



Annual General Meeting

Bradford North District Scout Council

8th July 2025 - Eccleshill United Football Club, Kingsway, Bradford, BD2 1PN



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Agenda

Date: 8th July 2025

Venue: Eccleshill Football Club, Kingsway, Bradford, BD2 1PN

1. Introduction and welcome

2. Apologies for absence

3. Governance topics

- a. Approve the minutes of the Annual General Meeting held on 11th July 2024
- b. Adopt the Constitution from Policy, Organisation and Rules (POR)
- c. Note the District's financial year
- d. Approve appointed and community members of the District Scout Council
- e. Agree the number of members that may be appointed to the Trustee Board
- f. Agree the quorum for future meetings of the District Scout Council (excluding this AGM)

4. Review of the previous year

- a. The District Lead Volunteer's review of Scouts in the Bradford North
- b. Receive and consider the Annual Report of the District Trustee Board, including the annual Statement of the Accounts

5. Making appointments

- a. Appoint the District Chair, following recommendation from the open selection process initiated by the District Trustee Board
- b. Appoint the District Treasurer, following recommendation from the open selection process initiated by the District Trustee Board
- c. Appoint members of the District Trustee Board, following recommendations from the open selection process initiated by the District Trustee Board
- d. Appoint representatives of the Blackhills Management Committee
- e. [If required] (Re-)appoint District President and/or Vice Presidents
- f. Appoint the Scrutineer
- g. Nominate representatives of the District Scout Council to represent the District on the County Scout Council

6. Awards

7. Bradford Gang Show

8. County Representative

9. Closing Remarks

District Lead Volunteer's Report

Wendy Flatters – wendy.flatters@bradfordnorthscouts.org.uk

We started 2025 with a slight reduction in Youth membership 411 (previous in 2024 was 425), this was mainly due to the closure of a Beaver section at 4th. As most Group numbers have fluctuated during the year, we are now back to the previous years number with the help of the formation of 67th Bradford North – Ihya Scouts who are presently meeting in Cottingley Town Hall Church Hall (with agreement with Aire Valley), I would like to welcome Mohammed and the Team from 67th to Bradford North Scouts.

2024/2025 year has seen the Major change to the Membership system as Compass was closed at the end of October 2024 and The Scouts moved onto a new Membership system which has brought with it many challenges from logging on to completing the Mandatory Training including the new Safety module that all Members have to complete – members are finding it stressful to navigate the system leading to missed learning, DBS's

The main difference to Scouting are the changes to Role Names – Commissioners are a thing of the Past as we are all Volunteer Members working in Teams with - District Commissioner now is District Lead Volunteer , Group Scout Leaders – Group Lead Volunteer and each section is now a Team with the Section Assistants being Team members which now generates the necessity of a First Response Certificate in addition to the completion of Growing Roots modules including the new Safety Module and Safeguarding. Occasional Helpers are now Non-Members who require a DBS or a very Occasional Helper can now be a helper with no registration on the system, both do not go towards your membership years.

We now have Four Main Teams – Programme, Support, Development and 14-24 Year Olds, plus the Trustee Board (Executive), all Teams are to have a Lead Volunteer, presently we have Steve Sutcliffe – Programme Lead, Adam Simpson – 14-24 Lead and vacancies for the Support and Development Teams – I am more than happy to sit with anyone interested in either of these Teams and what is involved.

The Bradford North “Winter Wonderland “took place at Blackhills in November 2024 with about 100 Squirrels, Beavers and Cubs having a fantastic time taking part in activities and Crafts with special visits of Father Christmas and the” Gringe”, thanks go to Sarah and her Team, for organising the event, hopefully it is going to once again take place in November 2025.

In March myself, John B, Oliver and Steven attended the Regional Conference in Durham, where we took part in Workshops and Seminars sharing knowledge with other Team Leads from across the North East Region, we all came back realising that other Districts are having the same obstacles facing them with lack of Volunteers in the newly formed Teams.

We changed the venue for the 2025 St George's Day Parade and Service, after forming the Parade in Centenary Square we paraded through City Park, crossing Prince's Way to the Fountain Church, Bradford (adjacent to the Alhambra) where the service was led by the Reverend Linda Maslen, in the company of the Lord Mayor Bev Mullaney and her Consort. It was a service mainly led by the Young People who had been asked to either write or draw what they liked about Scouting or St George, which they then read or showed to form Prayers or Stories. It was also a time to celebrate the achievements of the Young People who had achieved Top Awards in their section, it gave me great pleasure to present Stanley, Millie and Harry from 4th Bradford North Squirrels with the Chief Scouts Award for Squirrels “The Acorn” and also Stanley a certificate to recognise that he had

achieved all Squirrel Activity Badges and completed his You Shape Award – well done Stanley – let's see if we can present another at our St George's day in 2026. Following the service, we returned to Centenary Square to take the Salute in front of the Lord Mayor. Thank You to all the parents, Carers and families who supported us on the day.

