

# Trustees' Annual Report

For the period

From (start date)

0 1 0 4 2 3

to end date

3 1 0 3 2 4

## Section A

## Reference and administration details

Charity name

Royal Tunbridge Wells District Scout Council

Other names the charity is known by

Registered charity number (if any)

3 0 3 4 6 6

Charity's principal address

34 Prospect Road

Tunbridge Wells

Kent

Postcode

T N 4 0 E L

Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Ian Wadey	Chair	
2	Terri Collier	Secretary	
3	Stuart Watt	Treasurer	From September 19 <sup>th</sup> 2023
4	Nick Burgess	District Commissioner	
5	George Cran	Treasurer	Until September 19 <sup>th</sup> 2023
6	Steve Dennis	District Explorer Scout Commissioner	
7	Scott Towner		
8			
9			
10			
11			
12			
13			
14			
15			

**Section A**

**Reference and administration details (continued)**

Names and addresses of advisers (optional information but encouraged as best practice)

Type of advisor	Name	Address
Independent Examiner	John Ridley	39 Prospect Rd, Tunbridge Wells, Kent, TN4 0EN

**Section B**

**Structure, governance and management**

Description of the charity's trusts

Type of governing document (e.g. trust deed, constitution)

The District's governing documents 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.

How the charity is constituted (e.g. trust, association, company)

The District is a trust established under its rules which are common to all Scouts.

Trustee selection methods (e.g. appointed by, elected by)

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

Policies and procedures adopted for:

- a) the induction and training of trustees;
- b) trustee' consideration of major risks and the systems and procedures to manage them

The District is managed by the District Executive Committee, the members of which are the 'Charity Trustees' of the Scout District 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 3 independent representatives, Chair, Treasurer and Secretary, together with the District Commissioner and elected members and meets on a minimum of 3 occasions per annum.

The Executive Committee exists to support the District Commissioner in meeting the responsibilities of the appointments and is responsible for:

- The maintenance of District property;
- The raising of funds and the administration of District finance;
- The insurance of persons, property and equipment;
- District public occasions;
- Assisting in the recruitment of leaders and other adult support;
- Appointing any sub committees that may be required; and

- Appointing District Administrators and Advisors other than those who are elected.

### Risk and Internal Control

The District has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss; these include 2 signatories for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

## Section C

## Objectives and activities

Summary of the objects of the charity set out in its governing document

The objectives of the District are as a unit of the Scout Association.

The Aim of The Scout Association is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local national and international communities. The method of achieving the Aim of the Association is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by adult leadership.

Summary of the main activities in relation to these objects

In order to achieve these aims the District relies heavily on its volunteer leaders who all undertake training relevant to their appointments. All young people across the district have had the opportunity to experience a wide and diverse programme of activities.

The trustees also provide a district camp site - Adamswell.

Additional details of the objectives and activities (optional information but encouraged as best practice)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- contribution made by volunteers

The Executive will assist with 50% of the cost of a relevant training course up to a maximum of £150, subject to the following criteria:

- The course is good value;
- Other avenues of funding have been explored by the applicant; and
- There is a binding agreement for the individual to support the District.

The Executive will also make grants, up to 50%, to young people who will represent the District at International Jamborees up to a maximum of £6000 in total.

The Executive also provides support to adult leaders attending international events organised by the District up to a maximum of £5000 in total.

Public benefit statement

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.

Summary of the main achievements of the charity during the year

Scouting is alive and well in Tunbridge Wells!

The period that this report covers, April 2023 – March 2024 seems a long time ago now.

The year starting in April where we had to make the very sad decision to cancel our District St George's Day at the very last minute due to extremely heavy rain making the site unsafe. This was a very difficult decision to make and one that was most certainly not made lightly and I would like to thank our leaders and young people for your understanding. ON the upside, our financial loss was minimised by being able to claim on our event cancellation insurance. Moving forward, a few things will be done differently as we learn from this and I am pleased to report that our 2024 event went without a hitch but more on that next year!

During the 2023 Summer Holiday, International Scouting was very much on the agenda with a group of Scouts and Explorers enjoyed an amazing week in Iceland as well as three of our Explorers attending the World Scout Jamboree in Korea. I think that all attendees, on both the trips will agree that their trip was simply a Trip of a Lifetime. It's been great to be able to offer International Scouting in the District and I'm pleased to say that we will shortly be launching a return trip to Kandersteg during the summer of 2026.

