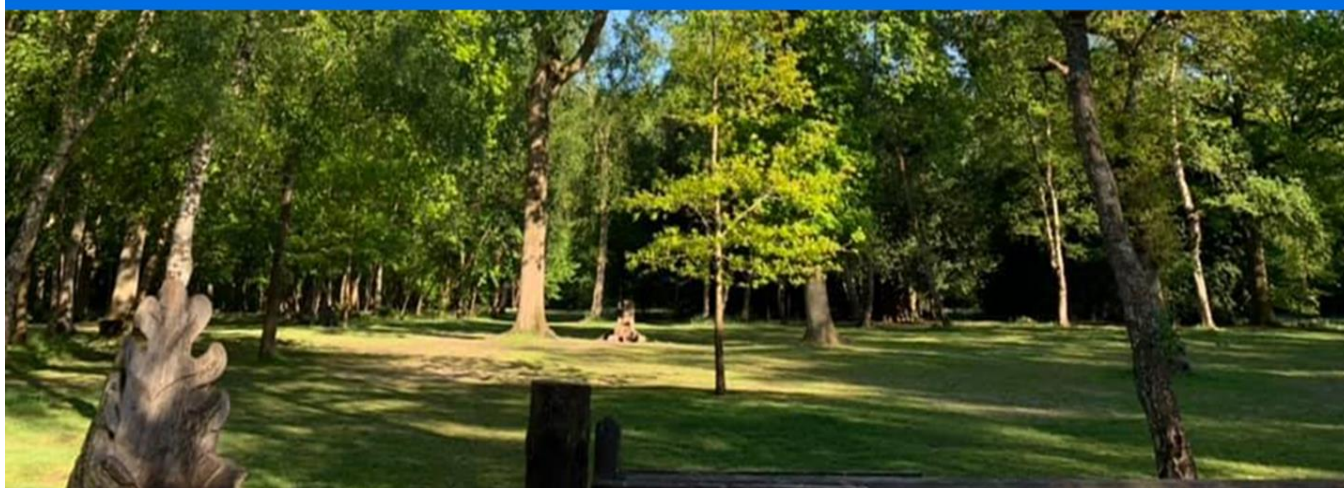


Lees Wood Camp Site Chandlers Cross



LEES WOOD CAMPSITE: ANNUAL REPORT 2020



Lees Wood Camp Site

Is a charity which operates as "Lees Wood Scout and Guide Activity Centre" situated on land known as "Lees Wood" at Fir Tree Hill, Chandler's Cross, near Rickmansworth in the county of Hertfordshire. The land comprises 17.34 hectares (47 Acres) of woodland and is freehold property jointly owned by the District Scout Councils of Watford North and Watford South, the adjoining field purchased in 2010 is owned by the charity 'Lees Wood Campsite' and brings the total freehold area of the whole site to approximately 70 acres.

The charity operates according to the Policy, Organisation and Rules of both 'The Scout Association' and 'The Guide Association'.

SECRETARY: Mrs. B. Newlan, 5 Cowper Court, The Harebreaks, Watford, WD24 6NW

BOOKING SECRETARY: Mrs. S. Leach, 21 Denmark Street, Watford WD17 4YA

MANAGEMENT COMMITTEE (2020)

G. RAVEN (Camp Warden)

G. FARTHING (Chairman)

Mrs. B. NEWLAN/ J WRIGHT (Minute Secretary)

Miss A. SMALL (Treasurer)

R. NEWLAN Replaced by S Mawhinney

(following WN AGM) nominated by Watford North

I. RANCE nominated by Watford North

Vacant - nominated by Watford South

J. WRIGHT nominated by Watford South

J. BANKS nominated by Girlguiding South West Herts

L. TOWNLEY nominated by Girlguiding South West Herts

CO-OPT MEMBERS

Ian Leach, Roger Sands and Erin Walsh

CHARITY TRUSTEES

The two District Commissioners and District Chairmen of Watford North, and Watford South Scout Districts and the Girlguiding South West Herts Division Commissioner are the Charity Trustees and as such are ex-officio members of the Lees Wood Campsite Management Committee.

