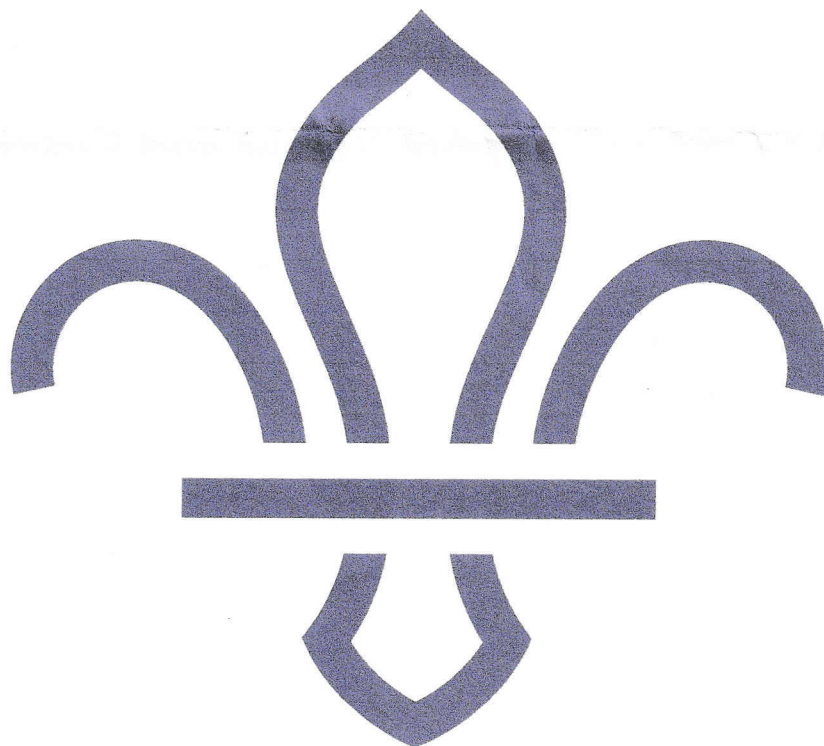




BRIGHTON & HOVE DISTRICT SCOUT COUNCIL



TRUSTEES' ANNUAL REPORT
1st January – 31st December 2023

REFERENCE & ADMINISTRATION DETAILS

Brighton & Hove District Scout Council

Registered Charity number 305826

Principal Address: 66 Overhill Drive, Patcham, Brighton, BN1 8WJ

Names of the Charity trustees who manage the charity:

Trustee Name	Office (if any)	Dates acted if not for whole year
Ex officio		
Peter Elliff	Chairman	
Chris Denham	Acting District Commissioner	
Vacant	District Secretary	
Vacant	District treasurer	
Glen Downs	District Explorer Scout Commissioner	From 01/08/23
vacant	District Scout Network Commissioner	
Rose Fisher	District Youth Commissioner	From 01/12/23

Nominated

Tim Thorley

Elected

Andrew Addison, Anne Claxton

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

Parkwood Sub-Committee

Chair

Chris Denham Treasurer

John Cripps Bookings Secretary

Stephen Cropp, Chris Denham, Alison Denyer, Glen Downs, Neil Leggett, Derrick Payne & 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. (Now known as the District Trustee Board), 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 December 2023, some of which are registered independent charities. In particular it is responsible for finance and property issues. It appoints three sub-committees. 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 person approval 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

2023 brought a series of highs and lows for Brighton and Hove scouting. Groups and sections were able to get back to delivering exciting opportunities for the young people including summer camps. The numbers were down sadly due to a loss of leaders again with youth numbers falling below 1000 for the first time in a decade. We do see several sections running with barely enough young people, leaders and many leaders having multiple roles.

The main high for 2023 was the coming together of the Beavers and Cubs for their District camp followed a fortnight later with the Scouts and Explorers. The first camp saw over 400 youth come together and the second over 200. They were a great success and our thanks for the H amount of hard work put in by the organising committee which were not helped by the weather for the Scouts and Explorer camp when activities had to be changed at the last minute due to high winds.

Parkwood had another busy year and income grew steadily. Our thanks go to the crew who keep the place running despite the extra usage. Work was started on a Traverse Wall due to open in Summer 2024 and plans drawn up for a Hammock Village area.

And finally... thanks to all the leaders, administrators and other adults across the District who have worked hard this year to keep us moving forward.

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 (£18,592.04 at the end of 2023) are raised by the members of these units and cannot be considered available for use by the District.

At the end of 2023, the District held reserves of £205028.25, 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

Our efforts going forward must be on supporting our current leaders and adult supporters. We have set up our own training team to deliver more First Response courses in 2023 than ever before. A substantial legacy was received in 2022 from the Estate of Reuben Whiting who for many years was a scouter at 29th Brighton but also held the post of ADC Adult Training so some of this will be spent on further improving and increasing the training we offer to leaders. The Regional Services Team has identified several groups they wish to work with and plan to assist in generating growth.

