

Timperley Duke of Edinburgh Award Centre

**Annual Report
September 2019**



TIMPERLEY DUKE OF EDINBURGH AWARD CENTRE
ANNUAL REPORT YEAR ENDED 30TH SEPTEMBER 2019

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TIMPERLEY DUKE OF EDINBURGH AWARD CENTRE

1. Introduction

This report covers the period from registration of the Centre as a charity on 10th December 2018 to 30th September 2019. The Centre was set up in November 2015 by the PCC at Holy Cross Church Timperley. It has grown significantly from 60 members in its first year to 130 in September 2018 at which point it relocated to Altrincham Kersal Rugby Club (AKRFC) and registered as an independent charity.

The centre now has 200 active members supported by 50 adult volunteer leaders and a network of freelance supervisors. During the year members undertook in excess of 4,000 hours of volunteer activity within the local community. Over 95% of participants who completed their expeditions at the centre went on to complete the Award.

The centre benefits from the support of local and national sponsors including the Oglesby Charitable Trust, Manchester Airport Community Fund, Trafford Housing Trust, Newton Night School Charity, Go Outdoors, and Dixons Carphone. In addition a number of organisations including Epam, Mott McDonald and DeTrafford actively support their employees who invest time leading expedition activities. We are very grateful to all of our sponsors and supporters.

2. The Duke of Edinburgh Award (DofE)

The DofE Award provides a balanced programme of activities that develops the whole person – mind, body and soul – in an environment of social interaction and teamworking. Young people progress through three levels of DofE programmes to achieve a Bronze, Silver or Gold Award. Taking part builds confidence and develops self-esteem. It requires persistence, commitment and has a lasting impact on the attitudes and outlook of all young people who do their DofE. It is open to participants aged between 14 and 24.

Further information concerning objectives of the Award are set out on its website at: <http://www.dofe.org/>

All participants are registered with the DofE through the eDofE website. This tracks participation in the three elements of the Award which comprise:

- Volunteering – this is about making a difference to other people's lives. From conservation to youth work to fundraising for charity or caring for animals – there is an extensive list of projects that the members are involved in. Our community is benefiting from over 180 hours per week of volunteering through the Award
- Physical – through this section participants achieve greater physical fitness and become healthier through a wide range of activities both personal or through teamwork.
- Skills – this is all about developing practical and social skills and personal interests. There is an extensive list of skills which the young people may develop

In addition participants take part in expeditions which involve overnight camping for one night for the bronze award, two nights for silver, and three nights for the Gold Award.

3. Centre Development Plan

The long term aim of the volunteer supporters is to establish a sustainable DofE capability and to become self sufficient in the training and assessment of participants. The period under review has been a time of significant change for the centre the key highlights of which have been:

- Registration as an independent charity and appointment of Trustees
- Relocation of the centre to AKRFC, investment in improved stores facilities and further camping equipment
- Recruitment of further volunteers and implementation of more comprehensive organisational structure
- Outreach to wider community
- Implementation of more pro-active brokering of volunteering opportunities with local charities and community including creation of opportunities to support AKRFC and the Church
- Scale up to over 180 places
- Further training of expedition leaders including tailored safeguarding training and sponsorship of leaders undertaking accredited awards (the DofE Expeditions Skills, Lowland Leader and Mountain Leader qualification)
- Creation of more comprehensive eDofE and mentoring support

Throughout this programme the DofE regional team have supported us through training programmes, open evenings and set up of the eDofE system. In particular thanks are due to Paul Griffiths, Matt Woodcock, Steph Ashcroft and the team at DofE North for their inspiration and guidance.



Refurbished insulated shipping container being delivered to AKRFC. This now contains a dedicated stores facility for the DofE Centre.

4. Supporting infrastructure

Equipment & procurement

To date over £12,000 has been raised from our sponsors and member subscriptions to provide the following equipment:

- **Group equipment** comprising tents, stoves, cooking pans, maps, compasses and first aid kits. This equipment was funded by donations from the Oglesby Charitable Trust, Manchester Airport Community Fund.
- **Personal equipment** including waterproof jackets, overtrousers, sleeping bags, roll mats, and further rucksacks. This equipment was funded by the Trafford Housing Trust (THT) Community Action Fund and Newton Night School Charity who also provided funding to improve storage facilities

Most of the equipment has been purchased from Go Outdoors. Go Outdoors have been very supportive of the centre, providing personnel to deliver a Kit Briefing Evening for participants and their parents, and discounts for members to buy their personal equipment.

