

**Trustees' Annual Report for the Period –  
1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2023**

**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 (Jointly)	Chairman	
Mrs Elaine Teggins	Treasurer	
Ms Debra Kay Jolley	Commissioner	Stoke on Trent South
Ms Lisa Marie Miller	Commissioner	Longton
Ms Karen Jane Poyser	Commissioner	Stoke on Trent North
Mrs Trudy Reale	Commissioner	Newcastle
	From 1 <sup>st</sup> July 2022	

**Minute Secretary :**

Mrs Liz Adams

## **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 2022/23 amounted to a deficit of £1,198 (2021/22 deficit £4,311).

The net deficit in the year on ordinary day to day activities was £3,068 (2021/22 £4,315) with a net income on restricted funds of £1,870 (2021/22 £4) which collectively net to the overall deficit of £1,198.

The net income on restricted funds is from the receipt of donations in lieu of flowers gratefully received from friends and relatives of the late Nora Brammer and funding of £1,600 from Community Foundation specifically to be used for Archery Equipment and Training.

The balance of restricted funding as at 31<sup>st</sup> March 2023 now stands at £20,783.24 of which £15,013 is attributable to a very generous legacy received in April 2020 at the start of the pandemic close down period.

The expenditure of this amount was always earmarked to be to a single major project, yet to be determined, of benefit to the site as a whole, and to be selected in liaison, and agreement, with the representatives of the donor.

Plans are currently being drawn up for the remodelling and improvement of the outdoor cooking/kitchen areas and subject to quotations to be tendered this may form the basis of a tentative use of this portion of the restricted funding upon discussion and agreement with the relatives of the legatee.

There is still major works to be carried out in the Woodland, mainly the formation of a pathway, and an update to the Kitchen area which would utilise the balance of the restricted funding now that the site is fully open.

The site tentatively re-opened in mid-September 2021 but still follows hygiene rulings connected with the Pandemic to keep all visitors safe. The 22/23 year has been the first complete year the site has been fully open. The site fees received for the 12 months 22/23 amounted to £15,851 (20/21 7 Months £2,803).

This compares to a reduction against average annual pre-pandemic receipts of £19,875 taken over the 3 years 18/19, 19/20 and 20/21.

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 for site bookings had remained at the same level from 19/20 but were reviewed for 22/23 out of necessity to meet maintenance and running costs of the site.

Looking forward to 23/24 it is anticipated activities and bookings from Brownie and Guides groups will continue to strengthen.

Income from other sources came from the continuing support of the Friends of Maer £495, Sales of Souvenirs £2,360, Gift Aid tax relief claimed £152, investment income £587, paid activities £680 and other site fees ££3,389.

It should be noted that included in the other site fees is £2,500 for use of the site in the last quarter of the year by an Independent School Academy, this booking continues through to July 23 of the forthcoming 23/24 year at which time it will be reviewed to determine any continuation of bookings going forward.

A special thank you must go to the volunteers who have, once again, 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 was closed and continue this work now the site has re-opened.

As previously mentioned 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 £1,531 remained at the end of the year (£1,531 21/22) 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 23/24 year.

Grounds maintenance has included costs for on site hedge cutting and normal maintenance of the playing fields throughout the year which all came in on or below budget. The underspent variance against budget mainly arises from budgeted spend which was either not incurred (Field Fencing repairs £2,000, Rebuilding Entrance Stone Logos £1,000, Herbicide/Weed Spraying £810, Mower Service & Gardening Tools £1,254), not fully spent or carried out by volunteers. These costs, where appropriate will be carried forward into 23/24 budget.

Expenditure on repairs and renewals for the year showed a saving against budget of £1,607. However, this mainly arose from a culmination of unspent budgeted costs of £4,500 (General provision for replacement of Heaters £2,000, Replacement of Shower Flooring £2,000, Further tree root work £500) together with expenditure on unforeseen major items £3,544 (EICR Remedial Works £2,694, Undersink Water Heater £850), an underspend on blown D/G units £874 and additional spend on post

inspection Play Equipment Repair costs £1,315 and other miscellaneous underspends against budget £1,092.

All other necessary day to day site and other expenditure costs were maintained within or below budget overall with offsets against under and over budget costs.

It should be noted that the current fuel crisis resulting in major increases in gas and electricity costs is not affecting the site as the fuel costs were set in 2020 for a four-year contract period to the end of July 2024.

Excluding restricted reserves received during the year, the overall projected overspend at 31<sup>st</sup> March 2023 was expected at £34,475. This arises from a budgeted net spend over income of £15,562 plus a spend of £18,913 from restricted reserves. This expenditure of the restricted reserves would have taken the actual net overspend at 31<sup>st</sup> March 2023 from £3,068 to £21,981 as the restricted income to offset this spend has been recorded and reported in previous years.

