

TRUSTEES' ANNUAL REPORT 2025

This is the annual report for Weybridge District Guide Association, also known as Girlguiding Weybridge District.

England and Wales Charity Commission number: 305806

Principal address: Weybridge Guide Hall, Palace Drive, Weybridge, KT13 8ND

Structure and Governance

Girlguiding Weybridge district is governed by the Royal Charter and Bye-laws of Girlguiding UK (The Guide Association).

The Purpose of Girlguiding UK is to educate girls and young women to help them develop emotionally, mentally, physically and spiritually so that they can make a positive contribution to their community and the wider world.

In 2025 the district was made up of 1 Rainbow, 4 Brownie, 2 Guide and 1 Ranger units, supported by just over 50 volunteers.

The overall district affairs are managed and directed by a Trustee board, with the support of the unit leaders. In planning the charity's activities for the year, the Trustees have had due regard to the Charity Commission's guidance on public benefit and are satisfied that the charity's aims and activities continue to provide public benefit.

The trustees throughout 2025 were:

Janet Cowley

Elizabeth Drapper

Marion Millinger

Robina Jones

Objectives and Activities

The objectives of the charity follow those of Girlguiding UK as stated above: to educate and develop the girls and young women in the local units so that they can make a positive contribution to their community and the wider world. This is done through a pre-planned and coherent programme of regular meetings and activities and visits and events, run by dedicated volunteers who have all had appropriate training.

Achievements and Performance

Over the course of 2025, approximately 160 girls and young women took part in the various meetings, events and opportunities offered across the district. 52 adult volunteers gave up their time to run these events and to supervise and safeguard the girls. Volunteers complete regular training related to safeguarding, first response and inclusion, and undertake wider training, as appropriate, to develop their skills in such matters as running units, becoming a leader, or delivering the Girlguiding programme for girls.

The trustees are pleased with the level of activities offered over the year and the regular level of participation of the members.

Girlguiding Weybridge district own and maintain Weybridge Guide Hall. When not being used directly by the 6 units who meet there, it is offered for the benefit of the local community, both for one-off events and for regular groups, including a pre-school, a children's football training class and an adult yoga group.

In 2025 a £9,000 grant was awarded to Girlguiding Weybridge district from the Elmbridge Borough Council's Community Infrastructure Fund to replace the fencing and gates at Weybridge Guide Hall, with the work completed in August.

The financial performance of the charity over 2025 has been satisfactory (see the accounts and the further details below).

No trustees, other key personnel, or the families of key personnel have benefited financially from their relationship with Girlguiding Weybridge district. There have been no related party transactions.

Financial Review

Please see the 2025 Receipts and Payments Accounts uploaded to the Charity Commission returns site.

At the year end 2025, total funds held in bank accounts amounted to £28,627 (2024: £26,487) and net assets were £29,297 (2024: £27,135).

2025 saw income of £27,900 including a grant from Elmbridge Borough Council of £9,000 towards the new fencing. The rest of the income was almost all from rent. Expenditure of £25,760, including £9,864 for the fencing, resulted in a surplus of £2,140, compared with a surplus in 2024 of £5,148. The reduction in surplus from 2024 was due to the following:

- The excess cost of the fencing compared with the grant.
- Rental income being slightly down but costs increasing due to inflation and various maintenance and cleaning items.
- Utility costs rose by almost £1,000 due to the general increase in UK energy costs and because 2004 had been reduced by the recovery of over-payments to EDF that had been made previously.

All the relevant Girlguiding units paid their rent for the year (£390 per annum for all except the rangers who pay £195). Of the two other major renters, the pre-school paid £8,100 and the soccer skills group paid £7,700.



Janet Cowley

Trustee

18 May 2026

Girlguiding UK - Weybridge District Guide Association

Receipts and Payments Account: calendar year 2025

(All figures in £)

