

**Trustees' Annual Report for the Period –
1st April 2020 to 31st March 2021**

Charity Name:

Stoke on Trent North, Stoke on Trent South, Newcastle and Longton
Divisions of the Guide Association

known as “Copeland Cottage”

Registered Charity Number :

524532

Principal Address :

Copeland Cottage
Haddon Lane
Chapel Chorlton
Staffordshire
ST5 5EE

Names of the Charity Trustees who manage the charity:

Commissioners (4 x Jointly) Chairman

Mrs Elaine Teggins Treasurer

Ms Kimberley Jane Smith Commissioner Stoke on Trent South

Ms Lisa Marie Miller Commissioner Longton

Miss Ruth Farrell Commissioner Newcastle

Mrs Antonia Ryan Commissioner Stoke on Trent North

Minute Secretary :

Kathryn Bagshaw

Structure, Governance and Management:

The Charity is affiliated to Girl Guiding UK and also an unincorporated charitable association, governed by constitution originally established by the trustees in 1963 and more recently revised in 2004.

Members are accepted onto the Management Committee by nomination and election and there are no more than 12 voting members, four of which are the Division Commissioners who are ex-officio trustees.

The Chairman of the Management Committee is appointed collectively by the Division Commissioners of Stoke on Trent North, Stoke on Trent South, Longton and Newcastle Divisions of the Guide Association.

Other officials are appointed jointly by the Division Commissioners and the Chairman of the Management Committee.

All members of the Management Committee are voluntary and unpaid.

Objectives and Activities:

The main objective of the Charity is the promotion and education of girls (Brownies) and young women (Guides) of all abilities, to help them emotionally, mentally, physically and spiritually to enable them to fulfil their capabilities and make a positive contribution to their community and wider world.

This is achieved through the provision of a safe environment and facilities for activities and guidance to promote sound social and physical interaction, delivered by trained volunteers and facilitators.

The Trustees have regard to the guidance issued by the Charity Commission in respect of public benefit and as such the site facilities are also available for use by other voluntary organisations and wider community groups and the Management Committee are resolved to continue to improve the facilities on site to encourage more Guiding, Voluntary and Community Groups to use the premises.

Outdoor on site activities include grass sledging, orienteering, pioneering, geocaching, blindfold trail, den building and adventure playground. There is also a managed woodland for further activities, education and promotion of an understanding of nature and environmental issues and the protection thereof for future generations. The premises on site include safe sleeping, cooking and indoor activity areas.

Summary of the main achievements and performance:

The net result for the year 2020/21 amounted to a surplus of £21,327 (2019/20 surplus £10,849).

The net income in the year on ordinary day to day activities was £6,552 (2019/20 £9,805) with a net income on restricted funds of £14,774 (2019/20 £1,044)

The net income on restricted funds is mainly attributable to a very generous legacy of £15,013 received in the early part of the year, the expenditure of which will be to a single major project, of benefit to the site as a whole, to be selected in liaison, and agreement, with the representatives of the donor.

The main issue of 2020/21 was the Coronavirus Pandemic which saw the closure of the site to all visitors, in response to a Government directive, from March of the previous year and the whole of the 2020/21 Financial Year. The site was fortunate enough to receive Coronavirus Business Support Grants throughout the current year from Newcastle Borough Council (NULBC) in replacement of fees. The grants received over the year amounted in total to £21,051 which was comparable to the fee income of £21,174 received for the previous year.

Deposits taken in 19/20 for 20/21 bookings have in the main been carried forward for when the site re-opens with requested cancellations amounting to £1,299 in refunded deposits in the current year.

Trustees have always endeavoured to maintain letting fees at a reasonable level to enable the site to remain affordable to as many groups and individuals as possible and avoid exclusion to those most in need who benefit from the activities the site offers.

Fees currently remain at the same level as 19/20.

Looking forward to 21/22 it is anticipated any activities will be limited and mainly restricted to outdoors, with no overnight stays. This is changeable dependant on Government directives which come into force during the year together with the level of measures the Committee feel can be adequately put in place, and adhered to, on site, to effectively ensure the safety of all visitors at all times.

As the site was closed there was effectively no sale of souvenirs and badges (£2,612 19/20) and no income from other various activities.

