

# **MANAGEMENT COMMITTEE REPORT AND ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2022.**

Polyapes is a registered charity (1044613 ) 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').

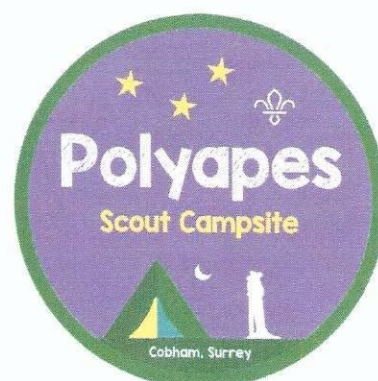
The current trustee of the site is the Scout Association Trust Corporation ('the Current Trustee'), having been appointed on 5<sup>th</sup> February 2018 and is duly registered at H M Land Registry under the number SY780840.

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:**

Chris Daley	Committee Chair
Lisa Cross	Secretary
Barry Hitchens	Treasurer
Simon Clarke	Warden and Bookings Secretary
Stewart Nash	Royal Kingston District Commissioner
Andrew Burns	Esher Deputy District Commissioner
Hannah Clarke	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, BM1 2SP

**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.

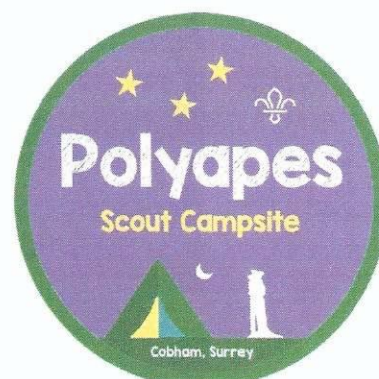
The site does not employ permanent staff. To operate an effective camp site requires considerable commitment by volunteers. There is a constant risk that the demands on volunteers will exceed the needs of the site. The Management Committee continues to explore the facilities available through the wider 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 £38,406 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.





# Chairmans Report

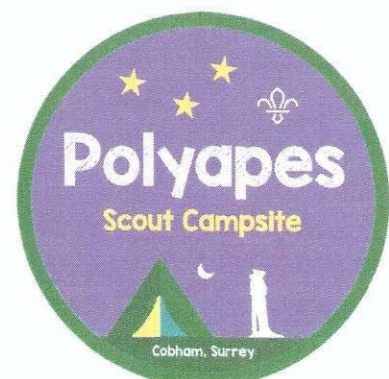
It is a great pleasure to write the introduction to the Annual Report for the Polyapes Campsite. I was appointed Chairman last year following Harry Jones stepping down from the roll as Joint Chairman, as he was moving out of the area. I must initially start by thanking Harry for the superb job he did for Polyapes and Esher District over the years and we all hope he is enjoying life in Cornwall. It was most appropriate that Harry received the award of a Silver Wolf earlier this year for his outstanding service to the Scout Association over many years.

The year 2021/22 at Polyapes was affected, like almost everything else, by the aftermath of the Covid outbreak. However, the site got fully back into action this last year and it was great to see the place being used again for its intended purpose, although still at the start of the year with some restrictions.

Simon Clarke and his SASU team have continued to do a tremendous job at the site, and we owe Simon, Hannah and their team a huge thank you for the improvements and other work they have carried out. In particular the refurbishment of the main toilet block has been an ongoing project for some time, but the end result is a major improvement on the old facility.

I must also thank the members of the Polyapes Executive for their efforts, and especially to our treasurer Barry Hutchens and Lisa Cross the committee secretary.

**Chris Daley**  
**Chairman Polyapes Management Committee**



# THE SCOUTS ASSOCIATION POLYAPES SCOUT CAMPSITE

## Receipts and Payments Account

For the year from	1st April 2021	To	31st March 2022
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### Receipts and payments

