

Trustees Annual Report
for the Year to 31 December 2022
for
Leeds County Guide Association



Reference and Administration Details

Charity name: Leeds County Guide Association

Other names charity is known by: Girlguiding Leeds

Charity number: 524738

Charity’s Principal address: The Trefoil Centre, 16a Morris Lane, Kirkstall, Leeds, LS5 3JD

Charity trustees who manage the charity:

Trustee name	Office	Dates acted if not for whole year
Mrs Louise Flynn	County Commissioner	
Mrs Sarah Haley	Assistant County Commissioner	from 1 June 2022
Mrs Marion Simpson	County Treasurer	
Ms Lucy Greenfield	Abbeywood Division Commissioner	to 2 May 2022
Mrs Sarah Denner	Abbeywood Division Commissioner (Job Share)	from 3 May 2022
Miss Victoria Johnson		
Miss Helen Miles		
Mrs Suzanne Arnold	Aire Valley Division Commissioner	
Mrs Pam Clark	Crown Park Division Commissioner	
Mrs Anne-Marie Martin	Elmwood Division Commissioner (Job Share)	
Miss Lucy Wilde		
Ms Emma Langley	Greenvale Division Commissioner	
Dr Anne Esslemont	Parkwood Division Commissioner	
Mrs Beryl Lynes	Seven Hills Division Commissioner	
Miss Clare Alderman	Tarnheights Division Commissioner	
Mrs Sharon Fielden	Templefields Division Commissioner	
Mrs Sarah Haley	The Leys Division Commissioner	to 31 May 2022
Mrs Kate Heap	The Leys Division Commissioner (Job Share)	12 June 2022
Miss Donna Foster		
Mrs Lisa Viner	Wattlesyke Division Commissioner (Job Share)	
Mrs Isabelle Spence		
Miss Claire McKillen		
Mrs Heather Dowling	Wharfe Ridge Division Commissioner	to 26 Jan 2022
Miss Donna Hector	Wharfe Ridge Division Commissioner	from 27 Jan 2022



Structure, Governance and Management

Leeds County Guide Association is governed by Royal Charter granted 14 December 1922 amended by Supplemental Charter dated 26/10/1949, amended by Supplemental Charter Dated 27/04/1960, amended by Supplemental Charter dated 04/09/1981, amended By Order in Council Dated 20/07/1993, amended By Order in Council dated 16/12/1993, amended By Order in Council Dated 10/07/2013, amended By Order in Council Dated 30/03/2015, amended By Order in Council dated 14 Feb 2018.

The governance and organisational structure of the association is administered through an executive committee made up of the trustees under the leadership of the county commissioner who is appointed by the North East England region executive. The trustees of the county are the appointed division commissioners (or division commissioner teams), the county commissioner, the assistant county commissioners (if appointed) and the county treasurer.

There are 12 divisions within Leeds county each having a division commissioner (or division commissioner team) who is appointed by the county commissioner. (Where a division commissioner team is in post, each team has one vote.) The assistant county commissioners and county treasurer are appointed by the county commissioner in consultation with the other trustees. A full list of trustees can be found on page 2 of this report.

Objectives and Activities

The aims of Girlguiding are manifold, but primarily they are to promote the education of girls and young women to help them develop emotionally, mentally, physically and spiritually so they can make a positive contribution to their community and the wider world. This is also reflected in Girlguiding's vision and mission. Girlguiding's vision: An equal world where all girls can make a positive difference, be happy, safe and fulfil their potential. Girlguiding's mission: Through fun, friendship, challenge and adventure we empower girls to find their voice, inspiring them to discover the best in themselves and to make a positive difference in their community.

The aim of Leeds County Guide Association is to enable girls and young women to fulfil their potential and to take an active and responsible role in society.

The Leeds County Guide Association is part of Girlguiding. A report on Girlguiding's public benefit activities during the previous year can be found in its latest annual report.



The Leeds County Guide Association has continued to provide its own public benefit activities in particular by providing organisational and administrative support and training to members of Girlguiding within the county, and by organising activity days principally for young members within the county. It has also continued to promote more broadly the charitable objectives of Girlguiding for the benefit of girls and young women.

Donated services

In common with many charities, Leeds County Guide Association benefits from the time and services donated by volunteers and supporters. It is not practicable to quantify this in monetary terms, but without their support the work of Girlguiding in Leeds County would not exist in its current form.

Achievements and Performance

The trustees met five times during the year at The Trefoil Centre for routine business meetings. In addition, the trustees and other members of the county team met for a county development day to discuss and plan further actions from the county strategy.

