



Management Committee Annual Review 2018/19



GOVERNMENT OF THE DISTRICT OF
LEATHERHEAD
COUNCIL

Thanks to Adam Plowdemfields (Leatherhead District) for the cover image.

CHAIRMAN'S REPORT

Boidier Hurst Scout Campsite 2018/19

The year was marred by two break-ins at the campsite. This is a common problem unfortunately, with other similar establishments locally suffering the same intrusion. Our answer to this has been many hours fortifying what we have, ensuring that it will be extremely difficult for anyone contemplating another assault. Many thanks to those individuals who have been key in assisting us with welding and alarm fitting to do everything possible to prevent this happening again. We have also made arrangements with the Police to allow dog training on site. This occurs when the site is empty and at odd times which will hopefully be another visual deterrent.



We are always pleased to receive comments about the campsite. At the end of the year a survey was circulated and I understand that the districts have received feedback directly from the District Commissioners on comments made. In summary, there are some things we cannot change due to resources and practicality for instance, the access track generally and the challenge of the potholes.

Boidier Hurst is not a commercial operation although it does seem like it sometimes with the amount of administration and issues arising from the average of 200 bookings each year. We do our best for you with the resources we have. Thank you to those who took the time to fill in the survey, the committee will consider all comments made and will look to instigate improvements where it can.

As part of the survey, it was pleasing to receive so many very positive comments on the condition of the site. The next time you camp and pitch your tent on the grass at Boidier Hurst, think of the woodland area at Bentley Copse where no grass grows and ponder why there is such a difference between the two.

Over the last five years we have tried to work more with the campsite and its history as a commercial woodland selectively coppicing and clearing back edge-growth to ensure we keep the grass growing and the wood re-generating whilst maintaining secluded camping areas. The two photos below taken 3 years apart show the crew coppicing the sweet chestnut on the field edge and constructing and placing the small cut branches as dry hedging. The second photo shows how quickly the trees have regenerated to provide an attractive low green screen to site 10.



We have surveyed all of the large trees we have so that we can regularly inspect them for signs of disease or die-back to keep campers safe. We have 100 trees of 400mm diameter and above in amongst the coppiced sweet chestnut. The woodland is a source of useable timber for the campsite and we hope to be undertaking some more improvements in the future with this valuable resource.

The service crew tackled refurbishment of the toilet block over the closed season. Again, a lot of work went into replacing the ceiling lights, painting and general repairs. Hopefully, when you compare these facilities to other campsites, you will consider them a reasonable provision and fit for purpose. A new camper cleaning regime has been implemented, the benefits of which can be seen already. We do employ contract cleaners to thoroughly clean the buildings from time to time however it is too expensive to arrange this every week so the sharing of cleaning duties between groups remains a key part of using Boidier Hurst and a way in which we can keep camping fees low.

Whilst on the subject of the service crew, we have a small team who volunteer throughout the year; both at weekends, and for some that are available during the week, one Thursday a month. The current crew comprises a diverse mix of age, experience and skill, but everyone brings one thing to the team – enthusiasm. The work undertaken by the Thursday crew is predominantly the maintenance necessary to ensure the site runs smoothly allowing you to enjoy the campsite to the full. Work includes strimming, grass cutting, vegetation clearance, and looking after the fabric of the buildings.

At the weekends, and during the closed season November-March, major projects to develop the character of the site; tree management, repairing and improving the access tracks, and refurbishing the buildings, fences, and fire altars takes place. Membership of the crew does not entail a regular or significant commitment of time, every little helps, and by increasing the pool of volunteers willing to

get involved, this reduces the strain put on a smaller team to keep up with the volume of work required to maintain the site at its current level. If you think that you might enjoy some fresh air, a cup of tea or coffee, and perhaps a little bit of work with some likeminded people, please get in touch directly or via the website to get involved, we would be very pleased to have your help.

Use of Boidier Hurst for the camping season 2018 over (2017) is as follows; Scouts / Guides 4,911 (4,502), D of E and other youth groups 2,376 (2,265). Total camper nights 7,287 (6,932).