	2022	2021
	Unrestricted funds	Unrestricted funds
	£	£
<b>Receipts</b>		
Donations, legacies and similar income	-	-
Membership subscriptions	-	-
Less Membership subscriptions paid on (National/County/Area/District)	-	-
Net membership subscriptions retained	-	-
<b>Donations</b>	-	-
Legacies	-	-
Gift Aid	-	-
<b>Covid - 19 grants</b>	10,667	20,241
Sub total	10,667	20,241
<b>Grants</b>		
Maintenance grant	-	-
Other grants	1,485	-
Sub total	1,485	-
<b>CAMPING FEES</b>		
Scouts & Guides	23,985	23
Non-Scouting	9,087	1,599
<b>Badges</b>	811	-
Sale of Trailer	350	-
Sub total	34,233	1,622
<b>Investment income</b>		
Bank interest	-	-
The Scout Association Short Term Investment Service	-	-
<b>Hutchinson 3G</b>	11,013	10,665
<b>Wireless Net</b>	-	270
Sub total	11,013	10,935
<b>Total Gross Income</b>	57,398	32,752
<b>Insurance Claim</b>	4,733	-
<b>Total receipts</b>	62,131	32,752



**THE SCOUTS ASSOCIATION POLYAPES SCOUT CAMPSITE**  
**Receipts and Payments Account**

For the year from	1st April 2021	To	31st March 2022
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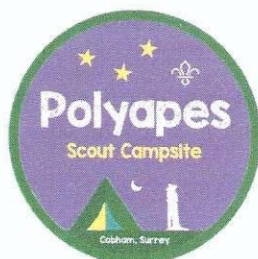
**Receipts and payments**

	2022 Unrestricted funds £	2021 Unrestricted funds £
<b>Payments</b>		
<b>Recurring Operating Costs</b>		
Site general maintenance	8,887	2,422
Telephone & Internet	488	542
Utilities	10,329	4,250
Licenses, inspections & Security	731	576
Cleaning/Initial	906	921
Insurance	5,063	4,886
Cess Pit	1,605	696
Sub total	28,909	14,293
<b>Administration</b>		
AGM, OSM and trustee expenses	1,135	191
Sub total	1,135	191
<b>Major Improvements</b>		
Mowgli Electricals/Roof	530	1,000
Fencing	527	2,399
Shooting range	5,883	1,685
Bus	1,455	
Crawler track	1,411	
Containers for rental	1,336	
Main toilet block	7,798	-
Equipment (defibulator)	2,608	2,199
Alarm system	1,529	1,018
Water Damage Ridge Loo	3,180	
Main Gate damage - in dispute	1,324	
General electricals	2,090	
Matresses	-	2,945
Warren	-	1,819
Warden hut- water damage	162	-
Sub total	29,833	13,066
<b>Activities</b>		
Shop	170	
Badges	432	-
Sub total	602	-
<b>Total Gross Expenditure</b>	<b>59,344</b>	<b>27,549</b>
<b>Net of receipts/(payments)</b>	<b>2,652</b>	<b>5,201</b>
Cash funds last year end	35,854	30,651
<b>Cash funds this year end</b>	<b>38,506</b>	<b>35,852</b>

**THE SCOUTS ASSOCIATION POLYAPES SCOUT CAMPSITE**  
**Statement of assets and liabilities at the end of the year**

	31st March 2022	31st March 2021
	Unrestricted funds £	Unrestricted funds £
<b>Cash funds</b>		
Nat West Bank	12,482	19,052
LLOYDS BANK	18,775	11,925
Building society account	-	-
The Scout Association Short Term Investment Service	100	100
Cash/Floats	-	-
<b>Total cash funds</b>	<b>31,357</b>	<b>31,077</b>
<b>Other monetary assets</b>		
Debts due from Insurance Claim	1,807	-
Prepaid insurance and initial hygiene services	5,242	4,777
<b>Sub total</b>	<b>7,049</b>	<b>4,777</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>		
<b>Badge stock</b>		
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>38,406</b>	<b>35,854</b>

Contingent liabilities and future obligations





# **Treasurer's Report to the members of The Scouts Association Polyapes Scout Camp Site for the year to 31<sup>st</sup> March 2021.**

## **RECEIPTS:**

### **Covid – 19 Grants: £10,667. (2021 - £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 3 (2021-6) grants over the period.

### **Other Grants: £1,485.**

SES, our water provider, has given us £1,000 towards developing a re-wilding garden. Work has yet to start on this venture. Three smaller donations/fundraisings encouraged by the warden team comprise the remaining £485.

