

**Trustees' Annual Report for the Period –
1st April 2023 to 31st March 2024**

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

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, including use as a woodland school, 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, archery 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 2023/24 amounted to a surplus of £2,872 (2022/23 deficit £1,198).

The net surplus for the year on ordinary day to day activities was £4,472 (2022/23 deficit £3,068) with a net expenditure on restricted funds of £1,600 (2022/23 income £1870) which collectively net to the overall surplus of £2,872.

The net expenditure on restricted funds (£1600) was for Archery Equipment and Training.

The balance of restricted funding as at 31st March 2024 now stands at £19,183 of which £15,013 is attributable to a very generous legacy received in April 2020 at the start of the pandemic close down period. Plans are currently underway for the remodelling and improvement of the outdoor cooking/kitchen areas to be largely funded through the £15,013 legacy.

The site fees received for the 12 months 23/24 amounted to £20,466 (22/23 £15,851).

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 were reviewed for 22/23 out of necessity to meet maintenance and running costs of the site.

Looking forward to 24/25 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 £165, Sales of Souvenirs £2,628, investment income £605, paid activities £970 and other site fees £11,316. Other Site Fees were largely composed of income from an Independent School Academy, the committee will continue to review these 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.

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. A total of £3,550 was spent on new/replacement fencing and £840 on play equipment inspection. Overall Grounds Maintenance was approximately £2,500 below budget. This was due to certain projects, for example the rebuild of the entrance stone logos, being carried forward to the next period.

Expenditure on repairs and renewals for the year showed a saving against budget of approximately £8K. However, this mainly arose from a culmination of unspent budgeted costs of general provision for replacement of heaters £2,000, replacement of shower flooring £2,000, repairs to decking supports £3,000, and provision for repair of play equipment following inspection.

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 contract (set in 2020) will expire at the end of July 2024 and an increase in cost is anticipated for the 2024/25 period.

Overall income for the period was some £9K above budget, this largely due to higher than expected 'Site Fees – Other' income. Overall expenditure was some £10K below budget, this largely due to Repairs and Renewal activities not required or completed within the period. The only restricted funding expenditure in the period was for Archery equipment, it is anticipated that the remaining Restricted Funding will be utilized in the following period.

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 2024

INCOME		ACTUAL Unrestricted £	ACTUAL Restricted £	ACTUAL 31.03.24 £	YEAR END 31.03.23 £
<u>Donations, Gifts, Legacies, Grants and Similar Receipts</u>					
	Donations	500.80		500.80	366.00
	Donations - Restricted		-	-	270.00
	Grants - Restricted		-	-	1,600.00
	Friends of Maer	165.00		165.00	495.00
	Other Income				
<u>Fees</u>					
	Camp Fees - Guiding	20,466.90		20,466.90	15,851.30
	Site Fees - Others	11,316.00		11,316.00	3,389.00
	Activities	970.00		970.00	680.00
<u>Miscellaneous</u>					
	Fund Raising	-		-	18.38
	Souvenirs & Badges	2,628.10		2,628.10	2,360.25
	Gift Aid	-		-	152.50
	Interest - M & G Securities	605.01		605.01	587.43
<u>TOTAL INCOME</u>		36,651.81	-	36,651.81	25,769.86
PAYMENTS					
<u>Site Running Costs</u>					
	Rates & Water Rates	1,087.69		1,087.69	921.60
	Electricity	3,758.18		3,758.18	3,620.57
	Telephone	46.44		46.44	61.92
	Insurance	1,637.22		1,637.22	1,348.71
	Cleaning and Cleaning Materials	2,563.76		2,563.76	1,493.01
	Property Maintenance	953.57		953.57	1,395.00
	Repairs and Renewals	8,103.67		8,103.67	7,999.74
	Grounds Maintenance	6,338.01		6,338.01	2,274.57
	Grounds Equipment	139.89		139.89	355.05
	Management Fee	4,714.64		4,714.64	2,880.00
<u>Other Expenditure</u>					
	Activities	460.69		460.69	1,525.55
	Pest Control	350.00		350.00	405.00
	Trustees Indemnity Insurance	-		-	220.29
	Postage & Stationery	75.00		75.00	123.25
	Publicity & Advertising	81.00		81.00	113.40
	Audit Fee	150.00		150.00	150.00
	Professional Fees	60.00		60.00	1,500.00
	Honorarium	400.00		400.00	400.00
	Souvenir Costs	1,199.94		1,199.94	65.22
	Sundry	59.15		59.15	115.47
	Restricted Expenditure (Donation Supported)		1,600.00	1,600.00	-
<u>TOTAL PAYMENTS</u>		32,178.85	1,600.00	33,778.85	26,968.35
<u>SURPLUS / (DEFICIT) ON THE FINANCIAL YEAR</u>		4,472.96	(1,600.00)	2,872.96	(1,198.49)

COPELAND COTTAGE MANAGEMENT COMMITTEE
STATEMENT OF FUNDS AS AT 31ST MARCH 2024
Monetary Assets

		£	£	£
CASH IN HAND & AT BANK		Cash in Hand	Current Account	Total
Opening Balance	01.04.23	47.11	58,469.60	58,516.71
Net Movement in period (as per Accounts)		-	2,872.96	2,872.96
Closing Balance	31.03.24	47.11	61,342.56	61,389.67
SAVINGS & DEPOSITS		National Savings	M&G Securities	Total
Investment Deposit	Oct-15		10,000.00	
Opening Balance / Valuation	01.04.23	-	10,434.25	10,434.25
Movement in period - Cash Transfer In/(Out)		-	-	-
Movement in period - Capitalised Interest		-	(190.58)	(190.58)
Movement in period - Fund Re-Valuation		-	10,243.67	10,243.67
Closing Balance / Valuation	31.03.24	-		
TOTAL MONETARY ASSETS	31.03.24			71,633.34
Overall Increase/(Decrease) in Investment			243.67	

The above Statement of Funds and attached Receipts and Payments Account for the Year Ended 31st March 2024 were prepared from Books and Records as supplied to me and were in accordance therewith.

Russell Wade

Russell Wade
Chartered Accountant

Dated
12/09/24

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

COPELAND COTTAGE MANAGEMENT COMMITTEE
STATEMENT OF FUNDS AS AT 31ST MARCH 2024
Monetary Assets

		£	£	£
CASH IN HAND & AT BANK		Cash in Hand	Current Account	Total
Opening Balance	01.04.23	47.11	58,469.60	58,516.71
Net Movement in period (as per Accounts)		-	2,872.96	2,872.96
Closing Balance	31.03.24	47.11	61,342.56	61,389.67
SAVINGS & DEPOSITS		National Savings	M&G Securities	Total
Investment Deposit	Oct-15		10,000.00	
Opening Balance / Valuation	01.04.23	-	10,434.25	10,434.25
Movement in period - Cash Transfer In/(Out)		-	-	-
Movement in period - Capitalised Interest		-	-	-
Movement in period - Fund Re-Valuation		-	(190.58)	(190.58)
Closing Balance / Valuation	31.03.24	-	10,243.67	10,243.67
TOTAL MONETARY ASSETS	31.03.24			71,633.34
Overall Increase/(Decrease) in Investment				243.67

The above Statement of Funds and attached Receipts and Payments Account for the Year Ended 31st March 2024 were prepared from Books and Records as supplied to me and were in accordance therewith.

Russell Wade

Russell Wade
Chartered Accountant

Dated
12/09/24

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