

Chichester Youth Adventure Trust



TYLE MORGRUG
— COTTAGE & BUNKHOUSE —

Annual Report and Accounts For the year ended 31st December 2019

The Trust owns and manages the
Tyle Morgrug Cottage and Bunkhouse,
Halt Road, Rhigos, Aberdare, South Wales
www.cyat.org
Registered Charity No. 288717

Chichester Youth Adventure Trust

Annual Report and Accounts For the year ended 31st December 2019

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Chichester Youth Adventure Trust

Annual Report 2019

Public Benefit Declaration

The Trustees have paid due regard to the Charity Commission's guidance on public benefit.

Our charity's aim is to help and educate young people through their leisure time or educational activities.

Continued work has been undertaken at the bunkhouse to improve the accommodation and to ensure the health and safety requirements are met.

We have regular groups of young people visiting the bunkhouse, participating in a range of outdoor activities. The young people not only experience and develop skills in the outdoors, but also develop their independence and their social skills whilst away from home and living with others. This year we have seen a slight decrease in the number of young people using the bunkhouse, which we will keep a close eye on and continue to find ways to promote the bunkhouse to youth organisations.

There are also a number of adult groups who use the bunkhouse when it is available, and their revenue assists with the day to day expenses of running the place, enabling the young people to stay at the centre at a reduced price.

The following reports incorporate how the charity continues to meet its aim.

Report of the Trustees

Chair's Report

It's hard to believe that 35 years ago Tyle Morgrug, a dilapidated 200 year old Welsh farmhouse, was purchased and the dream of Anne Scicluna, the trust's founder and president,

was fulfilled when, as Mayor of Chichester, she founded The Chichester Youth Adventure Trust charity.

To mark the occasion I thought that my report, this year, would consist of a precis of the interview held with Anne for an article that appeared in the Chichester Observer newspaper on the 28th February 2019:

“As a youth worker, Anne had seen many youth organisations taking young people to centres away from home, teaching skills such as leadership, confidence, self sufficiency and working together as well as learning practical and outdoor activity skills.

She thought Chichester needed a centre of its own, 3 to 4 hours away in wild country that could also be used by youth and adult groups outside the Chichester area.

A place was found which, although not in good repair, already had planning consent and had been used for several years as a bunkhouse and it was purchased for £8,000. Money was raised by youth groups and schools in the Chichester area and the building started to be used. Mornings were spent on simple renovations, afternoons on activities.

Anne said:

Happy 35th Birthday to Tyle Morgrug- you have housed many thousands of young people over the past 35 years. You have helped them to develop into useful citizens. Many have returned as leader , giving back what they received from you. At the beginning you did not even have glass in your windows, but now you have central heating, modern amenities and bright comfortable rooms. Many of the teenagers who worked on the hill farm many years ago are now parents themselves. It is to be hoped that many remember the fun and practical enjoyment they had staying within Tyle Morgrug`s stone walls. The trustees look forward to the next 35 years and hope you will still be going strong and looking after future generations of young people and adults who visit you.”

That was how it all started and thanks to an enthusiastic group of trustees and volunteers working tirelessly to raise money and carry out the necessary improvements Tyle Morgrug (which means “little ant house” in Welsh) is now a popular, self financing, 3 star bunkhouse listed by Visit Wales Tourist Board as “one of the top 10 brilliant bunkhouses in Wales.”

It's been a pleasure and privilege, for me, to have been involved with the bunkhouse: bringing groups there in the early days, then as a participant on work parties and latterly as a trustee and now chair of trustees. Tyle Morgrug has enriched my life, given me new friends, rich experiences, great fun, a sense of purpose and just a few headaches! Long may it last.

And finally the icing on the cake: year 35 has been another good one although our user numbers are down on last year and consequently so is the bookings revenue. I don't see this as alarming, but something that we should be mindful of, as we move into 2020 and I see no reason why the next year should present us with any unpleasant surprises.

John Robbins
Chair



The new logo produced this year

Honorary Treasurer's Report

The annual return was filed with the Charity Commission with trustee details updated.

Regarding the water supply follow up questions arising from the questionnaire completed in October 2018 were answered before a site visit in October 2019 to redo the risk assessment to cover the next five years. The life expectancy of the UV 'filter' system is to be investigated. During the year some results were over the permitted limits as a result of contaminants introduced when fixing a blockage in the supply earlier in the year. The numbers have been brought down below the parameters since and to keep it there the risk assessment has asked us to establish a method of cleaning the supply from the spring to the centre.

