

## Lees Wood Camp Site Chandlers Cross



**LEES WOOD CAMPSITE: REPORTS AGM 2022**





# 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: Mr I. Leach, 21 Denmark Street, Watford WD17 4YA

## MANAGEMENT COMMITTEE (2021)

G. RAVEN (Camp Warden)

G. FARTHING (Chairman)

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

Miss A. SMALL (Treasurer)

S Mawhinney nominated by Watford North

Vacant nominated by Watford North

D Fayer - 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, and Roger Sands

## 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 2021.**

### **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 2021.**

This is my second report as Chairman as with 2020 Covid continued to intrude into Lees Wood life as an active Campsite for Guides and Scouts. It has become our normal environment for the site operation with controls and systems being well established.

I believe what Lees Wood has been able to offer within Government, Scouting and Guiding has been positive and a step forward over 2020.

Indeed, not least this is the first time I have been able to invite you all to attend our AGM on site face to face with the last two AGMs being online.

Lees Wood have again been able to offer as a site three Covid safe areas of green space available to you to run your section meeting, in a safe environment during the evenings and the day at weekends. To help, to get your members outside again.

In addition, we have been able to welcome back campers to the site and visitors back to our buildings although on a restricted basis when regulations allowed. In a similar manner service crews restarted at the end of the year.

None of this will be possible without the continuing commitment of our Warden Graham Raven and his small core team (in compliance with Covid regulations) who have been on site to undertake maintenance and provide security 24/7, effectively for two years now.

As a result of limited usage and ground care undertaken by Graham and his team the camp pitches and grounds are the best condition I have seen.

The Management Committee very much appreciates the efforts of the team, as I am sure all users are. I also would like to thank those in an administrative role who have continued to volunteer their time to support the Woods often working unseen in the background.

In last year's report I spoke of how we were starting to actively look at the booking process as requested by you to overhaul the process. To provide to you the client, with a simplified process, showing what sites are potentially available and to submit booking requests. However, we are aware we must not lose the personal touch not being totally driven by automated response. A new system went live at the turn of the

year through Hallmaster. You can be access It through Lees Wood Web site ( <http://leeswood.org.uk> ) on the "Book with us" tab. Indeed, many of you are already successfully using it.

We are well aware that our buildings have seen better days and need replacing or a major refurb. With this in mind we have reviewed the state of our buildings, the one in greatest need is the Crew / Office building. It is early days, but we have consulted with Crews, created a Sub committee for the Build and are in the process of establishing a Funding committee (to raise the capital to pay for it). The new building will be environmentally friendly with a low carbon footprint and look like it belongs within the Woods. I am grateful to the Committee who have sourced and approached people with the required skills, and for them stepping forward to join us on our journey.

The outlook is looking better at the point I am writing this than it did a year ago. We are moving forward.

Hope to see you all back at Lees Wood soon.

Graham Farthing

Chairman.

## **Wardens Report 2021**

2021, might have seemed to many, as yet another year of disruption and disappointment. For us however, although our site was severely affected by still more restrictions and uncertainty, we managed to overcome the doom and gloom by engaging ourselves in the positivity of a return to some sort of normality. The risk assessments and protocols we had worked so hard in developing throughout the first lockdown, stood us in good stead for when we were able to reopen the site last summer, as all had been written to be able to encompass any future changes to legislation with little change or impact.

When we were able to welcome back limited numbers of overnight residential visitors, a few bookings were already in place and although the general feeling was that there wasn't going to be a great appetite for residential service due to the "half occupancy rule", we did see a few regulars return for camping, which although not generating a great deal of income, was a huge boost to our morale after yet another very slow Winter.

Moving on, we also started on our plans for redevelopment, with some "Activity" projects underway, which annoyingly had to be curtailed during the later part of the year due to the weather, these however should be close to completion as the summer draws closer. More on "Development" is yet to come as the sub committees for the replacement of our Crew Quarters and Beeches Accommodation have been set up and I'm excited by the levels of pace and engagement being displayed. This is a major project of huge investment and potential, which will future proof our site for years to come and I'd like to say a personal thanks to all those who are, or will in the future, be part of it.

I think we are now able look forward to a Spring and Summer free of the restrictions we have endured for so long and to a welcome return to some kind of normalisation of our primary function. The new booking system we have talked about for so long is in place and is already proving popular with both our administrators and visitors, due to its relative simplicity and quite a lot of weeks are already full. It is very clear to me that 2022 is going to be a busy year.

We now need to put 2021 firmly behind us, some things did not go to plan and a major part of that was out of our control, however we did still open safely because we were ready with plans and agile enough to change when required. The young people of our districts were able to come and enjoy the open spaces we provide, and I feel proud of my teams combined efforts in making that happen on a daily basis. None of this has been easy and has sometimes been a 7 day job, however the commitment shown by the team is commendable and I'd to thank them all for their individual and collective efforts.

Thank you all.

Graham Raven  
Warden

## **TREASURERS REPORT 2021**

The Accounts have been drawn up on a 'receipts and payments' basis consistent with previous years. The Trustees of the Charity as at the 31<sup>st</sup> December 2021 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.

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 a lot of the year. Fortunately, we did receive Government Covid grant of £28,922. We also applied and received a grant of £5,000 from the Leslie Sell Charitable Trust for which we are very grateful, this will be used to refurbish the assault course.

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. We are very concerned about the increased costs of utilities and that they will be continuing to increase in 2022, we are going to use the services of a specialist company to review and advise on this.

