

Chichester Youth Adventure Trust



TYLE MORGRUG
— COTTAGE & BUNKHOUSE —

Annual Report and Accounts For the year ended 31st December 2022

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 2022

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Chichester Youth Adventure Trust

Annual Report 2022

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.

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. The Trustees will continue to monitor the usage to ensure young people benefit from using and staying at the bunkhouse.

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

We continued to make a steady recovery over the year from the Covid Pandemic which has meant that we had a satisfactory number of bookings and revenue to remain financially stable with no substantial call on our reserves. It is therefore, very much "business as usual" with 2023 looking as if it will be a sound year. We have, however, found it necessary to increase our hire charges, which remain low particularly for groups of young people, which is in line with the charitable status of The Chichester Youth Adventure Trust.

The main thrust of the year was to complete our conservation and tree planting project and it is pleasing to report that after much hard work, both administratively and manually, by trustees and volunteers this was achieved. In the region of 65 trees have been planted and our particular thanks go to those of you who supported us by contributing financially to our “sponsor a Tree” initiative.

We are also grateful to Greenwood Plants who, under their initiative to support local charities, have contributed some plants and trees.

The country celebrated the Queen’s Platinum Jubilee this year and to commemorate the occasion we were very pleased to participate in the “Queen’s green canopy” by the planting of a holly grove.

I always make a point in my reports of thanking all those people without whom the bunkhouse could not function. In particular my thanks go to my fellow trustees, our regular group of, volunteers, Andrew Jones our caretaker and Dennis Harrison our main maintenance man. It is pleasing to report that we have recently had a group of ex members from the Chichester Youth Wing, who were members at the time that the Trust was formed and used the bunkhouse in its early days, join us for work party visits. A welcome addition to our bunch of helpers and certainly younger in age than most of us!

John Robbins
Chair



The plaque depicting the participation in the Queen’s green canopy

Honorary Treasurer's Report

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

Forms were completed to keep us as an approved centre on West Sussex County Council's list, albeit after the year end.

The water supply was tested by the local authority and was found to be satisfactory.

As regards the accounts, income from groups staying at the centre on a cash received basis was up from £11,394 to £21,128 which is only £1,250 less than 2019, the last full year before Coronavirus. The amount received in advance of bookings for 2023 is £2,390.

We have again received support via the local authority in the way of a reduction of business rates making the total charge for the year ending 31 March 2023 £138.70 rather than £877.40.

Collection of waste now takes place from the centre rather than some distance from it.

We received grants of £350 from The Friarsgate Trust and £350 from Chichester City Council towards the purchase of an external defibrillator and donations of £690 towards the completion of the tree project.

Calor gas costs went up again during the year as our three year contract does not protect us from increasing prices which went up again twice during the year, but each time just after a delivery. Our electricity contract was renewed in May 2022, effective from 1 June 2022 for three years and we received a limited amount of support from the Welsh Government through our supplier.

We ended the year with a small surplus of £636 on unrestricted funds and spent the brought forward of £999 in restricted funds. We ended the year with £45,963 in unrestricted funds compared to £45,327 in 2022. This was despite the significant further expenditure on the tree project and purchasing a new mower, mattress covers and defibrillator which was not met from restricted funds.

The balance on deposit increased from £40,000 to £42,000 with the slight increase in interest rates lagging behind the increase in base rate.

The possible threat to our expenses in 2023 which we cannot predict with any certainty is if we fail to meet the Welsh Government's new tests to pass as a business which require a significant increase in the days the centre is in use. If not, we will be assessed to domestic rates. Representations from the industry have so far gone unheeded.

In addition, there is a proposal from the Welsh Government to levy a tourist tax for people staying overnight, which may have to be passed on to our hirers and will entail more administration.

*Michael Merritt
Honorary Treasurer*

Building Maintenance, fabric, furnishing and fittings

There is always something to be done in an old building, such as ours, that receives heavy wear. Generally speaking though, with a few exceptions, the place is left in a good condition by the user groups. We do state very clearly in our information to group leaders how we expect them to leave the place and do make an extra charge if it the condition is not satisfactory. We do, however, need to keep an eye on our everyday maintenance and strictly follow up on any improvements and maintenance that is required. Our "maintenance log" is completed twice a year at our working visit and this ensures we keep right up to date with any tasks that need completing, The following is worth noting:

- WiFi is fully operational and has been extended to include a signal to the boiler room in order that the boiler controls can be upgraded and operated remotely. It is anticipated that this will save on both the caretakers time and energy costs for the running of the boiler.
- The defibrillator finally arrived at the end of the year and will be fitted in the porch by the rear door as soon as possible.
- Hard wearing, washable mattress covers have been purchased to improve mattress wear and hygiene.
- All notices have been reviewed, updated and rewritten as has the information sent out to users prior to arrival.
- 2 double glazed window panes in the Dining Room had misted up and needed replacing.