As you will read in John Briggs's report as District Chair it has been a busy year for the Trustee Board, supporting the District in all things of Governance, we have only had a small Trustee Board this last Year but are looking for members to Grow the numbers – please contact either John or myself if you are interested. Thanks go once again to Andrew Wilson who has been taking care of the District Finances as Treasurer making sure that we are solvent and spending money for the good of the Youth of the District. Seth has been revamping the District Website www.bradfordnorthscouts.org.uk and is constantly looking for News items to be included, so let's have reports from Camps, Activity sessions or Learning new Crafts so we can showcase Scouting to those who are uncertain about what we do.

Once again, we have an International fast approaching in the form of the "World Scout Moot" taking place in Portugal for Network (18-24 year olds), we have Oliver and Chloe attending as Participants and myself as a member of the IST (International Service Team).

In the coming Year we are looking at growing the district with Groups being set in in the centre of Bradford and on Thornton Road (Eden Boy's Academy), we wish them all the success and look forward to them joining in with District events.

We are looking forward to the Bradford Gang Show (under a new Production Team) taking place 26th-28th March 2026 at the Bradford Playhouse, Auditions will be taking place on Saturdays 6th and 13th September 2025 at Wibsey Methodist Church, these are drop in's, more information can be found on the Bradford North Facebook page, please encourage our Bradford North Young People to take part as Bradford North are the sponsors for this event

A special thanks go to all the parents/Carers of the Young People attending the sections and providing transport and support so that we can give a varied and productive programme, as always we would welcome any adults to join the teams in Groups or District, either as a member of a section Team or a supporter as a member of the Trustee Board or a non-member who is able to give as much time as possible in supporting the Teams enquiries to info@bradfordnorthscouts.org.uk

I would like to end by thanking all the Members of the Bradford North Team, Group Lead Volunteers, Section Teams of the Groups and District, and to John Briggs Chair of the Trustee Board, Kevin Jones who is the District Safety Officer and has been keeping an eye on the Risk Assessments and Nights Away applications so keeping are Young People Safe, thanks also go to Malcolm who has been out and about assessing members for their Nights Away Permits, which means that more sections are able to enjoy the adventure of Camps and the Activities that are not always possible on a meeting time.

We look forward to a great year ahead, once again helping our Young People achieve "Skills for Life", through Fun, Challenge and Adventure, leading to gaining top awards

Wendy Flatters

Bradford North | District Lead Volunteer

District Youth Lead's Report

Oliver Rhodes – oliver.rhodes@bradfordnorthscouts.org.uk

This year has been a standout one for Youth Shaped Scouting across Bradford North, with exciting new developments and stronger youth voice than ever before.



In April saw the first-ever YouShape Award presented to a Squirrel in our district, celebrated proudly during our St George's Day event. This milestone highlights just how deeply youth voice is now embedded, even in our youngest sections. The Squirrels YouShape Award, made up of the Plan, Lead, Represent, and Central badges, has inspired early engagement and confidence, a big thank you to all the leaders making this part of their programme. Young people across all sections have continued to lead the way, shaping their section nights, contributing to District planning, and leading activities.

One of the most exciting highlights this year has been the organisation of several Youth Hustings across West Yorkshire coinciding with the 2024 General election, which was a privilege to co-host. The events brought together young people and parliamentary candidates from constituencies from Keighley, Ilkley, Bradford East, and Shipley. The energy in the room was incredible. Our Scouts and Explorers asked powerful, well-thought-out questions, showing their awareness of social issues and eagerness to engage in decision-making that affects their lives and communities.

For the first time scouts from Bradford North represented the district at the UK Youth Forum held in Manchester, actively joining others from across the country to share their views, propose ideas, and influence national Scouting policy. This was a proud moment for our District – seeing our young people actively shaping the future of Scouting on a national platform.



This year has shown that when young people are given the chance to lead, represent, and make change. Their voices are shaping programmes, policies, and the wider world beyond Scouting.