Other areas of activity contributing to the reported surplus has arisen from the continuing generous support of the Friends of Maer (£982) and donations from a cancelled activity fee of £400 and a waived deposit

refund of £25. Collective ring-fenced donations in the year amounted to £14,774, the main source being a legacy of £15,013 as previously mentioned. This brings the net balance of ring-fenced donations to £18,909 being carried forward for use against projects for the year 2021/22.

A special thank you must go to the volunteers who have given freely of their time this year to support the organisation and carry out necessary on site activities on a weekly basis to oversee the site and ensure the grounds and buildings remain maintained whilst the site is closed.

The Woodland Project remains ongoing with the establishment of paths through the area but still remains an area of high maintenance and re-establishment. A balance of ring-fenced funds of £1,527 remained at the end of the year (£1,508 19/20) for use towards the cost of creating “well-being” seating areas and bringing the area into a position of increased safe use in the forthcoming year 21/22.

The planned repainting of the exterior was carried out this year at a cost of £1,600 and also work for a replacement flat roof to the Chalet at a cost of £2,856, both of which were within budget.

Grounds maintenance has included costs this year for roadside and on site hedge cutting which has previously been carried out gratuitously and a new petrol mower was purchased (£629) with the old one serviced and repaired (£240) to keep in use as a reserve.

All other necessary day to day costs were maintained within or below budget.

Financial Review:

The charity has no recognised gains or losses other than those dealt with in the statements of financial activities.

All surpluses are retained within the charity for the benefit of providing services, maintaining the main fabric and purpose of the charity and meeting expenditure to ensure continuing and improving activities.

Where possible, any available surplus of funds, not immediately required to meet current needs, is invested in ethical and safe funds in an attempt to maximise income as far as current market trends dictate.

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

STOKE ON TRENT NORTH, STOKE ON TRENT SOUTH, NEWCASTLE
AND LONGTON DIVISIONS OF THE GUIDE ASSOCIATION.

COPELAND COTTAGE MANAGEMENT COMMITTEE
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2021

INCOME		ACTUAL Unrestricted £	ACTUAL Restricted £	ACTUAL 31.03.21 £	YEAR END 31.03.20 £
<u>Donations, Gifts, Legacies, Grants and Similar Receipts</u>					
	Donations	425.00		425.00	20.00
	Donations - Restricted		15,013.27	15,013.27	4,716.74
	Grants (NULBC Coronavirus Business Support Grant)	21,050.86		21,050.86	-
	Friends of Maer	982.50		982.50	865.00
<u>Fees</u>					
	Camp Fees - Guiding (20/21 -late receipts from 19/20)	339.00		339.00	20,729.40
	Camp Fees - Guiding Deposit Refunds (CV19 Closure)	(1,299.00)		(1,299.00)	(270.00)
	Site Fees - Others	-		-	1,597.00
	Activities	-		-	715.00
<u>Miscellaneous</u>					
	Fund Raising	40.97		40.97	99.80
	Fund Raising - Restricted			-	337.50
	Souvenirs & Badges	137.10		137.10	2,612.80
	Gift Aid	87.61		87.61	-
	Interest - M & G Securities	453.77		453.77	587.42
	Volunteer Event	-		-	1,608.24
				-	-
<u>Special Projects</u>	Woodland Project	-	19.00	19.00	3,009.79
<u>TOTAL INCOME</u>		22,217.81	15,032.27	37,250.08	36,628.69
PAYMENTS					
<u>Site Running Costs</u>					
	Rates & Water Rates	1,433.76		1,433.76	1,311.44
	Electricity	2,688.47		2,688.47	4,168.35
	Telephone	61.96		61.96	61.70
	Insurance	1,144.66		1,144.66	1,115.76
	Cleaning and Cleaning Materials	248.41		248.41	990.03
	Property Maintenance	817.46		817.46	922.28
	Repairs and Renewals	5,207.65		5,207.65	9,301.07
	Grounds Maintenance	2,989.73		2,989.73	1,268.77
	Extraordinary Site Costs	-		-	-
<u>Other Expenditure</u>					
	Activities	49.62		49.62	123.00
	Pest Control	-		-	-
	Trustees Indemnity Insurance	217.04		217.04	217.04
	Postage & Stationery	62.00		62.00	241.44
	Publicity & Advertising	81.00		81.00	194.40
	Audit Fee	150.00		150.00	150.00
	Professional Fees	-		-	-
	Honorarium	400.00		400.00	460.00
	Souvenir Costs	-		-	881.37
	Volunteer Expenses	70.00		70.00	574.00
	Sundry	43.50		43.50	264.72
	Restricted Expenditure (Donation supported)			-	394.99
	Volunteer Event	-	258.00	258.00	469.82
<u>Special Projects</u>	Woodland Project	-		-	2,669.04
		15,665.26	258.00	15,923.26	25,779.22
<u>SURPLUS / (DEFICIT) ON THE FINANCIAL YEAR</u>		6,552.55	14,774.27	21,326.82	10,849.47
Represented by :-					
	Net Movement on Current Account **			21,326.82	10,849.87

