SWANSEA SCOUT & GUIDE HEADQUARTERS JOINT MANAGEMENT COMMITTEE

Trustees' Annual Report

1 April 2025 – 31 March 2026

A shared home for Scouting and Guiding

Swansea Scout & Guide Headquarters is managed for the benefit of Glamorgan West Area Scout Council and Girlguiding West Glamorgan. The Charity's work helps provide welcoming spaces for meetings, activities, training and residential events.

78	452	~850
Scout & Guide meetings, training events, and activities	meetings hosted by outside organisations and community groups	young people accommodated across 20 residential events

1 Charity contact information

Swansea Scout & Guide Headquarters
Registered Charity No. 524947
Bryn Road, Brynmill
Swansea SA2 OAU

Telephone 01792 466488
Email ssghq@btconnect.com

2 Charity trustees

The following trustees held office during the year:

Mrs Fiona Fisher	Independent Chair
Ms Alex Lang	County Commissioner, Girlguiding West Glamorgan
Mrs Sarah Merrifield	Girlguiding West Glamorgan County appointee
Dr Kate Organ	Girlguiding West Glamorgan County appointee
Ms Nicola Thomas	Girlguiding West Glamorgan County appointee
Mrs Paula Morris	Glamorgan West Area Scout Council appointee
Mrs Diane Taylor	Glamorgan West Area Scout Council appointee
Mr Gareth Watson	Acting Lead Volunteer, Glamorgan West Area Scouts (until 11.09.25)
Mr Steve Jones	Area Lead Volunteer, Glamorgan West Area Scouts
Mr Mathew Hayward	Chair, Glamorgan West Area Scouts (from 09.10.25)

Co-opted committee members (not trustees)

Mr Allen Aldred JP	Treasurer
Mrs Vicki Robins	Secretary

3 Objectives and activities

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

The building supports both Movements by providing:

- safe accommodation for Scout and Guide events and residential stays;
- meeting rooms and space for adult volunteers and young members; and
- opportunities for social activities that benefit Scouting and Guiding.

4 Structure, governance and management

The Joint Management Committee is responsible for managing and administering the Headquarters, which is jointly owned by Glamorgan West Area Scouts and Girlguiding West Glamorgan.

The Committee comprises an independent Chair (who is not an active Scouter or Guider); the appointed Lead Volunteer for Glamorgan West Area Scouts or their representative; the appointed County Commissioner for Girlguiding West Glamorgan or her representative; three Scouting appointees; and three Guiding appointees.

The Committee may appoint an Honorary Secretary and Honorary Treasurer from among its appointed members, or co-opt additional members for these roles or other specific functions. Co-opted members are not trustees, have no voting rights and serve for the period agreed at appointment.

The governing documents are Declarations of Trust dated 1 October 1955, 7 July 1966 and 1 October 1975, together with a Supplemental Declaration of Trust dated 28 June 2013. Committee rules must not override these trusts. Any amendment to the Declarations of Trust requires prior agreement from 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 financial year-end. The Treasurer provides a verbal or written financial update at Committee meetings and the AGM, and prepares annual accounts for approval. The Secretary prepares and circulates minutes of Committee meetings and the AGM.

5 Achievements during the year

The Headquarters continued to serve Scouting, Guiding and the wider community throughout 2025–26.

78	Scout and Guide meetings, including quizzes, fun days and discos.
452	Room hire by outside organisations and community groups
~850	Guides and Scouts accommodated during 20 overnight residential events.

Investing in the building

Refurbishment continued during the year. Work included redecorating the Committee Room, which has been renamed the Charles Harding Committee Room in memory of the late Warden; replacing internal fire doors; and replacing the flat roof.

The people behind the work

These achievements depend on the commitment of a small team of Committee volunteers. They prepare rooms and beds for residential events, welcome visitors and show them the facilities, and help keep the building clean, safe and well maintained.

6 Financial review

The Charity funds its work by making the building available for hire by Scout and Guide groups and outside organisations, including other charities. Hire income supports the running costs of the building, helps fund improvements and enables reduced hire charges for Scouting and Guiding.

Hire charges are reviewed annually in light of costs. Any proposed increase must be agreed by the Committee.

Operating deficit **£1,366.01**	**Interest received** **£3,472.18**
Final surplus **£2,106.17**	**Income vs previous year** **+36% | Expenditure +28%**

The operating deficit was fully offset by interest earned on bank deposits, resulting in a final surplus for the year. Compared with the previous year, income increased by 36% and expenditure increased by 28%.