As water testing has become a significant expense it has been shown as a separate expense.

As regards the accounts, income from groups staying at the centre on a cash received basis was some £4,000 down on the previous year and the amount received in advance of the following year's bookings has decreased from £2,730 to £1,530.

The overall surplus for the year was £8,346, an increase of £749 over the previous year as there were no major projects that we ended up bearing the cost of and repairs and maintenance were also lower. Our cash reserves have increased from £38,209 to £46,555.

Grants and donation received in the year were £791 a small increase on last year thanks to £446 from Waitrose. Interest receipts increased as the balance on deposit also increased from £33,000 to £43,000.

The Calor Gas contract was renewed for a further year but with an increase of 5%. When gas is needed the supplier is now automatically notified.

Forms were completed to keep us an approved centre on West Sussex County Council's list.

Michael Merritt
Honorary Treasurer



The spring head after the clearance of the undergrowth nearby

Building Maintenance, fabric, furnishing and fittings

Regular general maintenance has been carried out by our caretaker, and trustees and volunteers on working visits, together with specialist input from our very reliable tradesmen team. This has ensured that the building is maintained to the highest standard

and that our “zero tolerance” policy in dealing with any issues that arise is adhered to. There is always something that needs to be done to an old building that is heavily used, mainly by young people, but the place is respected by users with fair wear and tear and virtually no incidents of vandalism. Work has included:

- Establishing a leader’s sleeping pod above the stairs in the dormitory to provide a higher level of supervision and privacy.
- Decor improvements to the inner downstairs hall.
- Replacement of most of the light fittings in the dormitory. They had been replaced last year, but were found to be faulty and replaced under guarantee.
- Replacement of the plastic electrical fuse box in order to comply with recent electrical fire safety regulations (the plastic one was not fire proof.)
- Provision of 2 camp beds to give enhanced flexibility with sleeping arrangements. They were mistakenly taken away by a group, but later returned.
- There has been an ongoing problem with bacterial contamination with our water supply, which is not connected to the mains, and drawn from our own spring. We reckon to have solved the problem by cleaning the internal storage tank and pipes, but will now also need to clean the external pipes and storage tank. A regular cleaning procedure has been instigated.

John Robbins
Trustee



Work in progress to complete the new sleeping pod for a leader

Outdoor Maintenance

The exterior of the building and grounds have continued to be low maintenance, but major work has taken place to the track and we need to have a tree safety survey carried out in the near future. Work has included:

- Cleaning of the rear patio and erecting a sign to warn that the surface can be slippery when wet.
- Strengthening the bank of a section of the river which runs beside the track leading from the lane to our neighbour's house. The bank had become badly eroded with the strong possibility that a section of the track could get washed away. That section of track and adjacent ground is owned by our neighbour and we, and the local farmer, have a right of access over it. The major cost of the work was covered by the landowner. We carried out clearance work and the cost of the new fence will be shared between us and the farmer.

John Robbins
Trustee

Bookings 2019

	2019	2018	2017
Number of bookings	71 (includes 7 cancellations)	77 (includes 11 cancellations)	83 (includes 14 cancellations)
Percentage occupation	44%	52%	45%
*Value of the bookings	£24, 499	£24,170	£23,371
Bedlets	1942	2350	2106
Bedlets for youth groups	1363 (70%)	1895 (81%)	1463 (69%)
Bedlets for adult groups	579 (30%)	455 (19%)	643 (31%)

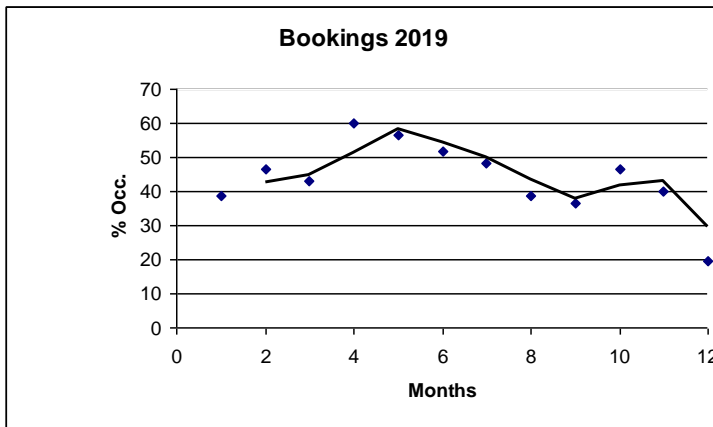
*'Value of the bookings' is for the year 2019 from the 1st January to the 31st December 2019 which is not the same as the lettings income which could include payments from both 2018 and 2020 and even 2021.

