

**Trustees' Annual Report for the Period –
1st April 2024 to 31st March 2025**

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 2024.

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 2024/25 amounted to a surplus of £39,365 (20223/24 surplus £2,872).

The net deficit for the year on ordinary day to day activities was £1,250 (2023/24 surplus £4,472) with a net surplus on restricted funds of £40615 which collectively net to the overall surplus of £39,365.

The net expenditure on restricted funds (£26,987) was completion of the outdoor cooking shelter and deposit for the replacement outdoor play equipment..

The balance of restricted funding as at 31st March 2025 now stands at £86786. A very generous legacy of £67,603 was received during the period. These funds are allocated to the project to replace the outdoor play equipment (estimated total project cost £65K). Some £15,257 has been spent on a deposit for the play equipment project.

The site fees received for the 12 months 24/25 amounted to £15,680 (23/24 £20,466).

Trustees have always endeavored 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 24/25 out of necessity to meet maintenance and running costs of the site.

Looking forward to 25/26 it is anticipated activities and bookings from Brownie and Guides groups will strengthen following a slight downturn in the 24/25 period.

Income from other sources came from the continuing support of the Friends of Maer £545, Sales of Souvenirs £1586 investment income £636, paid activities £720 and other site fees £18018. 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 costs were above budget largely due to an

unexpected cost of approx. £7K on replacement drains.

Expenditure on repairs and renewals for the year showed a saving against budget of approximately £6K. 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, and £1500 for emergency repairs.

All other necessary day to day site and other expenditure costs were maintained within or below budget overall.

Overall income for the period was some £6K below budget largely due to lower than expected camp fee income.

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 2025

INCOME		ACTUAL Unrestricted £	ACTUAL Restricted £	ACTUAL 31.03.25 £	YEAR END 31.03.24 £
<u>Donations, Gifts, Legacies, Grants and Similar Receipts</u>					
	Donations	518.00		518.00	500.80
	Donations - Restricted		67,603.09	67,603.09	-
	Friends of Maer	545.00		545.00	165.00
<u>Fees</u>					
	Camp Fees - Guiding	15,680.00		15,680.00	20,466.90
	Site Fees - Others	18,018.00		18,018.00	11,318.00
	Activities	720.00		720.00	970.00
<u>Miscellaneous</u>					
	Souvenirs & Badges	1,586.63		1,586.63	2,628.10
	Interest - M & G Securities	636.68		636.68	605.01
<u>TOTAL INCOME</u>		37,704.31	67,603.09	105,307.40	36,651.81
PAYMENTS					
<u>Site Running Costs</u>					
	Rates & Water Rates	994.90		994.90	1,067.69
	Electricity	5,943.90		5,943.90	3,758.18
	Telephone	81.42		81.42	46.44
	Insurance	1,467.08		1,467.08	1,637.22
	Cleaning and Cleaning Materials	2,569.38		2,569.38	2,563.76
	Property Maintenance	2,323.69		2,323.69	953.57
	Repairs and Renewals	2,302.14		2,302.14	8,103.67
	Grounds Maintenance	14,716.38		14,716.38	6,338.01
	Grounds Equipment	50.70		50.70	139.89
	Management Fee	5,828.32		5,828.32	4,714.64
<u>Other Expenditure</u>					
	Activities	235.00		235.00	460.69
	Pest Control	585.00		585.00	350.00
	Trustees Indemnity Insurance	220.00		220.00	-
	Postage & Stationery	25.48		25.48	75.00
	Publicity & Advertising	81.00		81.00	81.00
	Audit Fee	150.00		150.00	150.00
	Professional Fees	49.50		49.50	60.00
	Honorarium	560.00		560.00	400.00
	Souvenir Costs	695.94		695.94	1,199.94
	Sundry	75.00		75.00	59.15
	Restricted Expenditure (Donation Supported)		26,987.46	26,987.46	1,600.00
<u>TOTAL PAYMENTS</u>		38,954.83	26,987.46	65,942.29	33,778.85
<u>SURPLUS / (DEFICIT) ON THE FINANCIAL YEAR</u>		(1,250.52)	40,615.63	39,365.11	2,872.96

COPELAND COTTAGE MANAGEMENT COMMITTEE
STATEMENT OF FUNDS AS AT 31ST MARCH 2025
Monetary Assets

CASH IN HAND & AT BANK				
Opening Balance	01.04.24			
Net Movement in period (as per Accounts)				
Closing Balance	31.03.25			
		£	£	£
		Cash In Hand	Current Account	Total
		47.11	61,342.56	61,389.67
		-	39,365.11	39,365.11
		47.11	100,707.67	100,754.78
SAVINGS & DEPOSITS				
Investment Deposit				
Opening Balance / Valuation	Oct-15 01.04.24			
Movement in period - Cash Transfer In/(Out)				
Movement in period - Capitalised Interest				
Movement in period - Fund Re-Valuation				
Closing Balance / Valuation	31.03.25			
		£	£	£
		National Savings	M&G Securities	Total
		-	10,000.00	10,243.67
		-	10,243.67	-
		-	437.72	437.72
		-	10,681.39	10,681.39
TOTAL MONETARY ASSETS				
	31.03.25			
Overall Increase/(Decrease) in Investment				
				111,436.17
				681.39

The above Statement of Funds and attached Receipts and Payments Account for the Year Ended 31st March 2025 were prepared from Books and Records as supplied to me and were in accordance therewith.

Dated 7th October 2025

Russell Wade

Russell Wade
Chartered Accountant

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.

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