

RAYLEIGH AND CASTLE POINT DIVISIONS

England & Wales · Charity number 302071

Details

Other names	THE RAYLEIGH DIVISION OF GIRL GUIDES, GUIDEWOODS
Status	Registered
Legal form	Trust
Registered	1968-12-18
Register	View on the Charity Commission register

Contact

Address	10 Belgrave Close Leigh-On-Sea Essex SS9 5EU
Phone	03001021677
Email	Guidewoodstreasurer@girlguidingessexsoutheast.org.uk
Website	www.guidewoods.org.uk

Activities

Objects: UNIT OF THE GIRL GUIDES ASSOCIATION

Activities: Woodland Lodge is an activity centre set in 4 acres of ancient woodland for use of the whole community. Residential holidays, day/evening events take place. The management committee manage the site on behalf of Rayleigh and Castle Point divisions

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space
- **What:** Education/training, Disability, Arts/culture/heritage/science, Amateur Sport, Environment/conservation/heritage
- **Who:** Children/young People, Elderly/old People, People With Disabilities

Geography

- Area of benefit: RAYLEIGH
- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£19,615	£25,260	-	-
2024-12-31	£25,011	£26,829	-	-
2023-12-31	£28,008	£15,954	-	-
2022-12-31	£15,278	£18,702	-	-
2021-12-31	£23,024	£7,112	-	-
2020-12-31	£14,280	£15,984	-	-

Trustees

Name	Role	Appointed
Hilary Skeggs		2022-03-15
Jacqueline Buckley		2018-06-17
Patricia Ensum		2026-01-28

RAYLEIGH AND CASTLE POINT DIVISIONS

England & Wales - Charity number 302071

Accounts



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Rayleigh & Castle Point Divisions (Guidewoods)

**On accounts for the year
ended**

31 December 2024 **Charity no
(if any)** 302071

Set out on pages

1
(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 31/12/2024.

**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:

Angela Jones

Date:

03/04/2025

Name:

Angela Jones

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

Address:

63 Linden Road

Benfleet, Essex

SS7 4BA



Rayleigh & Castle Point Divisions - Guidewoods Account

01 January 2024 to 31 December 2024

	This year £	Last year £
Income in:		
CP & Ray Divisions	8,952.25	5,984.60
Outside Groups	10,003.00	8,764.70
Grants	5,000.00	2,505.44
Events	416.00	0.00
Badges	120.00	98.50
FOG	0.00	0.00
Breakages	0.00	25.00
Levy	320.00	580.00
BT REPAYMENT	99.53	10,000.00
Donation	20.00	50.00
FINE	80.00	0.00
Details 12	0.00	0.00
Details 13	0.00	0.00
Details 14	0.00	0.00
Details 15	0.00	0.00
2nd bank account (manual)	0.00	0.00
Totals	25,010.78	28,008.24
Expenditure out	£	£
Council Tax	280.69	326.40
Telephone / WIFI	675.97	430.37
Honorariums	750.00	1,775.00
Events	46.48	0.00
FOG	0.00	0.00
Electricity	6,378.30	4,867.91
Cleaning Materials	239.61	109.01
Outside Materials	6,549.60	204.18
Other	216.81	6,707.43
Shop/Badges	0.00	0.00
Insurance	1,430.15	1,539.83
Details 12	0.00	0.00
pat/fire/electrical testing	558.78	1,585.00
Maintenance	9,312.29	1,057.55
Water	389.84	99.84
2nd bank account (manual)	0.00	0.00
Totals	26,828.52	18,702.50
Surplus or (deficit) for the year	-1,817.74	9,305.74
Balances brought forward		
Bank 1	57,921.35	0.00
Bank 2	0.00	0.00
Cash	0.00	0.00
	57,921.35	0.00
Balances in hand at year end		
Bank 1	56,103.61	57,921.35
Bank 2	0.00	0.00
Cash	0.00	0.00
	56,103.61	57,921.35

Assets and liabilities: In addition to the above cash balances the unit has equipment to the value of 0.00 and there are no other assets or liabilities.

Prepared by: H Skeggs

Signature and date: H Skeggs 13/3/25

Reviewer's Certificate: The above statements agree with the records and vouchers of Rayleigh & Castle Point Divisions - Guidewoods Account financial year ended 31 December 2024

Reviewed by: ANGELA JONES

Signature and date: Angela Jones 02/04/2025

Notes:

Reserve policy for Guidewoods is £28,000 which is included in the balance. This reserve amount is to be reviewed in 2025.

Privacy statement

We collect your personal information in order to process your expense claims and fulfil our legal obligations. For further information on how and why we use your personal data, including how long we keep it, your rights, who we share it with, and how you can contact us, please read our full privacy notice at: girlguiding.org.uk/privacy-policy/

JOINT CHAIRS' REPORT AGM 2025

This report compiled by Sharon Lacey, Castle Point Division and Carol Roberts Rayleigh Division covers the financial period January 1st 2024 to December 31st 2024.

