

# Chichester Youth Adventure Trust



## Annual Report and Accounts For the year ended 31<sup>st</sup> December 2020

The Trust owns and manages the  
Tyle Morgrug Cottage and Bunkhouse,  
Halt Road, Rhigos, Aberdare, South Wales  
[www.cyat.org](http://www.cyat.org)  
Registered Charity No. 288717

# Chichester Youth Adventure Trust

## Annual Report and Accounts For the year ended 31<sup>st</sup> December 2020

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# Chichester Youth Adventure Trust

## Annual Report 2020

### 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 CV-19 pandemic has and will continue to restrict the bunkhouse being used for residential stays during 2021. The Trustees are looking into alternative day uses for the site for young people in the local area. 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

The CV- 19 pandemic has had a massive affect upon all aspects of our lives and the bunkhouse, being situated in a high-risk area of Wales, has been particularly vulnerable to the stringent restrictions imposed on self-catering and hostel type accommodation. This has resulted in partial closure in the early days and total closure at a later stage.

Measures have, however, been taken by the trustees to ensure that all required standards, including hygiene and layout, are in place to ensure that the bunkhouse is safe when in use. Most of the bookings from March to December were cancelled and, due to lock down restrictions and uncertainties in both Wales and England, we were unable to take new ones- not that anyone was wanting to use the place anyway! A further stringent lock down has now been imposed for the whole of the United Kingdom resulting in the bunkhouse remaining closed for an unknown number of months into 2021.

On the more positive side closure has not been all bad. The caretaker has been able to catch up on a backlog of maintenance, cleaning, and decorating tasks so the place is now in tip top condition just waiting to be used. Our finances are in a strong position thanks to substantial CV-19 related grants, low running costs, astute financial management by our treasurer and a very low wages bill- only our very part time caretaker is paid. In fact, there was no need for us to dig into our reserves; some of which have, since the foot and mouth epidemic some years ago when there was a long period of closure, been earmarked to sustain us in the event of a long time shut down at any stage in the future.

We are, however, looking to the future and investigating non-residential day use of our facilities possibly by local schools, community organisations, health & welfare groups and D of E, Scout and Youth organisations. We will also be re marketing the place as an excellent base for both mountain biking and cycling, which is something we have done in the past, but received little response.

I make no excuse for, as always in my reports, expressing my very sincere thanks to fellow trustees, volunteers, and Andrew our caretaker for their enthusiasm, time and expertise which ensures that the Chichester Youth Adventure Trust continues to function in a relevant, efficient and effective way and continues to be an excellent resource for the personal development of Young People and to the benefit of community, adult and family groups. Their collective vision and hard work have been recognised by the fact that Visit Wales (Welsh Tourist Board) categorised us as being in the top 10 best Welsh bunk houses and The Chichester Youth Adventure Trust has been nominated to receive the 2020 Community Award at Chichester City's Annual Awards' Ceremony in recognition of services to Young People from the Chichester area.

*John Robbins*  
*Chair*



A trustee meeting in 2020

## Honorary Treasurer's Report

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

The life expectancy of the existing UV 'filter' system was investigated and found to have been exceeded so it was replaced, and other work carried out to facilitate the cleaning of the pipework from the source at the spring to improve the water quality.

As regards the accounts, income from groups staying at the centre on a cash received basis was down by some £17,000 on the previous year due largely to CV-19 pandemic and the amount received in advance of the following year's bookings has decreased from £1,530 to £1,500, these all being bookings moved from 2020 to 2021 due to the CV-19 restrictions which limited the availability of the centre to a short period in the summer, since the first national lockdown in March 2020.

Fortunately, we have received support via the local authority in the way of grants totalling £15,000 since 1 April 2020 as well as a rates holiday for the year. To help reduce costs further we changed the bin collection to the free offering to charities.

As a result of the lack of use of the centre electricity and gas costs were also well down and so we have ended the year with a surplus of £6,187 a decrease on the previous year of only around £2,000.

We did not furlough our caretaker as it was important that we had someone nearby to keep an eye on the property and his time was directed towards carrying out the maintenance work that would usually be done by the autumn work party.

Although the balance on deposit increased from £43,000 to £50,000, interest received fell owing to the drop-in interest rates as a result of the CV-19 pandemic.