It is now anticipated the majority of restricted reserves will be expended by the end of the 23/24 financial year and therefore now be reflected in the accounts for that year.

### **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 2023

INCOME	ACTUAL Unrestricted £	ACTUAL Restricted £	ACTUAL 31.03.23 £	YEAR END 31.03.22 £
<b><u>Donations, Gifts, Legacies, Grants and Similar Receipts</u></b>				
Donations	366.00		366.00	127.00
Donations - Restricted		270.00	270.00	-
Grants	-		-	-
Grants - Restricted		1,600.00	1,600.00	
Grants (NULBC Coronavirus Business Support Grant)				2,667.00
Friends of Maer	495.00		495.00	760.00
Other Income				600.00
<b><u>Fees</u></b>				
Camp Fees - Guiding	15,851.30		15,851.30	3,688.00
Camp Fees - Guiding Deposit Refunds (CV19 Closure)			-	(885.00)
Site Fees - Others	3,389.00		3,389.00	715.00
Activities	680.00		680.00	25.00
<b><u>Miscellaneous</u></b>				
Fund Raising	18.38		18.38	43.92
Fund Raising - Restricted			-	-
Souvenirs & Badges	2,360.25		2,360.25	209.35
Gift Aid	152.50		152.50	622.32
Interest - M & G Securities	587.43		587.43	527.63
Volunteer Event	-		-	-
<b><u>Special Projects</u></b>				
Woodland Project	-		-	4.00
<b>TOTAL INCOME</b>	<b>23,899.86</b>	<b>1,870.00</b>	<b>25,769.86</b>	<b>9,104.22</b>
<b>PAYMENTS</b>				
<b><u>Site Running Costs</u></b>				
Rates & Water Rates	921.60		921.60	1,183.66
Electricity	3,620.57		3,620.57	2,880.52
Telephone	61.92		61.92	61.92
Insurance	1,348.71		1,348.71	1,185.54
Cleaning and Cleaning Materials	1,493.01		1,493.01	430.10
Property Maintenance	1,395.00		1,395.00	1,043.16
Repairs and Renewals	7,999.74		7,999.74	2,166.35
Grounds Maintenance	2,274.57		2,274.57	3,116.84
Grounds Equipment	355.05		355.05	-
Management Fee	2,880.00		2,880.00	-
Extraordinary Site Costs	-		-	-
<b><u>Other Expenditure</u></b>				
Activities	1,525.55		1,525.55	35.00
Pest Control	405.00		405.00	-
Trustees Indemnity Insurance	220.29		220.29	217.04
Postage & Stationery	123.25		123.25	86.89
Publicity & Advertising	113.40		113.40	441.00
Audit Fee	150.00		150.00	150.00
Professional Fees	1,500.00		1,500.00	-
Honorarium	400.00		400.00	400.00
Souvenir Costs	65.22		65.22	-
Volunteer Expenses	-		-	-
Sundry	115.47		115.47	17.24
Restricted Expenditure (Donation supported)			-	-
Volunteer Event	-		-	-
<b><u>Special Projects</u></b>				
Woodland Project	-		-	-
	<b>26,968.35</b>	<b>-</b>	<b>26,968.35</b>	<b>13,415.26</b>
<b><u>SURPLUS / (DEFICIT) ON THE FINANCIAL YEAR</u></b>	<b>(3,068.49)</b>	<b>1,870.00</b>	<b>(1,198.49)</b>	<b>(4,311.04)</b>
<b>Represented by :-</b>				
Net Movement on Current Account **			(1,198.49)	(4,311.04)

**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**

**FRIDGE FREEZER**

03.03.16	Longton Trefoil Group	300.00
----------	-----------------------	--------

**300.00**

31.03.17	Balance	300.00
----------	---------	--------

NB. Not utilised as a Fridge Freezer was donated in 2016/17  
Longton Trefoil have given permission for monies to be used  
against other nominated expenditure as appropriate

**COOKER**

03.12.17	Currys	
	Hotpoint HAE60PS Elec Ceramic Cooker	354.99

04.12.17	B G Electrics	
	Installation of New Cooker	75.00

<b>Total Expenditure</b>	<b>429.99</b>
--------------------------	---------------

**Funded by -**

Grant - Longton Trefoil Group	300.00
Own Funds - Copeland Cottage	129.99

31.03.18	Balance	-
----------	---------	---

**NO GRANTS RECEIVED YEAR TO MARCH 2019**

**NO GRANTS RECEIVED YEAR TO MARCH 2020**

**NO GRANTS RECEIVED YEAR TO MARCH 2021**

Except Covid19 NULBC Govt Grant for closure - declared as income in 20/21

**NULBC (Govt Business Support Grant)**

02.02.22	Omicron Hospitality & Leisure Grant	2,667.00	Year 2021-2022
----------	-------------------------------------	----------	----------------