Exceptional experiences for girls

Our amazing, dedicated volunteers have maintained their commitment to our young members in 2022, we had a number of earlier adopter units who opened their doors to 4 year old rainbows (previously the starting age has been 5 years old), paving the way for this to become national policy from October. Our young members have attended unit meetings, doing many activities with lots of these having been chosen or suggested by the girls themselves. They have taken part in residentials, either in person or virtually, gone on day trips and attended events with other units at local levels. Girls have worked towards and earned bronze, silver and gold awards linked to the Girlguiding programme.

Opportunities for our young members to attend county run events have also been reintroduced. There has been an excellent uptake for all the events that we have offered during 2022 – guides and rangers taking over Planet Ice, brownies taking over Diggerland for the day, and a fun packed activity day for rainbows.

We continue to promote and support the Queen's Guide award, the Duke of Edinburgh scheme, The Commonwealth award and the Young Leader qualification.



Rewarding volunteer experience

The opportunities provided by Girlguiding for the development of girls and young women can only be delivered if we have volunteer leaders to run units. As a county we believe that recognition of our volunteers is important and we ensure that we acknowledge the efforts of our volunteers. Volunteers have been supported and recognised for their hard work by local commissioners and a county face to face Thanks & Recognition event was held in June where long service and other awards were presented. Local "Thank you" events have been held and long service awards presented in unit settings. We have also sent out birthday cards to thank our volunteers.

In Girlguiding Leeds County, we have been able to provide training sessions which ensure that our volunteers are compliant with the safeguarding and safety requirements required by Girlguiding. We have offered online training and face to face training, giving our volunteers the choice of how they can attend these events. These have supplemented the trainings being offered by region and nationally. We have sent out monthly information to inform our volunteers of these opportunities. These have also included reminders about important national and regional updates. Our commissioners continue to support our volunteers who have questions around Girlguiding management including safeguarding issues.

Inclusive and impactful

Our volunteers have used differing ways to raise awareness of Girlguiding locally. We have held our second out and about week, where units are encouraged to get out into the local community to let people know we are still a vibrant organisation. We have used media platforms and, when possible, attended events to get our presence back out into the community in a visual way. Our inclusion advisors have supported units requiring extra help for young members with a variety of different needs. We continue to support our adult volunteers as needed so that all can access Girlguiding.

Our county website and emails continue to provide up to date information on the many opportunities available.



Financial Review

Reserve policy:

Leeds County Guide Association maintains sufficient reserves to ensure that funds will be available to cover

- a) The risk of unforeseen emergency or other unexpected need for funds, e.g. an unexpected large repair bill for one of our properties.
- b) Funds needed to give the trustees time to take action if income falls below expectations.
- c) The need to fund short-term deficits in a cash budget, e.g. money may need to be spent on an event before fees or a funding grant is received.

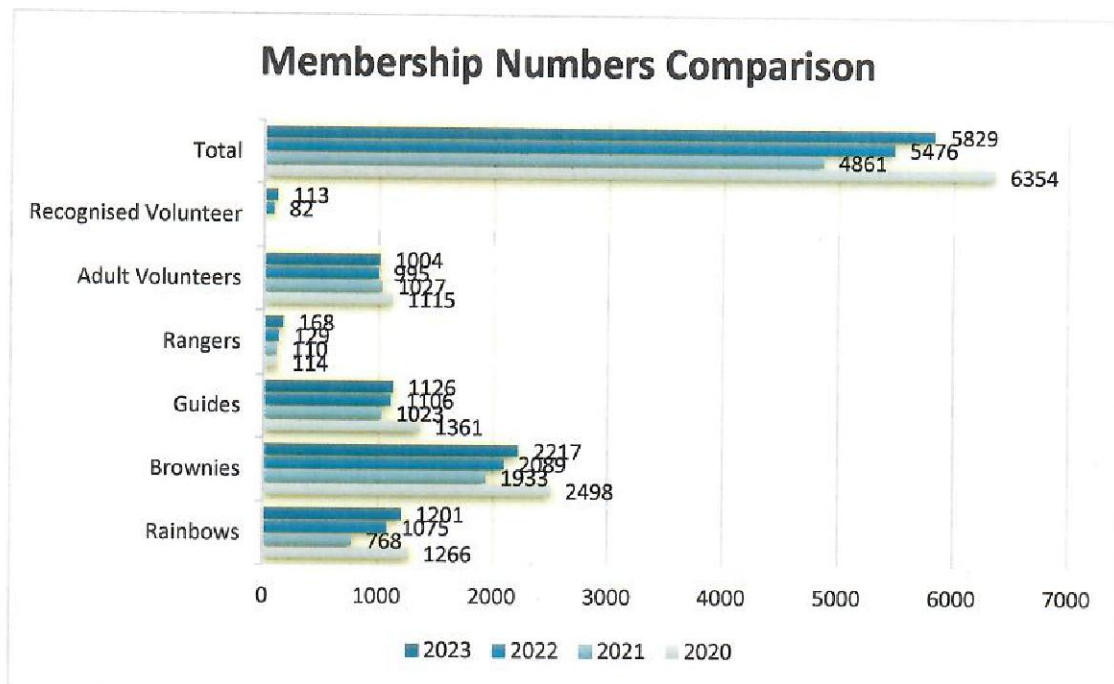
The reserves policy and amount of reserves are reviewed annually by the finance, staff & risk committee.