The location of hirers is shown in the following table.

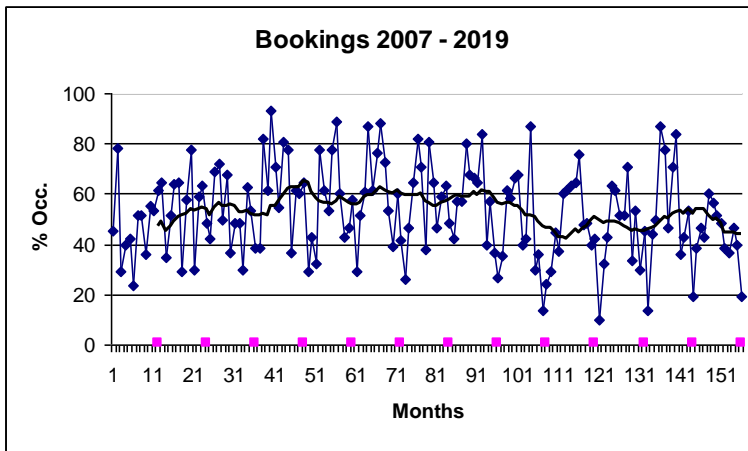
	2019	2018	2017	2016
West Sussex	17%	27%	25%	30%
Chichester & Arun districts youth groups	8%	8%	7%	9%
Youth groups, overall	63%	76%	59%	62%
Adult groups, overall	37%	24%	41%	38%

There has been an increase in bookings from adult organisations but a decrease in those from youth groups. There has been a reduction in bookings from previous years for the Prince's Trust, which has attributed to the reduced youth usage.

The following graph shows the fluctuations in bookings over the year 2019



The twelve year trend line shows a decrease over the year and seems to have settled to about 45%.



There were just a few problems during the year. Thanks must go to the understanding of hirers, especially Prince's Trust Cardiff, and the Caretaker, Andrew Jones in sorting out these problems.

The key safe was moved from the caretaker's house to just by the back door and a new combination lock fitted to the middle gate.

There have been many groups returning including,

Cwm Taf YOS, Steve Close, Open DofE Centres in West Sussex, Prince's Trust RCT, Prince's Trust Cardiff, Highdown Hill Walking and Mountaineering Club, DoE Winchester, Chase School, 1st Congesbury Scouts, Steyning Grammar School, St Mary's Church, Goan Troupe, Harlow Outdoors, Richard Jones CLWB DC, Amy's Group, Chichester college, 1st Copthorne Mallory Scouts, Gryphon School, Bike Doggs, 12th Chichester Scout Group, Mid-Sussex Explorers, Horsham District Walking, Helen Docherty and friends, Hadleigh SEN, Releasing Potential, St Phillip Howard Catholic High School, 1st Crawley Scout Group, 1st Worcester Scout Group, 2nd Reading Boys Brigade, Alex Mortley and Group, Steyning Grammar School and 21st Coventry Scout Group.

New bookings came from:

MNRC winter walkers, Mikey Pearce and family, Haworth walking group, Mini-Mountaineers, Marlborough College, Our Lady of Sion School Worthing, Crownbridge

Special School, Chris Corkill Group, Bebington Walkers, Uxbridge College, John Sheehy Group, Joe Cusworth Group, Young Adults Holiday, 'The Londoners', 'Families for Christ', Lorraine D'Albert's Group, Entrust, Gloucester and Forest School, 1st Locksheath Scouts, Mountain Explorers and Sue Jarman and Scout Active.

Peter Cox
Trustee

The bunkhouse website

Our website, www.cyat.org continues to be a great way to connect with new and existing users of the bunkhouse in 2019.

We regularly receive positive comments from people who visit the bunkhouse about both the website and their stay.

Some notable updates to the website this year include:

- The newly designed logo was added to the website to ensure continuity across all our literature and marketing materials.
- We updated the front banner image on the website with a great photo taken by one of our trustees on a visit this year.
- Updated the 'Policies' page to include newly created policies for complaints, listings, privacy and health & safety. This makes them visible to our user base should they ever need to consult them.
- The continued addition of guest reviews as and when we receive them.