Year on year use hovers around 7,000 camper nights via those 200 bookings a year already mentioned. This is a comfortable number that allows access for the districts to camping when required and does not overload the site facilities. We don't advertise ourselves, we don't really need to. This turnover allows the campsite to be adequately managed and not subject to the commercial treadmill of always increasing turnover, think of that grass again.

Finally, a big thank you to the committee members, our auditor and keyholders for all their hard work over the year. Thank you also to the duty wardens throughout the season and the service crew for giving up so much time for the benefit of campsite users - the site could not operate without you all.

Colin Thomas

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

BOIDIER HURST SCOUT CAMP SITE MANAGEMENT
COMMITTEE ANNUAL GENERAL MEETING
30th September 2019

AGENDA

1. Apologies for absence
2. To consider and to approve the Minutes of the Annual General Meeting held on the 16th October, 2018.
3. To receive the report of the Chairman of the Management Committee for the year ended 31 March, 2019.
4. To consider and approve the accounts for the year ended 31 March, 2019.
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
Leatherhead – John Humphreys, Ian Watkinson and Oliver Thornton
6. To note the co-options to the Management Committee:

Benita Middleton – Leatherhead
Angela Stevens - Leatherhead
Averill Laing – Epsom and Ewell
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 AT BOIDIER HURST SCOUT CAMPSITE
TUESDAY 16th OCTOBER 2018

Present Colin Thomas – Chairman
 Phil Alexander – Epsom & Ewell
 John Humphreys – Leatherhead
 Phil Raindle – Epsom & Ewell
 Ian Smalley - Epsom & Ewell
 Paul Vlaeminck – Epsom & Ewell
 John Bourne - Leatherhead
 Malcolm McKee – Leatherhead
 Ian Watkinson – Leatherhead
 Oliver Thornton – Leatherhead
 Averill Laing – Epsom & Ewell
 John Jordan – Epsom & Ewell
 Karl Nicholas – Epsom & Ewell
 Chris Alexander – Epsom & Ewell
 Angela Vlaeminck – Epsom & Ewell
 Simon Baker – Leatherhead
 Fiona Page – Leatherhead
 Stuart Kidd – Leatherhead
 Andy Marlow - Leatherhead
 Benita Middleton – Leatherhead

Apologies Angela Stevens – Leatherhead, Richard Denyer – Epsom & Ewell

1. Minutes of the Annual General Meeting held 26th September 2017 were approved. There were no matters arising. Proposed by John Bourne & seconded by John Humphreys.
2. A copy of the Chairman's report was issued with each Districts' AGM papers and was included in the Annual Report. The Chairman was congratulated on his report which reported the construction of a new track from the crossroads to the western boundary to allow access to repair the fence, improvement of the septic tank drainage and construction of various bunds and drains to improve drainage on the camping pitches.
3. The accounts had been audited by Mike Reeves. There was a surplus of income over expenditure of £3,959.36 over the year. The accounts were approved, proposed by John Jordan and seconded by Ian Smalley.
4. Nominations to the Management Committee by Epsom & Ewell and Leatherhead District were noted:
 Epsom & Ewell – Paul Vlaeminck, Phil Alexander and Ian Smalley.
 Leatherhead – John Humphreys, Ian Watkinson & Oliver Thornton.

5. 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
6. The meeting noted the Management Committee appointment of Colin Thomas as Chairman. Proposed by Phil Alexander and seconded by Averill Laing.
7. The meeting noted the Management Committee appointment of Benita Middleton as Treasurer and Minutes Secretary. Proposed by Karl Nicholas and seconded by Averill Laing.
8. The meeting gave the Committee its approval to appointment Mike Reeves as Independent Examiner.
9. 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. Special thanks were given to Philip Raindle for completing 40 years on the Management Committee and to John Bourne for his years of service as he had indicated a wish to stand down at the AGM. The Chairman presented John Bourne with a gift.
10. Thanks were expressed to Colin Thomas for his leadership over the past year.
11. Any other business: Stuart Kidd raised the issue of having internet access on site. It was agreed this would be discussed by the management committee.
12. The meeting closed at 21:50h.