Review of financial activities:

We are grateful to those who have donated this year including The Brotherton Trust. Grants in respect of Covid-19 were received from Bradford City Council for Robin Hole Campsite and Hostel.

Girlguiding Leeds County is heavily reliant on its main income from membership subscriptions. All membership subscriptions were received for 2022. Membership is starting to increase again; however, we are still quite a way from our pre pandemic membership numbers. The cost of county subscription levy remained static at £5.25 per member, with a review to take place in 2023.





Membership numbers as at 22 February 2020, 2021, 2022 & 2023

Lots of improvement and replacement work has been needed at Robin Hole in 2022:

- installation of the new stainless steel kitchen was completed
- we have introduced sewer connected toilets in the camp shelter building
- we have improved the site drainage
- a replacement bridge has been installed with a 25-30 year life expectancy
- a ford has been introduced to allow easier access across the site and access for children to play in the stream
- recycled plastic crossings have been installed across the streams on the higher part of the site to allow safe access to these areas
- Replacement seamless steel gutters have been installed on the hostel building
- Fence repairs have taken place

Monies from the legacy fund has supported this work.

The new flat roof to the Trefoil Centre (and above the area utilised by Skyrac depot) has been installed. The replacement roof provides a ten-year guarantee.

During 2022 one of the new paid administrators resigned from post. At this time, we are not planning to employ a replacement administrator but to use these funds to support with marketing and growing our membership.

As interest rates remain unattractive the challenge to place funds in safe accounts which pay a reasonable amount of interest remains. The account with Cambridge and Counties



Building Society continues to pay interest and the Redwood Bank account does the same, these are starting to yield a slightly higher rate of interest.

Nonetheless, Leeds County Guide Association remains in sound financial shape. The finance, staffing & risk committee and ultimately the trustees remain conscious of the need to operate effectively and efficiently to both enhance the funds and more importantly to use and allocate them to progress the aims and objectives of Leeds County Guide Association.

Risk Review (Risk Register)

The Statement of Recommended Practice also require trustees to report on the significant risks facing the charity, and how these have been dealt with. Financial risk is mitigated by the reserves held and the ability to adjust both income and expenditure. Membership subscriptions are decided annually (with a two year forecast to allow units to budget appropriately) based on expected membership numbers and anticipated expenditure. Items of expenditure can be cut if membership numbers fall significantly below expectations.

The Trustees have conducted their own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Personal injury and other such risks are insured against as part of the membership subscription fees paid to Girlguiding, and the risk of fire or other damage to Robin Hole and The Trefoil Centre is insured against by the county.

Future Developments

Looking towards the coming year, we will continue to support adult and girl recruitment and retention at all levels. We are looking at ways of recruiting more volunteers at community events and shows etc. Encouraging units to be seen raises our profile and also our ability to enthuse people to join us.

We will continue to review and monitor our county management systems to ensure they are robust, implementing changes as required. We will continue to offer training to our



volunteers using various methods of delivery. We will continue to support all volunteers to deliver the best guiding they can in Leeds county.

We will continue in 2023 to be more effective and efficient, we will continue with the review of our organisational structure to ensure that it suits the current needs of Girlguiding in Leeds. We will continue to work on our five year strategy which aligns with the 3 goals of the Girlguiding national strategy: Let's create exceptional experiences for girls and young women; Let's develop a rewarding volunteer experience; Let's be more inclusive and make a bigger impact. Our plans and activities will continue to be driven by the needs and interests of our young members and we are looking to strengthen their voice in decision-making at all levels.