Website performance

Traffic overview

We average around 190 unique visitors to the website per month, with a total of 2,283 unique visits to the website in 2019 (figure 1). In 2018, we had 2,485 unique visits, so our numbers are down on last year's numbers (figure 2).

Figure 1: Jan 01 2019 – Dec 31 2019

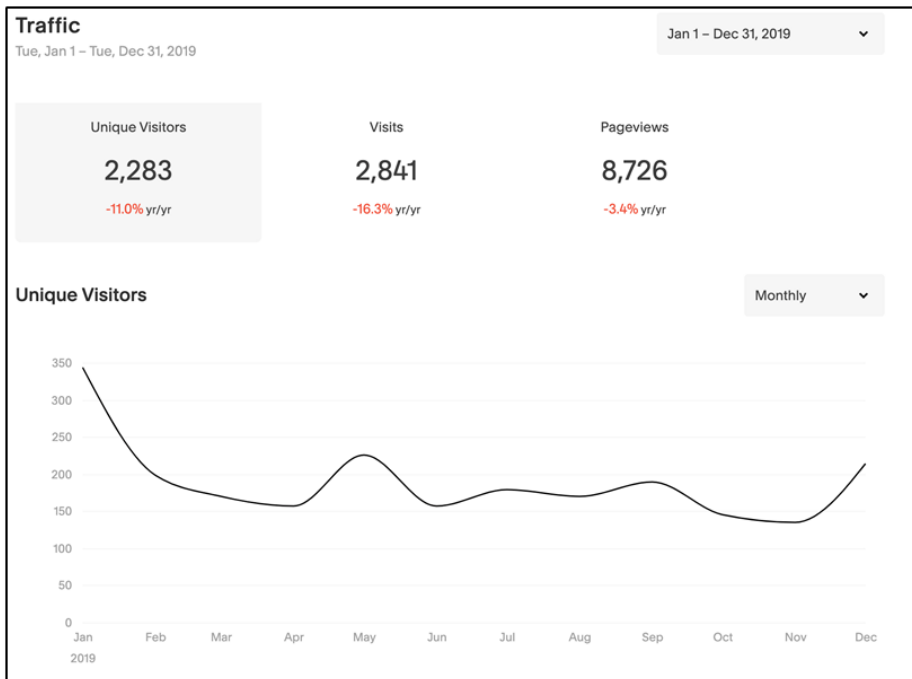
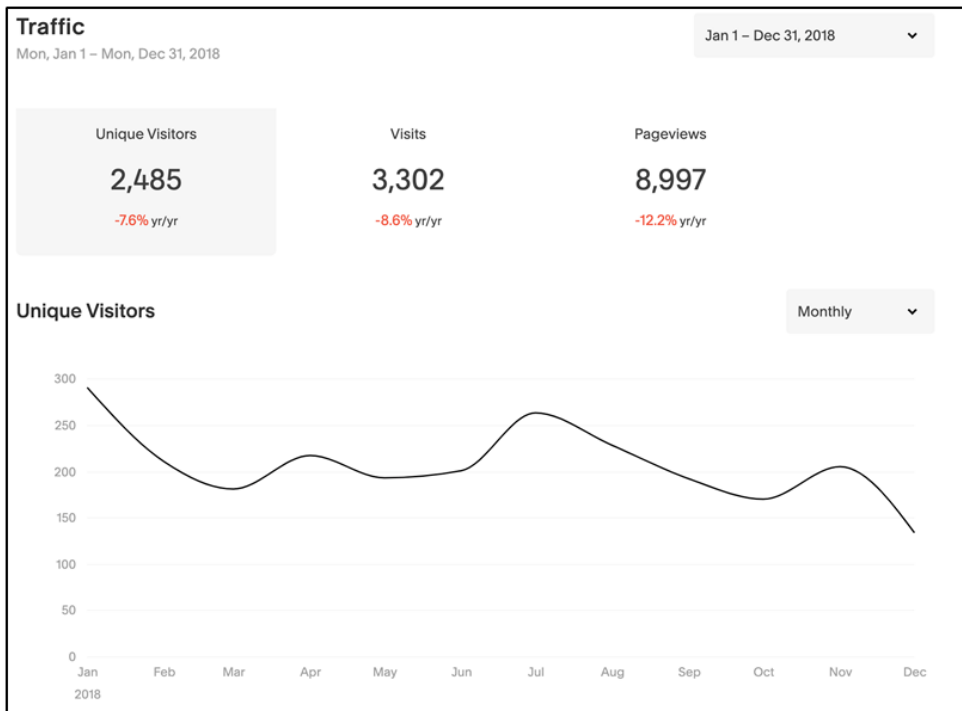