A huge thank you goes to all our amazing volunteers and leaders for supporting and enabling this work. It's through your encouragement that our young people gain the confidence and skills to speak up, act, and step forward as the leaders of tomorrow.

Oliver Rhodes

Bradford North | District Youth Lead

Chair of the Trustee Board's Report

John Briggs – john.briggs@bradfordnorthscouts.org.uk

It's incredible think that it's been 12 months since the last AGM and to then try and reflect on those last 12 months of Scouting in Bradford North, but I will try capture some of the highs and lows.

We have continued to focus on embedding the changes that have come from Head Quarters and getting our heads round the difference between the 'Operational' aspects and 'Governance' of the District.

As a part of this, a number of us attended the Regional Conference in Durham, where there was a day of brilliant presentations and seminars, all in relation to the changes that we are striving to embed into our Scouting in Bradford North, whilst balancing this, with what most of us joined up for, in wanting to make a real difference to children and young people.

There are still a few pieces of the jigsaw that we need to sort around the Programme Team, so that we can offer the children and young people throughout the sections, with some amazing opportunities and experiences to help them grow and develop.

As a Trustee Board, we have been focussing on getting our 'Governance' on a solid footing and especially around the requirements laid down by the Charities Commission, which has been a challenge, but will stand us in good stead for the future.

It was good to be a part of some of the exciting events that were laid on by the 67th Bradford North and especially the event at the Mercure Hotel in Bingley and the support of family, friends and community was humbling to see, and just shows that there is such a need for Scouting in Bradford's wide and diverse demographic.

As a District, we continue to be heavily involved in Blackhills both operationally, in relation to the maintenance of the site and equally, with the necessary governance too. As a Trustee board, we have been working hard to get the lease to the campsite 'over the line' and more recently, work has been undertaken to ensure the land that we own is both 'secure' and updated with the Land Registry.

Scouting as you know, is reliant on the volunteers that give up their time, week in and week out and this can sometimes be taken for granted and it's not until something happens that we reflect on this.

As you know, we lost a very 'big' part of our District, with the passing of John Ratnik earlier this year. John was a larger than life character and played so many parts in the District, which will be incredibly hard to fill.

The 'turn out' by the District and many other Scouting colleagues both past and present at John's funeral and the 'guard of honour' we provided, was a real testament to John's standing in the District and I know that the 'turn out' of so many Scouter's, was of great comfort to his family.

It's the adults in scouting that make it so good, and it wouldn't be right if we didn't acknowledge the support given to Bradford North by Ian Womersley the out-going County Lead Volunteer. Ian really championed Scouting in Bradford North and we thank him for his support, and it was really appreciated!!! We wish Ian the very best, whatever his next journey in Scouting may be.

As a District, we are really looking forward to building a brilliant relationship with Toby Hammond our new County Lead Volunteer and I know that wherever he goes in the District, he will receive a real warm Bradford North 'welcome' and we will of course support him in his new role.

We are really chuffed that Mark Stageman has agreed to take on the role of 'President' of the Bradford North District. As you know, Mark has a long standing connection with the District and he has always been a real 'ambassador', championing Scouting in Bradford North, so we are incredibly lucky to have Mark agree to take on this role.

I'd like to close by thanking you all for your amazing hard work and dedication, whatever role you may have in the District, and especially to Wendy our District Lead Volunteer, who I think has done an incredible job in 'steering' the District and supporting us with the many changes that have come 'down the tracks' over the last 12 months.

With every best wish

John Briggs
Bradford North | Chair of the Trustee Board

14-24 Team Leader's Report

Adam Simpson – adam.simpson@bradfordnorthscouts.org.uk

The previous year has been an exciting one for the Explorers of Bradford North. All groups have been running a full programme of activities and camps

The year has seen the Explorers section of Bradford North increase in size with the addition of a new Explorer section at 1st Bradford North, based at Ebenezer Methodist Church. It is still early days for this new section, but they are being supported in building their programme and hopefully this new section will grow and thrive. This brings the total number of Explorer groups in the Bradford North District to five.

I'd like to thank all of the Explorer leaders in Bradford North for their continuing hard work and effort they put in running their units.

Due to other commitments, we have not been able to run as full a programme of joint activities as we have done in previous years. This includes activities such as:

- Cooking Competition
- Target Competition
- Bradford Monopoly Run

We did however see the introduction of the first ever Explorers Poker Tournament. Whilst attendance numbers were limited this year, this should hopefully increase at next year's event.