**STOKE ON TRENT NORTH, STOKE ON TRENT SOUTH, NEWCASTLE
AND LONGTON DIVISIONS OF THE GUIDE ASSOCIATION.**

COPELAND COTTAGE MANAGEMENT COMMITTEE

SCHEDULE OF GRANT FUNDING AND EXPENDITURE FOR THE YEAR ENDING 31ST MARCH 2021

NO RINGFENCED GRANTS RECEIVED YEAR TO MARCH 2021 - See Business Support Grant (Revenue) as below

NULBC (Govt Business Support Grant)			Lockdown
05.06.20	Coronavirus Business Support Grant	10,000.00	1
09.11.20	Coronavirus Business Support Grant	1,334.00	2
08.12.20	Coronavirus Business Support Grant	667.00	2
18.12.20	Coronavirus Business Support Grant	667.00	2
08.01.21	Coronavirus Business Support Grant	2,001.00	3
08.01.21	Coronavirus Business Support Grant	4,000.00	3
19.01.21	Coronavirus Business Support Grant	285.86	3
05.03.21	Coronavirus Business Support Grant	2,096.00	3

(for general purpose running costs 20/21) 21,050.86

STOKE ON TRENT NORTH, STOKE ON TRENT SOUTH, NEWCASTLE
AND LONGTON DIVISIONS OF THE GUIDE ASSOCIATION.

COPELAND COTTAGE MANAGEMENT COMMITTEE

SCHEDULE OF RESTRICTED DONATION FUNDING AND EXPENDITURE

		20/21	20/21	
	B/FWD WOODLAND PROJECT NET INCOME 01.04.20		1,508.43	BFWD
	EXPENDITURE - WOODLAND PROJECT			
	WOODLAND PROJECT - WOODLAND BADGE SALES	19.00	19.00	19.00
	WOODLAND PROJECT BALANCE TO DATE		1,527.43	
	B/FWD MONIES FOR TREE PURCHASE 01.04.20		157.12	BFWD
	VOLUNTEER FUNDRAISING / CONTRIBUTIONS RINGFENCED PENDING PROJECT DECISION			
	B/FWD VOLUNTEER FUNDRAISING / CONTRIBUTIONS 01.04.20		571.16	BFWD
	B/FWD VOLUNTEER FUNDRAISING / CONTRIBUTIONS 01.04.20		258.00	BFWD
	EXPENDITURE - VOLUNTEER EVENT			
21.09.20	Pallet Earth (C R P Taylor) - Storyteller Chair	(258.00)	(258.00)	(258.00)
	B/FWD GENERAL RESTRICTED DONATIONS 01.04.20		1,118.01	BFWD
	B/FWD CHALLENGE PROJECT RESTRICTED DONATIONS 01.04.20		522.25	BFWD
	OTHER RESTRICTED DONATIONS BALANCE TO DATE		2,368.54	
	LEGACY			
01.04.20	Mr James Alexander Pollock (deceased)	15,013.27	15,013.27	15,013.27
	Net Movement in the year as per accounts		14,774.27	
	NET RESTRICTED TOTAL-(SPEND)/INCOME 20/21 PER ACCOUNTS		14,774.27	
	BFWD from 31.03.20 - Woodland Project		1,508.43	
	BFWD from 31.03.20 - Volunteer Event (Anita Wright)		157.12	
	BFWD from 31.03.20 - Volunteer Event 18/19 (Lyme Trefoil)		571.16	
	BFWD from 31.03.20 - Volunteer Event 19/20 (N Brammer Retirement Gift Donated)		258.00	
	BFWD from 31.03.20 - General Restricted Donations		1,118.01	
	BFWD from 31.03.20 - Challenge Project Restricted Donations		522.25	
	NET RESTRICTED TOTAL - AVAILABLE FUNDS AS AT 31.03.21		18,909.24	18,909.24
	BEING :-			
Cum Bal Mar20	Woodland Project		1,527.43	
Jul-17	Monies collected 17/18 for Tree purchase - Anita Wright		157.12	
May/Oct 18	Volunteer Fund Raisers (Lyme Trefoil) pending decision on expenditure		571.16	
Mar-20	Challenge Project (Restricted Fund Raising Project - new from 18/19)		522.25	
	Other restricted Donations -			
Nov-18	Balance Bench Replacement - Doreen Fisher		80.01	
Sep-18	Newcastle Trefoil pending decision on expenditure project		100.00	
Sep-18	Staffs Girlguiding Unity 2018 (Grass Sledge Hire Unity Event 2018)		300.00	
Mar-19	Aardwolf (Waiver of Grounds & Pest Control Services Fees)		430.00	
Oct-19	Longton Trefoil (Afternoon Fundraiser)		100.00	
Nov-19	Lyme Trefoil (Activity Weekend Donation)		80.00	
Nov-19	Mandy Ankers (Lyme Trefoil - Craft Morning)		28.00	1,118.01
Apr-20	Legacy April 2020- Mr James Alexander Pollock (deceased)		15,013.27	
			18,909.24	

