



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## Trustees' Annual Report for the period

**From** 01/04/2020  
**To** 31/03/2021

**Charity name: Bispham Hall Scout Estate**  
**Charity registration number: 503724**

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>Bispham Hall Scout Estate's purpose is to provide safe, secure and appropriate camping facilities, indoor accommodation and facilitate training, outward-bound and scouting related activities for the benefit of the scout association members, guide association members and all other youth organisations.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>To carry out its purpose Bispham Hall Scout Estate must continually repair, maintain and improve the facilities that it has to offer. This includes 60 acres of fields and woodland, toilet and wash/shower facilities and a facility that offers indoor accommodation, cooking and activity space for 60 people.</b>  <b>The major maintenance and repair tasks have included: -</b> <ul style="list-style-type: none"><li>• <b>Additional CCTV installation</b></li><li>• <b>Replacement of central heating boilers in Bispham house.</b></li><li>• <b>Introduction of screens and Wi-Fi into Bispham house for training purposes.</b></li></ul> <b>As well as carrying out maintenance and repair the site had to also undergo closure due to Covid-19 restrictions. This meant that no members of the public were able to visit the site during this time.</b> <b>Further information about this year's maintenance and repair tasks and</b>

		<b>activities are included in Appendix A and B</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>All trustees' actions have been taken with regard to coincide with guidance from the charity commission to the best of their knowledge.</b>

## **Achievements and Performance**

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p><b>Here is a brief summary please see Appendix A and B for further details</b></p> <ul style="list-style-type: none"> <li>• <b>New archery range has been built.</b></li> <li>• <b>Obtained grants to ensure income to protect from closure.</b></li> </ul> <p><b>This work has introduced new facilities to Bispham Hall Scout Estate and due to grant money obtained has ensured it's continued running and upkeep during the Covid-19 pandemic.</b></p>

## Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p><b>PLEASE SEE REVIEWED ACCOUNTS FOR FULL VERSION</b></p> <p><b>Bispham Hall Scout Estate</b> <span style="float: right;">page 3</span>  Statement of Assets &amp; Liabilities as at 31st March 2021</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: right;">2020/21</th> <th style="width: 20%; text-align: right;">2019/20</th> </tr> <tr> <td></td> <td style="text-align: right;">£</td> <td style="text-align: right;">£</td> </tr> </thead> <tbody> <tr> <td colspan="3"><u>ASSETS</u></td> </tr> <tr> <td colspan="3">MONETARY ASSETS Cash, bank and similar funds</td> </tr> <tr> <td>Operating account</td> <td style="text-align: right;">14412</td> <td style="text-align: right;">14670</td> </tr> <tr> <td>Investment Account (Development Fund)</td> <td style="text-align: right;">20080</td> <td style="text-align: right;">20077</td> </tr> <tr> <td>2 Yr Bond</td> <td></td> <td></td> </tr> <tr> <td>Cash in hand</td> <td style="text-align: right;">0</td> <td style="text-align: right;">782</td> </tr> <tr> <td></td> <td style="text-align: right;"><b>34492</b></td> <td style="text-align: right;"><b>35529</b></td> </tr> <tr> <td colspan="3">NON-MONETARY ASSETS</td> </tr> <tr> <td>Providore Stocks</td> <td style="text-align: right;">4890</td> <td style="text-align: right;">4890</td> </tr> <tr> <td>Buildings, Equipment, furniture, etc</td> <td style="text-align: right;">340139</td> <td style="text-align: right;">340139</td> </tr> <tr> <td></td> <td style="text-align: right;"><b>345029</b></td> <td style="text-align: right;"><b>345029</b></td> </tr> <tr> <td><b>TOTAL ASSETS</b></td> <td style="text-align: right;"><b><u>379521</u></b></td> <td style="text-align: right;"><b><u>380558</u></b></td> </tr> <tr> <td colspan="3"><u>LIABILITIES</u></td> </tr> <tr> <td colspan="3">DUE WITHIN ONE YEAR</td> </tr> <tr> <td>Accounts not yet paid</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Expenses incurred not yet invoiced</td> <td></td> <td></td> </tr> <tr> <td><b>TOTAL LIABILITIES</b></td> <td></td> <td></td> </tr> <tr> <td><b>BALANCE OF ASSETS &amp; LIABILITIES</b></td> <td style="text-align: right;"><b><u>379521</u></b></td> <td style="text-align: right;"><b><u>380558</u></b></td> </tr> <tr> <td colspan="3">CONTINGENCIES &amp; FUTURE OBLIGATIONS</td> </tr> <tr> <td>Operating contingency (assessed annually)</td> <td style="text-align: right;">20000</td> <td style="text-align: right;">20000</td> </tr> <tr> <td></td> <td style="text-align: right;"><b><u>20000</u></b></td> <td style="text-align: right;"><b><u>20000</u></b></td> </tr> <tr> <td colspan="3">NOTES</td> </tr> <tr> <td colspan="3">No allowance made for depreciation. Buildings and Equipment subject to revaluation.</td> </tr> </tbody> </table>		2020/21	2019/20		£	£	<u>ASSETS</u>			MONETARY ASSETS Cash, bank and similar funds			Operating account	14412	14670	Investment Account (Development Fund)	20080	20077	2 Yr Bond			Cash in hand	0	782		<b>34492</b>	<b>35529</b>	NON-MONETARY ASSETS			Providore Stocks	4890	4890	Buildings, Equipment, furniture, etc	340139	340139		<b>345029</b>	<b>345029</b>	<b>TOTAL ASSETS</b>	<b><u>379521</u></b>	<b><u>380558</u></b>	<u>LIABILITIES</u>			DUE WITHIN ONE YEAR			Accounts not yet paid	0	0	Expenses incurred not yet invoiced			<b>TOTAL LIABILITIES</b>			<b>BALANCE OF ASSETS &amp; LIABILITIES</b>	<b><u>379521</u></b>	<b><u>380558</u></b>	CONTINGENCIES & FUTURE OBLIGATIONS			Operating contingency (assessed annually)	20000	20000		<b><u>20000</u></b>	<b><u>20000</u></b>	NOTES			No allowance made for depreciation. Buildings and Equipment subject to revaluation.		
	2020/21	2019/20																																																																											
	£	£																																																																											
<u>ASSETS</u>																																																																													
MONETARY ASSETS Cash, bank and similar funds																																																																													
Operating account	14412	14670																																																																											
Investment Account (Development Fund)	20080	20077																																																																											
2 Yr Bond																																																																													
Cash in hand	0	782																																																																											
	<b>34492</b>	<b>35529</b>																																																																											
NON-MONETARY ASSETS																																																																													
Providore Stocks	4890	4890																																																																											
Buildings, Equipment, furniture, etc	340139	340139																																																																											
	<b>345029</b>	<b>345029</b>																																																																											
<b>TOTAL ASSETS</b>	<b><u>379521</u></b>	<b><u>380558</u></b>																																																																											
<u>LIABILITIES</u>																																																																													
DUE WITHIN ONE YEAR																																																																													
Accounts not yet paid	0	0																																																																											
Expenses incurred not yet invoiced																																																																													
<b>TOTAL LIABILITIES</b>																																																																													
<b>BALANCE OF ASSETS &amp; LIABILITIES</b>	<b><u>379521</u></b>	<b><u>380558</u></b>																																																																											
CONTINGENCIES & FUTURE OBLIGATIONS																																																																													
Operating contingency (assessed annually)	20000	20000																																																																											
	<b><u>20000</u></b>	<b><u>20000</u></b>																																																																											
NOTES																																																																													
No allowance made for depreciation. Buildings and Equipment subject to revaluation.																																																																													
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p><b>Bispham Hall Scout Estate has no formal policy on holding financial reserve. However approximately £20,000 is held in reserve as an operating contingency to assist with any unforeseen expenditure. This for example could cover maintaining buildings such as in the event of boiler failure, unforeseen uninsured loss, major repair to agricultural equipment or any work required on maintaining utilities such as gas, water or electric supplies.</b></p>																																																																											
<p>Amount of reserves held</p>	<p>Para 1.22</p>	<p><b>£20,000</b></p>																																																																											

