



Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	April	2017	To	31	March	2018

Section A Reference and administration details

Charity name Danemead Management Committee

Other names charity is known by Danemead Scout Campsite

Registered charity number (if any) 1069693

Charity's principal address c/o Chair, Christopher Harrison
8, Northside, Breach Barns, Galley Hill
Waltham Abbey, Essex
Postcode EN9 2AR

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Christopher Harrison	Chair		Campsite Manager
2	Matthew Brett	Campsite Manager		The Scout District Executives of Barnet, Chingford, Enfield and North London
3	Lynn Kirby	Treasurer	01/04/17 – 28/11/2017	The Danemead Management Committee
4	Ann Finnis	Treasurer	From 28/11/2017	The Danemead Management Committee
5	Michael Hayward	Secretary		The Danemead Management Committee
6	Martin Lindsey	North London Scout District Representative		North London Scout District Executive Committee
7	Robert Pytches	Enfield Scout District Representative		Enfield Scout District Executive Committee
8	Mark Miller	Chingford Scout District Representative		Chingford Scout District Executive Committee
9	Nick Stevenson	Barnet Scout District Representative		Barnet Scout District Executive Committee
10	Nathan Burke	Young Person Representative	From 28/11/2017	The Danemead Management Committee
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Health and Safety	Judith Harris	
Finance	Monica Finnis	

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution dated 21 st September 2014 and adopted at EGM on 21 st September 2014.
How the charity is constituted (eg. trust, association, company)	The Danemead Management Committee has been constituted to effectively, expeditiously and efficiently administer and manage the land and buildings specified within the Danemead Trust Deed (dated 1 st September 1971 and subsequent amendments) or otherwise known to comprise "Danemead" (the asset) on behalf of four District Scout Councils, or their successors, being (1) Barnet District Scout Council, (2) Chingford District Scout Council, (3) Enfield District Scout Council and (4) Haringey District Scout Council who own the land in equal shares and are the "Owning Districts"
Trustee selection methods (eg. appointed by, elected by)	The Danemead Management Committee shall comprise of up to ten Trustees who shall be the only voting members. Each Owning District shall appoint one Trustee [= 4 Trustees]. Nomination of these Trustees shall be received by the Secretary fourteen days prior to the Annual General Meeting. The Owning Districts may change the nominated Trustee subject to fourteen days written notice to the Secretary or, if within 90 days of the Annual General Meeting by fourteen days notice prior to the Annual General Meeting. If a trustee does not adequately perform their role the Danemead Management Committee can ask the appointing Owning District to replace that Trustee, such requests shall not be

unreasonably refused. If the nominated Trustee is unable to attend a meeting then the Owing District has the right to send a representative. The representative will not have voting rights.

The Owing Districts shall jointly approve the appointment of the Campsite Manager (a Trustee) [= 5th Trustee] who shall be a member of The Scout Association through one of the Owing Districts.

The Campsite Manager shall nominate the Chairman (a Trustee) at the Annual General Meeting [= 6th Trustee] This appointment must be approved at the Annual General Meeting. The Chairman shall be a member of the Scout Association through one of the Owing Districts.

The Secretary and Treasurer shall be voted in at the Annual General Meeting [= 7th and 8th Trustee]. Nominations for the positions in writing, including nominee's agreement to perform the role, to be received by the Secretary a minimum of fourteen days prior to the Annual General Meeting. The Secretary and Treasurer must be willing to become members of the Scout Association if they are not already.

There should normally be at least two young people between the age of 18 and 25 years old who hold full voting rights [= 9th and 10th Trustee]. Nominations for the positions in writing, including nominee's agreement to perform the role to be received by the Secretary a minimum of fourteen days prior to the Annual General Meeting. Nominees must be members of the Scout Association through one of the Owing Districts.

Additional governance issues (Optional information)

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

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Danemead Management Committee shall operate in accordance with The Policy, Organisation and Rules of The Scout Association (as amended from time to time).

The Danemead Management Committee has identified the major risks to which they believe the campsite is exposed. These have been reviewed and systems have been established to mitigate against them.

The main areas of concern are:

Damage to Uncle Tom's Cabin, the toilet block and volunteer accommodation. All buildings are fully insured against partial or complete loss.

Damage to property and equipment. The campsite has sufficient insurance in place to mitigate against permanent loss.