We will continue to build on the success of these activities, with the hope of making them bigger and better in the following year. The groups will also be striving to achieve more top awards and complete more activity badges.

Adam Simpson

Bradford North | 14-24 Team Leader

District Treasurer's Report

Andrew Wilson – andrew.wilson@bradfordnorthscouts.org.uk

The financial year 2024 / 2025 for Bradford North, has again been a settled year for the District, albeit with a lot of changes for our systems.

This year we moved accounting onto the online financial package – SAGE a recognised accounting software to make accounting easier for myself as Treasurer and enable better accounting controls and easier reporting for the Trustees.

Annual Membership income increased this year, which was by the increase in the Scout Association Membership, with using Sage in this years accounts and future years you will see the membership fees for Scout Association, County and the District split for a clearer picture of accountability.

You will see that the figures this year are showing 2024 & 2025 figures for Scout Association & County to show income & expenditure in the same accounting year, with the payment showing outstanding at year-end as it processed in April.

We have started to use Zoho Inventory & Invoicing for both the District & Scout Shop. The use of the Zoho systems has improved stock management for the Scout Shop and enabled us to provide a better service to you all. The badges have moved into the Scout Shop bringing everything for uniform & badges together in one place.

We encourage all groups to buy badges & neckers from the shop to support funds for the District, we also ask Groups to encourage parents to support the Scout Shop, profits from the shop support the expenses of the District and enables Trustees to keep the District Membership to a minimum.

We have made ordering from the Scout Shop easier, you can now email your order to myself (andrew.wilson@bradfordnorthscouts.org.uk) for badges & uniform for collection from the Scout Shop.

You will see within this years financial report a change for Blackhills reporting following advice from the Scrutineer for Blackhills Scout Campsite Accounts, and speaking to the Charity Commission. We have been advised Blackhills should be reported within our Annual Accounts as a Joint Venture with Bradford South District Scout Council. Up to present on our Annual return to the Charity Commission we have reported Blackhills as cash funds on the form CC16a being our 50% share of the funds held by Blackhills.

A copy of Blackhills account as included with my report, you will see the land owned by Blackhills (Lee Farm) has been revalued in the year, with a current valuation of £300,000, against a purchase price of £1175 in 1949. The figure is adjusted to reflect the sale of the barn on the land in the 1990's where the funds were used to support the development of the site with the two toilet blocks and the Carlton Building.

This year, and going forward Blackhills will be reported as a Joint Venture, with an amendment to prior years submitted to the Charity Commission with this years return, a copy of Blackhills accounts is included within the financial report.

Bradford North District Scout Council has met with Bradford South District Scout Council and have agreed to this joint approach.

There is also a change to the accounting for City of Bradford Gang Show, following John & Wendy's decision to retire, a new committee has been formed. The previous bank account has been closed with the funds transferred to the District and is now listed as a restricted fund within the District Accounts.

In summary, it's been a busy year for myself as your Treasurer improving the structure, reporting and the accountability of the District for the future.

Andrew Wilson

Bradford North | District Treasurer



Treasurer's Report Summary

Bradford North District Scout Council

8th July 2025

Bradford North District Scout Council

Treasurers Report Summary 2025

	Income		Expenditure		Surplus / Deficit	
	2025	2024	2025	2024	2025	2024
Bradford North District Scout Council	34640.00	29882.00	46947.00	25662.00	-12307.00	4220.00
Bradford North District Scout Council - Restricted Income	5826.03	3225.00	3526.54	4928.00	2299.49	-1703.00
Bradford North - Central Explorers	1883.50	3539.00	1839.95	4375.00	43.55	-836.00
Bradford North Scout Shop	7497.19	7302.00	12319.32	6156.00	-4822.13	1146.00
Bradford North - World Scout Jamboree	0.00	1449.00	0.00	2649.00	0.00	-1200.00
City of Bradford Gang Show	0.00	10117.00	0.00	8667.00	0.00	1450.00
Blackhills Scout Campsite - 50% Joint Venture	35429.00	40508.00	37880.00	20998.50	-2451.00	19509.50
	85275.72	96022.00	102512.81	73435.50	-17237.09	22586.50

	Opening Balance	Movement in Year	Closing Balance
	01/04/2024		30/03/2025
Bradford North District Scout Council	55507.43	-10007.51	45499.92
Bradford North District Scout Council - Restricted Income	10314.92	2299.49	12614.41
Bradford North - Central Explorers	90.31	43.55	133.86
Bradford North Scout Shop	6947.61	-4822.13	2125.48
Bradford North - World Scout Jamboree	782.02	0.00	782.02
City of Bradford Gang Show	4732.72	-4732.72	0.00 Account Closed November 2024
Blackhills Scout Campsite - 50% Joint Venture	137674.00	-2451.00	135223.00
	216049.01	-19670.32	196378.69