Premises, storage & transport

Training, expedition planning and presentations take place at AKRFC. We are grateful to the team at AKRFC for making us feel so welcome in our first year of operation there and we are looking forward to making further use of the facilities for training in the 2020 season.

Thanks are due to Wellington School for allowing us to use their minibuses to transport participants on expeditions that are further afield.



5. Financial Report



CHARITY COMMISSION
FOR ENGLAND AND WALES

Timperley DofE Award Centre

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	10/12/2018		30/09/2018

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations & other income	400	-	-	400	-
Expedition fees	32,735	-	-	32,735	-
Grants	-	-	-	-	-
Kit hire	20	-	-	20	-
Registration fees	7,479	-	-	7,479	-
Sub total (Gross income for AR)	40,634	-	-	40,634	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	40,634	-	-	40,634	-
A3 Payments					
Accommodation	504	-	-	504	-
Camping fees	4,227	-	-	4,227	-
Expedition food & beverages	194	-	-	194	-
Per Diems	920	-	-	920	-
Registration packs	3,807	-	-	3,807	-
Supervision fees	7,180	-	-	7,180	-
Transport	952	-	-	952	-
Approved Activity Provider (AAP) fee	500	-	-	500	-
Administration support	80	-	-	80	-
Bank charges	35	-	-	35	-
Credit card fees	-	-	-	-	-
Equipment & Gas	1,601	-	-	1,601	-
General expenses	587	-	-	587	-
Hall rental	-	-	-	-	-
Insurance	602	-	-	602	-
IT & software	436	-	-	436	-
Leader training	2,855	-	-	2,855	-
Licence fees	1,272	-	-	1,272	-
Maps	385	-	-	385	-
Printing, postage & stationery	218	-	-	218	-
Refreshments	284	-	-	284	-
Repairs	-	-	-	-	-
Telephone & Internet	-	-	-	-	-
Tents	3,765	-	-	3,765	-
Sub total	30,404	-	-	30,404	-
A4 Asset and investment purchases, (see table)					
Storage container	4,098	-	-	4,098	-
Sub total	4,098	-	-	4,098	-
Total payments	34,502	-	-	34,502	-
Net of receipts/(payments)	6,132	-	-	6,132	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	6,634	-	-	6,634	-
Cash funds this year end	12,766	-	-	12,766	-

The centre made a cash surplus of £6,132 during the period. A surplus of £6,634 was transferred from Timperley PCC taking the cumulative total cash reserves to £12,766 at 30th September 2019.

The accounts are prepared on a cash basis in accordance with Charities Commission guidelines. There are a number of accruals and liabilities which must be taken into account to fully understand the financial position. The Charity will be making a contribution to AKRFC for the hire of the hall (£1,000 for the year) and as at 30th September registration fees of £800 had been received in respect of the 2019-20 expedition season. The underlying net asset position is therefore £10,966 at 30th September 2019.

The centre continues to benefit from economies of scale and a greater proportion of expeditions being supervised by volunteers.

Roz Swarbrick continues to perform the role of Treasurer and thanks are due to Roz for her hard work in keeping track of growing numbers of subscriptions and expedition / operating expenses. We are also grateful to Deborah Chalcraft for conducting an independent review of the accounts.

6. Participation & outputs

Award Completion

On 30th April 2019 we held our third Annual Awards presentation. Manchester United premiership player Chris Smalling presented 114 awards at Bronze (53), Silver (51) and Gold (10) levels. A full list of members who completed their Bronze and Silver Awards is set out in Appendix 1. Nationally the proportion of DofE participants who complete their expeditions and go on to finish their awards is 52%. We set ourselves a target to achieve in excess of 80% and achieved over 95%.



A large part of this success is down to the encouragement our eDofE mentor team provide to participants to ensure they sign off on the Award sections. This team is lead by Emma Deighton-Brown supported by Fiona Buckley, Charlotte Skitterall, Michelle Ball and Liz Stagg. Steph Carter from the Bowdon Church DofE Centre continues to be very supportive and performs the role of independent verifier.