Other District Events which took place during the year included: -

- Scout & Explorer Paintball
- DofE Expeditions
- Remembrance Parade

Our annual census once again showed growth in the District, however, this was minimal and we remain with a waiting list of several hundred young people across all our sections. I am pleased to report that during the year, we opened a new Explorer Unit at St John's (Pioneers) and a new Squirrel Dray in Rusthall meaning we now have two Dray's across the district. The demand for Squirrels has been exceptional and I hope this is something we can grow across the district as and when groups have the resource to support it.

Adamswell has continued to be a major asset and has just had it's busiest ever season. As always, new developments are always coming and a new toilet block, more suited to the needs of modern scouting, has been installed ready for the 2024 camping season.

As always, a massive Thank You to all Adults and Young People for their efforts supporting Scouting in Tunbridge Wells and I look forward to seeing you all around the district over the next year.

**Accounts**

The gross income for the District in the year 2023-2024 was £147,498 and the expenditure was £149,511 giving an overall deficit of £2,012. These compare with figures of £144,803, £177,409 and surplus of £11,874 respectively for financial year 2022-2023.

**Adamswell** had income from camping fees of £71,101 and expenditure of £45,340, giving a surplus of £25,761 - so a healthy situation. This allowed significant investments in a new climbing tower (£10,613), the new toilet block (£22,774), major expenditures were for the sewage (£4,719), Insurance (£5,681), maintenance (£6,590) Energy (£5,950) and cleaning (£3,456).

**Events** showed an income of £50,592 and an expenditure of £61,939. These figures reflect significant activities by the Explorer Units as well as District itself. Four District events completed in the financial year (Iceland, Bewl Water, IOW 24 and Disneyland). It is usually the intent for events to break even, but with the problems with St Georges Day cancellation a deficit of £10,154 was experienced.

**Cash Funds**

With cash funds brought in of £177,409 the deficit of £2,012 means cash funds at yearend are £175,397 The surplus the previous year was £11,874.

**Savings and Investments**

Two deposit accounts are still held with Redwood Bank earning interest of £2,530.

The account with Witan is still held. Interest of £96 was earned.

**Restricted Funds**

The Restricted funds from the sale of Baden-Powell Hall are intended for improving the facilities at Adamswell and as such have been used to cover the cost of the new toilet block, and the climbing tower. The funds remaining at the yearend are therefore zero.

**Unrestricted Funds**

At the yearend the District had unrestricted cash and investment funds of £180,897. This is in excess of its reserves policy of £25,500 (see below). The Committee plans to continue to invest in Adamswell facilities in the next financial year (see Section F).

**Overall**

At the yearend the District holds £180,897 in cash and investments slightly down from £182,293 in 2023.

**Non-Monetary Assets**

These figures have been increased in line with the insurance valuations of these items. The total value of non-monetary assets now stands at £664,758.

**Total Assets**

Total assets of all types are valued at £845,655.

Brief statement of the charity's policy on reserves

#### **Reserves Policy**

The District's policy on reserves is to hold sufficient funding to continue the charitable activities of the District should income and fundraising activities fall short and to cover the depreciation costs of the capital equipment held. The District Executive Committee considers that the District should hold a sum equivalent to 12 months running cost - £5,000. In addition an estimate to cover depreciation costs has been made of £40,500. This gives a total of £45,500 to be held aside to cover unexpected costs.

You may choose to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);

#### **Investment Policy**

The District's Income and Expenditure is relatively small and as a consequence has limited funds to invest in longer-term investments such as stocks and shares. The District has therefore adopted a low risk strategy to the investment of its funds. Most funds are held in cash using banks but some funds are invested in bonds and shares.

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 doing so the District Executive considers the cash flow requirements.

### **Section F**

#### **Other Optional Information**



Plans for future periods (details of any significant activities planned to achieve them)

The Executive Committee will concentrate next year on improving the facilities at Adamswell including the updating of the toilet block and improving waste disposal. The replacement of some of the older campsite maintenance equipment will also be made as and when required. A full events programme will also be provided including allocating funds to support international activities in future years, including Jamborees.