	Opening Balance	Income	Expenditure	Closing Balance
Bradford North District Scout Council - Restricted Income				
1110 - Restricted Funds - Development	2040.68	20.00	1639.92	420.76
1120 - Restricted Funds - Duke of Edinburgh Award	2784.12	0.00	0.00	2784.12
1130 - Restricted Funds - Explorers International	551.72	0.00	0.00	551.72
1140 - Restricted Funds - Groups	1590.58	919.00	1211.08	1298.50
1150 - Restricted Funds - Nordjam / Scouts	2278.65	135.00	335.00	2078.65
1160 - Restricted Funds - Wrose Stores	1069.17	19.31	340.54	747.94
1170 - Restricted Funds - Bradford Gang Show	0.00	4732.72	0.00	4732.72
	10314.92	5826.03	3526.54	12614.41

Bradford North District Scouts

Profit and Loss

For Period Ending 31 March 2025

Account number	Account description	1 Apr 24 - 31 Mar 25	1 Apr 23 - 31 Mar 24
	Sales	34,640	29,882
4000	Scout Association - Membership	17,581	21,875
4010	West Yorkshire Scout Council - Membership	3,726	
4020	Bradford North District - Membership	2,070	
4030	Badge Sales	7,503	4,304
4060	Activities & Competitions - Cubs	34	123
4070	Activities & Competitions - Scouts	135	145
4090	Activities & Competitions - District	1,814	3,221
4100	District Camps	1,535	
4130	Bradford Gang Show	242	215
	Other Income	0	0
	Total Sales	34,640	29,882
	Direct Expenses	42,167	19,418
5000	Scout Association - Membership	33,443	15,312
5010	West Yorkshire Scout Council - Membership	7,533	
5020	Scout Association - Badges	1,191	4,106
	Gross Profit /(Loss)	(7,527)	10,464
	Gross Profit /(Loss) %	(21.73%)	35.02%
	Overheads	4,780	4,355
6030	Activities / Competitions - Cubs	32	71
6040	Activities / Competitions - Scouts	134	119
6060	Activities / Competitions - District	1,300	2,323
6070	District Camps	1,353	150
6100	Bradford Gang Show	310	577
6110	Awards & Presentations	38	
6120	St Georges Day / Remembrance Day	28	28
6130	Room Hire - Meetings	410	159
7130	Unity Insurance	711	661
7300	Vehicle Fuel	49	8
7510	Postage and Carriage	9	1
7520	Office Stationery	146	223
7540	Internet Charges	18	35
7550	Computer & Software	108	
7800	Repairs and Renewals	32	
8210	Subscriptions	102	
	Other Expenses	0	1,889
	Total Overheads	4,780	6,244
	Net Profit /(Loss)	(12,307)	4,220
	Net Profit /(Loss) %	(35.53%)	14.12%

Balance Sheet

As at 31 March 2025

Account number	Account description	31 Mar 25 YTD	31 Mar 24 YTD
	Assets		
	Fixed Assets		
	Fixed Assets	0.00	0
	Noncurrent Assets	0.00	0
	Intangible Assets	0.00	0
	Total Fixed Assets	0.00	0.00
	Current Assets		
	Current Assets	0.00	0
	Bank	46,283.15	56289.45
1200	Barclays - Bradford North	45,501.13	55507.43
1220	Bradford North Explorer Scouts	782.02	782.02
	Total Current Assets	46,283.15	56,289.45
	Total Assets	46,283.15	56,289.45
	Liabilities		
	Current Liabilities		
	Current Liabilities	0.00	
	Bank Overdraft	0.00	
	Other Current Liabilities	12,614.41	10278.92
1110	Restricted Funds - Development	420.76	2040.68
1120	Restricted Funds - Duke of Edinburgh	2,784.12	2748.12
1130	Restricted Funds - Explorers International	551.72	551.72
1140	Restricted Funds - Groups	1,298.50	1590.58
1150	Restricted Funds - Nordjam / Scouts	2,078.65	2278.65
1160	Restricted Funds - Wrose Stores	747.94	1069.17
1170	Restricted Funds - Bradford Gang Show	4,732.72	
	Total Current Liabilities	12,614.41	10,278.92
	Future Liabilities		
	Long Term Liabilities	0.00	
	Total Future Liabilities	0.00	0.00
	Total Liabilities	12,614.41	10,278.92
	Total Net Assets	33,668.74	46,010.53
	Equity		
	Equity	33,668.74	45,974.53
	Profit And Loss - Prior Years	45,974.53	41,754.07
	Profit And Loss - Current Year	(12,305.79)	4220.46
	Total Equity	33,668.74	45,974.53