We will be looking to offer opportunities for girls all across Leeds County to attend age-appropriate events.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees



Louise Flynn

County Commissioner





Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Leeds County Guide Association

On accounts for the year ended

31st December 2022

Charity no
(if any)

524738

Set out on pages

Attached

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2022**.

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 Trust'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: S C Foreman

Date: 15/15/23

Name: S C Foreman

Relevant professional qualification(s) or body (if any):

FCA

Address: Peter Howard & Co

4 Wharfe Mews, Cliffe Terrace, Wetherby, LS22 6LX

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Receipts	Unrestricted	Designated	Restricted	2022	2021
	£	£	£	£	£
Membership Subscriptions	28,713			28,713	20,047
Investment & Interest Income	2,965			2,965	2,524
Guiding Activities	28,790	11,655		40,445	2,205
Guiding Development	9,179			9,179	5,270
Grants & Donations		5,292		5,292	23,613
Sundry Other Receipts / Other Revenue		953		953	5
Total	69,647	17,900	0	87,547	53,664

Activity Payments	Unrestricted	Designated	Restricted	2022	2021
	£	£	£	£	£
Membership Subscriptions	704			704	3,446
Guiding Activities - Running Costs	25,340			25,340	9
Buildings - Robin Hole		675		675	600
Guiding Development	22,907			22,907	10,066
Total	48,951	675	0	49,626	14,121

Excess Activity Receipts over Payments	20,696	17,225	0	37,921	39,543
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Administration Payments	Unrestricted	Designated	Restricted	2022	2021
	£	£	£	£	£
Professional Fees and Services	2,377			2,377	1,284
Grants and Subsidies	10		310	320	418
Robin Hole Running Expenses		28,579	29,031	57,610	26,816
County Running Expenses	13,062	50		13,112	18,861
Trefoil Centre Running Expenses		9,870		9,870	7,472
Interest Paid					0
Total	15,449	38,499	29,341	83,289	54,851

Surplus / (Deficit) Receipts over Payments	5,247	-21,274	-29,341	-45,368	-15,308
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Cash Flow

Opening Bank and Cash Balances	65,554	74,680	111,292	251,643	283,550
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Surplus / (Deficit)	5,247	-21,274	-29,341	-45,368	-15,308
Assets Acquired	0	0	-24,920	-24,920	-16,599
Monies held from other units	0	0	0	0	0
Transfers	0	0	0	0	0

Closing Bank and Cash Balances	70,918	53,406	57,031	181,355	251,643
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Cash Funds	Unrestricted	Designated	Restricted	2022	2021
	£	£	£	£	£
Cash in Hand	120.78	0	0	120.78	143
Bank Current Accounts	11,684	0	0	11,684	81,664
Cambridge & Counties Building Society	0	0	80,000	80000	81,604
Redwood Bank	4,550	70,000	15,000	89550	88,232
Totals	16,355	70,000	95,000	181,355	251,643

Liabilities	Unrestricted	Designated	Restricted	2022	2021
Closed Unit Funds held	172		0	172	55

Other Assets	Prior Year Purchases	2022 Additions	Total Cost
Robin Hole & Trefoil Centre	£	£	£
Land, Buildings, Furnishings and Equipment at Robin Hole and Trefoil Centre	N/K	N/K	N/K
<i>Robin Hole</i>	£	£	£
Pumping station	0	24,920	24,920
Robin Hole Fireplace & Wood burner	1,750	0	1,750
Robin Hole Shelter	51,929	0	51,929
Robin Hole Kitchen	16,599		16,599
Robin Hole Roktagon	14,100	0	14,100
<i>Trefoil Centre</i>	£	£	£
IT equipment	1975		1975
Total	86,353	24,920	111,273

	Balance B/fwd	Receipts	Payments	Transfers	Balance C/fwd
Designated Funds	£	£	£	£	£
Outdoor Activities	88	-	-		88
Robin Hole	4,800	16,340	29,305		- 8,165
Trefoil Centre	13,559	1,560	9,870		5,249
Future Events	6,233	-	-	-	6,233
Building Fund	50,000	-	-	-	50,000
	74,680	17,900	39,174	-	53,406

Restricted Funds	£	£	£	£	£
Legacy Fund	110,077	-	53,951	-	56,126
Outdoor Activities	505	-	-	-	505
Jimbo's Fund	710	-	310	-	400
Growing Guiding	-	-	-	-	-
	111,292	-	54,261	-	57,031

For and on behalf of Leeds County Guide Association:



Date:





Section A

Independent Examiner's Report

Report to the trustees

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On accounts for the year
ended

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