Reasons for holding zero reserves	Para 1.22	<b>Not Applicable</b>
Details of fund materially in deficit	Para 1.24	<b>No funds are in financial deficit.</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>There are no uncertainties about the charity continuing as a going concern</b>

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Bispham Hall Scout Estate is governed by a constitution. Ratified on the 16<sup>th</sup> June 1974</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>The charity is constituted by a declaration of trust.</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p><b>Bispham Hall Scout Estate Management Committee consists of Ex-Officio, co-opted and elected members. The Trustees consist of elected and co-opted members. Bispham Hall Scout Estate follow the Policy, organisation and Rules (POR) of the scout association when running and administrating the management committee.</b></p> <p><b>Co-opted members are chosen to take on a role by specific skill, knowledge or potential contribution and are agreed by the existing management committee in-between AGM.</b></p> <p><b>The Elected members stand for election at the AGM.</b></p> <p><b>Nominated members are nominated by the campsite manager in partnership with the chair and approved at the AGM</b></p>

## Reference and Administrative details

Charity name	Bispham Hall Scout Estate
Other name the charity uses	--
Registered charity number	503724
Charity's principal address	Bispham Hall Scout Estate Billinge, Wigan, Lancashire, WN5 7DT

## Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year
1	Andrew Palin		Whole Year (April19 – Mar 20)
2	Rachel Picton		Whole Year (April19 – Mar 20)
3	Katherine Collins		Whole Year (April19 – Mar 20)
4	Susan Baines		Whole Year (April19 – Mar 20)
5	Daniel Robinson		Whole Year (April19 – Mar 20)
6	Martyn Hornby		Whole Year (April19 – Mar 20)
7	Martin Shaw		Whole Year (April19 – Mar 20)
8	Alan Hayton		Whole Year (April19 – Mar 20)
9	Christopher Hayes		Whole Year (April19 – Mar 20)
10	John Broomhead		Whole Year (April19 – Mar 20)
11	Janice Platt		Whole Year (April19 – Mar 20)
12	Joan Hayton		Whole Year (April19 – Mar 20)

## Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
As above		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	No funds or assets are held as custodian trustees on another charity's behalf.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	No funds or assets are held as custodian trustees on another charity's behalf.
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	No funds or assets are held as custodian trustees on another charity's behalf.

## Appendix A



### **Bispham Hall Scout Estate – Campsite Managers Annual Report**

Well another year is over; but what a very different year for so many.....

At the start of lockdown, we took the decision to minimize our overheads as much as possible as it became very apparent that our income would be seriously affected and in fact zero throughout lockdown. This meant isolating utilities, draining down tanks cancelling or suspending contracts for waste disposal and sanitation etc.

We restricted access to site to a select number of individuals and for essential maintenance and security check purposes only. However, an unknown person 'missed that memo' and decided to break into Bispham House and live there for a number of days eating food from the freezers and drinking left over beverages but was respectful enough to brush up the glass from the broken window and not cause any further damage. Following discovery of the break-in we took the decision to fit an intruder alarm system to the building linked to the police and install additional CCTV cameras around the perimeter which can be accessed remotely.

Although the site was essentially locked down, as well as the rest of the nation, we continued to ensure compliance with our statutory obligations in terms of fixed electrical testing and certification, portable appliance testing, legionella compliance and training for staff. We also took the decision to replace the last of the old central heating boilers in Bispham House so that we are as energy efficient as possible, reducing costs further. Using grant monies received prior to lockdown and when restrictions allowed a small number of our volunteers continued the construction of our new Archery Range which is located on the Smethurst Left field and will allow for all weather archery sessions.

Looking at our financial position in detail we were very fortunate to receive several grants to help with running costs that the team spent a lot of time researching and putting information together for, which has meant that to date we haven't needed to use any of our reserves. Funding was also secured in the form of further grants which has enabled us to purchase a new Shooting Range, portable lighting and other site equipment.

Again, we cannot stress enough the hard work, determination and drive that our volunteers have which makes Bispham Hall Scout Estate what it is! It is impossible to put into words how much we appreciate the help and support from our amazing team!

Looking forward to post lockdown we are as motivated and passionate as ever to deliver a site fit for young people to experience something different and make memories.....

