



Polyapes
Scout Campsite



AGM

3:30pm

12/11/23



POLYAPES MANAGEMENT COMMITTEE

ANNUAL GENERAL MEETING

Sunday 12th November 2023

3.30pm held at Polyapes Campsite

AGENDA

1. Apologies for absence
2. Approval of 2022 AGM Minutes
3. Matters arising
4. **Reports:**
 - Treasurer – Annual Report & Accounts
 - Wardens – Simon and Hannah Clarke
 - Chair – Chris Daley
5. **Appointment/Election of Officers:**
 - Chair –
 - Secretary –
 - Treasurer –
 - Independent Examiner of Accounts – Peter Runacres
6. Thanks, and Closing Remarks – DC's
7. AOB
8. Date of next Polyapes AGM – Remembrance Sunday 2024?



Polyapes Management Committee

Minutes of AGM – Sunday 13th November 2022 @ 3.30pm - held up at Polyapes Scout Campsite

Present

Andrew Burns – DC Team Esher, Stewart Nash – DC Royal Kingston, Neil Findlay – Polyapes Royal Kingston, Simon & Hannah Clarke – Wardens/Polyapes SASU, Chris Daley – Polyapes Chair and Esher, Dave Weedon – Polyapes Royal Kingston, Barry Hitchens – Polyapes Treasurer and Esher District, Carole Needham – Esher Appointments, David Saunders – Esher Training Administrator, Polyapes SASU members: Steve Myatt, Andy Creasey, Laurence Chenery, Graham Myatt, Camille Lobjoit; Kevin Browne – Military Vehicles, Steven East – Visitor, David Voice – Visitor, Rev. Frances Trickey – Vicar St Andrew's Oxshott, Lisa Cross – Polyapes Secretary and Esher District.

Chris Daley, Chair of the Polyapes Management Committee welcomed everyone to the meeting and thanked Frances Trickey for taking the Remembrance Service and leading the singing so well. The Service had been held just ahead of the AGM.

1) Apologies for Absence

Hugh Gostling (DC – Esher). Mark Aulds (DC Team Esher), The Dittons Group (Esher), Weston Green Group (Esher).

2) Agreement of Previous Minutes

Proposed by Chris Daley
All attending – in favour

3) Matters Arising

None.

Chris then handed over to Barry Hitchens for the Treasurer's Report.

4) Reports

Treasurer's Report – Please see the AGM Brochure for the full Financial Report and Accounts.

Barry highlighted that all the figures were in the brochure – including the Statement of Assets and Liabilities, Receipts and Payments up to the 31st of March 2022 and then comments on payments and expenditure.

We had received £10,667 from the Government in respect of the Covid-19 which was the standard amount for charities. We had also received another couple of Grants totalling £1,485 which included £1,000 toward developing a wildlife garden but all were related to improvements to the Site.

Camp fees make up the largest part of our income, and the shop has been re-established to sell badges, sweets etc. There will be more information available next time, including more details on the income from the activities. The fees we received from the Hutchison 3G Mast were based on a 20-year contract that expired on 31st December 2021. Negotiations are currently underway, but due to the Government restrictions it is likely that we will receive a lot less than previously – probably more like £2,000 to £3,000 p.a.

Costs for the Site were about £30,000 – and the smaller amount in the previous year was due to the close-down of the Site. OSM (Online Scout Manager) – the online system is the only real administration costs which collects the camping fees. It does cost 3% of the income in fees but does provide the information we need. We had spent almost £30,000 on improvements to the Site, and further details can be found of all the projects in the Wardens' Report. The final assets for the year ending 31st March 2022 were £38,406. The ongoing policy is that we keep 6 months of running costs in reserve (approximately £30,000) but the Covid-19 situation proved that it was very difficult with running costs, and a new policy may need to be considered.

No questions were put to Barry in respect of the Accounts, but a question was asked as to why we didn't just get rid of the Mast if it wasn't going to be profitable, and if there had been changes in legislation. Chris explained that effectively the telecom company had an automatic right to a lease extension, and that he had spent a lot of time over the last couple of weeks looking into it all, and that the changes in legislation really made it difficult to change or amend items. Consideration had been made to write to our local MP.

Chris thanked Barry for all his hard work as Treasurer, and thanks were also passed to Peter Runacres for auditing the Accounts too.

The Accounts were proposed by Andrew Burns and seconded by Neil Findlay and accepted unanimously.