28.02.23	Community Foundation (see added to Restricted Funding)	1,600.00	Funding for Archery Training & Equipment
----------	---	----------	--



**COPELAND COTTAGE MANAGEMENT COMMITTEE  
STATEMENT OF FUNDS AS AT 31ST MARCH 2023**

**Monetary Assets**

		£	£	£
<b>CASH IN HAND &amp; AT BANK</b>		<b>Cash in Hand</b>	<b>Current Acc</b>	<b>Total</b>
<b>Opening Balance</b>	<b>01.04.22</b>	<b>47.11</b>	<b>59,668.09</b>	<b>59,715.20</b>
Net Movement in period (as per Accounts)		-	1,198.49	- 1,198.49
<b>Closing Balance</b>	<b>31.03.23</b>	<b>47.11</b>	<b>58,469.60</b>	<b>58,516.71</b>

**Split Unrestricted and Restricted**

		<b>Unrestricted</b>	<b>Restricted</b>	<b>£</b>
<b>Opening Balance</b>				
Net Movement in period (as per Accounts)		<b>40,801.96</b>	<b>18,913.24</b>	<b>59,715.20</b>
<b>Closing Balance</b>		<b>(3,068.49)</b>	<b>1,870.00</b>	<b>- 1,198.49</b>
		<b>37,733.47</b>	<b>20,783.24</b>	<b>58,516.71</b>

**SAVINGS & DEPOSITS**

		<b>National Savings</b>	<b>M&amp;G Securities</b>	<b>Total</b>
<b>Investment Deposit</b>	<b>Oct-15</b>		<b>10,000.00</b>	
<b>Opening Balance / Valuation</b>	<b>01.04.22</b>	<b>-</b>	<b>0.00</b>	<b>11,113.42</b>
Movement in period - Cash Transfer In/(Out)			-	-
Movement in period - Capitalised Interest			-	-
Movement in period - Fund Re-Valuation		-	679.17	- 679.17
<b>Closing Balance / Valuation</b>	<b>31.03.23</b>	<b>-</b>	<b>0.00</b>	<b>10,434.25</b>

<b>TOTAL MONETARY ASSETS</b>	<b>31.03.23</b>			<b>68,950.96</b>
------------------------------	-----------------	--	--	------------------

<b>Overall Increase/(Decrease) in Investment</b>		<b>434.25</b>
--	--	---------------

The above Statement of Funds and attached Income and Expenditure Account for the Year ended 31st March 2023 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

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 2023

INCOME	ACTUAL Unrestricted £	ACTUAL Restricted £	ACTUAL 31.03.23 £	YEAR END 31.03.22 £
<b><u>Donations, Gifts, Legacies, Grants and Similar Receipts</u></b>				
Donations	366.00		366.00	127.00
Donations - Restricted		270.00	270.00	-
Grants	-		-	-
Grants - Restricted		1,600.00	1,600.00	
Grants (NULBC Coronavirus Business Support Grant)				2,667.00
Friends of Maer	495.00		495.00	760.00
Other Income				600.00
<b><u>Fees</u></b>				
Camp Fees - Guiding	15,851.30		15,851.30	3,688.00
Camp Fees - Guiding Deposit Refunds (CV19 Closure)			-	(885.00)
Site Fees - Others	3,389.00		3,389.00	715.00
Activities	680.00		680.00	25.00
<b><u>Miscellaneous</u></b>				
Fund Raising	18.38		18.38	43.92
Fund Raising - Restricted			-	-
Souvenirs & Badges	2,360.25		2,360.25	209.35
Gift Aid	152.50		152.50	622.32
Interest - M & G Securities	587.43		587.43	527.63
Volunteer Event	-		-	-
<b><u>Special Projects</u></b>				
Woodland Project	-		-	4.00
<b>TOTAL INCOME</b>	<b>23,899.86</b>	<b>1,870.00</b>	<b>25,769.86</b>	<b>9,104.22</b>
<b>PAYMENTS</b>				
<b><u>Site Running Costs</u></b>				
Rates & Water Rates	921.60		921.60	1,183.66
Electricity	3,620.57		3,620.57	2,880.52
Telephone	61.92		61.92	61.92
Insurance	1,348.71		1,348.71	1,185.54
Cleaning and Cleaning Materials	1,493.01		1,493.01	430.10
Property Maintenance	1,395.00		1,395.00	1,043.16
Repairs and Renewals	7,999.74		7,999.74	2,166.35
Grounds Maintenance	2,274.57		2,274.57	3,116.84
Grounds Equipment	355.05		355.05	-
Management Fee	2,880.00		2,880.00	-
Extraordinary Site Costs	-		-	-
<b><u>Other Expenditure</u></b>				
Activities	1,525.55		1,525.55	35.00
Pest Control	405.00		405.00	-
Trustees Indemnity Insurance	220.29		220.29	217.04
Postage & Stationery	123.25		123.25	86.89
Publicity & Advertising	113.40		113.40	441.00
Audit Fee	150.00		150.00	150.00
Professional Fees	1,500.00		1,500.00	-
Honorarium	400.00		400.00	400.00
Souvenir Costs	65.22		65.22	-
Volunteer Expenses	-		-	-
Sundry	115.47		115.47	17.24
Restricted Expenditure (Donation supported)			-	-
Volunteer Event	-		-	-
<b><u>Special Projects</u></b>				
Woodland Project	-		-	-
	<b>26,968.35</b>	<b>-</b>	<b>26,968.35</b>	<b>13,415.26</b>
<b><u>SURPLUS / (DEFICIT) ON THE FINANCIAL YEAR</u></b>	<b>(3,068.49)</b>	<b>1,870.00</b>	<b>(1,198.49)</b>	<b>(4,311.04)</b>
<b>Represented by :-</b>				
Net Movement on Current Account **			(1,198.49)	(4,311.04)

