



## Trustees' Annual Report for the period from 01 January to 31 December 2023

### Section A Reference and administration details

Charity name Girlguiding Fleet Division

Registered charity number 271663

Charity's principal address  
Chartley  
Birch Avenue  
Fleet  
GU51 4PB

#### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year
1	Pauline Warner	Division Commissioner for Guiding Members	
2	Jennifer Walter	Division Commissioner for the Guide Hall	
3	Sarah Deans	Division Treasurer	1/1/18 - 31/8/23
4	Eileen Collins	District Commissioner	
5	Katy Watson	District Commissioner	
6	Helen Anderton	District Commissioner	01/09/22 - 07/11/23
7	Jacqueline O'Connell	District Commissioner	
8	Louise Williams	District Commissioner	
9	Wendy Bascal	District Commissioner	
10	Megan Pickford	Ranger leader	From 27/07/23
11	Beth Brown	Ranger leader	From 31/08/23
12	Christine Mundy	Young Leader Adviser	From 14/09/23
13	Louise Watkins	Division Treasurer	From 01/09/23

### Section B Structure, governance and management

#### Description of the charity's trusts

Type of governing document Royal Charter Granted 14-December-1922

How the charity is constituted Executive Committee

Trustee selection method Appointed



Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

Girlguiding Fleet, in accordance with our National Organisation, builds girls’ confidence and raises their aspirations. We give them the chance to discover their full potential and encourage them to be a powerful force for good. We give them a space to have fun.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Girlguiding Fleet has undertaken a range of activities throughout the year. These have included regularly weekly meetings for girls in all sections of Guiding where outdoor skills, arts and crafts, service projects, residential experiences and personal challenges have been achieved. These have been completed through a blended delivery of face-to-face meetings (indoors and outdoors).

Girlguiding Fleet rents its hall to Girlguiding groups for Girlguiding activities, and to the local Community.

Governance of the Division has been achieved through regular meetings with the Trustees where due regard has been taken of our policies and financial responsibility.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The range of activities at local group level continues to be based on the Girlguiding programme, with leaders creatively adapting it to ensure all girls, regardless of background and individual needs, continue to get a broad and varied set of activities that challenge and motivate them. Several units have held successful sleepovers, holidays and camps.

Our division took part in a parade to celebrate the coronation of King Charles and also held successful stalls serving tea and cakes and giving local youngsters the opportunity to play some games. These were supported by the local branch of the Trefoil Guild.

We took part in the town’s Remembrance parades to show our respect for the many who have given their lives to serve our country, and on a lighter note we have manned the town’s Santa’s Post Office giving children the opportunity to write and post letters to Santa.

Alongside this, members have continued to achieve personal goals. Young members have achieved qualifications relevant to their age group - Duke of Edinburgh Awards and section Bronze, Silver and Gold Awards. In addition, our leaders have extended their own knowledge and qualifications in order to offer the girls ever greater opportunities in new and innovative ways. These have included leadership qualifications, residential qualifications, First Aid qualifications and Safeguarding training.

Girlguiding Fleet continues to attract girls and leaders. We could really do with more leaders as several of our leaders wish to retire over the next few years. We have sent out emails and used facebook to highlight that we need more volunteers. We continue to hold long waiting lists.

We also need to recruit some people to help with admin. Hart Voluntary Action (HVA) was supplied with role descriptions for a bookkeeper and a secretary for the Guide Hall Management team. People who apply to volunteer through HVA may be matched up with



Section D

Achievements and performance

People who apply to volunteer through HVA may be matched up with one of these roles via their website.

Fleet Division Guide Hall is a community building used by members of Girlguiding for unit meetings and residentials. It is also used by several community groups including Fleet U3A and Brendoncare Clubs. The Management Committee of the Hall worked hard to ensure that the Hall is clean and in a good state of repair so that it remains appealing to people who hire it.

Section E

Financial review

Brief statement of the charity's policy on reserves

We endeavour to maintain free Reserves of at least 12 months' operational expenditure. Members of the Executive Committee consider that current services would be able to continue for at least this duration in the event of a significant drop in income.

The management for the Fleet Division Guide Hall have continued to do a wonderful job of ensuring that the hall stays in good repair and decorative order. In 2023 the main building and the camp stores were re-weatherproofed and some internal painting was done to keep things looking fresh. New motion sensor taps were installed in the main toilets and the small cloakroom. There was unusual additional expenditure incurred following a burst pipe at the end of 2022.