Martin & Chris

Campsite Managers

## **Appendix B**

### **Bispham Hall Scout Estate**

#### **Trustees Report - Year ending 31st March 2021**

The duty of the Management Committee, as Trustees, is to oversee the work on the Estate, to keep records of all financial transactions, to take steps to safeguard the assets and to take steps for the prevention and detection of fraud. I am happy to report that all these aspects are in order.

I am also happy to report that all activities in this report were done so following the relevant restrictions and guidance at the time of their undertaking.

#### **Operation under restrictions**

This report officially starts from 1<sup>st</sup> of April 2020 and by then we had all had a few days in lockdown and a little time for what that meant to really sink in. The site was closed to visitors and staff for the foreseeable future, deposits started to be refunded and things all seemed a bit bleak.

The question of finances quickly became a hot topic and the campsite managers started to look for other means of funding through grants and as reflected in the treasure report we were able to secure a number of grants through the likes of sport England and obtain rate relief from government funds.

The introduction of COVID in risk assessments became very prominent and through a tremendous effort by the campsite managers these were put in place along with the agreed mitigations.

When restrictions allowed staff visited the site to perform regular checks and to ensure there was nothing that needed any immediate attention. As well as this the general operations continued such as fire alarm testing, electrical inspections, boiler services, etc. At all times following any requirements due to the COVID situation.

During this time, we managed to improve our IT facilities and obtain Microsoft 365 licensing under the "not for profit scheme" This has allowed us to access Bispham documents at home as easily and securely as we can from a Bispham computer. Microsoft 365 also gave us the ability to hold the last AGM via video conference and remain socially distanced.

#### **House**

In Bispham house, we have installed a better Wi-Fi system and two multimedia screens to help with the training aspect of the BHSE mission statement. The money for the screens was kindly donated by Greater Manchester West after they were unable to hold a training session due to COVID restrictions. (Thank you )

Further to this CCTV was also installed around the perimeter of the house following a break-in that appeared to be someone simply taking shelter for a short time.

## Activities

The building of the archery range began. This is a large undertaking carried out by Bispham staff members. It offers a covered platform and secure storage of equipment. This new range will now allow the activity to be setup more easily and will keep the weather off people taking part allowing it to be run more often. We hope the introduction of this new facility will help draw people to the campsite and enhance their visitor experience. The new range was funded by a grant from Tesco and has had minimal impact on finances to deploy.

## Grounds

Every year we have a number of members of staff who attend the site during the week and again when restrictions allowed, they managed to continue to do so over the last 12 months. Maintaining the woodlands and clearing the grounds is essential part of operating the campsite. One aspect that ensures that we can maintain our own woodland is the requirement for a felling licence and following the obligatory visit from the forestry commission this was able to be renewed.


## Thanks

As always, I would like to take this opportunity to thank everyone that has been involved the continued operation of BHSE over the last 12 months. No matter how small a part you have played, it all adds up. I believe we are currently in a strong position to move forward and continue with the development of the site and offering of our services to youth organisations. Thank you all.

## Declarations

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

## Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Andrew David Palin	
Position (eg Secretary, Chair, etc)	Chair	
Date	20/01/2022	

## Statement of Financial Activities for year ended 31st March 2021

	<b>2020/21</b>	<b>2019/20</b>
<b>Income</b>		
Camping	<b>567.62</b>	15995.1
Bispham House	<b>0.00</b>	23790.2
Visitors	<b>790.00</b>	3345
Activities	<b>0.00</b>	5494
Lavvus	<b>0.00</b>	1485
Providore Sales	<b>1665.37</b>	12394.98
Chariot Race	<b>0.00</b>	5389
Insurance	<b>0.00</b>	11452.68
Meetingroom	<b>1498.00</b>	634.5
Grants & Donations	<b>4</b>	0
interest	<b>9.34</b>	<b>42.41</b>
refunds	<b>463.96</b>	
<b>Total Income</b>	<b>76666.33</b>	<b>80022.87</b>
<b>Deposits</b>		
<b>Expenditure</b>		
Water	342.62	2563.24
Electricity	5278.69	7620.87
Gas	93.12	5846.28
Telephone & IT	784.18	658.94
Insurance	5969.11	6697.08

