with the easing of restrictions, our focus shifted towards supporting adult volunteers to safely return to face-to-face Scouting. This was achieved by the majority of sections across the District, although a small number continued to deliver Scouting online via Zoom. It was great to see the return of exciting and well thought out programmes for our members, as well as a number of Nights Away opportunities.

With Parkwood re-opening, following work from the Parkwood crew to ensure the site was COVID-safe, we were pleased to see a return to business as usual throughout 2021. Significant upgrades were made to the sewage processing system as well as all electrical systems. Preparatory work for these projects were completed by the crew who continue to see an increase in volunteers. Thanks, from the District, go to all those who have been involved in the continual upgrade and development of the facilities at Parkwood.

And finally... thanks to all the leaders, administrators and other adults across the District who have worked hard this year to achieve a positive and safe return to face-to-face Scouting for the young people of Brighton & Hove. Without you, we really couldn't do it.

FINANCIAL REVIEW

The District's policy on reserves is to hold sufficient resources to continue the charitable activities of the District should income and fundraising activities fall short. The District Executive Committee considers that the District should retain a sum equivalent to 18 months running costs, circa £15,000 plus funds held by the Explorer Scout and Network sections, which can fluctuate between £5,000 and £30,000, depending on the activities being undertaken. These funds (£15,795 at the end of 2021) are raised by the members of these units and cannot be considered available for use by the District.

At the end of 2020, the District held reserves of £135,531, including the Explorer and Network funds. This balance is above the level required for operating expenses, but continued expenditure is planned at Parkwood to further development the site.

The District operates a break-even policy in relation to activities and requires the Parkwood Committee to request approval for larger, non-routine items of expenditure.

The District's income and expenditure is small and, as a consequence, has adopted a low risk strategy to the investment of its funds, which are held as cash using only mainstream banks or building societies.

The District Executive regularly monitors the levels of bank balances and the interest rates received to ensure the District obtains maximum value and income from its banking arrangements. Occasionally, this may involve using an account that requires a period of notice before funds may be withdrawn. Before making such deposits, the District Executive considers the cash flow requirements.

FUTURE PLANS

Following the significant decrease in membership over the last year, there will be a continued focus on supporting our existing volunteers to return fully to face-to-face Scouting. On top of this, we will further support adult recruitment across the District to ensure that we are able to meet the demand of Scouting from young people. It is hoped that the Regional Services Team will provide some additional support with areas for development identified from the upcoming census return. The main priority will continue to be finding Group Scout Leaders, alongside the restructuring and identification of new members to the District Team.

There will be a continued effort on ensuring that all adults remain compliant with their training and ongoing learning, whilst our main focus will now shift to the next phase where we will support those adults who need to complete a Wood Badge. Following this process, ongoing work will ensure that provision is available to provide all adults with the necessary resources to successfully complete their training requirements in a timely manner.

At Parkwood, work will continue to develop the site and provide significant upgrades which will enable the site to attract new business. This year will see the creation of a 5-year development plan with initial focus on car parking provision and further upgrades to its indoor facilities. The site will also look to increase the number of bookings throughout the year through additional publicity and open day events.

Above all, we will continue to support our existing volunteers to cope with the demand from young people across Brighton & Hove and will hope to see a significant increase in membership throughout the year.

DECLARATION

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:



Name(s) Peter Elliff
Position District Chair
Date 29th October 2022



Marcus Bennison
District Commissioner
29th October 2022

Receipts and Payments Accounts for the year ending 31st December 2021

	Unrestricted funds	2021	2020
	£	£	£
RECEIPTS			
Net membership fees	7,647	7,647	10,155
Activities	30	30	1,465
Badge sales	206	206	72
Gift Aid	2,393	2,393	2,590
Fund raising	595	595	-
Donations	250	250	-
Grants	40,042	40,042	16,334
Bounce Back Loan	20,000	20,000	-
Closure of 54 th Brighton	-	-	81
Closure of 55 th Brighton	-	-	1,800
Closure of 5 th Hove	-	-	38,304
Closure of 29 th Brighton	22,377	22,377	-
Sub-total	93,540	93,540	70,801
 District sections			
Net subscriptions	4,442	4,442	6,001
Activities	1,933	1,933	1,885
Fundraising	800	800	305
Scarves, badges, etc.	5	5	1
Other	100	100	-
Sub-total	7,280	7,280	8,192
 Parkwood			
Campsite fees	33,512	33,512	8,656
Souvenir sales	222	222	152
Donations	4,089	4,089	1,435
Sub-total	37,822	37,822	10,243
 Hove Building			
Lets	4,640	4,640	-
 Investment income			
Interest received	1	1	5
 Total receipts	143,283	143,283	89,241
 PAYMENTS			
Activities	1,371	1,371	1,970
Equipment	-	-	75
Badges	738	738	-
Administration	4,782	4,782	5,078
Insurance	1,349	1,349	875
Closure of 29 th Brighton	350	350	-
Sub-total	8,590	8,590	7,998