COPELAND COTTAGE MANAGEMENT COMMITTEE
STATEMENT OF FUNDS AS AT 31ST MARCH 2021 - Monetary Assets

			£	£	£
CASH IN HAND & AT BANK			Cash in Hand	Current Acc	Total
Opening Balance	01.04.20		78.40	42,621.02	42,699.42
Net Movement in period (as per Accounts)			50.00	21,276.82	21,326.82
Closing Balance	31.03.21		128.40	63,897.84	64,026.24
SAVINGS & DEPOSITS			National Savings	M&G Securities	Total
Investment Deposit	Oct-15			10,000.00	
Opening Balance / Valuation	01.04.20	-	0.00	8,410.25	8,410.25
Movement in period - Cash Transfer In/(Out)				-	-
Movement in period - Capitalised Interest				-	-
Movement in period - Fund Re-Valuation			-	1,948.30	1,948.30
Closing Balance / Valuation	31.03.21	-	0.00	10,358.55	10,358.55
TOTAL MONETARY ASSETS	31.03.21				74,384.79
Overall Increase/(Decrease) in Investment				358.55	

The above Statement of Funds and attached Income & Expenditure Account for the Year Ended 31st March 2021 were prepared from books and records as supplied to me and were in accordance therewith.

Russell Wade
Chartered Accountant

Dated

88, Mornington Road
Sneyd Green
Stoke on Trent
Staffordshire
ST1 6EL

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COPELAND COTTAGE MANAGEMENT COMMITTEE
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Closing Balance	31.03.21		128.40	63,897.84	64,026.24
SAVINGS & DEPOSITS			National Savings	M&G Securities	Total
Investment Deposit	Oct-15			10,000.00	
Opening Balance / Valuation	01.04.20	-	0.00	8,410.25	8,410.25
Movement in period - Cash Transfer In/(Out)				-	-
Movement in period - Capitalised Interest				-	-
Movement in period - Fund Re-Valuation			-	1,948.30	1,948.30
Closing Balance / Valuation	31.03.21	-	0.00	10,358.55	10,358.55
TOTAL MONETARY ASSETS	31.03.21				74,384.79
Overall Increase/(Decrease) in Investment				358.55	

The above Statement of Funds and attached Income & Expenditure Account for the Year Ended 31st March 2021 were prepared from books and records as supplied to me and were in accordance therewith.

Russell Wade
Chartered Accountant

Dated

88, Mornington Road
Sneyd Green
Stoke on Trent
Staffordshire
ST1 6EL