Figure 2: Jan 01 2018 – Dec 31 2018



How people get to the site

Just over 48% of our visitors are coming directly to the site, so they're typing www.cyat.org straight into their browser or using a bookmark. 38% of visitors still find us using Google.

At the end of 2019 we were also published on the Visit Wales website as one of ten brilliant bunkhouses in Wales. Hopefully such publicity can drive further traffic to the site. The article can be found at: <https://www.visitwales.com/places-stay/10-brilliant-bunkhouses-wales>

If you know of any clubs or contacts who would be happy to promote the bunkhouse and the website just let us know, so we can get the word out further.

What next?

In 2020, we'll continue to keep the site up-to-date and fresh. We'll continue to monitor usage and performance statistics, reporting regularly to the Board of Trustees, so we can identify new opportunities and actions that are needed.

If you've not seen the site yet, do take a look at www.cyat.org. We hope you enjoy using the site. If you have any suggestions, just let us know by emailing feedback.cyat@gmail.com

Ray Creasey
Trustee

Recent feedback from users

"We love the bunkhouse and have really good times there" JM January 2019

"Lovely comfy beds too and great facilities all round" GR March 2019

"wanted to send this email as a thanks for the residential we took part in last week with our school. The Bunkhouse was great and we really enjoyed the experience. The information you sent about the bunkhouse helped and it was really easy to access the key etc. We will recommend the bunkhouse to other schools and look forward to booking again next year" BM May 2019

List of Contributors

The following individuals and organisations, amongst others, have contributed towards Cynon Valley Cottage and Bunkhouse in cash, kind or time.

They are listed in alphabetical order.

Barry Pullen	Michael Merritt
Cathy Childs	Mikey Pearce
David Hatton	Muriel Burrows
Graham Almrott	Nigel Colnutt
Ian Townsend	Peter Cox
John Robbins	Peter Harvey
Kate Colnutt	Ray Creasey
Liz Robbins	Sally Creasey
Martin Tomlinson	Waitrose & Partners

The Trust is indebted to all the volunteers who make a real contribution to its working parties by keeping maintenance costs much lower than otherwise.



The welcoming sheep approaching the cottage, symbolising the rural location of the bunkhouse.

Trustee Declaration

Approved by the trustees on 5 February 2020 and signed on their behalf by John Robbins, chair

Chichester Youth Adventure Trust

Receipts and Payments account for the year ended 31 December 2019

	<i>Notes</i>	Unrestricted Funds £	Restricted Funds £	Total £	2018 £
<u>Income</u>					
Letting Fees		22,659		22,659	26,424
Grants and Donations	2	791		791	358
Badge sales and miscellaneous income		-		-	11
Gift aid		126		126	-
Bank Interest		284		284	160
Damage and cleaning recharged		258		258	45
		24,118		24,118	26,998
<u>Direct Charitable Expenditure</u>					
Provision of Cottage & Bunkhouse					
Caretaker, warden and cleaner		2,817		2,817	2,439
Business rates		861		861	841
Insurances		2,102		2,102	2,038
Electricity		840		840	468
Calor Gas		2,037		2,037	1,910
Water supply		453		453	99
Safety certificates and inspections		871		871	862
Waste collection		787		787	768
General Repairs & Maintenance		2,212		2,212	2,782
Working Parties' Travel		513		513	712
Cleaning materials		180		180	160
Furniture and Equipment purchases		572		572	2,732
Special Works -					
Lintels		-		-	1,776
Perimeter fence		-		-	1,097
Publicity & Advertising		386		386	413
Miscellaneous Expenses		535		535	-
		15,166	-	15,166	19,097
<u>Other Expenditure</u>					
Governance Costs	3	606	-	606	304
Total Expenditure		15,772	-	15,772	19,401
Net Surplus for the year		8,346	-	8,346	7,597
Cash and bank balances brought forward		38,209	-	38,209	30,612
Cash and bank balances carried forward		46,555	-	46,555	38,209