- Toaster has been repaired.
- New, more robust, shower controls have been fitted in the main shower room.

John Robbins
Trustee



Some of the new trees planted by the track leading to the bunk house.

Outdoor Maintenance

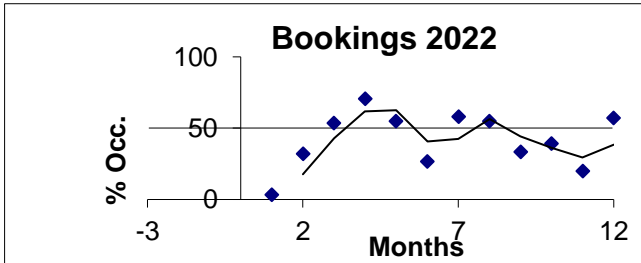
Most of our outside work has concentrated on our tree planting and conservation project, but in addition we have:

- Totally enclosed the immediate bunkhouse area with fencing and secure gates in order to keep sheep out and protect our planting.
- Logged up a considerable amount of the timber from trees which needed to be felled due to ash dieback. More felling and logging up will be required in the future. The logs are being burnt on the log burner in the lounge, which not only gives a cosy atmosphere in the room, but helps to lower our heating bill.
- Shrubs, bulbs and plants have been planted.
- The amphitheatre area has been planted and landscaped; the fire pit area has been improved with seating made from our own trees and a path constructed up the steep bank, to provide better access, has been built.
- The building is structurally sound and, apart from a few minor exceptions, required no external maintenance.
- A holly grove has been planted to celebrate the Queen's platinum jubilee.

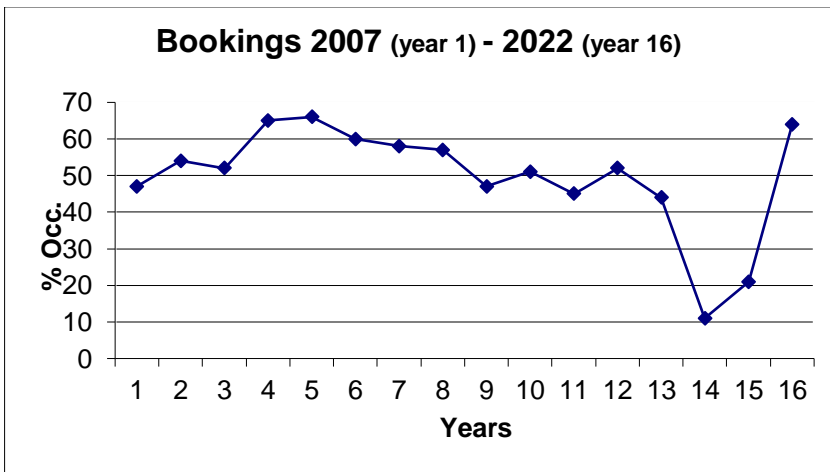
John Robbins
Trustee

Bookings 2022

The number of early bookings for 2022 still showed the effect of Covid in being quite low but there was a steady increase throughout the year culminating in an overall occupancy of 64%. Noticeable was the lack of cancellations to just 1 in 2022. We have 41 bookings for 2023.



The bookings trend from 2007 to 2022 reached a low point during Covid. The rise in 2022 brought the occupancy back to pre covid levels. Let's hope it will continue upwards.



Summary of bookings in the last 2 years is shown in the table below. This depicts a large increase in usage and, including a substantial number of youth groups:

	2022
Number of Bookings	64 including 1 cancellation
Percentage occupation	64%
*Value of the bookings	£21,376.00
Youth Bookings	43
Adult Bookings	21

*Value of the bookings for the year is from the 1st January to 31st December of the year and could include receipts for the previous year and for the following year, whereas the accounts are prepared on a cash basis.

The location of hirers is shown in this table but both 2021 and 2022 have not been typical years and are not representative of the situation in a non-pandemic year.

