



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
<b>Income in:</b>	£	£
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
<b>Totals</b>	<b>25,010.78</b>	<b>28,008.24</b>
<b>Expenditure out</b>	£	£
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
<b>Totals</b>	<b>26,828.52</b>	<b>18,702.50</b>
<b>Surplus or (deficit) for the year</b>	<b>-1,817.74</b>	<b>9,305.74</b>
<b>Balances brought forward</b>		
Bank 1	57,921.35	0.00
Bank 2	0.00	0.00
Cash	0.00	0.00
	<b>57,921.35</b>	<b>0.00</b>
<b>Balances in hand at year end</b>		
Bank 1	56,103.61	57,921.35
Bank 2	0.00	0.00
Cash	0.00	0.00
	<b>56,103.61</b>	<b>57,921.35</b>

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  
(PRINT NAME)

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  
(PRINT NAME)

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/](http://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 1<sup>st</sup> 2024 to December 31<sup>st</sup> 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 arborists 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

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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

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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.