



14th Richmond 'Viking' Scout Boating Centre

Trustees' Annual Report and Financial Statements 2023

From (start date)

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 to end date

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Section A Reference and administration details

Charity name **14th Richmond 'Viking' Scout Boating Centre**

Other names the charity is known by

Registered charity number (if any)

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Charity's principal address

The Hut
Retreat Road
Richmond upon Thames
T W 9 1 N N

Postcode:

Names of the charity trustees who manage the charity

All have served for the entire year

Trustee Name	Office (if any)	Dates acted if not for whole year
Trevor Gordon Rodger Hall	Centre Manager	
Victor George Griffiths	Vice President	
Patrick Leopold Ducker	Treasurer	
Robin Michael Corti	Secretary	
Sian Ann Brightey		
Steven Richard Brightey		
Nicholas John Eaton		
Simon Richard Geoffrey Hall		
Peter Nicholas Hapgood		
Sandra Elizabeth May		
Christopher Theodore Shaw Szyszkiewicz.		

Names and addresses of advisers

Type of advisor	Name	Address
Maintenance & Construction of boats	Mark Edwards	Bridge Boathouses, Richmond, Surrey, TW9 1TH

Description of the charity's trusts

Type of governing document	The Centre'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	The Centre is a Trust established under its rules which are common to all Scouts Groups ad Units.
Trustee selection methods	The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.
Additional governance issues	The Centre is a unit of the Richmond upon Thames District and is managed by the Centre Management Committee, the members of which are the 'Charity Trustees' of the Centre 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.
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	<p>The Committee consists of 1 District representative, Centre Manager, Treasurer and Secretary together with appointed boat instructors and other co-opted individuals and meets every 2 months.</p> <p>The Centre Manager is responsible for day-to-day management decisions, any significant decisions regarding financial outlay or centre policy changes would be agreed by a minimum of three members of the Executive committee, including the Centre Manager and Treasurer and reviewed as soon as possible at the next full meeting, where it would have to be agreed by a majority of Trustees.</p> <p>This Centre Management Committee exists to support the Centre Manager in meeting the responsibilities of the appointments and is responsible for:</p> <ul style="list-style-type: none"> - The maintenance of Centre property; - The raising of funds and the administration of Centre finance; - The insurance of persons, property and equipment; - Centre public occasions; - Assisting in the recruitment of leaders and other adult support; - Appointing any sub committees that may be required; - Appointing Centre Administrators and Advisors other than those who are elected.
Risk and Internal Control	<p>The Centre Management Committee has identified the major risks to which they believe the Centre is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:</p> <p>Damage to the property and equipment. The Centre has sufficient contents insurance in place to mitigate against permanent loss.</p> <p>Injury to leaders, helpers, supporters and members. The Centre, through the capitation fees paid for through the young people membership, benefits from the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.</p> <p>Reduced income from fund raising. The Centre is primarily reliant upon income from fees and fundraising. The Centre does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of fees to increase the income to the group on an ongoing basis, either temporarily or permanently, increase the participation from its client base or seek additional funding from the parent Scout District.</p>

Reduction or loss of leaders. The Centre is totally reliant upon volunteers to run and administer the activities of the Centre. If there was a reduction in the number of leaders to an unacceptable level in the group as a whole then there would have to be a contraction, consolidation. In the worst case scenario the complete closure of the Centre.

Reduction in use of Centre. The Centre provides activities for all young people aged 6 to 18 within the scout movement and to other voluntary groups/charities in the community. If there was a reduction in use of the Centre as a whole then there would have to be a contraction, consolidation. In the worst case scenario the complete closure of the Centre.

Financial Control. The Centre 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 Centre 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.

Public benefit statement

The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.



Annual Report for 2023

Summary

This was a year of “getting back to normal” after the pandemic, so activities, maintenance and fundraising have slowly ramped back up again. We have also taken the opportunity to review our risk assessments, maintenance schedules and operating manual to better reflect current needs and practices.

Water Activities, Assessments and training

Normal evening boating sessions

Despite the bad weather and heavy rain making the river unusable for the first couple of months, we still managed a successful year with around 1300 young people and adults using our boats. We welcome and are prepared for all comers. In our regular census 16% of young people in Scouting have a declared disability (so probably more in reality) and 30% of adult helpers



Adventurous Activity Permits

Our regular instructors include six County assessors for Pulling and one for Power Boats in (this is a significant proportion of the entire county) - between us we have assessed and issued five permits for young people to do water based Duke of Edinburgh expeditions, plus many permit renewals. These all require expert review of the application and logged experience to manage the overall safety of these activities.