CUSTODIAN TRUSTEES

The Scout Association Trust Corporation,
Gilwell Park Chingford London E4 7QW

BANKERS

CAF Bank Limited
25 Kings Hill, West Malling, Kent ME19 4JQ

INDEPENDENT EXAMINER

TaxAssist Accountants
117 High Street, Chesham,
Buckinghamshire HP5 1DE

<http://www.leeswood.org.uk>

CHAIRMAN'S REPORT 2020.

Aims and Organisation.

The aim of Lees Wood Campsite is to help the aims of both Scouting and Guiding to promote the development of young people in achieving their full physical, intellectual, social and spiritual potential as individuals, as responsible citizens and as members of their local, national and international communities.

This is achieved by providing a well-managed, secure and attractive woodland environment enabling the campers (our customers) to obtain maximum benefit from their visits, and by creating a welcoming atmosphere to which they wish to return.

Review of Progress and Achievements for 2020.

This is my first report as Chairman having taken over the Chair in March 2020 (the month scheduled for the AGM although deferred to the Autumn). It was our intention to publicly thank my predecessor David Sands for the long years of service given to Lees Wood however, this did not prove possible due the unfolding of events gripping the world.

This is certainly NOT the report I anticipated writing, whilst the year 2020 did not start with the water issues of 2019 it certainly did bring its own challenges with the arrival of COVID 19. Effectively the first thing we had to do was to close the Woods. This was hoped to be for a short time hence originally deferring last year's AGM.

Following governmental national instructions and those of Scouting England, the Woods was closed to all comers including crews, activity instructors and the committee (I am yet to hold a meeting within the Woods, with all meetings being online). We have had to turn down regular offers of help to maintain the Woods from users/crews for which we are grateful, but we have been unable to accept these and stay within regulations.

We have been blessed in the commitment of our Warden Graham and his small core team (in compliance with Covid regulations) who have been on site to carry out maintenance and provide security 24/7, effectively for a year now. In some respects, a year of not using the site has allowed our popular camp pitches and heavily used areas a chance to recover. The efforts of the team are very much appreciated by the Management Committee and I am sure all users. I also would like to thank those in an administrative role who have continued to volunteer their time to support the Woods.

I can assure you all that your contributions into the review to create our strategy for the forthcoming years has not been forgotten. Although deferred to a greater extent while in lockdown. Early 2020 before lockdown we were actively looking at the booking process, information we provide to you to simplify the process, although we will not lose the personal touch. You will be able to speak to someone not just an automated response. Proof of concept trials of allowing card payment in the Provider were under way. We

will now need to see what the new “normal” is before committing to capital improvement but staying within our ethos of a greenfield low-key user-friendly site.

As a team we were pleased and proud as a site to be able to make three Covid safe areas of green space available to you in the Autumn. To help, to get your members outside again. Thank you for your feedback, we did make changes e.g., putting in extra lighting raising the tree canopy in some areas. Regrettably, we had to close again as the second wave hit. Next time we are able to reopen in this limited way the nights should be drawing out giving you more scope for your activities. As far as I am aware Lees Wood is the only site in the County that has been able to open to offer this facility in 2020.

Lees Wood was approached by an animal sanctuary at the end of the year to see if we would consider being a release site for animals e.g., wild birds, deer etc post medical treatment, to which we have agreed. Fitting in with Lees Wood and I believe Guiding and Scouting ethos. At the time of writing, we are awaiting the first tranche of animals for rehabilitation. This will not interfere with the operation of Lees Wood as a campsite. So next time you visit you may see some new birds, different types of deer etc. Providing they have not taken themselves off outside of our boundaries.

Rest assured we will do everything within our power throughout the virus and its control to ensure there is Campsite and Activities ready and waiting for to come back to.

Hope to see you all soon in better times at Lees Wood.

Graham Farthing
Chairman.

Wardens Report 2020

Where do we begin to report on a year that nearly everyone wishes to forget ?

2020 started just as every other year has , with lots of bookings coming in and my team and I looking forward another great year welcoming old and new customers and helping them to create great experiences and forge great memories for themselves and their young people . Sadly, this was not to be , the Pandemic took over our lives and forced us into a new way of living , without the ability to mix and socialise on the scale that we had done before , so Lees Wood along with many others was forced to close and temporarily forego its primary function in providing a safe outdoor space for youngsters and adults alike .