### **Camping Fees: £34,233. (2021 - £1,576)**

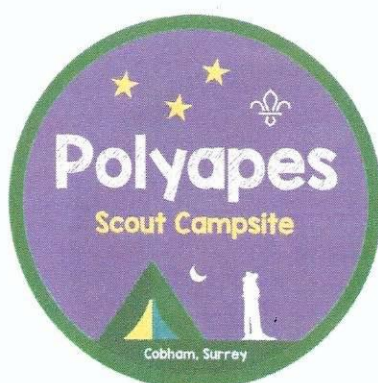
The site has not been able to be open to hirers for almost 6 months early in the period without restriction. However, since Christmas, usage has returned to pre Covid demand. The introduction of new attractions (Bus, Crawler track and Shooting range) has encouraged a quick return to historic demand. The full impact of these attractions will be more clearly identified in the 2022-23 period. Fees collected from these in the short period since installation was £1,508.

A shop has been established and badges (a new design) are again available. Again, the financial impact of these services will be identified in 2022-3. All the first batch of 300 badges were sold at a 100% mark-up.

The Camping Fees include £350 proceeds from sale of a trailer and £3,971 deposits on future hiring (10% of projected fees).

### **Hutchison 3G: £11,013. (2021 - £10,665)**

The contract covering this income was signed in April 2002 and runs to 31<sup>st</sup> December 2021. We are in negotiations for renewing the contract. It is expected that we will receive significantly less in future years from this income source. It is encouraging that Hutchison paid the quarter to 31<sup>st</sup> March 2022 fee based on the completed contract.



## EXPENDITURE

### **Recurring Operating Costs: £28,009 (2021 - £14,293)**

Overall operating costs have returned to close to pre Covid levels. There are two exceptions.

Water. We have had two incidents of water damage and have been pleading with SES, our supplier, to take a reading of the meter (it is difficult for us to do this). We have paid estimated billings that are in excess of 100% of normal usage but, until an accurate meter reading is made by SES we cannot be sure of our liability.

General maintenance. The SASU team and numerous volunteers have used the low occupancy of the site to undertake a wide range of upgrades to the site (see the warden's report). They have spent close to £9,000 on these improvements. Before Covid, the annual repair costs were in the vicinity of £3,000.

### **Administration: £1,135 (2021 - £191)**

We implemented the OSM system of control of hire fees in April 2021. The cost is 3% of fees processed that represents almost £1,000 of the total administration cost.

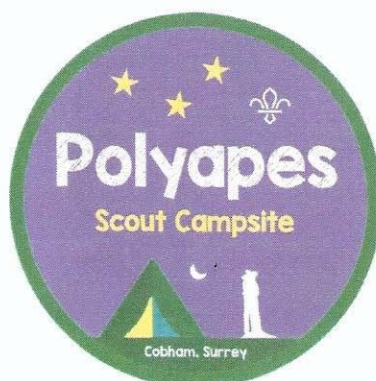
### **Major Improvements: £29,833 (2021 - £13,065)**

We used the opportunity of the site being closed to continue making significant improvements to the general site, to install new activities and to install 4 rentable shipping containers. The Warden's report expands on these activities.

## OVERALL

The site began the year with reserves of £35,854. We received £2552 (2021 - £5,203) more than we spent in the year leaving us with reserves of £38,406 at the period end. This represents well in excess of 6 months of site running costs, which is the trustees reserve policy.

**Barry Hitchens**  
**Treasurer**





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**Polyapes Scout Camp Charity Number 1044613**

**Report of the Independent Examiner to the Trustees of Polyapes Scout Camp**

I report to the trustees on my examination of the accounts of the above charity for the year to 31st March 2022 which are set out on the pages attached.

**Responsibilities and basis of report**

As the charity's trustees, you 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act

**Independent Examiner's Statement**

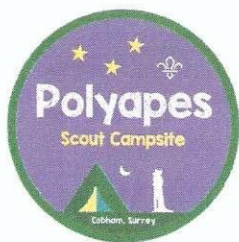
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- a) the accounting records were not kept in accordance with Section 130 of the Charities Act or
- b) the accounts did not comply with the accounting records or
- c) the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

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.