| | 2024 | 2025 |
|--|------------------|------------------|
| Receipts [In] | | |
| Subs | 212.00 | 190.50 |
| Rent of guide hall | 18,800.00 | 18,486.78 |
| Events & equipment charges | 72.43 | 26.02 |
| Donations & fundraising | 0.00 | 9,000.00 |
| Sundries, incl transfer from equipment a/c | 0.00 | 0.00 |
| Interest on savings account | 0.00 | 196.63 |
| Totals | 19,084.43 | 27,899.93 |
| Payments [Out] | | |
| Cleaning and supplies | 7,474.16 | 8,288.24 |
| Maintenance/repairs of hall | 2,162.40 | 12,305.36 |
| Gardening/exterior work | 621.98 | 604.97 |
| Utilities | 1,898.14 | 2,881.36 |
| Insurance | 1,283.06 | 1,283.06 |
| Gifts & Awards | 406.79 | 161.68 |
| Travel | 60.75 | 130.95 |
| Sundries | 29.50 | 104.82 |
| Totals | 13,936.78 | 25,760.44 |
| Surplus or deficit for the year | 5,147.65 | 2,139.49 |
| Balance brought forward | 21,339.84 | 26,487.49 |
| Balance at year-end | 26,487.49 | 28,626.98 |
| Of balance: current account | 26,487.49 | 18,430.35 |
| savings account | 0.00 | 10,196.63 |
| Other assets/liabilities at year end: | | |
| Unpaid/prepaid rent | 1,224.00 | 1,258.00 |
| Estd gardening fees due | (576.98) | (587.98) |
| Expenses incurred but not paid | 0.00 | 0.00 |
| | 647.02 | 670.02 |
| So overall net assets were | 27,134.51 | 29,297.00 |

Prepared by Mark Churchlow on 12 Jan 2026

Weybridge District Guide Association

2025 Accounts



Independent reviewer's checklist and confirmation form

Unit or level to complete this section

| | |
|---|--------------------------------------|
| Name of unit or level | Weybridge District Guide Association |
| Name of local commissioner | Susan Lawrance |
| Contact details for local commissioner* | su.lawrance@yahoo.co.uk |

*Email address or phone number

Independent reviewer to complete the following sections

| | |
|---|------------------------|
| Name of independent reviewer | David Grimshaw MA FIA |
| Contact details for independent reviewer* | dlgrimshaw@hotmail.com |
| <input checked="" type="checkbox"/> I confirm that I am not a member of the unit or level leadership team, a signatory of the unit or level's bank account, or related to anyone in the unit or level <input checked="" type="checkbox"/> I confirm that I understand the checks required and that I am responsible and financially confident to complete these checks <input checked="" type="checkbox"/> I confirm that I will hold any personal and/or financial data given to me securely, only share it with people that need to see it for the purpose of this review, and will securely destroy or return the data when it is no longer needed for review purposes | |

*Email address or phone number

I confirm that I've 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
- ☒ Spending and income are accurately recorded across financial records, based on the information I have reviewed, including:
 - Bank statements
 - Paying in books
 - Cheque books
 - Invoices
 - Receipts
- ☒ If any information was missing, this has now been provided
- ☒ Payments have been dual authorised
- ☒ Where online banking is used, the users have confirmed there is no sharing of passwords
- ☒ Grant money has been used for the right purpose
- ☒ Cash held is minimal
- ☒ Money collected for another charity has been passed on appropriately
- ☒ Any errors noted have been adjusted for

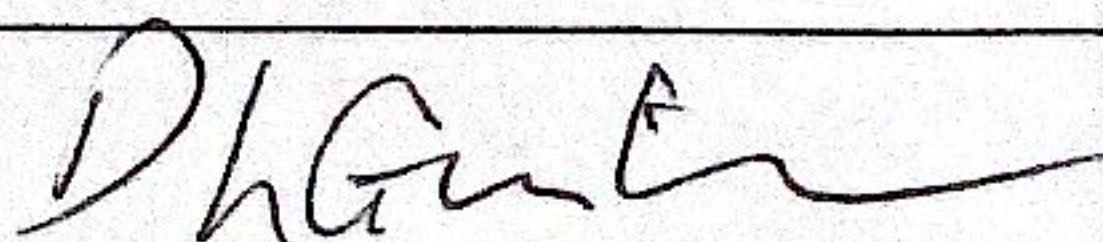
Please tick one

- ☒ During my review, there have been no concerns about how the unit or level named above keeps accounts or spends money
- ☐ During my review, there have been concerns which have been raised with the commissioner or HQ

Please give a summary of your findings:

Everything was clear and in good order

You can find more information about this process in our end of year review of accounts procedure.

| | |
|-----------|--|
| Signature |  |
| Date | 20/2/2026 |