Volunteering and community outreach

The impact that participants have on their communities through volunteering activity is viewed by the Centre as an important output of the programme. Bev Stackhouse co-ordinates volunteer activities and has provided support for members by working with local charities to signpost opportunities.

As a result this year members have undertaken over 4,000 hours of volunteer activity. The range of activities is set out in appendix 2.

7. Inclusivity & Outreach

Although Timperley is a relatively affluent area the Centre places great emphasis on taking an 'everyone welcome' approach which encourages participation from a range of children from varying socio-economic and ethnic groups. The Centre is an Open Award centre promoted throughout Trafford. Most members are drawn from local schools and come from the Altrincham area.

An extensive programme of promotion of outreach was undertaken including:

- Trafford Centre for Independent Living – we now have a participant registered following promotion through this charity. The links with this group attracted media interest (see appendix)
- Promotion to residents in the Broadheath community through posters in local shops and utilising the Trafford Housing Trust Engagement Officer to promote through both THT and Trafford Council databases
- Links to the Trafford Young Carers charity

Places at the centre are allocated based upon the following principles:

- **Inclusivity** – available to a broad range of young people from all backgrounds
- **Adding value** – we are particularly keen to offer DofE to those young people for whom participation will have the greatest benefit
- **Sustainability** – we want to make DofE at Timperley a long term project with enough adult volunteers to ensure it can continue for many years to come

The demographic mix of members is set out in the following tables. This is based on eDofE system data for registered participants. Where participants are finishing off an earlier level and have not yet registered for the next level they will not be included in the first table relating to gender, ethnicity and disability, but will be included in the breakdown by school.

Starters by Centre

	Bronze				Silver				Gold				Total
	Unknown	Male	Female	Total by Level	Unknown	Male	Female	Total by Level	Unknown	Male	Female	Total by Level	
Number registered	9	31	53	93	3	21	25	49	1	4	10	15	157
Total	9	31	53	93	3	21	25	49	1	4	10	15	157

Head Count by Ethnicity

	Asian or Asian British				Chinese or Other Ethnic Grp	Do not wish to state	Mixed		Unknown				White		Total
	Any other Asian background	Bangladeshi	Indian	Pakistani	Chinese	Prefer not to say	Any other Mixed/multi ple ethnic background	White and Asian	Any other ethnic group	Arab	English/Welsh/Scottish/Northern Irish/British	Not Specified	Any other White background	Irish	
Number	4	1	17	1	3	3	3	4	1	1	104	13	1	1	157
Total	4	1	17	1	3	3	3	4	1	1	104	13	1	1	157

Head Count by Disability

	I do not have a disability	I have a disability (as defined by the	Not Specified	Prefer not to say	Total
Number	139	3	13	2	157
Total	139	3	13	2	157

Interaction between children from the local grammar schools with those from other schools in the state sector and friends from outside the area creates a dynamic which is part of the success of the groups. Whilst participation remains skewed towards selective schools this is reflective of the local demographic and the Centre team is making every effort to widen its reach as set out in section 7. The breakdown of participation by school is set out below:

Participation by school	Total	Bronze	Silver	Gold 2020	Gold 2021
Altrincham Grammar School for Girls	21	9	9	3	0
Altrincham Grammar School for Boys	24	4	16	0	4
Altrincham College of Arts	1	0	1	0	0
Blessed Thomas Holford CC	11	11	0	0	0
Sale Grammar School	94	42	25	16	11
St Ambrose	0	0	0	0	0
Loreto	19	12	1	6	0
Wellington School	20	10	0	7	3
Others	10	3	4	3	0
	200	91	56	35	18

The volunteer group wish to ensure that the centre remains accessible to children of all backgrounds. The cost of personal equipment required for the expedition in addition to the subscription fee can be prohibitive. The cost of personal equipment is c£250 so the pool of personal equipment funded by THT is vital to ensuring that the Award remains affordable.

Through the use of an extensive group of volunteers and by managing expedition planning, risk assessment, insurance, and training in house, rather than through the use of commercial providers we are able to keep costs to a minimum without compromising quality. The centre is one of the most affordable in the area.

8. Leadership Team & governance

The Centre is a Charitable Incorporated Organisation (CIO) governed by a governing document which is available on the Charity Commission website. Its Charitable objects are:

To help young people in the Trafford area by providing opportunities for them to participate in the Duke of Edinburgh Award and thereby to develop their capabilities that they may grow to full maturity as individuals and members of society.