Wardens' Report – Please see the AGM Brochure for the Wardens' Report and the 3 pages of photos at the end of the Brochure which highlight the work completed by the Wardens' and Polyapes SASU, and the people this includes.

Simon pointed out highlights from the Wardens' Report:

- Warren Building – had been boarded and sealed.
- The Site has a resident Red Kite
- Installed Holiday Bus
- Built the Range – can be used for various activities.
- Refurbishing the main toilet block
- It had been a real pleasure to see one of the disabled children having a great time on the radio control cars.
- 233 nights of camping for 4895 Campers with 5091 day/evening visitors.
- Lots of other people using Site too – such as re-enactment, military vehicles etc
- Had sourced a guttering Grant.

- Toilets – these previously used to heat water 24 hours a day but due to improvements we now have more control over the heat. A special thank you to Laurence for spending so much time and effort in improving the toilets.
- Bookings – busy than ever been.

Hannah added that they couldn't do all the work up at Polyapes without the SASU, and they deserve a huge thank you for all their efforts and the time they give up. However, more volunteers are required even if it is just for a few hours.

No questions were put to the Wardens.

Chris then said an enormous thank you to Simon, Hannah and all the Polyapes SASU – the toilets are a huge improvement and heated too. He said that the thanks are from the whole of the Polyapes Committee and all the users of the Site.

Adult Awards were then presented by Chris to the following:

Simon Clarke – 15 years of Service Award

Avril Lobjoit – 30 years of Service Award (taken by Simon and Hannah, and Chris requested that our thanks be passed onto Avril)

Laurence Chenery – Commissioners Commendation for Good Service

Stephen Wyatt – Commissioners Commendation for Good Service

Andy Creasy – Commissioners Commendation for Good Service

On behalf of the Committee, Chris passed on our Congratulations to everyone and thanked them all for their time, effort, and hard work.

Chairs' Report – Please see Report from Chris within AGM Brochure

5) Election of Officers

Chairman – Chris Daley

Proposed by Stewart Nash
Seconded by Andrew Burns
All attending – in favour

Secretary – Lisa Cross

Proposed by Chris Daley
Seconded by Hannah Clarke
All attending – in favour

Treasurer – Barry Hitchens

Proposed by Dave Weedon
Seconded by Carole Needham
All attending – in favour

Independent Examiner – Peter Runacres



Proposed by Barry Hitchens
Seconded by Andrew Burns
All attending – in favour

Peter had been hoping to make it up to Polyapes today, as he had not physically been up to the Site previously but was still willing to do the independent examination of our accounts.

Thanks were passed to both Barry Hitchens and Peter Runacres from the meeting in respect of their hard work with the finances for Polyapes on behalf of both Districts.

6) Thanks, and Closing Remarks

Andrew then said a huge thank on behalf of both Owner Districts – Royal Kingston and Esher to Simon and Hannah, and the whole of the Polyapes SASU Crew too. He said they really put the life in Polyapes and had kept the same atmosphere of being a traditional campsite with Scouting Skills, but with the new range of activities it had improved the Site so much. He added that every time he had visited the Site, Laurence had either been in or around the toilet refurbishments and had made a huge donation of his time to the improvements. He then added that both Wardens' children should be considered for an Award too, due to them spending so much time on Site as a family – many thanks to all the Clarkes for allowing Simon and Hannah to be onsite as much as they are.

7) Any Other Business

None

Meeting closed at 3.55pm



Chairman's Report 2022/23

Following the major problems related to the Covid 19 outbreak in the previous period report, the year 2022/23 saw the site return to more typical usage. As Groups and Districts got back into the swing of normal Scouting, we saw a major increase in camping and other activities at the site, which was really encouraging to see.

Last year also saw some major improvements undertaken on the site, mostly undertaken by the service crew. The main toilet block was completely modernised with new plumbing and a new water system. The Mowgli toilets were also renovated. I am sure all users of the site have appreciated these updated facilities.

Improvements to the activities on site in the last year have included the installation of the cave bus and the building of the radio-controlled car track. Both these items have been very well received by users of the site, and these joined the other fairly new attractions like the archery and tomahawk ranges.

Simon and Hannah Clarke and the rest of the service crew have done a fantastic job at Polyapes undertaking so many improvements projects, as well as carrying out the normal regular maintenance of the site. The Trustee Committee of the site and the users of Polyapes owe them a very big thank you for all their time and effort.

