



SWANSEA SCOUT & GUIDE HEADQUARTERS

Trustees' Annual Report

01 April 2023 to 31 March 2024

Charity contact information:

**SWANSEA SCOUT & GUIDE
HEADQUARTERS
Regd. Charity No. 524947
Bryn Road
Brynmill
Swansea SA2 OAU**

**tel. no. 01792 466488
email ssghq@btconnect.com**

1. Charity Trustees

Trustees who held office during the year

Mr Stephen Gallagher, Chair

Mr Allen Aldred JP, Treasurer and Co-opted member

Mr Robert Gary Evans, Co-opted member

Mrs Fiona Fisher, Girlguiding West Glamorgan County appointee

Mrs Mary Knill, representing County Commissioner Girlguiding West Glamorgan

Mrs Sarah Merrifield, Girlguiding West Glamorgan County appointee

Mrs Paula Morris, Glamorgan West Area Scout Council appointee

Dr Kate Organ, Girlguiding West Glamorgan County appointee

Mr Graham Rees-Evans, Area Commissioner, Glamorgan West Area Scouts

Mr Roger Rees-Evans, Glamorgan West Area Scout Council appointee

Mrs Diane Taylor, Glamorgan West Area Scout Council appointee

There were no changes in trustees during the year.

2. Objectives and Activities

The objective of the Charity is to effectively manage the Swansea Scout and Guide Headquarters on behalf of the Glamorgan West Area Scout Council and Girlguiding West Glamorgan County.

In doing so, it is able to provide safe accommodation for Scout and Guide residential events; provide meeting rooms and space for both adult volunteers and youth members of the Scouting and Guiding Movements; and promote social activities for the benefit of those two Movements.

3. Structure, governance and management

The Joint Management Committee is responsible for the management administration of the Swansea Scout and Guide HQ. The Committee consists of an appointed independent Chair (not being an active Scouter or Guider), the appointed Area Commissioner for Glamorgan West Area Scouts (or his/her representative), the appointed County Commissioner for Girlguiding West Glamorgan (or her representative), three Scouting appointees from Glamorgan West Area Scout Council, and three Guiding appointees from Girlguiding West Glamorgan. The joint Committee has the power to appoint an Honorary Secretary and an Honorary Treasurer from amongst the appointed members or may co-opt additional members to fulfil such roles. The Committee may also co-opt other members to carry out specific functions, as they see fit. Co-opted members do not have voting rights on the Committee.

The governing document for the Joint Committee is a Declaration of Trust dated 01st October 1955 and 07th July 1966 and 01st October 1975 and a Supplemental Declaration of Trust dated 28th June 2013. The Committee cannot override any of the conditions of the Declarations of Trust without the agreement of the Scout Association Trust Corporation.

The Committee normally meets every two months and must hold an Annual General meeting within six months of the end of the financial year. The Treasurer shall deliver a verbal or written update on the Charity's finances at Committee meetings and the AGM and produce Annual Accounts for their

approval. The Secretary shall produce Minutes of Committee meetings and the AGM and circulate them to members for agreement.

4. Achievements

During this year, the Charity has contributed to achieving its aims by providing the following

- Rooms for 59 Scout and Guide meetings
- Facilities for 10 Scout and Guide Fundays, picnics and discos
- Rooms for 326 outside organisation meetings
- Rooms and facilities for 912 Scouts and Guides during 19 overnight residential events

It has also improved facilities for users by replacing beds and furniture, by improving the heating system, and carrying out necessary repairs swiftly.

All of this has been achieved by the commitment and dedication of the small band of volunteers from the Committee who ensure that everything runs smoothly by setting up rooms and beds for residential events; meeting visitors on arrival and showing them the facilities available; and keeping the building clean and well maintained.

5. Financial review

The Charity achieves its objective and carries out its activities by making the building available for hire by the Scouting and Guiding Movements, and by outside organisations, which may include other charities. Hire charges to these outside organisations and charities raise funds to finance the running of the building, enable the Committee to improve the facilities and offer reduced costs of hire to Scouting and Guiding.

Hire charges are reviewed annually in the light of the expenses being incurred. Any proposed increase in charges should be agreed by the Committee.

During the 2023-24 financial year, the Charity made an operating deficit of £2722 (which was partly offset by interest of £1848 interest from bank deposits), making the final deficit of £874. The principal reason for the deficit were net arrears of around £3000 recovered by British Gas. A failure in their system to accept proper readings of their meter actually meant that by the time the failure was discovered, the true arrears were around £5000. However, after representations were made by the Charity, British Gas wrote off around £2000 of those arrears because of their error. Another reason for the slight deficit is that the Committee made improvements to the building and its grounds, including replacing furniture and new gates.