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

N.S. Burgers	STUART THACKER WAT-7
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Position (eg Secretary, Chair)

Trustee	TREASURER
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Date

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Royal Tunbridge Wells District Scout Council

Receipts and Payments Account

	Year start date		Year end date
For the year from	01-Apr-23	To	31-Mar-24

Receipts and payments

	2024				2023
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds £
<b>Receipts</b>					
<b>Donations, legacies and similar income</b>					
Membership subscriptions paid for prior year	503			503	496
Membership subscriptions received for current year	72,296			72,296	58,120
Less: Membership subscriptions paid for current year	(55,571)			(55,571)	(48,791)
Net membership subscriptions retained	17,228			17,228	9,825
Donations	-			-	1,462
Gift Aid	-			-	883
<b>Sub total</b>	<b>17,228</b>			<b>17,228</b>	<b>12,170</b>
<b>Grants</b>					
Adamswell grants	1,500	-		1,500	-
Fundraising	1,049			1,049	497
<b>Sub total</b>	<b>2,549</b>	<b>-</b>		<b>2,549</b>	<b>497</b>
<b>Charitable Activities (Note 1)</b>					
Adamswell campsite	71,101			71,101	55,804
Events & Active Support	50,592			50,592	61,855
Jamboree	1,951			1,951	5,741
Explorers	246			246	85
<b>Sub total</b>	<b>123,890</b>	<b>-</b>		<b>123,890</b>	<b>123,485</b>
<b>Other income</b>					
Bank Interest	164	-	-	164	107
Online Scout Manager	-			-	940
Other income	1,043			1,043	430
<b>Sub total</b>	<b>1,207</b>	<b>-</b>	<b>-</b>	<b>1,207</b>	<b>1,477</b>
<b>Investment income</b>					
Closure of CAF Investment	-			-	5,593
Other investment income	2,625			2,625	1,581
<b>Sub total</b>	<b>2,625</b>	<b>-</b>	<b>-</b>	<b>2,625</b>	<b>7,174</b>
<b>Total Gross Income</b>	<b>147,498</b>	<b>-</b>	<b>-</b>	<b>147,498</b>	<b>144,803</b>
<b>Total receipts</b>	<b>147,498</b>	<b>-</b>	<b>-</b>	<b>147,498</b>	<b>144,803</b>

**Royal Tunbridge Wells District Scout Council**  
**Receipts and Payments Account**

	Year start date		Year end date
For the year from	01-Apr-23	To	31-Mar-24

**Receipts and payments**

	2024				2023
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds £
<b>Payments</b>					
<b>Support payments</b>					
Insurance	-	-	-	-	94
Media	504	-	-	504	265
Licences	-	-	-	-	885
Training and literature	-	-	-	-	-
OSM	1,305	-	-	1,305	2,035
Bank fees	395	-	-	395	297
District Equipment	669	-	-	669	552
Gift Aid	-	-	-	-	883
Rent	1,221	-	-	1,221	480
Other costs	3,729	-	-	3,729	682
<b>Sub total</b>	7,823	-	-	7,823	6,172
<b>Charitable Activities - Note 1</b>					
Adamswell campsite- Note 2	27,504	17,836	-	45,340	29,300
Events & Active Support	61,939	-	-	61,939	64,714
Jamboree	-	-	-	-	11,719
Explorers	885	-	-	885	-
<b>Sub total</b>	90,327	17,836	-	108,163	105,732
<b>Total Gross Expenditure</b>	98,150	17,836	-	115,986	111,904
<b>Asset and Investment Purchases</b>					
New Toilet Block	33,525	-	-	33,525	-
Adamswell improvements	-	-	-	-	21,025
<b>Total payments</b>	131,675	17,836	-	149,511	132,929
<b>Net of receipts/(payments)</b>	15,824	(17,836)	-	(2,012)	11,874
<b>Transfers between funds</b>					
Cash funds last year end	153,573	17,836	6,000	177,409	165,535
<b>Cash funds this year end</b>	169,397	-	6,000	175,397	177,409

**Royal Tunbridge Wells District Scout Council**

**Receipts and Payments Account**

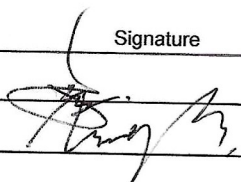
	Year start date			Year end date	
For the year from	01-Apr-23	To	31-Mar-24		

