



Management Committee Annual Review 2020/21



CHAIRMAN'S REPORT 20/21

Boidier Hurst saw a lot less activity during the year however the service crew made use of the time working within government guidelines and the campsite risk assessment throughout the COVID lock-down periods. Over the year, it was great to see nature finding its way back into the campsite with regular low-level sightings of buzzards and red kites.

A number of improvements have been possible through the period namely revamping the campfire circle by adding some additional benches and the building of a new campfire leaders chair. The benches outside of Royden House have been replaced and the car park fences removed and post and split rail created from our own timber, substituted. The fire break area has been opened up to allow more growth on the woodland floor and to prevent further closing-in of the tree canopies.

After a number of years of concern over the private 70 year old cast iron water main, I am pleased to report that in August a specialist water company installed underground 400 metres of plastic water pipe. This was carried out with the cooperation of our neighbours and ensures a water supply to the campsite for the future. Thanks to the service crew / committee members who organised this and coordinated the work expertly, resulting in the minimum amount of disturbance.

At last year's campsite AGM it was suggested that wardens would benefit from being able to see the car park areas and the main gate from inside of Royden House. CCTV is now installed around the car parks with a separate screen in the lounge area of Royden. We look forward to receiving feedback once wardens as using Royden House again.

Regular grass cutting over the growing season has kept the site in good condition. We were pleased to see groups making use of the site for face to face meetings when Scout Association guidance allowed. 692 Scout visits were recorded from the districts on this basis. Also, as a special concession, leaders and their families were allowed to camp over the summer and 216 camp nights were logged which hopefully gave many the chance to escape to a special place for some family time amongst the uncertainty.

During the year 101 cancellations were processed with full refunds being returned. This created a large amount of additional work for our booking secretary Averill Laing and Treasurer Benita Middleton. Thanks go to both for handling this. Social restrictions required adaptation for the committee by relocating to Zoom for regular meetings and the AGM to keep the site running.

Despite the loss of free use of the campsite during the year, many positive steps have been made towards a smarter and a more secure campsite. We so look forward to welcoming back campers to Boidier Hurst.

Finally, a big thank you to the committee members, our auditor and keyholders for adapting to the changed conditions and especially to the service crew for many hours of work for the benefit of campsite users.

Colin Thomas

Chairman of Boidier Hurst campsite management committee chairman@boidierhurst.org.uk

BOIDIER HURST SCOUT CAMP SITE MANAGEMENT
COMMITTEE ANNUAL GENERAL MEETING
19th October 2021

AGENDA

1. Apologies for absence
2. To consider and to approve the Minutes of the Annual General Meeting held on the 13th October, 2020.
3. To receive the report of the Chairman of the Management Committee for the year ended 31 March, 2021.
4. To consider and approve the accounts for the year ended 31 March, 2021.
5. To note the nominations to the Management Committee by Epsom and Ewell and Leatherhead District Scout Councils.

Epsom and Ewell – Paul Vlaeminck, Ian Smalley, Nigel Bird
Leatherhead – John Humphreys, Samuel Baker and Oliver Thornton
6. To note the co-options to the Management Committee:

Benita Middleton – Leatherhead
Angela Stevens - Leatherhead
Shona Rose – Leatherhead
Philip Raindle – Epsom and Ewell
Colin Thomas – Epsom and Ewell
7. To approve the Chairman nominated by the District Commissioners.

Colin Thomas - Chairman, Management Committee.
8. To approve the Treasurer, nominated by the Management Committee:

Benita Middleton -Treasurer
9. To approve the appointment of Mike Reeves as Independent Examiner.
10. Chairman's comments.
11. Any other business.

BOIDIER HURST SCOUT CAMP SITE MANAGEMENT COMMITTEE MINUTES OF
ANNUAL GENERAL MEETING HELD OVER ZOOM
TUESDAY 13TH OCTOBER 2020

Present Colin Thomas – Chairman
 John Humphreys – Leatherhead
 Angela Stevens – Leatherhead
 Nigel Bird – Epsom & Ewell
 Paul Vlaeminck – Epsom & Ewell
 Angela Vlaeminck – Epsom & Ewell
 Malcolm McKee – Leatherhead
 Oliver Thornton – Leatherhead
 Averill Laing – Epsom & Ewell
 Fiona Page – Leatherhead
 Jay Arnold - Leatherhead
 Benita Middleton – Leatherhead