We would like to apologise firstly for the late confirmation of the date of this AGM and the fact that signed copies of the accounts were not available earlier, due to circumstances beyond our control.

It is pleasing to note that during 2024 we have seen returning groups although disappointing that several of the traditional school holidays and 12 weekends have been empty. Feedback and comments on both the site and the Lodge have been favourable and complimentary.

The site continues to require constant maintenance and upkeep to ensure it is pleasant and safe for the young people and our committed team have tidied, weeded and constantly removed wood from the stream and endeavoured to keep the ditch regularly cleared of debris to help with the flow of water.

Storms in the early part of year brought down some trees and it was necessary to get arboriculturalists in to make these safe. Branches were cut into logs and these are now stored on pallets and covered over to dry out in the hope that we might raise money by selling them for outside fire pits.

Much wood burning has taken place and the wood piles now have tarpaulin over them to keep the fire wood dry. Large drums have been introduced to help when burning wood/leaves to keep the ash from blowing around the site.

Our camp fire site with the new seating and painted pathway is very popular together with the water butts for added fire protection and safety of the children. However, experience has now shown that these need to be made squirrel proof! The shed erected previously to house fire extinguishers and sand acts as further safety precautions.

Visitors to the site have included the Woodland Trust who provided guidance on caring for our ancient woodland and the Essex and Suffolk Waterboard who helped tremendously within the grounds, fence painting, cutting down trees, cutting logs, reducing foliage on the roadway, cleaning the guttering, mending potholes, plus general maintenance around the site and their help was really appreciated.

During the year we were reminded again how much leaders value the resources and accommodation we have at Guidewoods and this was reiterated when a Councillor from

Rochford District Council presented us with a Certificate confirming their grant towards the cost of new mattresses for all the bunk beds. She had no idea what we had to offer and was really impressed.

It is unfortunate that we did run at a slight loss this year, but given the number of 'one-off' expenses we felt that this might be the case, so it is crucial that we all try to ensure every weekend and school holiday is booked up next year.

Following numerous attempts to locate a 'continuing 'back up' problem with the toilets, Ashwaste had to replace damaged piping via excavation in the grounds which thankfully appears to have solved the matter, although of course, at a cost.

An additional 'one-off' financial outlay this year was the cost of repair to the entrance driveway which was nearing collapse over the ditch through constant traffic over the past 20 years.

Concerns over the temperature of the water in the disabled toilet shower also needed attention so plumbers had to be called in to fix this. At the same time repairs were also made to the flooring between all bedrooms and toilets as this had become very worn and was a safety hazard. In addition, 'Fingersafe' were called in to replace the split 'finger guards' on all toilet and fire doors.

Regular checks have been made on the water system within the lodge for legionella and a Risk Assessment was completed. This highlighted some work that needed to be done which has been implemented, but there are still some issues around the storage of water which require further investigation.

Towards the end of the year it was found that two of the timber posts on the trim trail were rotting and we were fortunate that this equipment was still just under 'warranty' so 'Playdale' arranged for new uprights to be sent to us, although we did have to pay for the postage from Cumbria. !

Of course the annual maintenance of 'servicing' and maintaining major kitchen equipment, utilities, building insurance, fire Certification, Extinguishers, pest control, the Defibrillator, and PAT testing etc. has continued as we are obliged to do.

Of particular concern is the cost of our heating and this is something which is of major importance going forward, and will form part of in depth discussions to see if other alternatives can be installed and where economies can be found.

As mentioned in last year's 2023 Report, we were involved in legal controversy regarding the builders of new properties in Woodside Road leading to us receiving £10,000 in compensation. Unfortunately, during this year there has been controversy regarding a

resident in Bullwood Approach encroaching on our roadway which has necessitated discussions with the Trust Corporation, their Solicitor and Land Survey experts. Land Registry documents have also had to be called for and as with most legal matters it is still ongoing.

Our volunteer cleaners Alex and Steve continue to do sterling work each week and we would like to thank them for all their time and effort in doing so.

We would like to thank all our wonderful volunteers who have given up their valuable time yet again this year to maintain the site and the lodge - it is very much appreciated.

Occasionally there are things which are missed or don't work , but a simple phone call to Carol or Sharon will ensure these are dealt with as soon as possible – usually within 24 hrs.

CAROL ROBERTS AND SHARON LACEY JUNE 2025.

RAYLEIGH AND CASTLE POINT DIVISIONS

England & Wales - Charity number 302071

Accounts

GUIDEWOODS ANNUAL GENERAL MEETING

7.30 pm WEDNESDAY 8TH MAY 2024

Present - Carol Roberts, Sharon Lacey, Mandy Gardner, Hilary Skaggs, Kate Ferris, Terri Bush, Jacque Buckley, Alison Tompkinson and Pat Ensum.