Peter Runacres - Chartered Accountant  
8 Waldegrave Road, Bromley BR1 2JP



# Wardens Report

First off, I would like to thank our service crew for the dedication and commitment they show the site week in week out, without them, we couldn't have the site running as well as it is, I'd also like to thank Hannah for her support and for being behind me on every little or big project we have been undertaking and for reeling me in when I get excited about other ideas for the site!

so, what an interesting year we have had! Half in and out of lock down, not able to camp, but still use the site in some form, then a crazy 6 months of bookings and camping! (Which has not stopped in to the following year)

During the lock downs the team have been able to complete the following tasks:

- Build a multipurpose Range (Archery, Air Rifles and Tomahawks)
- Install our Holiday Bus and covered cooking/washing up area for it
- Commission our Radio Control car Crawler track
- Install four rentable shipping containers (all hired out)
- Repair and upgrade cabling throughout the site
- Refurbish the warden's hut
- Install and fit out a tuck shop
- Installed new signage and map
- Start our main toilet block refurbishment project
- Fit out the Warren and Mowgli Kitchens with Crockery, Cooking Utensils, Pots, and Pans
- Installed a yard area and better fencing/gates to keep areas secure
- Cleared several skips of rubbish
- Plus 101 other tasks that we just do for granted week in week out.

**Over the past year the site has had over 60 hours of use on the range (in 2022/2023 we have already smashed that with 100+ hours)**

**10 hours of RC cars (only commissioned for later part of the year)**

**Provided over 233 nights of camping for 4895 campers and had over 5091 day/evening visitors. (This is why we ask for precise numbers when you book with us).**

We have been grant chasing and I was able to get us our SES water grant to help fund our wildlife garden which is being started towards the end of 2022, we are after more grants as we look to replace some of the core infrastructure on site like the warren and the wardens hut.

We have agreed to have our own Cave Bus and that will be installed in August 2022 ready for the September camping season.

Over the coming year we will have completed the revamp of our main toilet block, moving the girls toilets to where the adult males used to be, and what was the girls toilet becoming another 2 adult toilets and showers, adding an additional shower to both the boys and girls block, revamp the walls and floors, install new cubicles, sinks, taps and LED lights on sensors. PLUS install heating to keep the blocks warm and dry.

We hope to install a bouldering wall as another self-led activity, plus provide outdoor games, parachutes, tables chairs and marquees for hire to enable people to not have to bring up as much equipment to run a successful camp.