The following leaders have acted as Trustees during the period:

Andy Allan

Ben Morgan

Bev Stackhouse (appointed 30th May 2019)

Emma Deighton Brown (resigned 30th May 2019)

Martin Deighton Brown

Roz Swarbrick

We continue our programme of leader training both for expedition leadership at DofE Expedition Skills (DES) level and Lowland Leader level through courses provided by the DofE North team. A growing number of leaders are now Expedition Assessor Accreditation Scheme (EAAS) accredited allowing them to assess expeditions.

All volunteers are recruited in accordance with the Charity policy for the safe recruitment of youth leaders and are subject to DBS checks. We are grateful for the continued support of Caroline Royle our Safeguarding Officer. All leaders undertake safeguarding training and are fully briefed on the centre policies and risk assessments.



10. Further Information

For further information please call 07342 122 144 or contact:

Membership Enquiries	All general enquiries	membership@dofetimperley.org.uk
Member contacts:	Bronze Award	neala.campling@dofetimperley.org.uk holly.waddell@dofetimperley.org.uk andrea.martins@dofetimperley.org.uk
	Silver Award	ben.morgan@dofetimperley.org.uk
	Gold Award	andy.allan@dofetimperley.org.uk
	eDofE Mentoring	emma.db@dofetimperley.org.uk
Andy Allan	Centre Manager	andy.allan@dofetimperley.org.uk
Roz Swarbrick	Treasurer	roz.swarbrick@dofetimperley.org.uk
Bev Stackhouse	Community & Volunteering	bev.stackhouse@dofetimperley.org.uk



APPENDIX 1 – AWARDS COMPLETED

Bronze

Amaar Idrees	Finlay Robertson	Max Stackhouse
Amelia Dryden	Fintan Malthouse	Millie Royle
Amelie Clayton	George Ayles	Niamh McAuley
Andrew Domville	Ibrahim Alkhaddar	Nicholas O'Leary
Annabel Wright	Jack Murphy	Olivia Moran
Annabelle Morgan	James Clough	Oscar Maxfield
Ben Wilson	Jessica Wardle	Phoebe Lewis
Charles Brownsell	Joe Board	Pyper Gill-Morris
Daniel Harrison	Joshua Spinks	Qasim Zia
Dylan Gellatly	Keshika McCabe	Ruby Pearce
Eleanor Margaret Holt	Leo Stevens	Ryan Sinclair Burns
Eliza Smith	Leo Tomlinson	Safiyah Farid
Ellie Budenberg	Lucy Heck	Sam Wright
Elouise Baldwin	Lucy Jane Turner	Tahnee Dickinson
Emma Wilson	Lucy Porte	Thomas Morgan
Erica Hazlewood	Lukasz Wilton	William Bushnell
Ethan Simpson	Luke Brunt	William Geddes
Ethan Steward	Maliha Campbell	

Silver

Abigail Middleton	Ena Bowyer	Lucy Johnson
Ahona Banerjee	Eva Davis	Luke Braithwaite
Ameen Idrees	Evie Penfold	Mary Leach Baxendale
Amy Donnelly	George Stein	Max Davis
Aneesa Chaudhry	Hannah Willert	Max Hartley
Annie Grace Leach Baxendale	Hollie Moore	Max Heathcock
Arfaa Butt	Isobel Davis	Molly Kane
Bolin Xue	Jack Deighton-Brown	Morvyn Clinton
Caitlin Maguire	Joshua Sutcliffe	Orlando Heaton
Daisy Capey	Katie Davies	Paige Cross
Deeksha Pal	Katy Linkman	Phoebe Page
Eleanor Marsh	Leonie Rainford	Raiyan Aseri
Elizabeth Skitterall	Lexie Henderson	Samridhi Arya Saran
Ella Crabb	Lily Barker	Sarah Girgirah
Ella Harris	Louis Mitchell	Smrutee Kandale
Elliott Ball	Lucy Allan	Tom Stackable
Emily May Hale	Lucy Diss	William Johnson

Gold

Alexander Mollard	Hannah O'Donnell	Lucy O'Donnell
Anmol Dadlani	Jasmine Spinks	Luke Holland
Benjamin Watchorn	Lucy Croft	Stephen Till
Daniel Hart		