**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**

**FRIDGE FREEZER**

03.03.16	Longton Trefoil Group	300.00
----------	-----------------------	--------

**300.00**

31.03.17	Balance	300.00
----------	---------	--------

NB. Not utilised as a Fridge Freezer was donated in 2016/17  
Longton Trefoil have given permission for monies to be used  
against other nominated expenditure as appropriate

**COOKER**

03.12.17	Currys	
	Hotpoint HAE60PS Elec Ceramic Cooker	354.99

04.12.17	B G Electrics	
	Installation of New Cooker	75.00

<b>Total Expenditure</b>	<b>429.99</b>
--------------------------	---------------

**Funded by -**

Grant - Longton Trefoil Group	300.00
Own Funds - Copeland Cottage	129.99

31.03.18	Balance	-
----------	---------	---

**NO GRANTS RECEIVED YEAR TO MARCH 2019**

**NO GRANTS RECEIVED YEAR TO MARCH 2020**

**NO GRANTS RECEIVED YEAR TO MARCH 2021**

Except Covid19 NULBC Govt Grant for closure - declared as income in 20/21

**NULBC (Govt Business Support Grant)**

02.02.22	Omicron Hospitality & Leisure Grant	2,667.00	Year 2021-2022
----------	-------------------------------------	----------	----------------

28.02.23	Community Foundation (see added to Restricted Funding)	1,600.00	Funding for Archery Training & Equipment
----------	---	----------	--

**COPELAND COTTAGE MANAGEMENT COMMITTEE  
STATEMENT OF FUNDS AS AT 31ST MARCH 2023**

**Monetary Assets**

		£	£	£
<b>CASH IN HAND &amp; AT BANK</b>		<b>Cash in Hand</b>	<b>Current Acc</b>	<b>Total</b>
<b>Opening Balance</b>	<b>01.04.22</b>	<b>47.11</b>	<b>59,668.09</b>	<b>59,715.20</b>
Net Movement in period (as per Accounts)		-	1,198.49	- 1,198.49
<b>Closing Balance</b>	<b>31.03.23</b>	<b>47.11</b>	<b>58,469.60</b>	<b>58,516.71</b>

**Split Unrestricted and Restricted**

		<b>Unrestricted</b>	<b>Restricted</b>	<b>£</b>
<b>Opening Balance</b>				
Net Movement in period (as per Accounts)		<b>40,801.96</b>	<b>18,913.24</b>	<b>59,715.20</b>
<b>Closing Balance</b>		<b>(3,068.49)</b>	<b>1,870.00</b>	<b>- 1,198.49</b>
		<b>37,733.47</b>	<b>20,783.24</b>	<b>58,516.71</b>

**SAVINGS & DEPOSITS**

		<b>National Savings</b>	<b>M&amp;G Securities</b>	<b>Total</b>
<b>Investment Deposit</b>	<b>Oct-15</b>		<b>10,000.00</b>	
<b>Opening Balance / Valuation</b>	<b>01.04.22</b>	<b>-</b>	<b>0.00</b>	<b>11,113.42</b>
Movement in period - Cash Transfer In/(Out)			-	-
Movement in period - Capitalised Interest			-	-
Movement in period - Fund Re-Valuation		-	679.17	- 679.17
<b>Closing Balance / Valuation</b>	<b>31.03.23</b>	<b>-</b>	<b>0.00</b>	<b>10,434.25</b>

<b>TOTAL MONETARY ASSETS</b>	<b>31.03.23</b>			<b>68,950.96</b>
------------------------------	-----------------	--	--	------------------

<b>Overall Increase/(Decrease) in Investment</b>		<b>434.25</b>
--	--	---------------

The above Statement of Funds and attached Income and Expenditure Account for the Year ended 31st March 2023 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