Injury to campsite visitors. The campsite has adequate public liability insurance provided through Unity Scout Insurance Services and all volunteers are members of the Scout Association and covered under insurance provided by Unity Scout Insurance Services.

Risk assessments are undertaken before all activities.

Reduced income from fund raising. The campsite is primarily reliant upon income from camping fees and indoor accommodation hire. The campsite holds a reserve to ensure the continuity of activities, should there be a major reduction in income. The Committee could raise the cost of camping and hire fees to increase the income of the campsite

on an ongoing basis, either temporarily or permanently.

Reduction or loss of volunteers. The campsite is totally reliant on volunteers to run and administer the activities of the campsite. If there was a reduction in the number of volunteers to an unacceptable level there would have to be a contraction, consolidation or closure of the site until more volunteers could be recruited.

Financial irregularity. The Chairman and Campsite Manager has drawn the attention of all Wardens, crew and Committee Officers to the Scout Association's Financial Guidance and the advice to keep income separate from expenditure. The campsite Manager is offered a float for their expenses so that income can be banked gross.

Section C

Objectives and activities

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

Aims & Objectives of Danemead Management Committee

The Danemead Management Committee shall:

Maintain, develop and improve the asset land and any building originally or thereafter permitted to be placed there.

Maximise the use to which the asset can be placed, within its accepted primary purpose of camping, outdoor education and recreation for Scouting, to which priority shall be given, and any other youth organisations.

Retain and preserve all associated rights, easements or other chattels appertaining to the asset on behalf of the Danemead Trust.

Report regularly at pre-agreed intervals to the Owing Districts on management and any other matters which may affect the asset.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

The campsite is run entirely by volunteers who receive no remuneration for their time and services.
Volunteers are all members of the Danemead Scout Active Support Unit which is administered by Enfield District Scouts.

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

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

During the year 2017/18 a great deal was achieved by the campsite management team, the wardens and crew. Many of these achievements are setting the foundations for the future development of the site.

- Snagging issues with Toilet Block resolved and rotten cladding replaced and painted.
- The refurbishment of the kitchen in Uncle Tom's Cabin (UTC) was completed
- A burst water pipe in the roof of UTC led to considerable damage to one of the bunk rooms which remained out of use for the majority of the year. However, the water pipes in the roof were completely renewed and re-lagged and the existing water tank also removed.
- A good working relationships with East Herts Council (Planning Enforcement) and Hertfordshire County Council (Common Land) were maintained by on-site meetings.
- Good working relationships also maintained with external organisations; East Hertfordshire Wildlife Trust, Natural England, The Forestry Commission and Capel Manor College – representatives of all these organisations have been regular visitors to the site.
- Working parties and crew weekends have seen improvements to the water system, removal of holly and non-natural species of trees.
- A new uniform was purchased for the crew and a new limited edition badge went on sale in the Tuck Shop.
- A change of Treasurer has led to a more robust accounting procedure and whilst we still had issues in 2017/18 the changes that we have introduced will ensure that going forward our financial records will be a lot easier to understand and administer.
- A partnership with NCS Tree Services added a valuable new source of income for the site.
- A very constructive meeting with the owners of the adjacent properties that we supply with water.
- Continuing improvements to our booking system and social media presence

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity aims to hold a sum not less than £5,000 in the main HSBC current account to meet the cost of day to day running costs. On 31st March 2018 the sum was £8,382.

Further sums amounting to £17,940 were held in a Barclays Account (£12,655) and invested in the Scout Association's Deposit Account (£5,285). £3,500 was held in a HSBC deposit account specifically to meet any costs relating to the water supply plant and infrastructure.

Details of any funds materially in deficit

Further financial review details (Optional information)

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

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's principal source of funding is from camping fees, the hire of the accommodation facilities and the profit generated from sales of sweets and souvenirs in the campsite Tuck Shop.

Section F

Other optional information

Whilst a loss of £1,060 was reported over the last financial year 2017/18 money has been spent as highlighted above to improve the overall residential experiences for future users and we still retained a sum above our reserve policy to meet any future running costs.

No special events were held during the year and this is reflected in a reduced income from Scout Camping Fees. Income from non-Scout camping fees and the income generated from indoor accommodation both increased. Income from the Tuck Shop was the highest ever recorded at £2,856.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Christopher John Harrison	Matthew David George Brett
Position (eg Secretary, Chair, etc)	Chair	Campsite Manager
Date	16 th September 2018	