Luckily for Lees Wood we have very dedicated core team of volunteers ,to whom I am greatly indebted , who, during the Lockdown were able to continue working within the acceptable framework of the legislation and continued to provide the all important on site security and early warning system necessary to keep the Lees Wood site safe from intruders and to continue the heavy maintenance schedule which doesn't stop just because the site is closed .

With the likelihood that the site would remain without paying visitors for some time , we had to face the fact that our revenue stream would be severely disrupted for the whole year, so our planned expenditure was cancelled and our budgets realigned to meet the obvious threat and our spend restricted to projects already underway and to emergency or essential outlay only .

As the year progressed , it was clear that at some stage the restrictions would be lifted enabling us some limited reopening , so the team started working early on a plan for just such an event, without knowing when or what restrictions might be lifted . By starting the planning early we were able to “cut and paste” the developing plan together when it became clearer how we would be able to operate and this enabled us to get ahead of the curve and reopen the site safely for short periods from the 28th of September . Sadly this was to prove short lived as the next Lockdown came into force some few weeks later , since which time the site has remained closed .

Although 2020 has not gone to plan, it has been a positive year of fundamental change and reinvention. Whatever we considered normal activity is no longer such and as so many people have had to change the way they live and operate in their daily lives so have we, we have had to learn to adapt and overcome , to see opportunity in the face of adversity , to find those strengths in our people that we didn't previously know about and to have the strength of character to carry on regardless .

2021 has already started and hopefully we are starting to see light at the end of a long tunnel . Our plans are already in place and reopening is already starting to happen. Our visitors are starting to book their time with us again and hopefully by the middle of the Summer we should see some people camping and staying overnight . What you can be sure of, is that when the time comes for them to return , we will be ready to receive them , just as we did before this all began and hopefully everyone can look forward to a much more positive and fulfilling year.

Graham Raven
Warden

TREASURERS REPORT 2020

The Accounts have been drawn up on a 'receipts and payments' basis consistent with previous years. The Trustees of the Charity as at the 31st December 2020 are the Chairmen and District Commissioners of the Watford North and Watford South Scout Districts and the Girlguiding South West Herts Division Commissioner. "Lees Wood Camp Site" will be referred to as "the Charity" in these notes. The trading name of the Charity is "Lees Wood Scout and Guide Activity Centre".

The property is owned jointly by the Watford North and Watford South districts and not the charity. The value of the freehold site will therefore be an asset in each district's own accounts. However, the field does belong to the Charity and is included in our assets at purchase price.

2020 was a year that no one was expecting, and all of our lives have been very different.

The Charity's main income is normally raised by fees paid by Scout/Guide campers for outdoor and indoor accommodation however this was very small as the site was closed for most of the year. Fortunately, we did qualify for a Government Covid grant of £25,000.

The Charity's outgoings are kept to a minimum consistent with the maintenance of a good and safe campsite. Running costs including utilities, insurance and admin were mostly covered by the Government Covid grant that we received.

On a personal note I would like to express my sincere thanks to Shirley Leach for the great job that she does and to the Management Committee and other volunteers for their continued help and support. This site and its success is due to the hard work of volunteers, thanks to all of them.