At the end of 2022 an amount of £2,750 was held in Division Accounts in relation to guide units which have closed. In line with Girlguiding UK policy, these funds were held for one year in case the unit re-opened. This has not happened so plans were made for a division guides water fun day for 2024 and money left after that will be put towards a guide event in 2025.

In January 2023 we received £1025.00 from Benevity. This money will be used towards new tops for leaders when a new uniform comes out in 2026.

A new bank account was set up to deal with the sale of badges. One of our leaders has taken on the role of selling badges to raise a little extra money for the division. It has been useful to see the income and expenditure from this separately from the main transactions.

Details of any funds materially in deficit

None

Section F

Other optional information



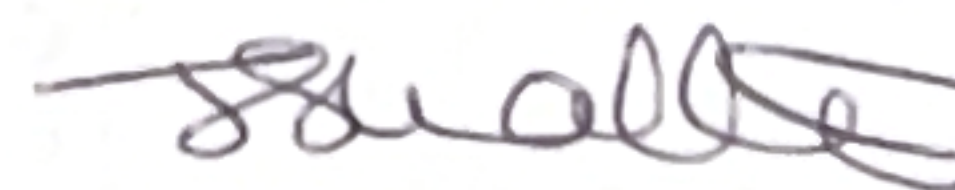
## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.  
Signed on behalf of the charity's trustees

Signature(s)

PM Warner



Full name(s)

Pauline Mary Warner

Jennifer Susan Walter

Position

Division Commissioner for Guiding  
MembersDivision Commissioner for the Guide  
Hall

Date

02/10/2024

03/10/2024



**Girlguiding Fleet Division**  
**Charity Number: 271663**



Accounts for the period 1 January to 31 December 2023  
 Receipts and expenditure accounts

	2023		2022	
<b>Brought Forward</b>				
Division Account	£	11,475.01	£	9,001.13
Guide Hall Account	£	27,247.95	£	40,171.86
Camp Store Fundraising & Equipment Accounts	£	-	£	2,692.04
Girlguiding Uniform and Equipment Account	£	8,762.42	£	8,468.93
Badge Account	£	-	£	-
100 club (Not included in 2022 accounts)	£	1,072.20	£	-
Total Brought Forward	£	48,557.58	£	60,333.96
<b>Receipts</b>				
Division Receipts	£	7,931.71	£	9,119.45
Guide Hall Rental & Other Receipts	£	22,283.59	£	17,515.21
Camp Store Fundraising Receipts			£	-
Girlguiding Uniform and Equipment Receipts	£	6,830.04	£	6,496.64
Badge Account	£	34.75	£	-
100 club (Not included in 2022 accounts)	£	1,232.75	£	-
Transfers between accounts			-£	5,651.42
Total Receipts	£	38,312.84	£	27,479.88
<b>Expenditure</b>				
Division Expenditure	£	7,321.88	£	6,645.57
Guide Hall Expenditure	£	29,870.03	£	30,439.12
Camp Store Fundraising Expenditure	£	-	£	2,692.04
Girlguiding Uniform and Equipment Expenditure	£	7,016.44	£	6,203.15
Badge Account	£	-	£	-
100 club (Not included in 2022 accounts)	£	1,178.00	£	-
Transfers between accounts			-£	5,651.42
Total Expenditure	£	45,386.35	£	40,328.46
<b>Balance</b>				
Brought forward	£	48,557.58	£	60,333.96
Income	£	38,312.84	£	27,479.88
Expenditure	-£	45,386.35	-£	40,328.46
Balance	£	41,484.07	£	47,485.38
<b>Carry forward</b>				
Division Account	£	12,084.84	£	11,475.01
Guide Hall Account	£	19,661.51	£	27,247.95
Camp Store Account	£	-	£	-
Guide Shop Account	£	8,576.02	£	8,762.42
Badge Account	£	34.75	£	-
100 club (Not included in 2022 accounts)	£	1,126.95	£	-
Total Carried Forward	£	41,484.07	£	47,485.38





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Girlguiding Fleet Division

On accounts for the year  
ended

31st December 2023

Charity no  
(if any)

271663

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2023**.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

18-9-24

Name:

John Bottomley

Relevant professional  
qualification(s) or body  
(if any):

FCG – Chartered Governance Institute UK & Ireland

Address:

1 Hardings Lane

Hartley Witney

RG27 8QF



Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.