**Statement of assets and liabilities at the end of the year**

	2024				2023
	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Total funds £
<b>Cash funds</b>					
Bank current account	90,439	-	-	90,439	92,981
Redwood Bank	84,958	-	-	84,958	84,428
	-	-	-	-	-
<b>Total cash funds</b>	175,397	-	-	175,397	177,409
<b>Investment assets</b>					
Quoted investments WITAN	5,500	-	-	5,500	4,884
Other investments - CAF	-	-	-	-	-
<b>Sub total</b>	5,500	-	-	5,500	4,884
<b>Non monetary assets for charity's own use</b>					
Land and buildings	483,070	-	-	483,070	442,502
Motor vehicles	19,862	-	-	19,862	19,675
Scouting equipment, furniture etc	161,826	-	-	161,826	155,752
<b>Sub total</b>	664,758	-	-	664,758	617,929
<b>Total assets and cash funds</b>	845,655	-	-	845,655	800,222
<b>Liabilities</b>					
Expenses incurred but not invoiced	-	-	-	-	-
Climbing Tower final Balance	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees

on 3rd September 2024 and signed on their behalf by

Signature	Print Name
	IAN DONALD WADEY
	NICHOLAS STEPHEN BURGESS

**Royal Tunbridge Wells District Scout Group  
Receipts and Payments Account**

	Year start date		Year end date
For the year from	01-Apr-23	To	31-Mar-24

**Receipts and payments**

			2024	2023
NOTE 1	£	£	£	£
<b>Charitable Activities (gross)</b>	<b>INCOME</b>	<b>EXPENDITURE</b>	<b>NET SURPLUS/ (DEFICIT)</b>	<b>NET SURPLUS/ (DEFICIT)</b>
Adamswell campsite	71,101	(45,340)	25,761	26,504
Events & Active Support	50,592	(61,939)	(11,347)	(2,859)
Jamboree	1,951	-	1,951	(5,977)
Explorers	246	(885)	(639)	85
<b>Total</b>	<b>123,890</b>	<b>(108,163)</b>	<b>15,726</b>	<b>17,753</b>

**NOTE 2**

	2024	2023
<b>Adamswell costs</b>		
Materials and equipment	482	1,703
Other Capital purchases	633	1,512
Maintenance, servicing	11,001	4,535
Fuel	1,195	507
Insurance	5,681	4,377
Rates	71	294
Light and heat	6,062	2,499
Water	522	555
Waste disposal	1,081	1,716
Sewerage disposal	4,719	4,435
cleaning	4,093	3,325
Activities	1,566	1,214
Telephone and internet	2,016	1,058
Adamswell OSM	757	788
Other costs	5,459	782
	-	
<b>Total</b>	<b>45,340</b>	<b>29,300</b>
Toilet Block	33,525	

**Independent examiner's report to the trustees of the Royal Tunbridge Wells  
District Scout Council**

I report to the trustees on my examination of the accounts of the Royal Tunbridge Wells District Scout Council ('District') for the year ended 31 March 2024.

**Responsibilities and basis of report**

As the charity trustees of the District you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the Trust'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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

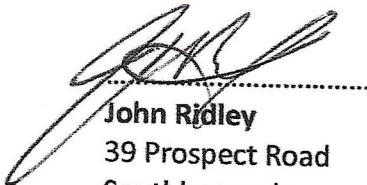
Whilst I have no concerns and have come across no other matters in connection with the examination that would prevent a proper understanding of the accounts being reached, I do wish to draw the trustees' attention to the following matters:

**1. Reserves policy**

The Charities Commission guidance notes (CC32 para 9.3) requires that the trustees disclose their reserves policy and manage their reserves accordingly. The trustees may wish to reconsider the current reserves policy in light of current spending as current reserves are well in excess of the stated policy.

**2. Going concern and financial risks**

Also in the guidance notes (CC32 para 9.9) is the requirement to document the trustees' assessment of the District as a going concern. Whilst I do not have any concerns over the District as a going concern, there does not appear to be any documentary evidence to show that the trustees have considered this matter.



John Ridley  
39 Prospect Road  
Southborough  
Kent  
TN4 0EN

Date: 2nd September 2024