Amanda Small - Treasurer

Lees Wood - Management Accounts at 31/12/2020						
Summary						
	2019		2020		budget 2020	per centage
Income	£65,582.35		£30,962.40		£62,325.00	50%
Expenditure	-£69,013.59		-£35,791.62		-£67,430.00	53%
Trading	-£3,421.24		-£4,829.22		-£5,105.00	95%
Corner Field	£0.00		£0.00			
Capital Expenditure & Major Repair	-£13,243.64		-£3,770.00		-£3,000.00	126%
Excess/(deficit)	-£16,674.88		-£8,599.22		-£8,105.00	106%
B fwd	£90,470.23		£73,795.35			
total	£73,795.35		£65,196.13			
Represented by	2019		2019			
CafBank (Site Account)	£1,200.00		-£1,810.38			
CafBank (Providore Account)	£0.00		£0.00			
CafBank (Gold Account)	£69,901.26		£64,168.49			
Cash in Hand re site	£433.94		£46.35			
Cash in Hand re Provi	£52.00		£83.50			
Cash in Hand re Active Support	£0.00		£0.00			
Providore Stock	£2,208.15		£2,708.17			
Accrual re water	£0.00		£0.00			
	£73,795.35		£65,196.13			
Income Details						
	2019	2019	2020	2020	budget 2020	per centage
Facility Usage						
Camping Fees	£26,766.00		£1,852.25		£20,825.00	9%
Deposits	£1,694.00					
Flight Oaks	£7,205.00		£1,280.00		£9,500.00	13%
Deposits	£900.00					
Beeches	£5,520.00		£270.00		£9,000.00	3%
Deposits	£1,250.00					
Cabin	£700.00		£65.00		£1,300.00	5%
Archery Range	£2,045.00		£210.00		£2,750.00	8%
Bouldering Wall	£1,640.00		£110.00		£2,200.00	5%
Car track rental	£300.00		£500.00		£500.00	100%
Climbing Wall	£1,440.00		£55.00		£2,200.00	3%
Crossbows	£202.50				£300.00	0%
Equipment Hire	£200.00					
Shooting Range	£2,410.00		£110.00		£2,750.00	4%
Slackline	£45.00		£10.00		£100.00	10%
Games	£110.00					
Go Karts	£1,125.00		£55.00		£1,100.00	5%
Misc	£1,111.50					
Total		£54,664.00		£4,517.25		
Vending						
Providore Takings	£6,140.80		£576.82		£7,000.00	8%
Providore Stock Increase			£583.91			
Total		£6,140.80		£1,160.73		
Utility Usage						
Electricity coin meter	£506.00		£5.00		£500.00	1%
Total		£506.00		£5.00		
Events						
Carols Round the Campfire	£46.32					
Fireworks	£1,365.33					
Activity Day	£2,590.00				£2,000.00	0%
Total		£4,001.65		£0.00		
Grants & Donations						
Sundry Donations	£167.50		£201.99			
Total		£167.50		£201.99		
Investment Income						
Gold High Interest A/C	£102.40		£57.15			
Total		£102.40		£57.15	£100.00	57%
Miscellaneous						
Crew Dinner						
Herts Scout Lottery			£20.28			
Three River DC Covid Grant			£25,000.00			
Sundries					£200.00	0%
Total		£0.00		£25,020.28		
TOTAL INCOME		£65,582.35		£30,962.40	£62,325.00	50%

Expenditure Details						
	2019	2019	2020	2020	budget 2020	% of Budget
Site						
Archery	£725.75		£159.85		£500.00	32%
Climbing wall					£1,000.00	0%
Consumables	£2,838.45		£954.93		£2,500.00	38%
General Maintainance	£4,089.97		£3,626.00		£5,000.00	73%
Shooting range			£560.00		£500.00	112%
Staff expenses	£2,587.77		£1,403.19		£3,500.00	40%
Veolia ES (UK) Ltd (skip)	£2,382.97		£830.69		£2,500.00	33%
Washing & Cleaning	£2,259.35		£370.37		£2,500.00	15%
Hygiene Services	£1,188.00		£297.00		£1,500.00	20%
Go Karts					£250.00	0%
Bouldering Wall					£250.00	0%
Slackline					£100.00	0%
Nature Trail						
Total		£16,072.26		£8,202.03		
Utilities						
Gas	£1,540.27		£2,303.28		£2,200.00	105%
Electricity	£8,509.84		£9,133.98		£8,500.00	107%
Telephone	£989.61		£688.53		£850.00	81%
Water	£16,566.81		£3,094.32		£10,620.00	29%
Rates	£1,810.43				£2,000.00	0%
Total		£29,416.96		£15,220.11		
Insurances						
Buildings & contents	£8,818.78		£9,090.07			
Motor vehicles	£515.20		£758.42			
Personal Acc & Medical	£50.40		£50.40			
Public Liability	£504.00		£524.00			
Total		£9,888.38		£10,422.89	£11,000.00	95%
Administration						
Accountancy Fees	£600.00		£600.00		£650.00	92%
Advertising						
Bank Interest and Charges	£70.00		£80.00			
Sum Up charges			£22.80			
Ass of Scout & Guide Activity	£50.00					
Postage	£179.76		£30.36		£200.00	15%
Shooting Licence (NRSA)						
Stationery	£50.84		£275.96		£400.00	69%
TV Licence	£154.50		£157.50		£160.00	98%
Website hosting & maint			£166.69		£250.00	67%
Total		£1,105.10		£1,333.31		
Events						
Activity Day	£1,722.56				£2,500.00	0%
Fireworks Display	£3,575.05					
Carols Round the Campfire	£77.14					
Green Beret	£2,493.71					
Total		£7,868.46		£0.00		
Vending						
Providore purchases	£3,689.12		£529.39		£7,000.00	8%
Providore stock used	£870.62		£83.89			
Total		£4,559.74		£613.28		
Miscellaneous						
ID card printer						
Crew Dinner	£102.69					
Active Support Expenditure						
Training					£1,000.00	0%
Total		£102.69		£0.00		
Total Payments		£69,013.59		£35,791.62	£67,430.00	53%
Capital Expenditure & Major Repair						
Fire Detection & Alarm System	£1,300.33					
CCTV					£3,000.00	0%
Mower replacement			£3,770.00			
Water to Les Willis	£2,660.00					
Providore refurb	£7,508.36					
Website	£582.75					
Defib	£1,192.20					
Total		£13,243.64		£3,770.00	£3,000.00	126%
TOTAL EXPENDITURE		£82,257.23		£39,561.62	£70,430.00	56%