Events

Bamber's Memorial Picnic

To remember and celebrate our previous President Bamber Gascoigne who died in 2022, we took Jubilant and a small flotilla of rowing boats, including some from the Skerrys4Schools organisation he founded, to the river bank near Teddington Lock, where he used to visit for picnics with his wife Christina.



Water Weekend

The Water Weekend 16-18 June as usual run at Thames Young Mariner boating Centre in Ham, was very popular and went

smoothly. The weather was pleasant and warm (but a little humid). We dropped the admission back to the



normal level after 2022 (to be more manageable) so we had 200 young people and about 60 Leaders and organisers.

The event was centrally organised and catered with the District Team doing their usual sterling job, organising the cooking and

set up of equipment (largely from the 14th Richmond Store) .

We had a good range of water activities from raft building, sailing, kayak, open canoes, paddle boarding and Rowing on the river up through Teddington Lock and back with various crews through the locks 10 times, happily the lock keepers were very supportive.

Jubilant - Passage of Time

A team of our rowers supported a Jubilant event to transport an atomic clock (actually an Optical Quantum -Strontium Ion clock) from Teddington National Physical Laboratory to the Royal Observatory museum at Greenwich, meeting the Worshipful Company of Clock Makers for an "inspection" on the river.

This celebrated the Royal Shallop Jubilant's 21st birthday by replicating a similar event 21 years previously, with another NPL Atomic Clock, just after Jubilant was built for our late Queen's Golden Jubilee.



Great River Race

The last event of the Season is the Great River Race. The 14th Richmond organises and run the camping location at TYM with the support of the District team, and most of our boats take part in the race itself. The Jubilant with its Crew, and our Cutters and gigs, we also have a team from our long running sponsor Areen.

This event is good publicity for Richmond Scouts, and another great fund-raising opportunity.



Fund Raising

We have focussed on expanding the fund raising potential of our training centre building and boating equipment. We currently host an art class, and a number of filming events around Richmond. The Centre has also been used for external boating groups for Skerrys4Schools and the local paddle board companies for First Aid courses and British Rowing coaching course/. In addition we also hosted a group of 25 from rugby club Berliner SV 1892 (mostly students). We also support the London Youth Rowing -Corporate Skerry race event with the use of our Skerries for a good donation from the companies involved.

Repairs and maintenance

Costs of maintaining our fleet of boats continues to be a large part of our annual expenditure, we try to get as much voluntary help, however rely on our local boat builders for the specialist tasks.

Currently we have an annual schedule of preventative maintenance to protect the boats from deterioration during the winter months.



Boats

We have the use of the Royal Shallop Jubilant, and own Two Thames Watermans Cutters, Two Skerries and Three gigs, plus our two motorboats Robin Arundel (the work boat) and Robin Rescue a safety boat. We had Home Counties gig Hercules repaired and refurbished then gave her to another Scout Group (Ajax) for the cost of the repairs. As our usage at Richmond has dropped significantly, we also support other groups with the loan of our Skerries for special events.

Plans for 2024

I intend to get more structure around the inspection and maintenance of the Centre building along with a regular cleaner and some preventative work on the heating and other services .

We are continuing to promote the Scout Centre to film companies, art and exercise classes and to organise the Scout Water Weekend and The Great River Race camping to provide a steady flow of income.

We aim to put into place process improvements to help increase our instructor and support team to manage the ongoing succession planning and ensure the continued success of the Boating Centre.



Trevor Hall – Centre Manager

Independent Examiner's Report to the Trustees of
14th Richmond "Viking" Scout Boating Centre
Registered Charity 303822

I report on the accounts of the Trust for the year ended 31st December 2023, which are set out on pages 8 - 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);
- to state whether particular matters have come to my attention.

Basis of the 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 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 Charities Act: and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of 2011 Act:

or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Name: Stephen Alexander FCA