APPENDIX 2 – VOLUNTEERING ACTIVITY

Volunteering Detail	No	Volunteering Detail	No
After school club	1	Helping in an elderly peoples home	1
Alter Serving	1	Helping out at a Beavers' hut	1
Animal Rescue Centre	2	helping out at school lunch club	1
Animal Welfare	1	Helping people in need	7
Assistant Badminton Coach	1	Helping people with special needs	2
Assistant coach	1	Helping with admin at local hockey club	1
Ballet teaching	1	Hockey Coach	1
Carehome	1	Hockey Coaching	2
Charity Administration	2	Lacrosse coach	2
Charity Shop	23	Leading a Choir	1
		Library Helper/ Teaching people to learn	
Charity Shop: Scope	1	to surf	1
Coaching basketball	1	Litter Picking	2
Cricket coaching	1	local park maintenance	1
Dance Leadership	3	Maintenance of Church Grounds	1
Drama coaching	1	Music Tuition	1
Environment	1	Pharmacy	1
Event Management	5	Pop-lacrosse coaching	1
Faith communities	1	Rainbows	1
football team coaching for under 6	1	Religious Education	4
gardening	2	rugby leadership	1
Girl Guiding - Brownies	1	running club	1
Girlguiding UK	7	Scout Association	9
Grounds maintenance/gardening	1	Shadowing and helping clients	1
Group Leadership	2	Sports Leadership	24
gymnastics coaching	1	St John Ambulance Leadership	1
helping at a netball club run by macmillan and			
england netball	1	Stagecoach - Musical Theatre	1
Helping at a nursing home	1	Supporting a handball coach	1
Helping at a school	1	Supporting a rowing coach	1
Helping at a special needs music group	1	Supporting a tennis coach	4
Helping at after school club	1	Supporting netball coaching	1
		Supporting registration at local hockey	
Helping at Brownies	1	club	1
Helping at Cubs	1	Teaching Assistant and Netball Coaching	1
Helping at Speech & Drama Club	1	Urdu Language class	1
helping at the British Heart Foundation	1	Washing my elderly neighbour's car	1
Helping children	14	Young Leader Cubs	1
		Youth work	2

APPENDIX 3 – INDEPENDENT EXAMINER’S REPORT ON THE ACCOUNTS



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

TIMPERLEY DofE AWARD CENTRE

On accounts for the year
ended

30/9/2019

Charity no
(if any)

1181067

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

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 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

15.11.19

Name:

DEBORAH CHALCRAFT

Relevant professional
qualification(s) or body
(if any):

ICAEW
Chartered Accountant

Address:

DRAYCOTT
PRESCOT ROAD, HALE, CHESHIRE
WA15 9PZ

Give here brief details of any items that the examiner wishes to disclose.

<p>1. Name of the person or firm to whom the account is rendered</p> <p>2. Address of the person or firm to whom the account is rendered</p>		<p>3. Date of the account</p>
<p>4. Description of the account</p>		<p>5. Amount of the account</p>
<p>6. Name of the person or firm who rendered the account</p>		<p>7. Signature of the person or firm who rendered the account</p>
<p>8. Name of the person or firm who received the account</p>		<p>9. Signature of the person or firm who received the account</p>



Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	10/12/2018		30/09/2019

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations & other income	400	-	-	400	-
Expedition fees	32,735	-	-	32,735	-
Grants	-	-	-	-	-
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Credit card fees	-	-	-	-	-
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Telephone & Internet	-	-	-	-	-
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A5 Transfers between funds					
A6 Cash funds last year end	6,634	-	-	6,634	-
Cash funds this year end	12,766	-	-	12,766	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Lloyds bank current a/c	12,766	-	-
		-	-	-
	Total cash funds	12,766	-	-
	(agree balances with receipts and payments account(s))			
B2 Other monetary assets		-	-	-
		-	-	-
B3 Investment assets				
B4 Assets retained for the charity's own use				
B5 Liabilities				

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

RC J. J. J. J. J.

ROZ STARRICK

6/10/19



Licenced Organisation

Timperley DofE Award Centre
Registered Charity No 1181067

Sponsors & Supporters:



DeTRAFFORD

