

THE SCOUTS ASSOCIATION POLYAPES SCOUT CAMP SITE MANAGEMENT COMMITTEE REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021.  
(Charity No. 1044613)

Polyapes is a registered charity that provides and maintains the camp site and buildings. The site was acquired in two separate transactions, in 1928 and 1937, by trustees acting on behalf of the then Kingston on Thames Boy Scouts Association (the "Founding District"). The purpose of the acquisition was that the site be a camping ground.

There being no evidence of an original trust deed or appointment of trustees in 1928 or 1937, in order to regularise the ownership of Polyapes, trustees were first formally appointed in 1948 when the Founding District was reconstituted into four separate Districts, namely Kingston, Malden & Coombe, Surbiton and Esher ("the Original Owner Districts").

In the period since 1948, further reorganisations have occurred and the Original Owner Districts are now reduced to two, namely Royal Kingston (incorporating, after intervening reorganisations, the District of Kingston, Malden & Coombe and Surbiton) and Esher ("the Current Owner Districts").

The current trustee of the site is the Scout Association Trust Corporation ('the Current Trustee'), having been appointed on 5<sup>th</sup> February 2018 and is duly registered at H M Land Registry under the number SY780840.

The Original Owner District together with the Owner Districts, following subsequent reorganisations, managed Polyapes through a management committee appointed in accordance with the constitution and rules in place. The powers, duties and rules have been governed by the constitution since 1975 or thereabouts and amended from time to time subsequently. The last such amendment was in 2004.

Polyapes is registered with the Charity Commission with the number 1044613. For Charity Commission purposes, the management committee officers for the time being, namely the chair(s), treasurer and secretary are considered as trustees of Polyapes. Where there is a vice chair or there are joint chairs, then the persons in those offices shall be considered as charity trustees.

The objective of the charity is to provide a natural space for scouts and other young people to camp in unspoiled surroundings.

The governance of the charity is provided by a management committee made up of appointed representatives from Esher District and Royal Kingston District. Traditionally, the management committee is confirmed at the Annual General Meeting of Polyapes annually. The management committee meets 4 to 6 times a year to oversee the running of the site and to set policies and guidelines for decision making by the warden and the bookings secretary.

Trustees during the 2020-21 reporting year were:

David Weedon	Royal Kingston District Chair & Committee Joint Chair
Harry Jones	Esher District Chair and Committee Joint Chair
Lisa Cross	Secretary
Barry Hitchens	Treasurer
Simon Clarke	Warden and Bookings Secretary
Stewart Nash	Royal Kingston District Commissioner
Chris Daley	Co-opted Esher District Executive Committee
Andrew Burns	Esher Deputy District Commissioner

Hannah Clarke is Scout Active Support Unit manager

Bankers are National Westminster Bank Plc, 10 Victoria Road, Surbiton, Surrey KT6 4JY and  
Lloyds Bank plc, 15 Blackheath Village, Blackheath, London, SE3 9LH.

Independent Examiner is Peter Runacres (F.C.A.), 8 Waldegrave Road, Bromley, BR1 2JP

#### Risk Assessment

The trustees maintain an on-going assessment of the major risks confronting the charity that might restrict its ability to meet its objectives.

Specific risks include the ability to maintain buildings to an adequate standard to meet changing health and safety standards and to keep the site secure both when occupied and when not.

The Management Committee regularly reviews current regulations and the status of the buildings to ensure compliance with regulations and to identify and commission repairs and improvements to buildings.

The site does not employ permanent staff. To operate an effective camp site requires considerable commitment by volunteers. There is a constant risk that the demands on volunteers will exceed the needs of the site. The Management Committee continues to explore the facilities available through the wider Scouting community to attract competent volunteers to meet the needs of the site.

#### Reserves Policy

It is generally accepted as a rule of thumb, that charities should hold sufficient reserves to allow the charity to operate for 6 months without income as a contingency fund to enable the charity recover from a major disruption or to close should that be necessary. At year end the charity had £35,854 in reserve. Six months operating expenses are generally £25,000.