I would also like to thank the members of the Trustee Committee for their hard work on behalf of the site over the past year, and especially to Barry Hitchens our Treasurer and Lisa Cross our secretary. I would also like to say a special thank you to Andrew Burns who will soon be stepping down from the Committee when the new DC team takes over in Esher. Your help and advice over the last few years has been greatly appreciated.

Chris Daley

Chairman of the Trustees Committee



Wardens Report 2022/23

Our first full year past covid, and it's been a busy one!
a few stats to start you off...

152 hours of Instructor led Activities

6971 YP attending the campsite, be it day visitors, mid-week bookings or camping

7105 nights of camping provided to YP.

Our service crew have worked hard this year on the following projects.

- Toilet Block Refurbishment
- Mowgli toilet Refurbishment
- Started the prep for our Wildlife and Sensory Garden.
- RC area expanded and fenced off,
- installed a covered area in the crew yard.
- replaced many bulbs for LED's.
- new path to reception
- several crew members completed activity training.
- went into a partnership with wildlife aid to rehabilitate and release wildlife on our land.
- insulated the warden's hut.
- Welcomed the new site puppy (Peg)
- Fixed many many toilets.
- Tree and grounds work
- Install two more rentable shipping containers.

The main toilet block took a year to complete, it is now up and running well and should last many years to come.

2023/2024 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!

None of the above would have been possible without the support of our service crew, they give up many hours and weekends between them to keep the place running and improve facilities so that the site is available for young people to enjoy for years to come, please come and speak to us if you have any spare time that you could give, we can find jobs for anyone to do!

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.



THE SCOUTS ASSOCIATION POLYAPES SCOUT CAMPSITE

Statement of assets and liabilities at the end of the year

	31st March 2023 Unrestricted funds £	1st April 2022 Unrestricted funds £
Cash funds		
Nat West Bank	13,654	12,482
LLOYDS BANK	17,597	18,775
Building society account	-	-
The Scout Association Short Term Investment Service	100	100
Cash/Floats	250	-
Total cash funds	31,601	31,357
Other monetary assets		
Debts due from insurance claim	-	1,807
Prepaid insurance and Initial hygiene services	6,543	5,242
Sub total	6,543	7,049
Investment assets		
Investment property - detail	-	-
Quoted investments	-	-
Other investments - detail	-	-
Sub total	-	-
Non monetary assets for charity's own use		
Badge stock		
Shop stock	400	-
Scouting equipment, furniture etc	-	-
Other	-	-
Sub total	400	-
Liabilities		
Accounts not yet paid	4,309	-
SES Water Expenses incurred but not invoiced	1,000	-
Other liabilities	-	-
Sub total	5,309	-
NET ASSETS AT END OF YEAR	33,235	38,406

Contingent liabilities and future obligations

The above receipts and payments account and statement of assets and liabilities were approved by the Trustees on Xth X 200X (the date of the Executive Committee meeting that approved the accounts) and signed on their behalf by

Signature

Print Name

THE SCOUTS ASSOCIATION POLYAPES SCOUT CAMPSITE

Receipts and Payments Account

For the year from	1st April 2022	To	31st March 2023
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Receipts and payments

	2023 £	2022 £
Payments		
Recurring Operating Costs		
Site general maintenance	9,974	8,887
Telephone & Internet	361	488
Utilities	9,974	10,329
Licenses, inspections & Security	507	731
Cleaning/Initial	2,455	906
Insurance	5,549	5,063
Cess Pit	3,261	1,605
Sub total	32,081	28,009
Water Damage - insurance claim	1,273	-
Legal fees - Mast	2,015	
AGM,OSM and trustee expenses	841	1,135
Sub total	4,129	1,135
Major Improvements		
Mowgli - shower	623	530
Fencing	334	527
Shooting range	-	5,883
Bus	385	1,455
Crawler track	-	1,411
Containers refit	1,323	1,336
Main toilet block	25,801	7,798
Equipment (defibulator)	4,314	2,608
Alarm system	759	1,529
Water Damage Ridge Loo	-	3,180
Main Gate damage - in dispute	-	1,324
General electricals	-	2,090
Tree control(moths)	4,636	-
Warren	1,068	162
Garden	372	-
Sub total	39,615	29,833
Activities - Range, Crawler, Cave Bus	5,621	
Shop & Badges	32	602
Containers for rental	1,342	
Sub total	6,995	602
Total Gross Expenditure	82,820	59,579
Net of receipts/(payments)		

THE SCOUTS ASSOCIATION POLYAPES SCOUT CAMPSITE

Receipts and Payments Account

For the year from	1st April 2022	To	31st March 2023
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Receipts and payments