On a personal note I would like to express my sincere thanks to Ian Leach for taking on the day to day banking and record keeping 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 31/12/2021				
Summary	2020		2021	
Income	£30,962.40		£41,890.39	
Expenditure	-£35,791.62		-£50,300.43	
Trading	-£4,829.22		-£8,410.04	
Corner Field	£0.00		£0.00	
Capital Expenditure & Major Repair	-£3,770.00			
Excess/(deficit)	-£8,599.22		-£8,410.04	
B fwd	£73,795.35		£65,196.13	
total	£65,196.13		£56,786.09	
Represented by	2020		2021	
CafBank (Site Account)	-£1,810.38		£5,110.70	
CafBank (Providore Account)	£0.00		£0.00	
CafBank (Gold Account)	£64,168.49		£45,745.38	
Cash in Hand re site	£46.35		£106.33	
Cash in Hand re Provi	£83.50		£19.65	
Cash in Hand re Active Support	£0.00		£0.00	
Providore Stock	£2,708.17		£2,450.03	
Accrual re water	£0.00		£3,354.00	
	£65,196.13		£56,786.09	
Income Details				
	2020	2020	2021	2021
Facility Usage				
Camping Fees	£1,852.25		£4,662.25	
Deposits			£150.00	
Flight Oaks	£1,280.00		£260.00	
Deposits				
Beeches	£270.00		£590.00	
Deposits				
Cabin	£65.00			
Archery Range	£210.00		£65.00	
Bouldering Wall	£110.00			
Car track rental	£500.00			
Climbing Wall	£55.00			
Crossbows				
Equipment Hire				
Shooting Range	£110.00		£25.00	
Slackline	£10.00			
Games				
Go Karts	£55.00		£405.00	
Misc			£600.00	
Total		£4,517.25		£6,757.25
Vending				
Providore Takings	£576.82		£454.05	
Providore Stock Increase	£583.91			
Total		£1,160.73		£454.05
Utility Usage				
Electricity coin meter	£5.00		£293.00	
Total		£5.00		£293.00
Events				
Carols Round the Campfire				
Fireworks				
Activity Day				
Total		£0.00		£0.00
Grants & Donations				
Leslie Sell Charitable Trust			£5,000.00	
Three River DC Covid Grant	£25,000.00		£28,922.00	
Sundry Donations	£201.99		£330.15	
Total		£25,201.99		£34,252.15
Investment Income				
Gold High Interest A/C	£57.15		£6.37	
Total		£57.15		£6.37
Miscellaneous				
Crew Dinner				
Metal Recycling			£107.29	
Herts Scout Lottery	£20.28		£20.28	
Sundries				
Total		£20.28		£127.57
TOTAL INCOME		£30,962.40		£41,890.39

Expenditure Details				
	2020	2020	2021	2021
<b>Site</b>				
Archery	£159.85		£67.96	
Climbing wall				
Consumables	£954.93		£1,161.85	
General Maintenance	£3,626.00		£3,127.87	
Shooting range	£560.00			
Staff expenses	£1,403.19		£1,339.93	
Veolia ES (UK) Ltd (skip)	£830.69		£1,102.69	
Washing & Cleaning	£370.37		£97.18	
Hygiene Services	£297.00		£594.00	
Go Karts			£142.47	
Bouldering Wall				
Slackline				
Nature Trail				
Total		£8,202.03		£7,633.95
<b>Utilities</b>				
Gas	£2,303.28		£1,564.55	
Electricity	£9,133.98		£14,504.83	
Telephone	£688.53		£995.66	
Water	£3,094.32		£12,322.24	
Rates			£758.93	
Total		£15,220.11		£30,146.21
<b>Insurances</b>				
Buildings & contents	£9,090.07		£9,518.16	
Motor vehicles	£758.42		£791.52	
Personal Acc & Medical	£50.40		£84.00	
Public Liability	£524.00		£530.00	
Total		£10,422.89		£10,923.68
<b>Administration</b>				
Accountancy Fees	£600.00		£618.00	
Advertising				
Bank Interest and Charges	£80.00		£96.50	
Sum Up charges	£22.80			
Ass of Scout & Guide Activity Centres				
Postage	£30.36		£7.92	
Shooting Licence (NRSA)				
Stationery	£275.96			
TV Licence	£157.50		£159.00	
Website hosting & maint	£166.69		£264.05	
Misc			£192.98	
Total		£1,333.31		£1,338.45
<b>Events</b>				
Activity Day				
Fireworks Display				
Carols Round the Campfire				
Green Beret				
Total		£0.00		£0.00
<b>Vending</b>				
Providence purchases	£529.39			
Providence stock used	£83.89		£258.14	
Total		£613.28		£258.14
<b>Miscellaneous</b>				
ID card printer				
Crew Dinner				
Active Support Expenditure				
Training				
Total		£0.00		£0.00
<b>Total Payments</b>		£35,791.62		£50,300.43
<b>Capital Expenditure &amp; Major Repair</b>				
Fire Detection & Alarm System				
CCTV				
Mower replacement	£3,770.00			
Water to Les Willis				
Providence refurb				
Website				
Defib				
Total		£3,770.00		£0.00
<b>TOTAL EXPENDITURE</b>		£39,561.62		£50,300.43



# Fixed Assets as at the 31st December, 2021

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
Providers & 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
John Deere mower		£3,770
Sinomer A3C 304 Tractor		£13,214
Fire Safety Equipment		£2,000
	<b>£762,639</b>	<b>£74,012</b>

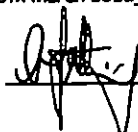
## Liabilities (due within one year)

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 their meeting held on the 8th March 2022 and signed on their behalf by

 Graham Farthing, Chairman  
9 March 2022

### 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 2021, 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.

*Amit Joshi*

Amit Joshi FCCA  
14 April 2022

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