The Calor Gas contract was renewed for a further three years but with no increase guaranteed for the first year, the insurers changed, and the electricity contract renewed for two years with an approximate increase on actual rates charged of about 12%, but not reflected in the accounts as we had a substantial credit balance refunded as usage was well down.

The reserves that we have will be enough for us to manage for approximately three years if we had no letting income at all, but the indications are that we are likely to be able to have people staying later in 2021.

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

*Michael Merritt*  
*Honorary Treasurer*



Fire escape steps painted

## Building Maintenance, fabric, furnishing and fittings

Due to CV-19 the only full working party to take place was at the beginning of March although the chairman has made 2 visits at appropriate points in the year.

- The building is in pristine condition as Andrew has been catching up on all the maintenance tasks while the place has been closed due to CV-19 This includes the painting of all high wear areas, & in particular the leaders' room, bedrooms, dining room, hallway, etc.
- Wood burner glass replaced with new clips at no cost to us.

- New UV water filter fitted, and water supply checked.
- Extra fire extinguishers added to existing ones to meet new fire safety requirements.
- New heat exchanger fitted to gas boiler at labour cost only. The boiler was 3 months over its 10-year warranty, but the warranty was extended due to the coronavirus.
- All annual checks have been completed and necessary work completed.
- Thorough cleaning has taken place & adaptations regarding use of the building to comply with CV-19 regulations, have been implemented.
- There was a break-in earlier in the year. Fortunately, nothing was stolen, but the intruder alarm was damaged and required substantial repair. The intruders gained access to the building by pulling apart, with the use of a vehicle, the lock securing the access gate. The old unbreakable combination lock and chain has now been replaced with an even more unbreakable one!
- An appropriate action plan has been arranged with the caretaker to ensure the bunk house is secure, weather tight and frost proof.

*John Robbins*  
*Trustee*



Some tidying up after the required felling of the ash trees

## Outdoor Maintenance

Like the main bunkhouse, Andrew has continued to visit the site and has spent some time maintaining the outside area.

This work includes.

- Fire escape steps and porches painted.
- Gateway and fence at front of building painted.
- Front door treated.
- Grass cut and outside area tidied.
- Isolating & drainage valves fitted to external water pipes to facilitate draining & cleaning pipes & tanks.
- New hedge plants are growing slowly.

A fence running from the bunkhouse to the bike gate has been created to prevent the sheep from accessing the lawn area. This was to prevent the amount of sheep poo on the lawn, so that visitors can enjoy the space more, and to encourage the growth of various wildflowers and plants that would be happily munched by the sheep. A lawnmower has been purchased to replace the sheep and keep the lawn at the front and rear of the bunkhouse looking tidy.

Due to CV-19 restrictions during 2020, a number of the intended work and projects for the outdoor area of Tyle Morgrug has not been possible, these include:

- Tidy the felled Ash trees.
- Re surface final part of main driveway. This was discussed and agreed by the trustees to defer due to the financial outlay during the CV-19 lockdown.
- Replacing felled Ash trees with other mature trees to encourage conservation of the area.

We are also looking to plant and create our own woodland to create a “legacy forest” at Tyle Morgrug. Some initial discussions have been held with adjacent landowner who are supportive of the idea. Contacts are now being made to source funding for the tree planting. There are grants available, however the area may be too small for one. If this is the case alternative fund raising initiatives will be explored.

*Michael Pearce*  
Trustee



## Bookings 2020

The bookings for 2020 were of course affected by the CV-19 pandemic. The year started well with eleven bookings from January to March, then the lockdown followed, with 23 cancellations. There was a brief respite from some of the regulations in August and September and a further three bookings from families were able to take place.

Of the 23 cancellations,

- 3 groups were refunded their deposits,
- 10 groups have rebooked for 2021 and 1 for 2022.
- 4 groups have yet to decide what to do with their deposit (one group has two bookings)
- 4 groups had not yet paid a deposit.

The lettings income for 2020 was £4803.

However, Tyle Morgrug is booked for New Year in 2021 and 2022!