	2022	2021
West Sussex youth groups (including Chichester & Arun)	22%	8%
Chichester & Arun youth groups	3%	2%
Rest of youth groups	48%	18%
Youth groups overall	70%	26%
Adult groups overall	30%	74%

Despite all, bookings have come from both returning and new users: -

Returning groups:

Paul Blanchard, Lisa Evans, St Philip Howard Catholic school, Steyning Grammar School, Collyer's, Open DofE Centres in West Sussex (Horsham), Highdown Hillwalking and Mountaineering Club, 1st Lee Common Scouts, Bristol Venturers Woodcraft Folk, Chichester College (Public Services), 1st Worcester Scout group, Marlborough College, Helen Close and family, Lancaster school, 3rd Epsom Scout Group, The Gryphon School, Goan Group, Bike Doggs, Essex Outdoors, Scrambled Legs Meetup, Nick Taylor Ward and friends, C5 Walking Group, The Grid/Boys Brigade Leaders, Mid Sussex District Explorers, West Sussex Hill Walking Scout Activity support Unit, 1st Crawley, Piotr Gryko, 21st Scout Group (Coventry), Jan Petr

New groups:

1st Hirwaun Scout Group, Sameer, Westminster Speological Group, Westminster, 1st Rudgwick Scouts, Akhatar Azam, Khan family, 1st Cowfold Scouts, Arnaud Czaja, Chichester Youth Wing reunion, Moroccan Community Project.

Peter Cox

Trustee

All Things IT

Our website, www.cyat.org continued to contribute as a key way to connect with users of the bunkhouse in 2022.

The Availability calendar software which is used to display the available dates for booking the cottage has been moved this year to a new platform – BookingMood. The previous supplier is retiring their software and so this had to be completed in a timely manner.

A review of a number of websites where our cottage is advertised was undertaken and as necessary the entries updated to ensure they reflect the latest information.

We also ensured that our various policies are published on the site, as well as updating reviews and providing details of our sponsor a tree initiative.

Our WiFi, which was installed in September 2021 has continued to be a valuable asset to the users of the cottage and bunkhouse. Since install the maintenance has been straightforward which has been a pleasant surprise.

Having WiFi at the bunkhouse will enable our heating and hot water controls to be updated to an internet connected Hive system this year. This will allow our caretaker to monitor remotely and will help prevent problems and hopefully save money in the long run.

Website performance

Traffic overview 2022 saw an increase in traffic to the website across all metrics (again!). We saw a 25% improvement on the previous year in terms of unique visits.

Figure 1: Jan 01 2022 – Dec 31 2022

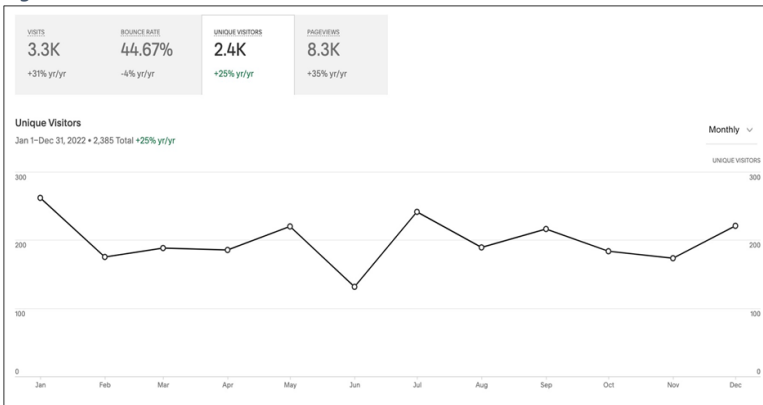
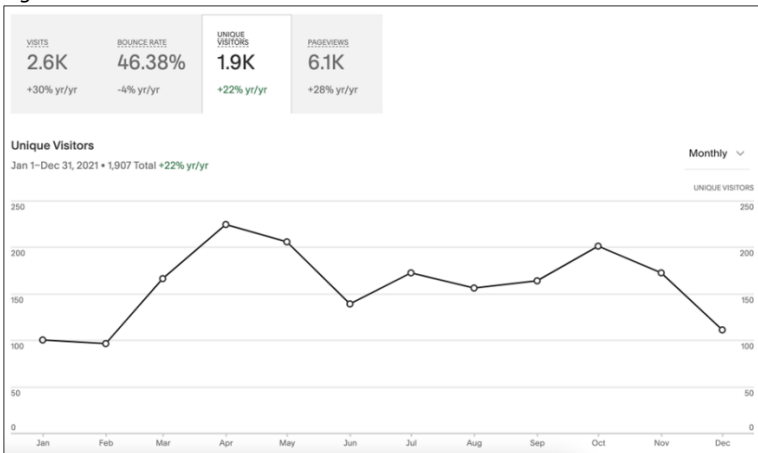


Figure 2: Jan 01 2021 – Dec 31 2021



What next?

At the start of 2023, we'll continue to keep the site up-to-date. 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.

At the start 2023 we signed up to Google for Non-Profits and were accepted onto the program. Over the year we will take a look at what opportunities this opens up for us as a charity. For example it is hoped it will allow us to host and consolidate important trustee documents in one safe and secure location.