BOIDIER HURST SCOUT **CAMP SITE**

MANAGEMENT **COMMITTEE**

ANNUAL ACCOUNTS 2018/19

BOIDIER HURST SCOUT CAMP SITE
TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED
31 MARCH, 2019

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 30th September 2019 and signed on their behalf by;



Colin Thomas
Chairman



Benita Middleton
Treasurer

BOIDER HURST SCOUT CAMP SITE
REPORT AND ACCOUNTS FOR THE PERIOD ENDED
31 MARCH 2019.

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 PHILIP ALEXANDER JOHN HUMPHREYS IAN SMALLEY
	SITE WARDEN	PHILIP RAINDLE
	BOOKING SECRETARY	AVERILL LAING
BANKERS:	CAFF Bank	
CHARITY REGISTRATION:	305713	
CONTACT NAME AND ADDRESS:	COLIN THOMAS, 12, THE LORNE, BOOKHAM, SURREY, KT23 4JZ	

Boidierhurst Scout Campsite
Receipts & Payments Account Summary
For Year Ended 31 March 2019

	<u>Current Year</u>	<u>Previous Year</u>
Total receipts for Year	£31,161.62	£24,857.81
Total payments for Year	<u>£25,792.40</u>	<u>£20,898.45</u>
Net receipts (Payments) for the Year	£5,369.22	£3,959.36
Cash Bank and Similar Funds b/f	<u>£30,845.75</u>	<u>£26,886.39</u>
Cash Bank and Similar Funds c/f	<u>£36,214.97</u>	<u>£30,845.75</u>

Boidierhurst Scout Campsite
Receipts & Payments Account
For Year Ended 31 March 2019

<u>Receipts</u>	<u>Current Year</u>	<u>Previous Year</u>
Camp Fees DoE	£15,201.70	£9,801.00
Camp Fees Scouts	£6,321.10	£6,285.70
Manly Building	£3,711.10	£4,662.50
Day Visitors	£70.00	
Group Levies	£4,950.00	£3,100.00
Badge sales	£323.50	£319.50
Bank Interest	£109.22	£102.78
Grants / Donations	£475.00	£566.33
Sundry		£20.00
	<u>£31,161.62</u>	<u>£24,857.81</u>
Payments		
Administration	£37.53	£6.72
Maintenance	£6,050.81	£6,398.69
Development	£2,746.43	£5,159.91
Equipment	£4,271.88	£1,627.67
Electricity	£786.00	£996.00
Water	£515.87	£1,310.70
Insurance	£3,710.35	£2,806.26
Gas	£1,052.54	£1,173.89
Phone	£194.40	£194.60
Security	£3,911.45	
Sundry	£708.40	£1,158.01
Refunds	£1,280.00	£66.00
Badges	£526.74	
	<u>£25,792.40</u>	<u>£20,898.45</u>

Boidierhurst Scout Campsite
Monetary Assets
(Cash, Bank & similar funds)
For Year Ended 31 March 2019

	<u>Current Year</u>	<u>Previous Year</u>
Current Acc.	£15,401.32	£10,141.32
Scout Association	£20,813.65	£20,704.43
Cash in Hand		
	<u>£36,214.97</u>	<u>£30,845.75</u>
Other Monetary Assets.		
Land & Buildings	£569,500.00	£569,500.00
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 Campsite

I report to the trustees on my examination of the accounts of the Boidierhurst Campsite (the Campsite)

for the year ended 31st MARCH 2019

Responsibilities and basis of report

As the charity trustees of the 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 Campsite'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 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.

Signed: MJ Reeves

Name: MICHAEL JAMES REEVES

Relevant professional qualification (if any): FCCA

Address: FLAT 11 PARK HEIGHTS, 38-40 SOUTH STREET,
EPSOM, SURREY, KT12 7PQ

Date: 17th AUGUST 2019