### Bookings 2020

	2020	2019	2018
Number of bookings	37 (includes 23 cancellations)	71 (includes 7 cancellations)	77 (includes 11 cancellations)
Percentage occupation	9.5%	44%	52%
*Value of the bookings	£4,803	£24, 499	£24,170
Bedlets	35	1942	2350
Bedlets for youth groups	13 (37%)	1363 (70%)	1895 (81%)
Bedlets for adult groups	22 (63%)	579 (30%)	455 (19%)

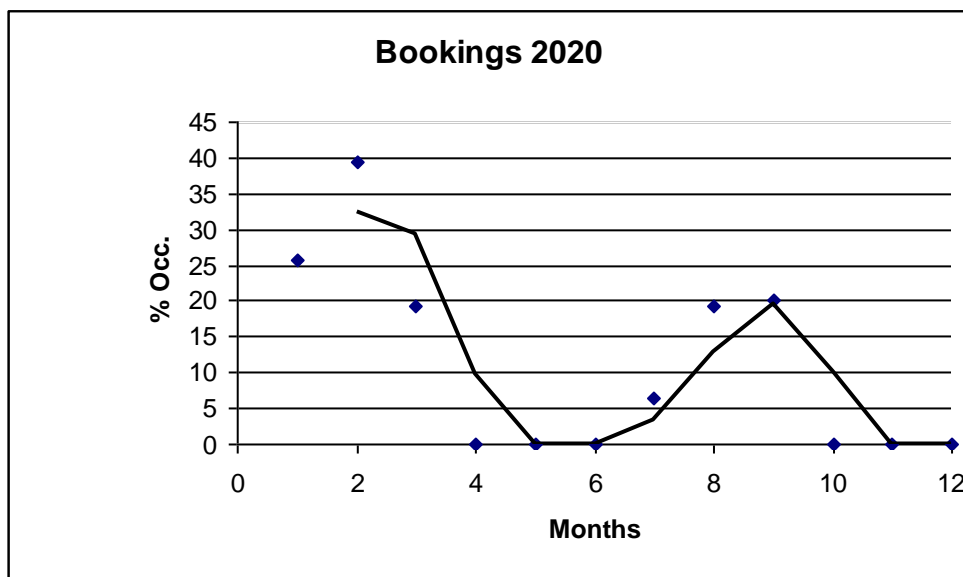
\*'Value of the bookings' is for the year 2020 from the 1<sup>st</sup> January to the 31<sup>st</sup> December 2020 which is not the same as the lettings income which could include payments from both 2019 and 2020 and even 2021.

Most cancellations came from school and youth groups and their restrictions on residential activities, adult groups were more flexible in their hiring dates. The actual bookings were broadly driven by what was allowed during most of the year and not something that can be compared with past & hopefully future years.

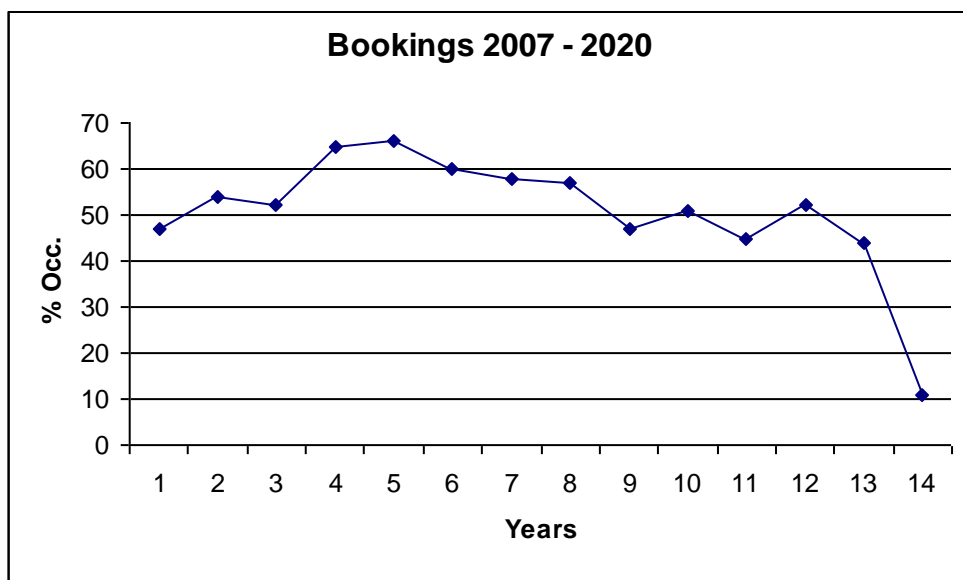
The location of hirers is shown in the following table.