Apologies: Phil Raindle – Epsom & Ewell, Ian Smalley – Epsom& Ewell

1. The Chairman welcomed everyone to the meeting and noted that this was the first one to be held remotely over Zoom due to the COVID-19 pandemic
2. Minutes of the Annual General Meeting held 3rd October 2019 were approved. Proposed by John Humphreys & seconded by Averill Laing. The Chairman commented on progress on matters listed under item 13: Any other business.
 - a. The Bookings Secretary and Chairman had looked at the use of Online Scout Manager for campsite bookings but felt whilst some aspects were good it was currently not flexible enough for requirements.
 - b. The method of populating the Warden Rota had been centralised but nominated individual in Epsom & Ewell was not known
 - c. CCTV system focusing on the gate and sent to screen in Royden House had been installed and was working.
 - d. The request for a freezer for freezer blocks was on hold. This was to be part of rebuilding the transit shelter. However, this project was on hold due to shortage of funds due to the campsite closure.
 - e. The campsite survey has not been re-issued and is not relevant at the current time due to the site closure.
3. A copy of the Chairman's report was issued as part of the Annual Report and circulated electronically to all committee members and also circulated to leaders and supporters in Leatherhead District. The Chairman gave a brief summary of progress over the year to 31st March 2020. Main achievements were the purchase of a wood mill which allows timber felled on site to be used for projects such as seats & tables outside the Manly Building and

fencing of the service crew work area making the site safer. WiFi had also been installed in the Wardens hut giving the volunteer wardens access to the internet.

4. The accounts had been audited by Mike Reeves. There was a deficit of income over expenditure of £7,174.66 over the year. There was a drop in income of approximately £6,500 due to a reduction in Duke of Edinburgh fees of about £4,000, £300 less from Scout/Guides bookings and a double payment of the annual levy from Epsom & Ewell in the previous financial year. The deficit equated to the cost of the wood mill. The accounts were approved, proposed by Fiona Page and seconded by Angela Stevens.
5. Nominations to the Management Committee by Epsom & Ewell and Leatherhead District were noted:
 - Epsom & Ewell – Paul Vlaeminck, Ian Smalley and Nigel Bird
 - Leatherhead –John Humphreys, Ian Watkinson & Oliver Thornton.It was recorded that Epsom & Ewell had not yet held their AGM so the nominations had not been officially approved but had been checked.
6. The meeting noted the Management Committee co-options to the Management Committee of:-
 - Averill Laing – Epsom & Ewell
 - Phil Raindle – Epsom & Ewell
 - Colin Thomas – Epsom & Ewell
 - Angela Stevens - Leatherhead
 - Benita Middleton – Leatherhead
7. The meeting noted the nomination of Colin Thomas as Chairman by the District Commissioners of Epsom & Ewell and Leatherhead. Approved by Angela Vlaeminck, seconded by Fiona Page.
8. The meeting noted the Management Committee appointment of Benita Middleton as Treasurer and Minutes Secretary. Approved by John Humphreys and seconded by Angela Stevens.
9. The meeting gave the Committee its approval to the appointment of Mike Reeves as Independent Examiner of the accounts for financial year 2020 - 2021. Approved by Paul Vlaeminck and seconded by Averill Laing.
10. The Chairman expressed his thanks to members of the Management Committee and special thanks to the Boidier Hurst Service Crew for all their hard work on site. Special thanks also to the Thursday working parties for keeping the grass cut, the leaves blown away and for feeding the grass, all of which have contributed to the good state of the campsite. This has ensured that the site is in readiness for camping. It was noted that the mill had been a good investment.
11. Thanks were expressed to Colin Thomas for his leadership over the past year.
12. Any other business:

- a. At last years AGM the Leatherhead District IT team – Samuel Baker & Andy Marlow volunteered to carry out a feasibility study to assess whether it would cover all aspects of bookings currently in place. This had not been done although an initial investigation indicated that it was not very suitable. To be revisited.
- b. It was suggested that more photos of the site needed to be taken and put on the website as it was looking very good at the present time.
- c. The attendees were reminded that a new Bookings Secretary was needed and that if anyone knew of a suitable candidate please let the committee know.
- d. The Wardens rota was not to be circulated until the Scout Association review in December.
- e. Duke of Edinburgh groups were visiting the site but not camping overnight. Face to face scouting meetings within the districts and outside were happening and the leader family group camping had proved popular. Wardens were not staying overnight and Royden House and the Manly Building were closed

13. The meeting closed at 20:05h.

BOIDIER HURST SCOUT
CAMP SITE

MANAGEMENT
COMMITTEE

ANNUAL ACCOUNTS 2020/21

BOIDIER HURST SCOUT CAMP SITE
TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED
31 MARCH, 2021

The Trustees thank all those individuals who give up their time to supervise and improve the campsite throughout the year.

The Trustees have a considerable combined experience through service in Scouting and utilise skills gained through vocation to ensure the campsite is managed appropriately. The Trustees are kept updated on Scout Association policy matters and training is available as required.

The Trustees have considered the risks to which the Committee / site may be exposed to and have established systems to mitigate consequences should an event occur.

The Committee's policy on reserves is to hold a sufficient amount to allow ongoing maintenance of buildings and equipment and to provide capital for gap funding between insurance value and replacement cost should a claim arise. This contingency reserve would avoid liability falling directly onto District funds enabling use of the site to return to normal as soon as possible following an event.