Address: 5, Cole Park View, Twickenham, TW1 1JW

Date: 3rd September 2024

14th Richmond "Piking" Scout Boating Centre

Summary of Financial Activities

for the Period 1st January 2023 - 31st December 2023

	Unrestricted Funds	Designated Funds	Total	Total 2022
Movements in Cash & Bank				
Incoming Resources				
Boating Activities & Fundraising				
- Great River Race	23,524			16,135
- Water Weekend	22,675	-	-	29,305
- General Boating Activities	3,571			1,696
- Insurance Claim (Pontoon)	-		-	
Boating Activities & Fundraising Total	49,770	-	49,770	47,136
Other Activities				
Associate Membership	3,310		3,310	2,635
General Activities & Voluntary Income			-	
Donations (inc Gift Aid)	5,211		5,211	6,240
Use of Premises - Contribution to Costs	10,146		10,146	5,880
Interest & Dividends	996		996	89
Other Income	35		35	1,130
Total Incoming Resources	69,468	-	69,468	63,111
Outgoing Resources				
Direct Activities				
Fundraising Expenses from Boating Activities				
- Great River Race	19,862			13,840
- Water Weekend	20,336			20,831
- Boat Repairs	2,842			3,019
- Boat Insurance	3,681			3,592
- Other Boating Activities	3,297			469
	50,017	-	50,017	41,751
Premises Costs	3,917		3,917	3,639
General Activities	-		-	69
Donations from Fund Raising			-	3,500
Total for Direct Activities	53,933	-	53,933	48,958
Overheads & Administration				
Trustees & Executives Expenses	-	-	-	-
Total Outgoing Resources	53,933	-	53,933	48,958
Net Incoming (Outgoing) Cash & Bank	15,535	-	15,535	14,152
Total Movement In Funds	15,535	-	15,535	14,152
Funds Brought Forward	88,465	-	88,465	74,313
Funds Carried Forward	104,000	-	104,000	88,465


Balance Sheet

	as at 31-Dec-23 £		as at 1-Jan-23 £
Fixed Assets	-		-
Current Assets			
Cash in Hand & at Bank	104,000		88,465
Total Current Assets	104,000		88,465
Current Liabilities	-		-
NET ASSETS	104,000		88,465
represented by			
Unrestricted Funds	104,000	Incoming £ 69,468	Outgoing £ (53,933)
Designated Funds	-	-	-
TOTAL FUNDS	104,000	69,468	(53,933)

Signed



Treasurer
Patrick L Ducker BSc ACIS



Manager
Trevor Hall

Notes to the Accounts:

- The above accounts are prepared on an ongoing cash basis - no allowance is made for accruals or prepayments.
- The cost of purchase or refurbishment of the boats owned by the Boating Centre is expended in the year concerned, and the value is therefore not included among the Fixed Assets.
- The lease (999 years) of Boating Centre's Headquarters at The Hut, Retreat Road, Richmond, TW9 1NN is held by the Scout Association as Trustees, and are therefore not included among the Fixed Assets
- Richmond Central Ltd, have gone into liquidation. Contact has been made with the Administrators, who have confirmed that they will not be seeking payment of the "peppercorn" rent. Meanwhile a total of £4,296 was received as a final dividends against our claims for shortfalls in the building
- The deposits received for Water Weekend 2020, which had to be cancelled, less those repaid, are being held against future participation as Designated Funds

Section E**Financial Review**

Brief statement of the charity's policy on reserves

The Centre's Management Committee considers that it should hold a sum equivalent to 12 months running costs and normal boating activities, circa £10k.

The Committee felt that it would be prudent to hold a reserve of £20k. against the possibility of an uninsurable event resulting in the loss of a boat. A further £22k is held to cover the routine replacement of equipment such as oars and PFSs. It is planned to replace Home Counties gig "Hercules", recently retired, at a cost of c.25k

The Centre had agreed to the development of a new HQ and the Centre Management Committee had set aside a fund of £15,000 to meet anticipated costs arising from the occupation of the new HQ. Approximately £7,500 of this has been expended. Further refurbishment of the heating system is planned.

The Committee was also aware of the possible need for remedial work on the doors of the Boat Arches for which it is responsible.

The Centre held reserves of approximately £51k. against these provisions at year end. This is above the level required for operating expenses and allows for some development.

Investment Policy

The Committee has adopted a risk adverse strategy to the investment of its funds. All funds are held in cash using only banks or building societies that are covered by the Financial Services Compensation Scheme

Transactions with Related Parties

The Centre Management makes regular use of the services of Mark Edwards, who is Adviser to the Centre, to build and repair the boats. The charges involved are regularly "market tested" to ensure that Best Value is realised.

Many of the users of the services of the Centre are part of Richmond District Scouts, though no special arrangements are made.

How expenditure has supported the key objectives of the charity;

The Centre Management regularly monitors the levels of bank balances and the interest rates received to ensure the Centre 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 Centre's Management considers the cash flow requirements.

Plans for future periods



The new HQ was occupied from February 2012, although some parts were not completed until early 2013. The HQ has been made available to other community and charitable organisations to defray the running costs. The main focus, however, is to encourage more Scout Groups from outside the immediate area to use the facilities for short stays, whilst taking part in boating activities.

Section G**Declaration**

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

Signed on behalf of the charity's trustees

Signatures

Full Names

Trevor Hall

Patrick Ducker

Position

Chairman & Centre Manager
1st October 2024

Treasurer
1st October 2024