	2020	2019	2018	2017
West Sussex	3%	17%	27%	25%
Chichester & Arun districts youth groups	1%	8%	8%	7%
Rest of UK	94%	-	-	-
Youth groups, overall	37%	63%	76%	59%
Adult groups, overall	63%	37%	24%	41%

The following graph shows the fluctuations in bookings over the year 2020



The thirteen year trend line has shown a steady decrease in occupancy by hirers over the past nine years and a fall for 2020 as CV-19 took its effect.



There have been some groups returning this year including 2<sup>nd</sup> Alton Boys Brigade, Jan Prior and family, Bristol Venturers (Woodcraft), Atlantic college, Princes' Trust, Steve Close, Mikey Pearce, Ralph McNulty, 2<sup>nd</sup> Reading Boys Brigade, (leaders)

New bookings came from Cambridge University walking club.

*Peter Cox*  
Trustee

## The bunkhouse website

Our website, [www.cyat.org](http://www.cyat.org) continued to contribute as a key way to connect with users of the bunkhouse in 2020.

The main updates to the website this year have been pandemic related:

- Introduced a banner on the website to provide a clear message regarding the pandemic relating to the bunkhouse. This was regularly updated to reflect the current guidelines.
- Added a CV-19 policy page detailing the steps and procedures taken when the bunkhouse was open.

We will continue to ensure the website reflects the latest guidance and have a process to enable the same message to be in place on all our literature.

## Website performance

### Traffic overview

The impact of the pandemic and measures taken by governments throughout the year have been reflected in the traffic we have seen to the website in 2020. This year we have averaged around 133 unique visitors to the website per month, with a total of 1,624 unique visits to the website in 2020 (figure 1). In 2018, we had 2,250 unique visits, so our numbers are down by about 30% on last year's numbers (figure 2). The 2020 graph shows a clear spike in visits to the site after the first lockdown completed, showing that interest in the bunkhouse is clearly there.

Figure 1: Jan 01 2020 – Dec 31 2020

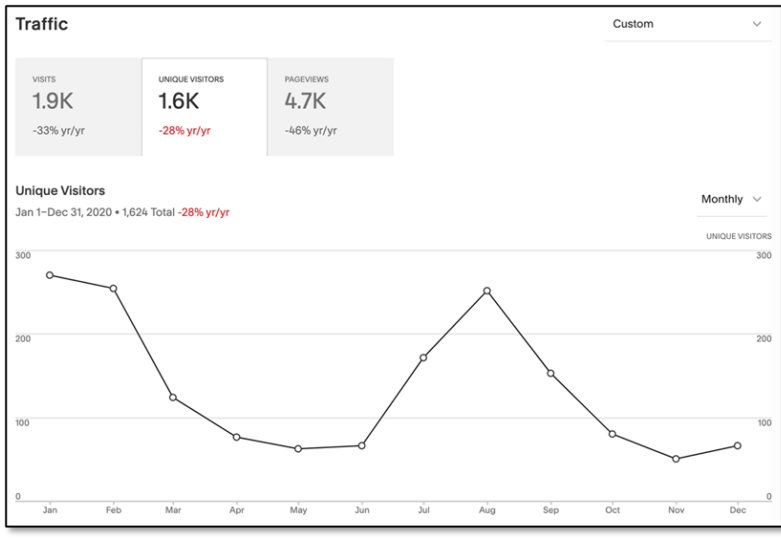


Figure 2: Jan 01 2019 – Dec 31 2019



## How people get to the site

Just over 46% of our visitors are coming directly to the site, so they are typing [www.cyat.org](http://www.cyat.org) straight into their browser or using a bookmark. 40% of visitors still find us using Google.

As always 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 2021, 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.

If you've not seen the site yet, do take a look at [www.cyat.org](http://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](mailto:feedback.cyat@gmail.com)

*Ray Creasey*  
*Trustee*

## 2021 Plans

With residential visits restricted across the UK, which is expected to be in place for several months into 2021 & even when possible, the logistics & lead time organisations need to set them up, we are looking at alternative uses of the bunkhouse. The key area being explored is to promote the bunkhouse as a day visit centre for local schools, colleges, forest schools etc to use as their outdoor learning venue. This will provide a small income stream but will more importantly promote the bunkhouse to a wider clientele group who may go on to use it as a bunkhouse when allowed.