BRADFORD NORTH SCOUT SHOP

ACCOUNTS 2024 - 2025

	<u>2025</u>	<u>2024</u>
<u>Income</u>		
Sales - Uniform	5186.04	7245.62
Sales - Badges	2220.43	0.00
Bank Interest	<u>90.72</u>	<u>56.42</u>
	7497.19	7302.04
 <u>Expenditure</u>		
Scout Shop	2325.97	2849.45
Warrens Kneckerchiefs	1077.06	1728.80
Bradford North Badges	1790.44	813.25
Bradford North Badge Stock	5912.51	0.00
Blackhills Rent	250.00	250.00
OSM Support Groups	864.00	432.00
Equipment	0.00	0.00
Card Machine Charges	25.97	13.52
Postage	73.37	24.20
First Aid Courses	0.00	0.00
Advertising	0.00	45.00
Bank Charges	0.00	0.00
Sundries	<u>0.00</u>	<u>0.00</u>
	12319.32	6156.22
 Surplus / (Deficit)	<u><u>-4822.13</u></u>	<u><u>1145.82</u></u>

Represented by:	2025	2024
Opening Balance - 1 April		
Co-op Current A/C	1337.18	1247.78
Co-op Deposit A/C	5560.43	4504.01
Cash in Hand	0.00	0.00
Petty Cash / Float	50.00	50.00
	<u>6947.61</u>	<u>5801.79</u>
Surplus / (Deficit)	-4822.13	1145.82
Closing Balance	<u>2125.48</u>	<u>6947.61</u>
Closing Balance - 31 March		
Co-op Current A/C	1424.33	1337.18
Co-op Deposit A/C	651.15	5560.43
Cash in Hand	0.00	0.00
Petty Cash	50.00	50.00
	<u>2125.48</u>	<u>6947.61</u>
Stock Movement		
Opening Balance - Uniform	3944.52	
Opening Balance - Neckers	3139.45	
Opening Balance - Badges	452.92	
Movement - Uniform	-703.60	
Movement - Neckers	-231.45	
Movement - Badges	3906.92	
Closing Stock - Uniform	3240.92	
Closing Stock - Neckers	2908.00	
Closing Stock - Badges	4359.84	
Assets - reported at cost price		
Uniform Stock	10508.76	7536.89
Card Reader	106.80	106.80
Laptop	147.00	147.00
	<u>10762.56</u>	<u>7790.69</u>

Planning & Preparing Your AGM

Here's a suggested timeline to help you plan and prepare for your [AGM](#):

During the final quarter of the financial year:

-
- Agree the date for the AGM. The AGM must be scheduled for no later than six months after the end of the financial year.
 - Share the AGM date with members of the Scout Council, your community and any other relevant volunteers.
 - Start planning how the Treasurer will complete the [annual statement of accounts](#) and when they need to share it with a Scrutineer/Independent Examiner/Auditor.

Three to four months prior to the AGM:

-
- Review Trustee Board memberships to identify if any appointment periods are coming to an end, if any Trustee needs (and wants) to be re-appointed, and if there are any vacancies.
 - Agree on how the Trustee Board will conduct an [open selection process for appointing Trustees](#).

Please note: appointed and co-opted Trustees (including the Chair and Treasurer) may only be in the same Trustee role on the specific Trustee Board for no more than nine years. You'll find more information on [terms of appointment on POR 5.3](#).

Two months prior to the AGM:

-
- Make arrangements for the open selection process for appointing Trustees, such as advertising vacancies, running elections, undertaking a search group, or receiving applications.
 - Start preparing the [Trustees' annual report](#).
 - Receive the annual statement of accounts from the Scrutineer/Independent Examiner/Auditor and approve it.

One month prior to the AGM:

-
- Send the formal invitation for the AGM to all members of the Scout Council, together with the agenda, the minutes of the previous AGM, a link to the POR model constitution, and a copy of the Trustee Annual Report and Accounts.
 - Finalise any required arrangements for the open selection process for appointing Trustees.