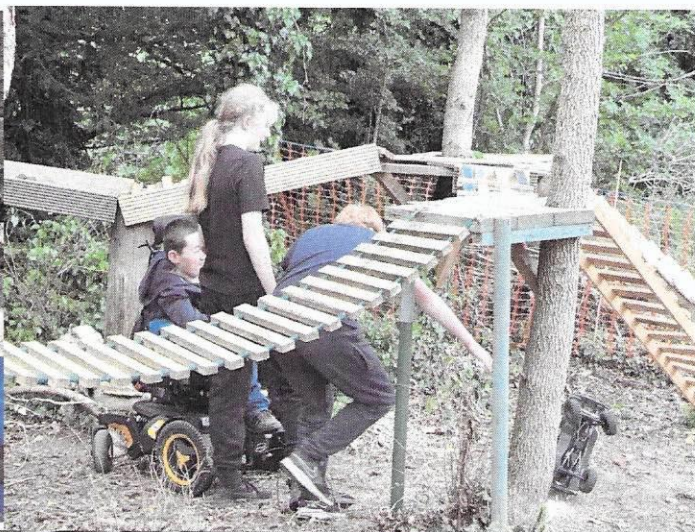
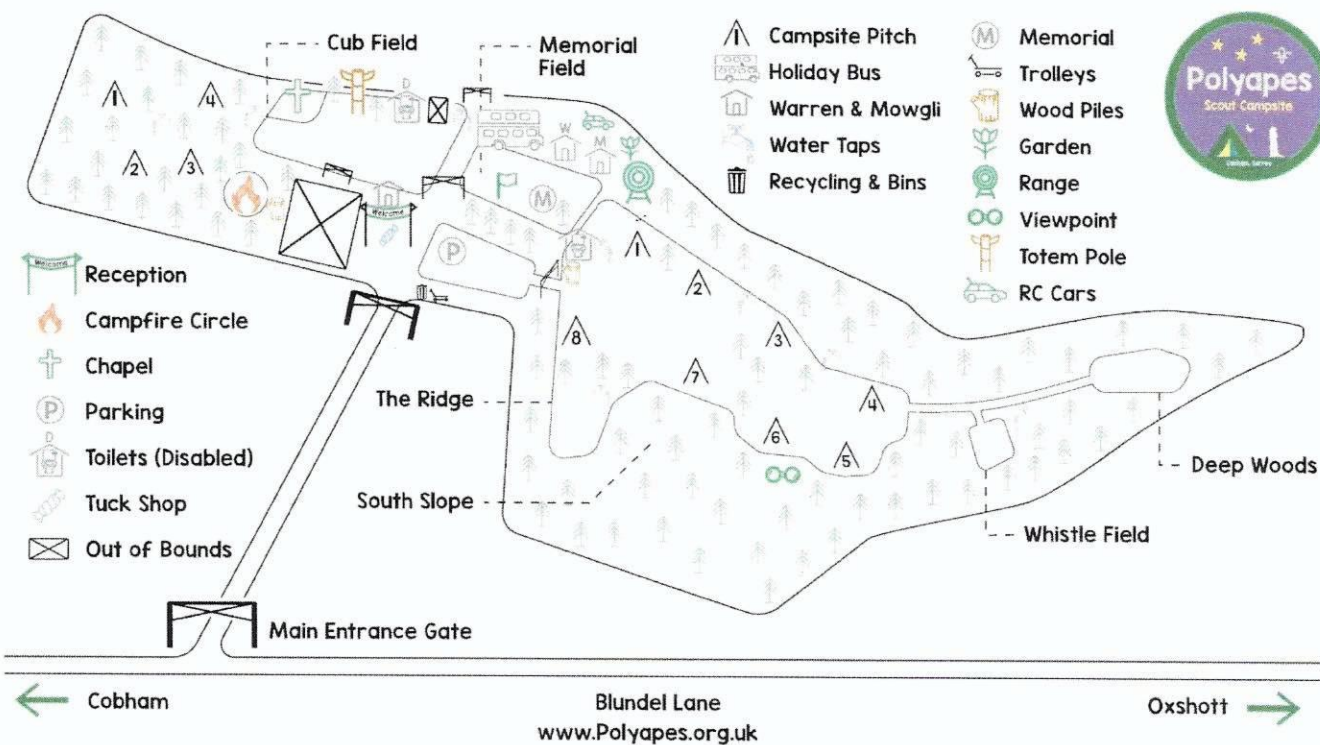
The wardens hut has been revamped and we have taken away the need to get weekend wardens to cover the site as between us and the service crew we have pretty much covered all the weekends, we may ask for help in the future and are always happy to have groups warden, however with activities now, it is hard to work that in unless you have the correct permits.

2022/2023 looks to be our busiest year yet and we are really looking for more crew members, especially those who are willing to run activities, we will happily put you through the courses required to help us keep these activities available for our young people!

Finally, I'd like to thank everyone who uses the site and all the positive feedback we receive, Polyapes is your site, we are just keeping it going and trying to improve what we have for the generations to come, without your support and utilisation of our site, this would not be possible.