To make the outside area accessible for these groups, there are discussions underway as to what is needed to provide the right space and activities. For example, tarp shelter points to

provide a cover for groups, a fire pit and possible seating area, Orienteering points and course created, wildlife information boards positioned around the grounds etc

*Martin Tomlinson*  
*Trustee*

## 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
Chichester City Council	Muriel Burrows
David Hatton	Nigel Colenutt
Graham Almrott	Peter Cox
John Robbins	Peter Harvey
Kate Colenutt	Ray Creasey
Liz Robbins	Rhondda Cynon Taf
Martin Tomlinson	

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 2021 and signed on their behalf by John Robbins, chair

Chichester Youth Adventure Trust

Receipts and Payments account for the year ended 31 December 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Total £	2019 £
<u>Income</u>					
Letting Fees		5,867		5,867	22,659
Grants and Donations	2	15,300	1,250	16,550	791
Miscellaneous income		20		20	-
Gift aid		25		25	126
Bank Interest		219		219	284
Damage and cleaning recharged		30		30	258
		21,461	1,250	22,711	24,118
<u>Direct Charitable Expenditure</u>					
Provision of Cottage & Bunkhouse					
Caretaker, warden and cleaner		2,760		2,760	2,817
Business rates		86		86	861
Insurances		1,786		1,786	2,102
Electricity		318		318	840
Calor Gas		1,066		1,066	2,037
Water supply		106		106	453
Safety certificates and inspections		1,005		1,005	871
Waste collection		157		157	787
General Repairs & Maintenance		3,752		3,752	2,212
Working Parties' Travel and subsistence		428		428	513
Cleaning materials		306		306	180
Furniture and Equipment purchases		1,461		1,461	572
Special Works -					
Tree felling and landscaping		1,750	1,250	3,000	-
Publicity & Advertising		50		50	386
Miscellaneous Expenses		-		-	535
		15,031	1,250	16,281	15,166
<u>Other Expenditure</u>					
Governance Costs	3	243	-	243	606
Total Expenditure		15,274	1,250	16,524	15,772
Net Surplus for the year		6,187	-	6,187	8,346
Cash and bank balances brought forward		46,555	-	46,555	38,209
Cash and bank balances carried forward		52,742	-	52,742	46,555



Chichester Youth Adventure Trust

Statement of assets and liabilities at 31 December 2020

	<i>Notes</i>	2020 £	2019 £
Bank balances			
Barclays Community a/c		2,742	3,555
Virgin		<u>50,000</u>	<u>43,000</u>
		<u>52,742</u>	<u>46,555</u>
Represented by Funds:-			
General Fund	6	52,742	46,555
Restricted Funds	6	<u>-</u>	<u>-</u>
		<u>52,742</u>	<u>46,555</u>
Other assets and liabilities			
Fixed Assets			
Cottage & Bunkhouse	Declared value	476,205	471,490
Equipment	Declared value	32,530	27,813
Current Assets			
Gas stock		370	370
Debtors - hire fees due		-	1,169
Interest accrued		10	26
Other payments paid in advance		<u>1,424</u>	<u>1,922</u>
		<u>1,804</u>	<u>3,487</u>
Current Liabilities			
Creditors		713	834
Deposits in Advance		<u>1,500</u>	<u>1,530</u>
		<u>2,213</u>	<u>2,364</u>

Michael Merritt  
Honorary Treasurer and Trustee  
13 February 2021

John Robbins  
Chair of the Trustees  
19 February 2021

Notes to the Accounts for the year ended 31 December 2020

1 Accounting policies

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

	<b>2020</b>	<b>2019</b>
2 Grants and Donations		
Grants - unrestricted - Co-Vid support	15,000	-
Grants - restricted - tree felling and landscaping works	1,250	-
Donations - unrestricted	<u>300</u>	<u>791</u>
	<u>16,550</u>	<u>791</u>

	<b>2020</b>	<b>2019</b>
3 Governance Costs		
Post, Printing, Stationery and Phones	48	411
Independent Examination Fee	72	70
Website maintenance	<u>123</u>	<u>125</u>
	<u>243</u>	<u>606</u>

4 Trustees' Remuneration, Expenses and Benefits

No trustee or person connected to them received any remuneration or benefits during the year (*2019: nil*)  
 A total of £315 (*2019 £553*) was reimbursed to seven (*2019: 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, subsistence 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 remaining section of the track estimated at £15,000 and the uncertainty as to when the Cottage and Bunkhouse will be able to reopen to its full capacity due to the Coronavirus pandemic.  
 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](http://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 2020

### **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: 11 March 2021