After the AGM:

-
- Within 14 days following from the AGM, send signed copies of the Trustees' approved annual report and accounts to County Treasurer.
 - If the District is a registered charity, within 10 months of the end of your financial year, send a copy of the annual report and accounts to the appropriate charity regulator, if required.
 - Inform the County Trustee Board who your District representatives are for the County Scout Council.
 - Verify the drafted AGM minutes at the next Trustee Board meeting.



Blackhills Financial Accounts

Blackhills Scout Campsite

Blackhills Scout Campsite, Lee Lane, Cottingley, Bradford, BD16 1UB





Blackhills Scout Campsite

Lee Lane, Cottingley, Bradford, BD16 1UB

FINANCIAL ACCOUNTS

YEAR ENED 31ST MARCH 2025

Signed on behalf of the Blackhills Management Committee

I E Lund (Treasurer)

M J Lovatt (Chair)

Dated

Blackhills Scout Campsite – Lee Lane Cottingley, Bradford, West Yorkshire, BD16 1UB
operated on behalf of

Bradford North District Scout Council **Charity Number 1138166** and
Bradford South District Scout Council **Charity Number 503169**

Blackhills Management Committee ("BMC")

Independent examiner's report to the trustees of Bradford South District Scout Council and Bradford North District Scout Council (the "Venturers"), in their capacities as joint owners of Blackhills campsite (the "Joint Venture").

I report to the trustees of the Venturers on my examination of the accounts of the Joint Venture for the year ending 31 March 2025. The scope of this report extends only to the report and accounts presented to you by the BMC, who are your appointed representatives to govern and manage the Joint Venture. My report does not cover your wider Accounts filed to the Charity Commission ("Accounts").

Responsibilities and Basis of Report

As the trustees of the Joint Venture, you are responsible for the preparation of accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). Given the form of the Joint Venture, this includes preparation of Joint Venture accounts for appropriate inclusion in your Charity Accounts (the nature and extent of inclusion following recommended practices outlined in the Charities SORP 2019).

I report in respect of my examination of the Joint Venture accounts only, which I carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(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 Joint Venture as required by section 130 of the Act.

2: the information presented to you by BMC do not accord with those records.

In carrying out my examination, I noted two matters for your attention.

-1- Update on the inclusion of the Joint Venture in your charity Accounts:

The Joint Venture is owned 50/50; managed by a joint committee appointed by you (the BMC) and, despite no formal contractual agreement existing between Venturers, joint control is recognised and not disputed. The Joint Venture is not a separate legal entity, and is thus (following SORP para 29.6 guidance) relates to "jointly controlled assets...with the assets, liabilities, income, expenses and income of the joint venture shared between the venturers". As such, paragraph 29.8 requires that the venturers share be included in their own accounts.

Further to the matter for your attention raised last year, I am informed that this joint arrangement accounting approach is taken in your Charity Accounts 31/03/25. Your reporting will thus be compliant SORP.


-2- Designation of growing unrestricted funds:

There continue to be material unrestricted funds in the Campsite accounts. I am informed these are being built-up in anticipation of future cash resource being required for Campsite related material events or opportunities (for example, major building repairs or replacement, acquisitions and/or funds fulfil land restoration obligations).

A key feature of charity accounting relates to classification of charitable funds. Given a significant proportion of the Campsite unrestricted funds are intended for such particular future projects it would be good practice to earmark such unrestricted funds as 'designated'. Such designation, which is different to 'restricted funds', is for administrative purposes only. Designated funds are helpful when explaining the charity's reserve policies and the levels of reserves being held.

I have no further concerns and have come across no other matter in connection with my examination to which attention should be drawn in this report in order to enable a proper understanding of the Campsite financial information presented to you by BMC to be reached.

Signed:



Name: Gareth James

Professional Qualification: Chartered Accountant

Address: 17 Ladderbanks Lane, Baildon, Shipley, West Yorkshire. BD17 6RX

Date: 6 July 2025.