**Simon & Hannah Clarke**

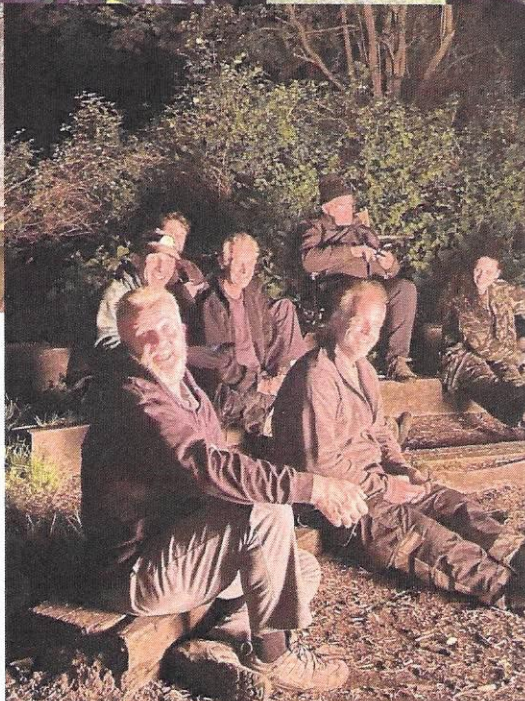
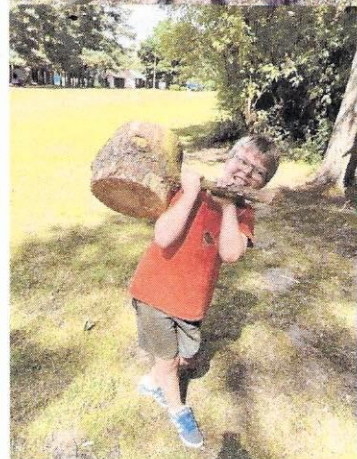
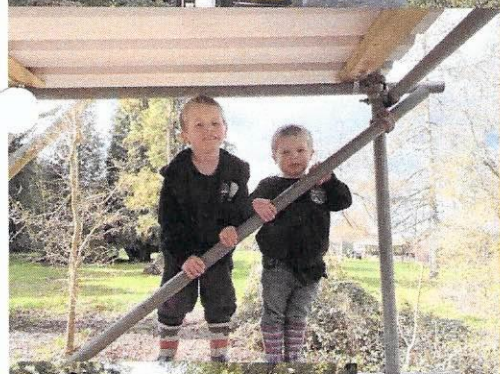
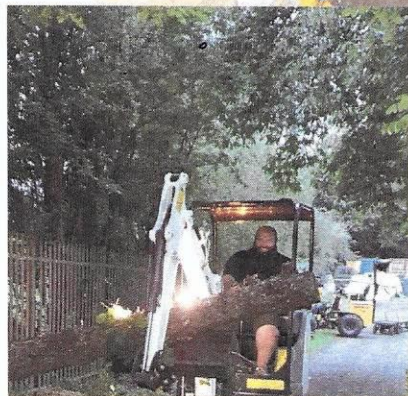




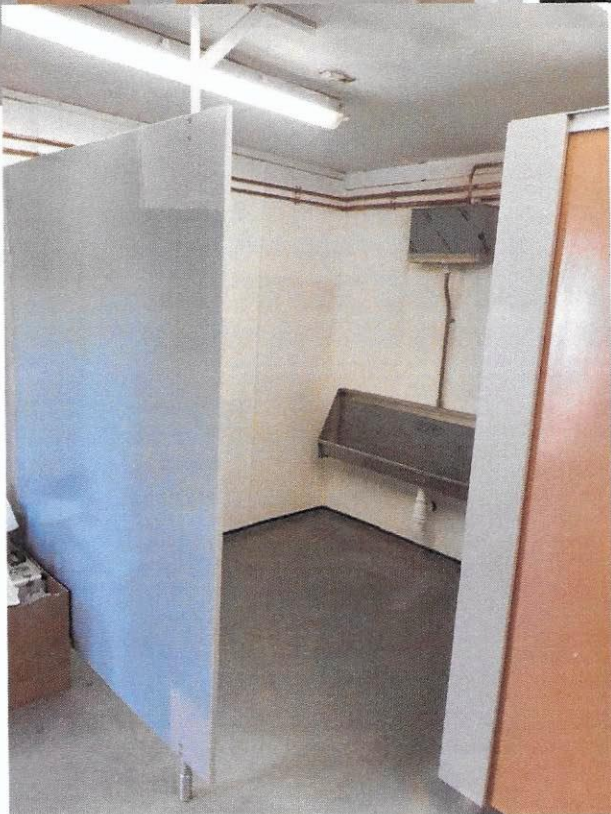




# Service Crew













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**Polyapes Scout Camp Charity Number 1044613**

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