The Charity does not currently have a reserves policy as it has been accumulating funds with the purpose of carrying a major refurbishment of the building. The refurbishment is intended to reduce overall running costs and provide improved facilities for those staying and using the building.

At the end of the 2023-24 financial year, the Charity's accumulated funds were £130033.09, of which £115000 was deposited in two interest bearing accounts with the Charity Bank and Lloyds Bank.

6. Future plans

Within the next 12 – 18 months, the Charity will use some of its accumulated funds to carry out improvements, and reduce overall costs and maintenance, by

- Providing bunk rooms for overnight stays
- Redecorating and refurbishing rooms
- Replacing strip lighting with energy efficient lighting
- Improving shower and toilet facilities
- Improving emergency exits for wheelchair users

A sub-committee has been set up to examine all these options, prepare a project plan and wherever possible, to apply for grants to assist with costs.

Signed on behalf of the Charity Trustees

Steve Gallagher
Chair of the Swansea Scout & Guide HQ

Date:

SWANSEA SCOUT & GUIDE HQ
JOINT MANAGEMENT COMMITTEE

ANNUAL ACCOUNTS YEAR ENDED 31st MARCH
2024

REGISTERED CHARITY NO. 524947

TRUSTEES AND PRINCIPAL OFFICERS

The trustees who held office during the year were:

Mr Stephen Gallagher, Chair

Mr Allen Aldred JP, Treasurer

Mr Robert Gary Evans, Co-opted member

Mrs Fiona Fisher, Girlguiding West Glamorgan County appointee

Mrs Mary Knill, representing County Commissioner Girlguiding West Glamorgan

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Mr Roger Rees-Evans, Glamorgan West Area Scout Council appointee

Mrs Diane Taylor, Glamorgan West Area Scout Council appointee

SWANSEA SCOUT & GUIDE HEADQUARTERS
JOINT MANAGEMENT COMMITTEE

I report to the trustees on my examination of the accounts of the above charity for the year ended 31st March 2024.

Responsibilities and basis of report

As the charity's trustees, 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all 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 in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed:

Name of Examiner: Peter Muxworthy MBE JP FCA

Date:

SWANSEA SCOUT & GUIDE HQ
JOINT MANAGEMENT COMMITTEE

BALANCE SHEET AS AT 31st MARCH 2024

ASSETS

	2024	2023
Cash at Lloyds Bank		
Current account	£15033.09	£20906.91
Deposit Accounts		
Lloyds (Fixed)	£30000.00	£25000.00
Charity Bank (Fixed)	£85000.00	£85000.00
-		
	<u>£130033.09</u>	<u>£130906.91</u>

ACCUMULATED FUNDS

As of 31 st March 2023	£130906.91
Deficit 2023/24	(£ 873.82)
	<u>£130033.09</u>

SWANSEA SCOUT & GUIDE HQ
JOINT MANAGEMENT COMMITTEE

MANAGEMENT ACCOUNT 2023/24

2024		2023
£		£
1847.77	Bank account interest	10.00
1847.77		10.00
(2721.59)	Balance from Income & Expenditure Account	(26232.86)
(873.82)	Surplus/Deficit for the year	(26222.86)

SWANSEA SCOUT & GUIDE HQ
JOINT MANAGEMENT COMMITTEE

INCOME & EXPENDITURE ACCOUNT 2023/24

2024	INCOME	2023
£		£
1960.00	Room Hire – Scouts and Guides	938.00
5652.00	Room Hire – Pack Holidays	3414.00
16225.00	Rentals – Outside Organisations	12420.00
325.00	Donations	565.00
514.88	Reimbursements	355.68
24676.88	Total Income	17692.68

2024	EXPENDITURE	2023
£		£
3808.97	Electricity	1589.38
5784.33	Gas	1294.60
1031.07	Telephone & Broadband	1072.90
1460.50	Water Rates	1129.50
3308.59	Building Insurance	2811.56
607.04	Safety & Security	2593.33
1106.75	Cleaning & Hygiene Services	942.64
6669.20	Maintenance & Building Improvements	29426.40
2757.75	Maintenance of Grounds	2598.00
864.27	Sundries	467.23
27398.47	Total Expenditure	43925.54
(2721.59)	Surplus / (Deficit)	(26232.86)

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