We will also use this legacy to boost our visibility in the communities we serve so we can attract and keep new leaders and volunteers. Existing leaders were encouraged to gain their Wood Badge in 2023 before the introduction of a new Training framework by HQ in 2024.

We have a 5 Year Development plan for Parkwood which will see new heating throughout the complex next year as well as upgrading the current activities and plans are moving forward on some new ones.

Work is also gathering pace to see the development of a new website for the District which will go live in 2024.

Above all, we will continue to support our existing volunteers to cope with the demand from young people across the City and hope to see an increase in membership especially in adults in 2024.

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 Chairman
Date



Chris Denham
Deputy District Commissioner

Receipts and Payments Accounts for the year ending 31st December 2023

	Unrestricted funds	2023	2022
	£	£	£
RECEIPTS			
Net membership fees	10,144.00	10,144	8,018
Activities	22,157.34	22,157	5,077
Badge sales	12	12	320
Gift Aid	2,294.21	2,294	2,206
Fund raising	52.10	52	62
Donations	21.76	22	48,290
Grants	-	-	3,080
Bounce Back Loan	-	-	-
	-	-	-
Sub-total	34,681.41	34,681	67,052
 District sections			
Net subscriptions	2,750.90	2,751	5,631
Activities	3,384.11	3,384	5,708
Fundraising	294.55	294	0
Scarves, badges, etc.	-	-	5
Other	-	-	0
Sub-total	6,429.56	6,429	11,344
 Parkwood			
Campsite fees	57,166.56	57,167	63,076
Souvenir sales	1,060.89	1,061	1,689
Donations	1,048.63	1,048	1,361
Sub-total	59,276.08	59,276	66,125
 Hove Building			
Lets	5,385.03	5,385	6,005
 Investment income			
Interest received	142.12	142	13
 Total receipts	105,914.20	105,914	150,539
 PAYMENTS			
Activities	31,107.53	31,107	5,124
Equipment	1,489.87	1,490	-
Badges	180.00	180	0
Administration	2,301.90	2,302	6,741
Insurance	1,557.90	1,558	1,394
Computing and PR	1,020.00	1,020	573
	-	-	-
Sub-total	37,657.20	37,657	13,833

District sections				
Activities	7,141.45	7,141	12,295	
Rent	725.00	725	1,620	
Equipment	683.98	684	287	
Scarves, badges, etc.	-	-	213	
Kandersteg trip	-	-	3,040	
Sub-total	8,550.43	8,550	17,455	
Parkwood				
Maintenance	9,579.93	9,579	4,830	
Development	10,066.50	10,067	27,657	
Utilities & Rates	12,962.51	12,963	6,289	
Insurance	3,410.12	3,410	2,512	
Equipment/Consumables	3,894.15	3,894	5,374	
Sales stock	809.95	810	544	
Booking system	144.00	144	144	
Cleaning	2,393.44	2,393	1,798	
Bounce Back Loan repayment	4,259.40	4,259	3,550	
Other	-	-	-	
Sub-total	47,520.00	47,520	52,699	
Hove Building				
Hove Building refurbishment	-	-	-	
Rent	350.00	350	350	
Utilities	2,301.16	2,301	2,373	
Maintenance	1,455.00	1,455	2,151	
Sub-total	4,106.16	4,106	4,874	
Total payments	97,833.79	97,833	88,861	
Net of receipts/(payments)	8,080.41	8,080	61,678	
Funds brought forward	197,209.50	197,209	135,531	
Funds carried forward	205,289.91	205,289	197,210	

Statement of Assets and Liabilities at 31st December 2023

	Unrestricted funds	Total 2023	Total 2022
Cash funds	£	£	£
Cash at bank and in hand	205,289.91	205,289	197,210
Liabilities			
Bounce Back Loan	(12,953.81)	(12,953)	(16,827)
Net assets at 31st December	192,336.10	192,336	180,373

Notes

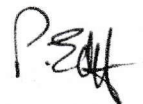
- The trustees have taken the decision not to include the value of assets within the accounts, as it can suggest that the District has more money available than it does. The majority of the District's assets are low value items of equipment. However, there is Parkwood.

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 two years' time.

Approved and signed on behalf of all the trustees

District Chairman

Peter Elliff:



Date of approval: 22/06/2024

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 2023, 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.


Keith John Denham *Flea*

KJD

23/10/2024
Dated:

31 Deepdale Road
Belpher
Derbyshire
DE56 1HQ

ADDRESSES OF SENIOR DISTRICT OFFICERS

District Chair	Peter Elliff 66 Overhill Drive Brighton BN1 8WJ	01273 501852 pje66@me.com
Deputy District Commissioner	Chris Denham 6 Truleigh Close Brighton BN2 6TS	01273 307449 chrisdenham@brightonandhove scouts.org.uk
Deputy District Commissioner	Fiona Downs Pyecombe House London Road Pyecombe BN45 7ED	Fiona@pyecombehouse.co.uk
District Secretary	XXX XXX XXX	XXX XXX
District Treasurer	XXX XXX XXX	XXX XXX