Balance Sheet at 31st March 2025

	2025	2024
FIXED ASSETS	£2,290	£8,050
CURRENT ASSETS		
Stock	£1,251	£1,151
Barclays Bank Plc – Deposit	£80,005	£88,371
Current	£13,532	£9,657
Skipton Building Society	£91,127	£88,101
Co-op Bank - Deposit	81,714	£80,005
Current	1,500	£1,000
Cash Floats	£143	£129
	£269,272	£1,000 £268,415
CURRENT LIABILITIES		
Sundry Creditors and Accruals		
NET CURRENT ASSETS	<u>£271,562</u>	<u>£275,348</u>
REPRESENTED BY:		
Opening Capital	£275,348	£236,329
Net Profit / Loss for Year	-£4,902	£39,019
	<u><u>£270,446</u></u>	<u><u>£275,348</u></u>

BLACKHILLS SCOUT CAMPSITE 2024-2025

	2025	2024
INCOMING RESOURCES		
Grant	£2,000	£4,706
Rent received	£1,405	£1,404
Interest	£5,612	£4,899
Building hire	£28,271	£32,068
Camping fees	£11,530	£12,683
Visitor fees	£7,179	£7,080
Activity fees	£6,918	£6,886
Fund raising events	£1,643	£3,220
Tuck Shop	£5,228	£5,136
Bar	£875	£1,004
Sundry	£197	£1,932
	<u>£70,858</u>	<u>£81,016</u>
		£0
EXPENDITURE		
General site cost		
Gas	£3,715	£2,750
Water	£982	£790
Electricity	£2,786	£2,093
Waste Disposal	£867	£2,210
Cleaning & toiletries	£509	£432
Rates	£97	£100
Licences	£275	£211
Insurances	£2,125	
Rent paid	£2,200	£2,200
Administration	£404	£594
Land valuation	£924	£0
Repairs and renewals	£10,062	£17,186
Projects (see below)	£35,731	
Booking refunds	£2,337	£0
Activity Costs	£538	£2,404
Fund raising costs	£1,070	£1,593
Tuck Shop	£4,655	£3,050
Bar	£501	£528
Sundry	£222	£90
	<u>£70,001</u>	<u>£36,238</u>
Operating Surplus/(Loss) excluding depreciat	£857	£44,778
Depreciation	£5,759	£5,759
Net Surplus for year	<u><u>-£4,902</u></u>	<u><u>£39,019</u></u>

BLACKHILLS SCOUT CAMPSITE 2024-2025

PROJECTS	BUDGET	EXPENDITUR	Surplus or loss against budget value
Replacement mattress covers	£1,625.00	£1,128.00	£497.00
Gas pipe upgrade	£5,920.88	£5,876.28	£44.60
Resurface track	£20,246.21	£19,243	£1,003.25
To complete the "trim trail"	£500.00	£391.68	£108.32
Wood Pile repair to side fence	£350.00	£430.61	-£80.61
Field entrances etc. off the main track	£650.00	£50.00	£600.00
Resurface car park	£0	£8,400	-£8,400
Refurbishment of container	£0	£207	-£207
Eaton - Disabled toilet boxing in		£5	-£5
TOTAL	£29,292	£35,731	-£6,439

Blackhills Scout Campsite - Stock Reconciliation 2024-25

	Shop	Bar	Total
Sales	£5,228.38	£874.92	£6,103.30
Opening Stock	£986.03	£164.84	£1,150.87
Purchases	£4,654.59	£501.37	£5,155.96
Closing Stock	£1,143.00	£108.00	£1,251.00
Cost Of Sales	£4,497.62	£558.21	£5,055.83
Profit	£730.76	£316.71	£1,047.47

Blackhills Scout Campsite - Breakdown offunds 2024-2025

	Opening Balance	Receipts	Payments	Transfers In	Transfers Out	Closing Balance
Current Account	9657.48	60,383.62	50,583.99	£4,575.00	£10,500.00	£13,532
Deposit Account	88370.37	877.73	19,242.96	£10,000.00		£80,005
Skipton Building Society	88101.55	3,025.02				£91,127
Co-op Current Account	1000			£500		£1,500
Co-op Deposit Account	80005.12	1709.14				£81,714
Petty Cash (inc £100 floats)	129.12	6,151.69	283.15		5,755.00	£243

Blackhills Scout Campsite Fixed Asset Schedule

FIXED ASSETS	Fixtures & Fittings	Buildings	Land	TOTAL
As at 31st March 2025	£0	£57,590		£57,590

Depreciation

As at 31st March 2024	£0	£50,657		£50,657
Charge for the year 2024-25	£0	£5,759		£5,759
	£0	£56,416		£56,416

Net Book Value

As at 31st March 2025	£0	£1,174		£1,174
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Land owned at original cost

£1,116	£2,290
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(Lee Farm covering 34.411 acres purchased in 1949 for £1175

1.75 acres sold in 1996 - land value estimated as $£1175 \times (34.411 - 1.75) / 34.411 = £1116$)