



SWANSEA SCOUT & GUIDE HEADQUARTERS

Trustees' Annual Report

01 April 2024 to 31 March 2025

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

The Trustees who held office during the year were:

Mr Stephen Gallagher, Chair (until 16.01.25)

Mr Allen Aldred JP, Treasurer and Co-opted member (until 16.01.25)

Mr Robert Gary Evans, Co-opted member (until 16.01.25)

Mrs Fiona Fisher, Girlguiding West Glamorgan County appointee (appointed Chair 20.02.25)

Mrs Mary Knill, representing County Commissioner Girlguiding West Glamorgan (until 16.01.25)

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 (until Oct 24)

Mr Roger Rees-Evans, Glamorgan West Area Scout Council appointee (until Oct 24)

Mrs Diane Taylor, Glamorgan West Area Scout Council appointee

Ms Alex Lang, County Commissioner Girlguiding West Glamorgan (from 15.03.25)

Ms Nicola Thomas, Girlguiding West Glamorgan County appointee (from 20.02.25)

Mr Gareth Watson, Acting Lead Volunteer Glamorgan West Area Scouts (from 16.01.25)

Mr Steve Jones, Acting Chair Glamorgan West Area Scouts (from 20.02.25)

The following were co-opted to the Committee (as members but not trustees) with effect from 16.01.25:

Mr Allen Aldred JP, Treasurer

Mr Ian Cockrill

Mr Robert Gary Evans

Mrs Mary Knill

2. Objectives and Activities

The objective of the Charity is to effectively manage and maintain 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 then 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 the two Movements.

3. Structure, governance and management

The Joint Management Committee is responsible for the management administration of the Swansea Scout and Guide HQ, which is owned jointly by Glamorgan West Area Scouts and Girlguiding West Glamorgan. The Committee consists of an appointed independent Chair (not being an active Scouter or Guider), the appointed Lead Volunteer 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 they 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 are not trustees and do not have voting rights on the Committee, and in each case shall serve for a period of time to be fixed upon his or her appointment.

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 can draw up a set of Rules for how it governs its proceedings but nothing in those Rules shall have the effect of overriding any of the conditions of the Declarations of Trust. The Declaration of Trust cannot be amended without the prior agreement of the Scout Association Trust Corporation and Girlguiding.

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 and facilities for 95 Scout and Guide meetings, inc. fun days and discos
- Rooms for 346 meetings from outside organisations
- Rooms and facilities for around 900 Guides and Scouts during 29 overnight residential events

It has also begun the first stage of a major refurbishment of the building by

- replacing white goods and equipment in the kitchen
- removing obsolete lighting in the stage area and replacing it with LED lighting
- installing sensor equipment in the male urinals in order to reduce water usage
- replacing camp beds for young people
- replacing leaders' beds
- improving the shower room facilities

None of this could have been achieved without the commitment and dedication of the small band of volunteers from the Committee who ensure that the 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 2024-25 financial year, the Charity had an operating deficit of £2754.28 (which was completely offset by interest of £3953.06 received from bank deposits), making a final surplus of £1198.78. Income rose by 13%, whilst expenditure rose by 12%, from the previous year. 21% of expenditure this year was spent on the refurbishing of the building and equipment.

The Charity does not currently have a reserves policy and continues its aim of accumulating funds with the purpose of continuing the refurbishment of the building.

At the end of the 2024-5 financial year, the Charity's accumulated funds were £131231.87, of which £115000 was deposited in two interest bearing accounts with the Charity Bank and Lloyds Bank.

6. Future plans

Around £40000 has been budgeted in the next financial year for carrying out energy savings and improving safety measures within the building

- replacing strip lighting in rooms with LED lighting
- changing the heating configuration so that less energy is spent on heating unused rooms
- installing self-closing fire doors to residential rooms
- installing additional fire safety measures throughout the building
- replacing the existing front door to improve security of the building

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

Fiona Fisher
Chair of the Swansea Scout & Guide HQ

Date:

**SWANSEA SCOUT & GUIDE HQ
JOINT MANAGEMENT COMMITTEE**

**ANNUAL ACCOUNTS YEAR ENDED 31st MARCH
2025**

REGISTERED CHARITY NO. 524947

TRUSTEES AND PRINCIPAL OFFICERS

The trustees who held office during the year were:

Mr Stephen Gallagher, Chair (until 16.01.25)

Mr Allen Aldred JP, Treasurer (until 16.01.25)

Mr Robert Gary Evans, Co-opted member (until 16.01.25)

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Mr Allen Aldred JP, Treasurer

Mr Ian Cockrill

Mr Robert Gary Evans

Mrs Mary Knill

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 2025.

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.

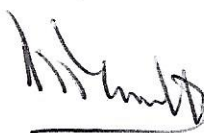
Independent examiner's statement

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:

14.05.25

SWANSEA SCOUT & GUIDE HQ
JOINT MANAGEMENT COMMITTEE

BALANCE SHEET AS AT 31st MARCH 2025

ASSETS

	2025	2024
Cash at Lloyds Bank		
Current account	£16231.87	£15033.09
Deposit Accounts		
Lloyds (12month Fixed)	£30000.00	£30000.00
Charity Bank (12month Fixed)	£60000.00	£85000.00
Charity Bank (42day Notice)	£25000.00	-
	<u>£131231.87</u>	<u>£130033.09</u>

ACCUMULATED FUNDS

As of 31 st March 2024	£130033.09
Surplus 2024/25	£ 1198.78
	<u>£131231.87</u>

SWANSEA SCOUT & GUIDE HQ
JOINT MANAGEMENT COMMITTEE

MANAGEMENT ACCOUNT 2024/25

2025		2024
£		£
3953.06	Bank account interest	1847.77
3953.06		1847.77
(2754.28)	Balance from Income & Expenditure Account	(2721.59)
1198.78	Surplus/(Deficit) for the year	(873.82)

SWANSEA SCOUT & GUIDE HQ
JOINT MANAGEMENT COMMITTEE

INCOME & EXPENDITURE ACCOUNT 2024/25

2025	INCOME	2024
£		£
1493.00	Room Hire – Scouts and Guides	1960.00
7018.50	Room Hire – Residentials	5652.00
18436.50	Room hire – Outside Organisations	16225.00
352.00	Donations	325.00
561.82	Reimbursements	514.88
27861.82	Total Income	24676.88

2025	EXPENDITURE	2024
£		£
3956.21	Electricity	3808.97
2581.73	Gas	5784.33
1220.79	Telephone & Broadband	1031.07
1600.00	Water Rates	1460.50
3389.54	Building Insurance	3308.59
700.14	Safety & Security	607.04
2196.90	Cleaning & Hygiene Services	1106.75
3653.98	Maintenance & Building Improvements	6669.20
3955.00	Maintenance of Grounds	2757.75
957.80	Sundries	864.27
6404.01	HQ Refurbishment Project	-
30616.10	Total Expenditure	27398.47
(2754.28)	Surplus / (Deficit)	(2721.59)

**SWANSEA SCOUT & GUIDE HQ
JOINT MANAGEMENT COMMITTEE**

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Name of Examiner:

Peter Muxworthy MBE JP FCA

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JOINT MANAGEMENT COMMITTEE

INCOME & EXPENDITURE ACCOUNT 2024/25

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