#### Investment Policy

The charity generally does not have sufficient funds to invest in longer term investments. All funds are held in cash or "at call" short term investment with The Scout Association.

## **Joint Chairs' Report**

One major change in personnel since last year's report is that Avril and Les Lobjoit having moved away from the area have stood down as Wardens. it may have only been a short spell as Wardens but we valued their stepping in when we had a number of committee changes particularly to the wardening and booking team. Very many thanks to Avril and Les with best wishes in their new home.

Simon Clarke has taken on the Warden's role alongside his bookings responsibilities. Simon's wife Hannah is manager of the Scout Active Support Unit. Members are actively encouraged from both Royal Kingston and Esher Districts.

Otherwise the Committee and site management is unchanged from the previous year.

As best they can and in accordance with the rules and guidance applicable to the the coronavirus situation the team have put in improvements to the site and the buildings but these take organisation, time and people. Work has not been easy to do since the site has closed but should be noticeable and be of benefit to campers/site users with face to face scouting starting and, hopefully, the camping beginning. When the site is open support from Districts by individuals, sections and Groups taking part in maintenance weekends/days or an ad hoc basis will help move this process along more quickly and will establish an ownership culture of Polyapes being 'Your Campsite'.

**Dave Weedon & Harry Jones**  
**Joint Chairs Polyapes Management Committee**



## **WARDEN'S REPORT FOR THE YEAR ENDED MARCH 31<sup>ST</sup> 2021.**

2020 has been a year like no other, with very little use of the site and with the team not able to meet as often as we usually would to complete maintenance has meant some parts of the site had fallen in to further disrepair.

The service team have spent many hours clearing the same patches or land only for them to regrow or cutting the fields (some of which we only ever need to cut once or twice a year due to footfall), due to the site being used less, we have found that everything has grown more than usual!

Although when we could meet under government guidelines, and with having less people using the site it has allowed us to invest some time on clearing areas that have been disused and installing a new multipurpose archery, shooting and tomahawk range, with the ability to add a second in the future if this gets used enough.

Our core focus has been on safety and security, we have installed 2 new containers, one of which is a dedicated workshop, installed fencing and gates around the containers creating a yard area, we moved the main wood pile and created a second on the ridge to save wood being transported by young people across the site and through the car park.

We have had to install further cameras around the site to assist with protecting our property due to the site being used less

We then focused on our buildings, the warren has had all the external walls reclad and replaced an aging asbestos roof to the side, inside is due to be decorated towards the end of 2021

The Mowgli is currently undergoing an internal roof repair which should be completed soon, it looks untidy but needed to be aired out to allow it to dry, this too is looking at having a full repaint both inside and out towards the end of 2021.

A big bonus is that we had the funds available and have also managed to replace all mattresses within our sleeping accommodation in the Mowgli and Wardens hut.

The wardens hut continues its transformation with new flooring and being painted, its slow progress but is getting there.

We are finding that every time we do a job, another 2 things come up which end up taking time and funds to repair or replace, which although disappointing, is making the site safer to both the people working on it and those that use it.

The site has a new map, kindly drawn up by a fellow scouter, this now features outside the warden's hut and on the ridge, a new website has been created by another scouter and we have moved to Online Scout Manager for our site bookings, this costs more for us to run but makes running things a lot easier, it is also much easier for scouts to book us – especially if they use OSM.

The last 'big' thing to happen is our new 17 bed sleeping accommodation, we have taken on through partnership with 'Cavebus' a fairly well-known pop groups old tour bus (Take That), it has been fully renovated inside and painted outside has new soft furnishings installed, this along with an outside cooking area, will give users of the site something different to stay in!

We are looking forward to welcoming people to come and stay at the site in the very near future!