The Charity does not currently have a reserves policy. It continues to build funds with the aim of carrying out further refurbishment of the building.

At the end of the 2025–26 financial year, accumulated funds stood at £134,106.39. Of this, £85,768.35 was held in two interest-bearing accounts with Charity Bank: a fixed-rate annual account and a 40-day notice account.

Signed on behalf of the Charity Trustees

Fiona Fisher

Chair, Swansea Scout & Guide Headquarters

Date: _____

SWANSEA SCOUT & GUIDE HQ

JOINT MANAGEMENT COMMITTEE

ANNUAL ACCOUNTS YEAR ENDED 31st MARCH 2026

REGISTERED CHARITY NO. 524947

TRUSTEES AND PRINCIPAL OFFICERS

The trustees who held office during the year were:

Mrs Fiona Fisher, Independent Chair

Ms Alex Lang, County Commissioner Girlguiding West Glamorgan

Mrs Sarah Merrifield, Girlguiding West Glamorgan County appointee

Dr Kate Organ, Girlguiding West Glamorgan County appointee

Ms Nicola Thomas, Girlguiding West Glamorgan County appointee

Mrs Paula Morris, Glamorgan West Area Scout Council appointee

Mrs Diane Taylor, Glamorgan West Area Scout Council appointee

Mr Gareth Watson, Acting Lead Volunteer Glamorgan West Area Scouts (until 11.09.25)

Mr Steve Jones, Area Lead Volunteer, Glamorgan West Area Scouts

Mr Mathew Hayward, Chair, Glamorgan West Area Scouts (from 09.10.25)

The following were co-opted as members the Committee (but not trustees):

Mr Allen Aldred JP, as Treasurer

Mrs Vicki Robins, as Secretary

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 2026.

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 2026

ASSETS

	2026	**2025**
Cash at Lloyds Bank		
Current account	£48338.04	£16231.87
Deposit Accounts		
Lloyds (12month Fixed)	-	£30000.00
Charity Bank (12month Fixed)	£60000.00	£60000.00
Charity Bank (40day Notice)	£25768.35	£25000.00
	£134106.39	£131231.87

ACCUMULATED FUNDS

As of 31st March 2025	£131231.87
Surplus 2025/26	£ 2106.17
Interest accumulated in 40day a/c	£ 768.35
	£134106.39

SWANSEA SCOUT & GUIDE HQ

JOINT MANAGEMENT COMMITTEE

MANAGEMENT ACCOUNT 2025/26

2026		**2025**
£		**£**
2706.00	Charity Bank 1 year FR account interest	2873.06
766.18	Lloyds Bank 1 year FR account interest	1080.00
3472.18		**3953.06**
(1366.01)	**Balance from Income & Expenditure Account**	**(2754.28)**
2106.17	**Surplus/(Deficit) for the year**	**1198.78**

SWANSEA SCOUT & GUIDE HQ

JOINT MANAGEMENT COMMITTEE

INCOME & EXPENDITURE ACCOUNT 2025/26

2026	INCOME	2025
£		£
1296.00	Room Hire – Scouts and Guides	1493.00
6062.50	Room Hire – Residentials	7018.50
28210.00	Room Hire – Outside Organisations	18436.50
335.00	Donations	352.00
2043.52	Reimbursements	561.82
37947.02	**Total Income**	**27861.82**

2026	EXPENDITURE	2025
£		£
3531.83	Electricity	3956.21
2547.10	Gas	2581.73
1119.09	Telephone & Broadband	1220.79
1993.43	Water Rates	1600.00
3538.38	Building Insurance	3389.54
1171.34	Safety & Security	700.14
2722.59	Cleaning & Hygiene Services	2196.90
12154.10	Building Maintenance	3653.98
2244.09	Grounds Maintenance	3955.00
682.77	Sundries	957.80
7604.11	HQ Refurbishment Project	6404.01
4.20	Bank charges	-
39313.03	**Total Expenditure**	**30616.10**
(1366.01)	**Surplus / (Deficit)**	**(2754.28)**

SWANSEA SCOUT & GUIDE HEADQUARTERS

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Signed:

Name of Examiner: Peter Muxworthy MBE JP FCA

Date: 15.04.26