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



Some leaders sitting in the newly constructed amphitheatre area

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.

Andrew Jones	Malcolm Challis
Cathy Childs	Martin Tomlinson
Chichester City Council	Michael Merritt
David Goode	Mikey Pearce
David Hatton	Muriel Burrows
Friarsgate Trust	Nigel Colenutt
Graham Almrott	Peter Cox
Greenwood plants	Peter Harvey
Jan Challis	Richard Knight
John Robbins	Ray Creasey
Kate Colenutt	Sandra Hopkins
Liam Hoad	Tom Jones
Liz Robbins	

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.

Trustee Declaration

Approved by the trustees on 1 March 2023 and signed on their behalf by John Robbins, chair

Chichester Youth Adventure Trust

Receipts and Payments account for the year ended 31 December 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds £	Total 2021 £
<u>Income</u>					
Letting Fees		21,128		21,128	11,394
Grants and Donations	2	350	1,390	1,740	12,250
Gift aid		25	12	37	50
Bank Interest		105		105	65
Damage and cleaning recharged		200		200	120
		21,808	1,402	23,210	23,879
<u>Direct Charitable Expenditure</u>					
Provision of Cottage & Bunkhouse					
Caretaker and cleaner		2,884		2,884	3,075
Business rates		139		139	-
Insurances		1,948		1,948	1,885
Electricity		730		730	512
Calor Gas		2,028		2,028	740
Water supply -testing		179		179	217
Safety certificates and inspections		1,040		1,040	1,064
Waste collection		874		874	199
General Repairs & Maintenance		3,473		3,473	568
Working Parties' Travel and subsistence		1,076		1,076	475
Cleaning materials		267		267	93
Furniture and Equipment purchases		3,031	700	3,731	835
Special Works -					
Tree felling, landscaping and planting		2,647	1,701	4,348	3,876
Track improvements		-		-	16,320
Publicity & Advertising		50		50	50
Broadband		443		443	108
Miscellaneous		77		77	-
		20,885	2,401	23,286	30,017
<u>Other Expenditure</u>					
Governance Costs	3	288		288	278
Total Expenditure		21,173	2,401	23,574	30,295
Net (Deficit)/Surplus for the year		636	(999)	(363)	(6,416)
Cash and bank balances brought forward		45,327	999	46,326	52,742
Cash and bank balances carried forward		45,963	-	45,963	46,326

Chichester Youth Adventure Trust

Statement of assets and liabilities at 31 December 2022

	<i>Notes</i>	2022			2021
		£	£	£	£
		Unrestricted	Restricted	Total	Total
Bank balances					
Barclays Community a/c		3,963		3,963	6,326
Virgin		<u>42,000</u>		<u>42,000</u>	<u>40,000</u>
		<u>45,963</u>		<u>45,963</u>	<u>46,326</u>
Represented by Funds	6	<u>45,963</u>		<u>45,963</u>	<u>46,326</u>
 Other assets and liabilities					
Fixed Assets					
Cottage & Bunkhouse	Declared value				496,206
Equipment	Declared value	558,232			33,929
					<u>42,072</u>
 Current Assets					
Gas stock		500		500	320
Debtors - hire fees due		1,301		1,301	913
Interest accrued		45		45	3
Other payments paid in advance		<u>1,588</u>		<u>1,588</u>	<u>1,503</u>
		<u>3,434</u>		<u>3,434</u>	<u>2,739</u>
 Current Liabilities					
Creditors and accruals		1,500		1,500	724
Deposits in Advance		<u>2,390</u>		<u>2,390</u>	<u>2,250</u>
		<u>3,890</u>		<u>3,890</u>	<u>2,974</u>

Michael Merritt
Honorary Treasurer and Trustee
01 March 2023

John Robbins
Chair of the Trustees
01 March 2023

Notes to the Accounts for the year ended 31 December 2022

1 Accounting policies

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

2 Grants and Donations	2022	2021
Grants - unrestricted - Co-Vid support	-	7,000
Donations/grants - restricted - tree felling, landscaping works and tree planting	690	4,850
Grants - restricted - defibrillator	700	
Donations - unrestricted	350	400
	<u>1,740</u>	<u>12,250</u>

3 Governance Costs	2022	2021
Post, Printing, Stationery and Phones	60	46
Independent Examination Fee	78	74
Website maintenance	150	158
	<u>288</u>	<u>278</u>

4 Trustees' Remuneration, Expenses and Benefits

No trustee or person connected to them received any remuneration or benefits during the year (2021: nil)
A total of £474 (2021 £371) was reimbursed to seven (2021: five) 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, 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
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 2022

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: 20 April 2023