District sections			
Activities	5,048	5,048	5,968
Rent	1,140	1,140	1,145
Equipment	315	315	2,628
Scarves, badges, etc.	737	737	408
Sub-total	7,240	7,240	10,149
Parkwood			
Maintenance	2,606	2,606	1,064
Development	42,087	42,087	6,777
Utilities	5,126	5,126	9,488
Insurance	2,384	2,384	1,245
Equipment/Consumables	2,558	2,558	1,258
Souvenirs stock	65	65	-
Administration	198	198	201
Other	100	100	81
Sub-total	55,124	55,124	20,112
Hove Building			
Hove Building refurbishment	6,020	6,020	42,293
Rent	350	350	175
Utilities	391	391	448
Maintenance	972	972	148
Sub-total	7,732	7,732	43,064
Total payments	78,686	78,686	81,323
Net of receipts/(payments)	64,597	64,597	7,918
Funds brought forward	70,934	70,934	63,017
Funds carried forward	135,531	135,531	70,934

Statement of Assets and Liabilities at 31st December 2021

	Unrestricted funds	Total 2021	Total 2020
Cash funds	£	£	£
Cash at bank and in hand	135,531	135,531	70,934
Liabilities			
Bounce Back Loan	(20,000)	(20,000)	-
Net assets at 31st December	115,531	115,531	70,934


Notes

- The trustees have taken the decision not to include the value of assets within the accounts, as it can suggest that the District has more money available than it does. The majority of the District's assets are low value items of equipment. However, there is Parkwood.


Parkwood has enormous value to the District, both for the outdoor activities it allows us to provide for young people and its income generation, but it is not a realisable cash asset. The current value of Parkwood is in the region of £2,300,000. This will be reviewed in three years' time.

Approved and signed on behalf of all the trustees

Marcus Bennison:



Peter Elliff:



Date of approval: 29th October 2022

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BRIGHTON & HOVE DISTRICT SCOUT COUNCIL

I report on the accounts of the Trust for the year ended 31st December 2021, which are set out on pages 7 to 8.

Respective responsibilities of trustees and 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 Commission (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 report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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 account records in accordance with section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.



Jenny Robinson FCA
209 Ladies Mile Road
Brighton
BN1 8TF

Dated: 2nd October 2022

ADDRESSES OF SENIOR DISTRICT OFFICERS

District Commissioner	Marcus Bennison 64 King George VI Mansions Hove BN3 7QX	07872 075795 marcus.bennison@icloud.com
District Chair	Peter Elliff 66 Overhill Drive Brighton BN1 8WJ	01273 501852 pje66@me.com
District Administrator Secretary & Treasurer	David Simon 512 Falmer Road Brighton BN2 6LH	01273 309885 david.simon@ntlworld.com

WOOD BADGES AWARDED IN 2021

Tricia Awcock	Beaver Scout Leader, 14 th Hove
Ben Boyes	Assistant Explorer Scout Leader, Hove Actually ESU
Sarah Clark	Beaver Scout Leader, 42 nd Brighton
John Cripps	Assistant Group Scout Leader, 14 th Brighton
Jonno Earl	Assistant Scout Leader, 6 th Hove
Alison Hampton	Assistant Beaver Scout Leader, 23 rd Brighton
Gareth Johnson	Assistant Explorer Scout Leader, Three Deans ESU
Caroline Perrin	District Cub Scout Leader
Martin Piggott	Assistant Cub Scout Leader, 42 nd Brighton
Lesley Smith	District Beaver Scout Leader
Paul Stone	District Cub Scout Leader
Katie Suter	Scout Leader, 1 st Hove
Liz Wakeling	District Scout Active Support Manager