The meeting opened at 7.40 pm and Carol and Sharon welcomed all present and offered apologies from Sally-Ann Elkington and Georgina Elkington.

The AGM Report to December 31, 2023 was presented to the meeting by Sharon with apologies for late distribution of the Accounts due to unforeseen circumstances. Sharon put forward the Report for adoption and this was seconded by Mandy.

Hilary presented the Annual Financial Report for 2023 which has been reviewed. Some issues relating to the finances were highlighted by Mandy and Hilary and it was agreed these should be discussed further at the next meeting.

Hilary proposed adoption of the Financial Report and Jacque seconded.

Angela Jones name was put forward as reviewer for the accounts for 2024 and this was approved.

Carol thanked Alison Tompkinson for her contribution since joining the committee and all her help and advice. A small thank you gift was presented in appreciation and an invitation extended to the join the committee at the next meeting in June.

The meeting closed at 8.00 pm

Carol Roberts 5.6.24

Sharon 5/6/24



Rayleigh & Castle Point Divisions - Guidewoods Account

01 January 2023 to 31/12/2023

	This year	Last year
	£	£
Income in		
CP & Ray Divisions	5,984.60	2,882.20
Outside Groups	8,764.70	7,601.15
Grants	2,505.44	4,641.57
Events	0.00	0.00
Badges	98.50	133.15
FOG	0.00	20.00
Breakages	25.00	0.00
Levy	580.00	0.00
Builders Fine	10,000.00	0.00
Donation	50.00	0.00
Details 11	0.00	0.00
Details 12	0.00	0.00
Details 13	0.00	0.00
Details 14	0.00	0.00
Details 15	0.00	0.00
2nd bank account (manual)	0.00	0.00
Totals	28,008.24	15,278.07
Expenditure out	£	£
Council Tax	144.00	326.40
Telephone / WIFI	478.82	430.37
Honorariums	0.00	1,775.00
Events	0.00	0.00
FOG	0.00	0.00
Electricity	6,419.64	4,867.91
Cleaning Materials	141.78	109.01
Outside Materials	24.00	204.18
Other	555.21	6,707.43
Shop/Badges	0.00	0.00
Insurance	2,472.00	1,539.83
Details 12	0.00	0.00
pat/fire/electrical testing	0.00	1,585.00
Maintenance	5,217.70	1,057.53
Water	500.89	99.84
2nd bank account (manual)	0.00	0.00
Totals	15,954.04	18,702.50
Surplus or (deficit) for the year	12,054.20	-3,424.43
Balances brought forward		
Bank 1	45,867.15	0.00
Bank 2	0.00	0.00
Cash	0.00	0.00
	45,867.15	0.00
Balances in hand at year end		
Bank 1	57,921.35	45,867.15
Bank 2	0.00	0.00
Cash	-0.00	0.00
	57,921.35	45,867.15

Assets and liabilities: In addition to the above cash balances the unit has equipment to the value of 0.00 and there are no other assets or liabilities.

Prepared by: H Skeggs Signature and date: *H Skeggs* 4/4/24

Reviewer's Certificate: The above statements agree with the records and vouchers of
Rayleigh & Castle Point Divisions - Guidewoods for the financial year ended 31/12/2023

Reviewed by: *Angela Jones* Signature and date: 29th April 2024

Notes:
Reserve policy for Guidewoods is £28,000 which is included in the balance.
This reserve amount is to be reviewed in 2024.

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Independent reviewer's checklist and confirmation form



Unit or level - to complete this section:

Name of unit or level:	GUIDEWORDS
Name of local commissioner:	CAROL ROBERTS
Contact details for local commissioner (email address or phone number):	

Independent reviewer - to complete the rest of the form:

Name of independent reviewer:	ANGELA JONES
Contact details for independent reviewer (email address or phone number):	07816 317004

I confirm that I have carried out the following checks on the accounts for the above unit or level:

A bank account exists in the name of the unit or level, and most income is recorded here	<input checked="" type="checkbox"/>
Spending and income are accurately recorded across financial records, including: <ul style="list-style-type: none"> • Bank statements • Paying in books • Cheque books • Invoices • Receipts 	<input checked="" type="checkbox"/>
Grant money has been used for the right purpose	<input type="checkbox"/> N/A
Cash held is minimal	<input checked="" type="checkbox"/>
Money collected for another charity has been passed on appropriately	<input type="checkbox"/> N/A

During my review, there have been no concerns about how the above unit or level keeps accounts or spends money;

Or

During my review, the following matters have been raised with the commissioner or HQ:

* Continue on a separate page if required

You can find more information about this process in our [end of year reviews](#).

Signature *Angela Jones*

Date *29th April 2024*