The Management Committee is appointed by the Scout Districts of Epsom and Ewell and Leatherhead and operates under the District Executives in accordance with the Policy, Organisation and Rules of the Scout Association. The aim of the Management Committee is to maintain and develop the facilities of the site to develop the full potential of all young people in the District of Epsom and Ewell and Leatherhead, and others using the site which will also benefit their local communities.

The accounts are presented on a receipts and payments basis consistent with previous years.

Approved by the Trustees on 19 October 2021 and signed on their behalf by;



Colin Thomas
Chairman



Benita Middleton
Treasurer

REPORT AND ACCOUNTS FOR THE PERIOD ENDED
31 MARCH 2021.

TRUSTEES	APPOINTMENT	NAME
EX-OFFICIO	DISTRICT COMMISSIONER (EPSOM AND EWELL)	KARL NICHOLAS
	DISTRICT COMMISSIONER (LEATHERHEAD)	MALCOLM McKEE
TRUSTEES	CHAIRMAN	COLIN THOMAS
	TREASURER	BENITA MIDDLETON
		ANGELA STEVENS
		PAUL VLAEMINCK
		JOHN HUMPHREYS
		IAN SMALLEY
		OLIVER THORNTON
		NIGEL BIRD
	SITE WARDEN	PHILIP RAINDLE
	BOOKING SECRETARY	AVERILL LAING
BANKERS:	CAF Bank	
CHARITY REGISTRATION:	305713	
CONTACT NAME AND ADDRESS:	COLIN THOMAS, 12, THE LORNE, BOOKHAM, SURREY, KT23 4JZ	

Boidier Hurst Scout Campsite
Receipts & Payments Account Summary
For Year Ended 31 March 2021

	<u>Current Year</u>	<u>Previous Year</u>
Total receipts for Year	£80,789.63	£24,746.84
Total payments for Year	<u>£23,345.85</u>	<u>£31,921.50</u>
Net receipts (Payments) for the Year	£57,443.78	-£7,174.66
Cash Bank and Similar Funds b/f	<u>£29,040.31</u>	<u>£36,214.97</u>
Cash Bank and Similar Funds c/f	<u><u>£86,484.09</u></u>	<u><u>£29,040.31</u></u>

Boidier Hurst Scout Campsite
Receipts & Payments Account
For Year Ended 31 March 2021

<u>Receipts</u>	<u>Current Year</u>	<u>Previous Year</u>
Camp Fees DoE	£1,110.60	£11,257.36
Camp Fees Scouts	£261.00	£5,986.80
Manly Building	£325.00	£3,564.00
Day Visitors	£0.00	£48.00
Group Levies	£3,100.00	£3,100.00
Water main contribution	£4,304.00	
Badge sales	£0.00	£228.00
Bank Interest	£99.89	£143.08
Grants	£20,289.00	£0.00
Sundry Donations/Bequest	£51,300.14	£419.60
	<hr/> <u>£80,789.63</u>	<hr/> <u>£24,746.84</u>

Payments

Administration	£276.22	£338.10
Maintenance	£4,118.28	£8,459.21
Fuel	£556.68	
Development	£8,285.09	£4,126.75
Equipment	£796.78	£7,822.30
Electricity	£670.00	£905.74
Water	£241.21	£691.12
Insurance	£3,895.20	£3,475.60
Gas	£0.00	£915.73
Phone	£421.61	£466.36
Security	£1,853.40	£1,333.33
Sundry	£101.68	£2,042.62
Refunds	£2,129.70	£817.90
Badges	£0.00	£526.74
	<hr/> <u>£23,345.85</u>	<hr/> <u>£31,921.50</u>

Boidier Hurst Scout Campsite
Monetary
Assets
(Cash, Bank & similar funds)
For Year Ended 31 March 2021

	<u>Current Year</u>	<u>Previous Year</u>
Current Acc.	£15,367.47	£8,083.58
Scout Association	£21,056.62	£20,956.73
Cash in Hand	£60.00	
Redwood Bank	£50,000.00	
	<u>£86,484.09</u>	<u>£29,040.31</u>

Other Monetary Assets.

Land & Buildings & equipment	£575,000.00	£575,000.00
Liabilities (Those due within 1 Yr.)	Nil	Nil
Liabilities (Those payable after 1 Yr.)	Nil	Nil

Independent examiner's report to the trustees of Boidierhurst Scout Campsite

I report to the trustees on my examination of the accounts of the Boidierhurst Scout Campsite for the year ended 31st March 2021.

Responsibilities and basis of report

As the charity trustees of the Boidierhurst Scout Campsite you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

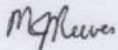
I report in respect of my examination of the Boidierhurst Scout Campsite accounts carried out under section 145 of the Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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 Boidierhurst Scout Campsite as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Michael James Reeves FCCA
Flat 11, Park Heights, 38-40 South Street, Epsom, Surrey, KT18 7PQ
31st August 2021