



### Trustee Annual Report Form

All Girlguiding Ulster Charities are governed by the Royal Charter and Bye-laws.

The Purpose of each of these Charities 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.

Name of Charity as it appears on the Register and any other names it may be known by

Dunluce Guide House

NI Charity Commission Number

105481

The principal address of the Charity- this should be the address that was used at the time of registration with the Charity Commission

38 Downshire Gardens  
Carrickfergus. BT38 7LN

The names of all Charity Trustees on the date the report was approved and all individuals who served as Charity Trustees during the year

Mrs Hilary Johnstone	Mrs Donna Lennon
Mrs Emily McIlvenna	Laura Johnston
Mrs Jayne Johnston	Miriam McIlvenna
Mrs Rhonda Gamble	Claire Eakin





The financial year the report relates to –

1<sup>st</sup> January 2023 --- 31<sup>st</sup> December 2023

**A summary of the Charity's main activities to further its purposes for the public benefit and the main achievements in the year.**

Throughout the last year as a committee, we have worked to keep the house in good condition and fit for purpose. One of the most important aspects of this is the inspections and taking information and direction from the reports.

This year we had an update to our CCTV system. The burglar alarm and fire systems were all checked and updated as required. There were a few recommendations following the fire checks, this was mostly regarding the update of doors in the house. This is one of our projects for 2024 and the committee are in the process of looking into grants available to help with any costs incurred. We have had a change in our internet provider from Plusnet to BT. BT has taken over plusnet customers and it was a straightforward changeover which included a new hub. Hopefully we will see an improvement in the service available. The monthly checks continue and now in 2024 we are looking to incorporate those checks in with the electrical checks which are on going. This will insure an electrician has checked the equipment and will follow up by sorting out any issues found.

The upstairs shower is being repaired and this in turn will safeguard the small bedroom ceiling directly below. The house has had its usual update to paintwork, which keeps it fresh and clean. The committee have given the go ahead for work to begin on the septic tank. This includes a new pump, control panel and pipework at a cost of £1,110 excluding vat.

The play park continued to be a source of problems for Dunluce, the exposed site and weather conditions have affected the structure of the park. We have had several quotes to update and replace the contents, which have turned out to be very expensive (£74,000 as it stands). The committee felt we were unable to justify such a large amount of money being spent on this one item. We have therefore taken the decision to remove the play park and look at replacing this with a simple set of swings for younger members. We also aim to provide a range of games eg. giant jenga, giant snakes & ladders and giant connect four.

We are also looking at the possibility of having a camp fire area installed in the grounds, this will be a safe area for families and guiding units to have a camp fire or BBQ. Miriam has applied to the Lottery Awards for all, to help with this project and we are keeping our fingers crossed for a positive outcome. The Awards for all project also includes the replacement and upgrade of the fire doors in the house. The quote for fire doors is in the region of £7,500, so it is important we look at ways we can get more funding to help cover our costs. The cost of living crisis has affected the running of the house, and we must look at other ways to help fund the changes we need

Finally the committee, after much consideration and discussion have agreed to change the pricing structure for Dunluce Guide House.

Going forward with new bookings we will charge £15 pp per night in total for guiding members and £16pp per night in total for non- guiding members based on a minimum of 15 people staying in the house. Details of the change will be on the website.

There was no harm flowing from the Charities purposes and there was no private benefit.





**A statement that the Trustees have had regard to the Commission's Public Benefit requirement statutory guidance**

In planning the activities for the year, the Trustees of Dunluce Guide House have had regard to the Commissions Public Benefit requirement statutory guidance. This enables us to achieve our purposes and provide a benefit to the girls and volunteers visiting Dunluce Guide House.

**A review of the Charity's financial position at the end of the year**

The Income for Dunluce Guide House in 2023 was £24,788.05

The expenditure was £22,630.70

**Details of any fund held by the Charity that was materially in deficit at the end of the year and steps taken by the Charity Trustees to eliminate the deficit**

There were no funds in deficit at the end of the year.

**One or more of the Charity Trustees must sign and date the box below.**

*Hilary E. Phelan* 2<sup>nd</sup> April 2024.