# THE SCOUTS ASSOCIATION POLYAPES SCOUT CAMPSITE

## Receipts and Payments Account

For the year from	1st April 2020	To	31st March 2021
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### Receipts and payments

	2021 Unrestricted funds £	2020 Unrestricted funds £
<b>Receipts</b>		
<b>Donations, legacies and similar income</b>	-	-
Membership subscriptions	-	-
Less: Membership subscriptions paid on (National/County/Area/District)	-	-
Net membership subscriptions retained	-	-
<b>Donations</b>	-	100
Legacies	-	-
Gift Aid	-	-
<b>Covid - 19 grants</b>	20,241	-
<b>Sub total</b>	<b>20,241</b>	<b>100</b>
<b>Grants</b>		
Maintenance grant	-	-
Other grants	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>CAMPING FEES</b>		
Scouts & Guides	- 23	23,160
Non-Scouting	1,599	4,491
<b>Badges</b>	-	30
Other fundraising activities	-	-
<b>Sub total</b>	<b>1,576</b>	<b>27,681</b>
<b>Investment income</b>		
Bank interest	-	-
Building Society interest	-	-
The Scout Association Short Term Investment Service	-	-
<b>Hutchinson 3G</b>	<b>10,665</b>	<b>10,550</b>
<b>Wireless Net</b>	<b>270</b>	<b>315</b>
<b>Sub total</b>	<b>10,935</b>	<b>10,865</b>
<b>Total Gross Income</b>	<b>32,752</b>	<b>38,646</b>
<b>Insurance Claim</b>	-	-
<b>Total receipts</b>	<b>32,752</b>	<b>38,646</b>



# THE SCOUTS ASSOCIATION POLYAPES SCOUT CAMPSITE

## Receipts and Payments Account

For the year from	1st April 2020	To	31st March 2021
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### Receipts and payments

	2021 Unrestricted funds £	2020 Unrestricted funds £
<b>Payments</b>		
<b>Recurring Operating Costs</b>		
Site general maintenance	2,422	2,020
Telephone & Internet	542	712
Utilities	4,250	11,338
Licenses, inspections & Security	576	179
Cleaning/Initial	921	1,494
Insurance	4,886	5,916
Cess Pit	696	12
<b>Sub total</b>	<b>14,293</b>	<b>21,671</b>
<b>Administration</b>	-	-
AGM and trustee expenses	191	10
<b>Sub total</b>	<b>191</b>	<b>10</b>
<b>Major Improvements</b>		
Mowgli Roof	1,000	556
Fencing	2,399	
Shooting range	1,685	-
Warren	1,819	227
Equipment ( 2 containers mainly )	2,199	924
Alarm system	1,018	11,865
Matresses	2,945	
Tree control	-	3,150
Car Park Lights	-	262
Warden hut	-	4,179
<b>Sub total</b>	<b>13,065</b>	<b>21,163</b>
<b>Activities</b>		
Badges	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Total Gross Expenditure</b>	<b>27,549</b>	<b>42,844</b>
<b>Net of receipts/(payments)</b>	<b>5,203</b>	<b>- 4,198</b>
Cash funds last year end	30,651	34,849
<b>Cash funds this year end</b>	<b>35,854</b>	<b>30,651</b>

# THE SCOUTS ASSOCIATION POLYAPES SCOUT CAMPSITE

## Statement of assets and liabilities at the end of the year

	31st March 2021 Unrestrict ed funds £	31st March 2020 Unrestrict ed funds £
<b>Cash funds</b>		
Nat West Bank	19,052	19,439
LLOYDS BANK	11,925	6,055
Building society account	-	-
The Scout Association Short Term Investment Service	100	100
Cash/Floats	-	-
<b>Total cash funds</b>	<b>31,077</b>	<b>25,594</b>
<b>Other monetary assets</b>		
Debts due from the County/Area/District/Group	-	-
Prepaid insurance and Initial hygiene services	4,777	5,057
<b>Sub total</b>	<b>4,777</b>	<b>5,057</b>
<b>Investment assets</b>		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Non monetary assets for charity's own use</b>		
Badge stock	-	-
Shop stock	-	-
Scouting equipment, furniture etc	-	-
Other	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>Liabilities</b>		
Accounts not yet paid	-	-
Expenses incurred but not invoiced	-	-
Other liabilities	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>
<b>NET ASSETS AT END OF YEAR</b>	<b>35,854</b>	<b>30,651</b>

### Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the

Signature

Print Name


Chair
Treasurer



## RECEIPTS:

### **Covid – 19 Grants: £20,241**

The government has supported all rate paying businesses with a series of grants to compensate them for having to remain closed throughout 2020-21. The site has qualified for these grants so has received a total of 6 grants over the period. Further grants will be received in 2021-22 following the same qualification standards.

### **Camping Fees £1,576. (2020 - £27,691)**

The only time the camp site was able to offer its services to the community was for a short period in October 2020 and again since Christmas 2020 with strict social distancing. Fees charged during these periods reflected the limited accessibility to facilities.

Some deposits have been received for the 2021 year mainly from some new non-scouters. However, there has been a hesitation on behalf of scouters to fully commit to 2021-22 camping hence the minimal deposits from scouts. Many of the regular scouts visitors to the site have outstanding deposits from suspended 2020 bookings. Very few have requested refunds ( £ 360 paid out ).

### **Hutchison 3G £10,665. (2020 - £10,550)**

Recent past years' income has been similar. The contract covering this income was signed in April 2002 and runs to 31<sup>st</sup> December 2021. Fees are adjusted according to the RPI every 3 years (the last adjustment was 1<sup>st</sup> April 2021 – 2.5% increase on the base fee – 60% of the total fee). We are in negotiations for renewing the contract. It is expected that we will receive significantly less in future years from this income source.

## EXPENDITURE

### **Recurring Operating Costs £14,293 (2020 - £21,671)**

Overall operating costs are two thirds of prior years reflecting the reduced use of the site during the period. General maintenance had to be maintained as did Insurance and telecom connections. All other costs reflect the site being closed. We continue to have problems with the Cess Pit. We hope we have found a solution and that these costs will be “ reasonable “ in 2021-22.

### **Admin/Travel £191 (2020 - £10)**

Stationery costs relating to notices concerning Covid – 19 restrictions represent the major portion of Admin costs this year.

### **Other Expenditure – Major Improvements £13,065 (2020 - £21,163)**

We used the opportunity of the site being closed to make significant improvements to the general site, to begin work on a shooting range and to expand site storage, installing two shipping containers. The Warden's report expands on these activities.

## OVERALL

The site began the year with reserves of £30,651. We received £5,203 ( 2020 - spent £4,198 ) more than we spent in the year leaving us with reserves of £35,854 at the period end. This represents well in excess of 6 months of site running costs, which is the trustees reserve policy.

Historically, the site generates approximately £30,000 in camp fees and £10,000 from Hutchinson annually. Its running costs are around £25,000, leaving £15,000 to be spent on improving/repairing the site. This year was an unusual year but we kept to the aim of spending £15,000 on improvements/maintenance. Hopefully 2021-22 will return to “normal” although the reduced Hutchinson income may require a re-think should reserves drop below our policy level.



## **Independent examiner's report to the trustees of Polyapes Scout Camp**

I report on the accounts of the Charity for the year ended 31 March 2021.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

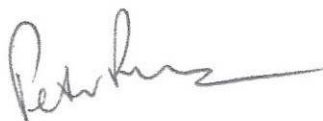
In connection with my examination, no matter has come to my attention

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Peter Runacres

Relevant professional qualification or body:

Fellow of the Institute of Chartered Accountants in England and Wales

Address - 8 Waldegrave Road, Bromley, BR1 2JP

17<sup>th</sup> August 2021