Fixed Assets as at the 31st December, 2020

Guidance figures for the following have been assessed as follows:

1. From the insured values, which were re-valued professionally in 2002 and the figures are index linked
2. The land is owned jointly by the Watford North and Watford South District Scout councils and is not an asset of Lees Wood Camp Site.
3. The new field is valued at the purchase price in 2010 and is the property of Lees Wood Camp Site

	Value	Contents & Equipment
Freehold Property known as the field	£75,000	
Buildings and equipment:		
Camp office and crew quarters	£75,462	£8,479
Flight Oaks' & back lodge	£254,700	£12,114
Toilet block	£113,196	£1,407
Store hut and workshop	£47,162	£8,479
Providore & staff quarters (excluding stock)	£15,088	£6,340
Standing timber	£29,188	£0
Climbing wall	£7,543	£0
Garage excluding vehicles	£9,429	£6,298
Beech Wood Building 1	£75,462	£6,661
Beech Wood Building 2	£18,860	£0
Toilet block 2 (Adjacent to car park)	£17,747	£0
Les Willis Hut	£12,000	£3,000
Beech Wood Building 3 (Toilet)	£3,494	£0
Bouldering Box	£2,000	£500
Beaver Fort	£2,000	
New Storage Containers	£4,308	£500
Motor vehicles (Site use only): -		
Fordson Tractor reg FJH9C		£1,000
Westwood Mini Tractor		£250
McAlister Mower Sit on		£1,200
John Deere mower		£3,770
Siromer A3C 304 Tractor		£13,214
Fire Safety Equipment		£2,000
	<hr/>	<hr/>
	£762,639	£75,212


Liabilities (due within one year)

There are no liabilities due within one year.

Liabilities due over more than one year and contingent liabilities.

There are no long term or contingent liabilities.

This Report and Accounts were approved by the Management Committee, subject to Independent Examination, at Lees Wood on the 10th March 2021 and signed on their behalf by

 Graham Farthing, Chairman

Independent examiner's report to the trustees of Lees Wood Campsite (RCN: 810314)

I report on the accounts of Lees Wood Campsite for the year ended 31 December 2020, which are set out on pages 7 to 9.

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 Commission. 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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 accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Amir Joshi

Amit Joshi FCCA

12 April 2021

P TaxAssist Accountants
117 High Street, Chesham,
Buckinghamshire, HP5 1DE

T 01494 778 900
E amijoshi@taxassist.co.uk
W www.taxassist.co.uk/chesham

P TaxAssist Accountants
25 Lawn Lane, Hemel Hempstead,
Hertfordshire, HP3 9HH

T 01442 268 000
E amijoshi@taxassist.co.uk
W www.taxassist.co.uk/hemel Hempstead

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Director: Amit Joshi, FCCA
Registered in United Kingdom.
Company No.08671550
VAT Reg No.123 0106 83