	2023	2022
	Unrestricted funds	Unrestricted funds
	£	£
Receipts		
Donations, legacies and similar income	-	-
Membership subscriptions	-	-
Less: Membership subscriptions paid on (National/County/Area/District)	-	-
Net membership subscriptions retained	-	-
Donations	-	-
Legacies	-	-
Gift Aid	-	-
Covid - 19 grants	-	10,667
Sub total	-	10,667
Grants		
Maintenance grant	-	-
Other grants	2,695	1,485
Sub total	2,695	1,485
CAMPING FEES		
Scouts & Guides	38,914	23,985
Non-Scouting	16,119	9,087
Shop	2,329	811
Container Rent	6,420	
Sale of Trailer	-	350
Sub total	63,782	34,233
Investment income		
Bank interest	-	-
The Scout Association Short Term Investment Service	-	-
Hutchinson 3G	11,172	11,013
Wireless Net	-	-
Sub total	11,172	11,013
Total Gross Income	77,649	57,398
Insurance Claim	-	4,733
Total receipts	77,649	62,131

Treasurer's Report to the members of The Scouts Association Polyapes Scout Camp Site for the year to 31st March 2023.

Treasurer's Report to the members of The Scouts Association Polyapes Scout Camp Site for the year to 31st March 2023

RECEIPTS:

Grants and Donations: £2,695 (2022 - £10,667 Covid + £1,485 other)

Our SASU team has generously provided services to various users of the site and these users have shown their appreciation by giving us donations ranging from as little as £5 to £1,850!

Camping Fees: £63,782 (2022 - £34,233)

The site is offering a wider range of services than ever before and this is reflected in the doubling of fee income over 2022. Included in Scouts and Non-Scouts Fees is £9,610 fees for use of new activities (Cave Bus, Crawler and Range – their cost to run of £5,621 is reported under Activities). The shop has made a profit of almost £2,300 (£2,329 less £32 cost which is reported under Activities) on turnover of between £4,000 and £5,000. Six containers are being rented to three users which is grossing us £ 6,420. The cost to us is £1,342 which is reported under Activities.

At year end we have taken almost £5,000 in deposits for future bookings which reflects a potential gross camping fee income for 2023-4 of in excess of £70,000.

Hutchison 3G: £11,172 (2022 - £11,013)

Recent past years' income has been similar. The contract covering this income was signed in April 2002 and ran to 31st March 2022. Negotiations to renew the contract have been protracted and acrimonious. In the interim, the agent has paid us fees in line with the terminated contract. The new contract provides us with fees of £2,750 per annum for the next 10 years with cost of living adjustments every 3 years. Legal costs related to the renewal will be in excess of the first year's fees (£2,015 already spent – reported as part of Administration costs).

EXPENDITURE

Recurring Operating Costs: £32,081 (2022 - £28,009)

The 15% increase in running costs of the site is concentrated in three areas. General maintenance is now running at around £10,000 a year and will continue at that level for some time to come. Cleaning increased costs reflects the cost of our contract with Initial to supply materials (£1,700 per annum) plus the increased usage of the site. The Cess Pit remains a cause for concern. At some stage in the future we will need to address a different solution to disposal of liquid waste.

Administration Costs: £4,129 (2022 - £1,135)

Excluding one-off items (water damage insurance claim and mast legal fees) the cost of running the OSM invoicing system is the only administration cost this year.

Other Expenditure – Major Improvements: £39,615 (2022 - £29,813)

I leave it to the warden to elaborate on the wide range of major projects undertaken by the team over the last 12 months. The most expensive project was the upgrade of the main toilet block but many other projects required significant man power not necessarily reflected in the costs incurred.

Activities: £ 6,995 (2022 - £602)

The cost of maintaining the Crawler cars has been relatively high because the original cars were not of a high quality. The cave bus is costing £2,600 a year running from October to October. It remains to be seen if it turns out to be a good investment

OVERALL

The site began the year with reserves of £38,406. We spent £5,171 (2022 - received £2,552) more than we received in the year leaving us with reserves of £33,235 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

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 2023 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



MANAGEMENT COMMITTEE REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023.

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 5th 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 2022-23 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

Bankers

National Westminster Bank Plc, 10 Victoria Road, Surbiton, Surrey KT6 4JY and

Lloyds Bank plc, 15 Blackheath Village, Blackheath, London, SE3 9LH.

Independent Examiner

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 £33,235 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