Chichester Youth Adventure Trust

Statement of assets and liabilities at 31 December 2019

	<i>Notes</i>	2019 £	2018 £
Bank balances			
Barclays Community a/c		3,555	5,209
Virgin		<u>43,000</u>	<u>33,000</u>
		<u>46,555</u>	<u>38,209</u>
Represented by Funds:-			
General Fund	6	46,555	38,209
Restricted Funds	6	<u>-</u>	<u>-</u>
		<u>46,555</u>	<u>38,209</u>
Other assets and liabilities			
Fixed Assets			
Cottage & Bunkhouse	Sum insured	589,363	551,250
Equipment	Sum insured	34,766	33,153
Current Assets			
Gas stock		370	837
Debtors - hire fees due		1,169	1,370
Interest accrued		26	17
Other payments paid in advance		<u>1,922</u>	<u>1,801</u>
		<u>3,487</u>	<u>4,025</u>
Current Liabilities			
Creditors		834	1,274
Receipts in Advance		<u>1,530</u>	<u>2,730</u>
		<u>2,364</u>	<u>4,004</u>

Michael Merritt
Honorary Treasurer and Trustee
05 February 2020

John Robbins
Chair of the Trustees
05 February 2020

Notes to the Accounts for the year ended 31 December 2019

1 Accounting policies

These accounts have been prepared on a receipts and payments basis.

2 Grants and Donations	2019	2018
Grants - restricted	-	-
Donations - unrestricted	791	358
	<u>791</u>	<u>358</u>

3 Governance Costs	2019	2018
Post, Printing, Stationery and Phones	411	118
Independent Examination Fee	70	68
Website maintenance	125	118
	<u>606</u>	<u>304</u>

4 Trustees' Remuneration, Expenses and Benefits

No trustee or person connected to them received any remuneration or benefits during the year (2018: nil)
 A total of £533 (2018 £635) was reimbursed to seven (2018: seven) of the Trustees in the year. This was reimbursement for actual costs incurred in travel to and from the Cottage & Bunkhouse for work party weekends and the Annual Meeting there and postage, telephone and stationery costs.

5 Risk Management

The Trustees have carried out a Risk Assessment audit of all the major risks relating to its operational base i.e. the Cottage & Bunkhouse. They actively review this on a regular basis, and are satisfied that systems are in place to mitigate their exposure to major risks.

6 Reserves Policy

The General Fund represents unrestricted funds arising from past operations.
 The trustees aim to keep sufficient reserves to maintain services to hirers, to meet any unforeseen maintenance expense and to keep the property well maintained.
 The aim is to keep at least one year's running costs in reserves
 Additional reserves are in hand to meet the anticipated cost of upgrading the track (£15,000) and work on the trees around the centre which are showing signs of ash dieback.
 Restricted Income Funds are amounts received by way of grants and donations for specific schemes

Trust Information

Founder

Anne Scicluna

Trustees

John Robbins (*Chair*)

Michael Merritt (*Honorary Treasurer*)

Martin Tomlinson

Peter Harvey

Michael Pearce

Cathy Childs

David Hatton (*Honorary Secretary*)

Ray Creasey

Peter Cox

Trustees are recruited from persons who are familiar with the aims and policies of the charity and have appropriate skills, knowledge and experience to undertake specific roles.

Correspondence addresses:

Chairman: John Robbins, Lindens, Kithurst Park, Storrington, West Sussex RH20 4JH

Treasurer: Michael Merritt, 87 Worcester Road, Chichester, West Sussex PO19 5EB

Bankers:

Barclays Bank plc, East Street, Chichester

Virgin Money plc

Independent Examiner:

Trevor James FCA, DChA

Constitution:

Trust Deed dated February 1, 1984 as amended by deed of variation dated 13 February 1998, 1 January 2001 and 9 December 2004

Charity Registration Number: 288717

Web site: www.cyat.org

Independent Examiner's Report to the Trustees of
Chichester Youth Adventure Trust

I report to the trustees on my examination of the accounts of Chichester Youth Adventure Trust (the Trust) for the year ended 31 December 2019

Responsibilities and basis of report

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the 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 Report

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 Trust 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:

Name
Relevant professional qualification or body
Address

Trevor James
FCA DChA
Dormer Cottage
West Broyle
Chichester
West Sussex
PO19 3PR

Date: 18th March 2020