Waste Disp	857.40	2218.97
TV Licence	157.84	142.08
Assoc Fees	0.00	0.00
Charges & Fees	0.00	0.00
Post & Stationery	0.00	0.00
Repairs & Maintenance	17934.19	17161.44
Providore Purchases	296.50	8295.17
Activities	0.00	0.00
Chariot Race	0.00	554.53
Refreshments & Hosp	0.00	13.06
Cleaning Wages	5400.00	5050.00
Petrol & Diesel	0.00	85.21
Stat testing	0.00	823.20
House/Large Purchase	13838.54	26084.52
cleaning/hygine	3482.91	2857.93
REFUNDS	2460.00	54.90
Tractors	1333.67	322.64
Sundry	0.00	50.00
Chubb Fire	627.22	684.42
Booking System	330.00	360.00
Training		
<b>Total Expenditure</b>	<b>59185.99</b>	<b>88144.48</b>

**Bispham Hall Scout  
Estate**

Page 2

Summary of Financial Activities for year ended 31st March 2021	2020/21	2019/20
Total Income	76666.33	80022.87
Total Expenditure	59185.99	<b>88144.48</b>
<b>Net Movement of Funds (surplus)</b>	17480.34	<b>-8121.61</b>
Brought Forward 1st April 2020	45217.87	53339.48
Toilet Block		
Carried Forward 31st March 2021	62698.21	<b><u>45217.87</u></b>

**Represented by:**

Current Account	14411.95	14670.82
Provi Account	11354.19	9688.82

Investment Account (Development)	20080.28	200076.50
Grants Account	16851.79	0.00
Cash in Hand	0.00	781.73
<b>Total</b>	<b><u>62698.21</u></b>	<b>42517.87</b>
<b><i>End of Year Providore Stock Value (1)</i></b>	<b><i>4011.69</i></b>	<b><i>4011.69</i></b>

---

**Bispham Hall Scout Estate**

page 3

## Statement of Assets &amp; Liabilities as at 31st March 2021

	2020/21	2019/20
	£	£
<b>ASSETS</b>		
<b>MONETARY ASSETS</b> Cash, bank and similar funds		
Operating account	14412	14670
Investment Account (Development Fund)	20080	20077
2 Yr Bond		
Cash in hand	0	782
	<b>34492</b>	<b>35529</b>
<b>NON-MONETARY ASSETS</b>		
Providore Stocks	4890	4890
	34013	
Buildings, Equipment, furniture, etc	9	340139
	<b>345029</b>	<b>345029</b>
<b>TOTAL ASSETS</b>	<b><u>379521</u></b>	<b><u>380558</u></b>
<b>LIABILITIES</b>		
<b>DUE WITHIN ONE YEAR</b>		
Accounts not yet paid	0	0
Expenses incurred not yet invoiced	0	0
<b>TOTAL LIABILITIES</b>		
<b>BALANCE OF ASSETS &amp; LIABILITIES</b>	<b><u>379521</u></b>	<b><u>380558</u></b>
<b>CONTINGENCIES &amp; FUTURE OBLIGATIONS</b>		
Operating contingency (assessed annually)	20000	20000
	<b><u>20000</u></b>	<b><u>20000</u></b>

**NOTES**

No allowance made for depreciation. Buildings and Equipment subject to revaluation.

## **BISPHAM HALL SCOUT ESTATE**

### **Independent Examiner's Report to the Trustees/Members**

I report on the accounts of the charity for the year ended 31st March 2021 which are set out on pages 1 - 3.

#### **Repective responsibilities of Trustees and Examiner**

The charity's trustees are responsible for the preparation of the accounts.

The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

#### **Basis of Independent Examiner's Report**

My examination was carried out in accordance with general Directions given by the Charity Commission.

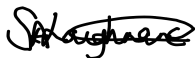
An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

#### **Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with Section 130 of the Charities Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Name:

Sophie Loughnane

Qualification:

ACCA

Address:

30 Seymour Grove  
Sale  
M33 3AD

Date:

26 August 2021