

Trustee Annual Report Form – Template

This template is to provide guidance to units who are completing a Trustee Annual Report for the NI Charity Commission. If you do not wish to use this form please ensure that the headings in this guidance are followed when completing a Trustee Annual Report.

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

1st Ballyclare Guides

NI Charity Commission Number

105508

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

247 Seven Mile Straight

Nutts Corner

Crumlin

BT29 4YT

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

Mrs Lorraine Hamill
Mrs Stephanie Kennedy
Mrs Rhonda Gamble

the year

The financial year the report relates to – for example, 1st April 2016 to 31st March 2017

1 April 2024 – 31 March 2025

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

Please insert how many girls took part in the unit, what events and activities took place, what achievements e.g. badges etc that were gained. Also state that there was no harm flowing from the Charities purposes and that there was no private benefit.

During 2024-25 we had 16 girls attending 1st Ballyclare Guides.

The guides worked on a number of interest badges, skills builders and unit meeting activities as part of the Girlguiding programme and other activities. Some examples are: Personal Brand, Saver, Water Adventure, Earth Day, International Women's Day, Chinese New Year – Year of the Snake, St Patrick's Day, Halloween and Christmas craft activities

The guides joined with 3rd Holywood Guide unit for a residential weekend in June 2024 at Dunluce Guide House where they had the opportunity of taking part in camping under canvas – the first time the girls had taken part in an outdoor camp. During the weekend the Guides took part in water based activities in Portrush organised by Xplore Outdoors. Everyone thoroughly enjoyed themselves!

The older Guides were also able to take part in a Ranger weekend at Lorne in December 2024 to let them know about other opportunities.

In December 2024 the Guides attended the Pantomime at the Waterfront Hall.

During the year we started to make plans for a 5-day residential to the Isle of Man for the summer of 2025.

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

Charity Trustees are legally obliged to have regard to this guidance. Please confirm in this box that all Trustees are aware of this. Please see section 4 of the Trustees' Annual Report and Public Benefit reporting document this can be downloaded from the Girlguiding Ulster website.

In planning the activities for the year, the Charity Trustees of 1st Ballyclare Guides have had regard to the Commission's Public Benefit requirement statutory guidance. This enables us to achieve our purposes and provide a benefit to the girls in our unit.

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

State in this box the overall financial position, if relevant include details of any debts or any reserves policy. Include current and previous financial figures for income and expenditure, these should be taken from the receipts and payments accounts.

The income for 1st Ballyclare Guides in the period 1 April 2024 – 31 March 2025 was £4,958.13 and the expenditure was £4,271.20.

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

Funds that are 'materially in deficit' are in shortfall and for e.g. the shortfall in a particular fund may be considered material where it is a substantial amount of total overspend or a substantial amount of overspend relative to the total amount received or likely to have a significant impact on the deliverables of that particular activity.

There were no funds held in deficit at the end of the financial year, 31 March 2025.

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

Loraini Hamel

5 January 2026