



Hale Community Centre

1ST DRAFT

REGISTERED COMPANY NUMBER: 06872992 (England and Wales)

REGISTERED CHARITY NUMBER: 1132822

**Report of the Trustees and Unaudited Financial Statements
for the Year Ended 31 March 2022**

for

**HALE COMMUNITY CENTRE
(formerly Sandy Hill Community Bungalow)**

HALE COMMUNITY CENTRE
(formerly Sandy Hill Community Bungalow)

Report of the Trustees
For the Year Ended 31 March 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provision of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102(2015)).

Governing document

The Hale Community Centre is a registered charity, limited by guarantee, governed by its Memorandum and Articles of Association dated 2008.

Registered Company number

06872992 (England and Wales)

Registered Charity number

1132822

Registered office

Hale Community Centre
130 Upper Hale Road
Farnham
Surrey
GU9 OJH

Independent Examiner

Bankers

The Co-operative Bank
Business Direct
P.O. Box 250
Skelmersdale
WN8 6WT

Directors/Trustees

Norma Corkish (Chair)
Jean Hounsham – Secretary
Carol McFarlane
Simon Porter
Catherine Powell – (appointed 19th May 2021)
Tom Quinn – (appointed 22nd February 2022)
Stephen Spence (retired 28th July 2021)
Michael Young – (retired 22nd February 2022)
Harvey Wickham – (appointed 22nd February 2022)

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

Trustees who are also directors of the company are appointed in accordance with the procedures set out in the company's Articles.

Risk management

The Trustees regularly monitor and review the risks to which the Charity is exposed.

OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

Purpose:

To offer inclusive activities which support the education, training, employment, cultural and recreational needs of the local community.

Aims:

- To keep the building available, accessible and safe for the use of local people and others
- To enable a range of educational, training, employment, cultural and recreational activities to take place which respond to the needs of local people, are led by them and where all are made to feel valued and safe
- To provide access to advice and information for all sections of the community
- To provide excellent services to users
- To be financially sustainable and continue to strengthen the management of the Bungalow

In deciding what activities the Trust should undertake during the year, the Trustees have paid due regard to the Charities Commission's guidance on public benefit and as appropriate and where relevant we ensure we reflect the standards within the Code of Fundraising Practice.

ACHIEVEMENT AND PERFORMANCE

So let's look at how we worked towards our aims during the year.

To keep the building available, accessible and safe for the use of local people and others

Great care was taken throughout the year to ensure the COVID risk assessment was kept up-to-date and all necessary precautions were taken to keep the building free of COVID, alongside providing access to our facilities and activities within the current government guidelines. That we were successful is illustrated by the fact that no-one contracted Covid following interaction with the Centre including staff and volunteers.

We ensured that both the exterior and interior of the Centre have looked welcoming and as attractive as possible, with the community garden tended well and thriving with flowers and vegetables and the interior repainted to include murals and other ways of engaging our visitors.

The Centre continues to be committed to keeping everyone's personal data secure and all staff complete training on GDPR. We worked with K2Services, a local IT company, to check our networks and IT security and set up a public access WiFi. We took delivery of 10 new laptops and 2 iPads kindly sponsored by Red Hat in Farnborough.

To enable a range of educational, training, employment, cultural and recreational activities to take place which respond to the needs of local people, are led by them and where all are made to feel valued and safe

To provide access to advice and information for all sections of the community

To provide excellent services to users

The number of our restricted grants is testimony to the large number of wide-ranging activities, covering all age groups, that we provide.

Our major achievement and success during the year was the establishment of a Youth Centre, in what had previously been a SCC nursery, with open access for 11-19 year olds. It builds upon and replaces SCC's detached youth provision on Sandy Hill and would not exist but for teamwork, the support of SCC in ensuring the nursery was 'fit for purpose' as a centre for young people, and Reaching Communities, who are funding the provision for 5 years. Provision began in January at the Community Centre following a period of detached youth work, whilst the building was being refurbished, with an official opening at the beginning of May.

This facility is of huge importance and significance to the local community, the more so following the lockdowns during the last two years. It has strong and experienced leadership and is already being very well received. Alongside this we continue to run our weekly Girlz Club and with funding from Waverley Borough Council a Boyz Night In will begin early in the next financial year. Holiday activities for the children and young people do not get overlooked and we are working with Active Surrey to ensure these will happen. We were fortunate to have the Mayor of Farnham adopt us as one of her charities during her mayoral year with the result that we received a donation of £4,500 towards away days and weekends for those in the Girlz Club.

Other activities include:

- The Community Cupboard and Fridge thrive and thanks to the staff and volunteers the Environmental Health inspection received the highest possible score. Whilst it plays an important role in reducing food waste it has a more important role to play in providing much needed support for local residents – all of whom are welcome with no questions asked.
- Timebank was reborn as TimetoShare and continues to contribute to supporting individuals and community activities through volunteers giving their time for such.
- The Seniors Group is growing, which is really good news and the Craft Group – Opportunities – is now meeting regularly.
- Swap Shop
- the growing of vegetables for sales and use in cooking and of flowers to bring colour to the garden and ensure the Centre looks welcoming and an attractive space in which to spend time.

Working with others is of great importance to us, in the belief that in this way more can be achieved. As a result, we work with, amongst others:

SHIP (Sandy Hill Inclusive Partnership), WiSH (Women in Sandy Hill), Job Club & WBC, Citizens Advice, Family Centre, Hale Academy, Action for Carers/Surrey Young carers,

Homestart, Surrey Care Trust, Active Surrey, Farnham Maltings, Farnham Health Inequalities Forum, Joint Action Group, Waverley Safer Partnership Task and Finish group, Farnham Youth Practitioners Network, VASWS Farnham Network of charities & voluntary organisations, Farnham Connects, Farnham younger People Task Force.

In all that we do we aim to:

- Improve health and well-being and reduce levels of anxiety, stress, depression and associated ill-health
- Reduce isolation
- Improve confidence and self-reliance
- Improve levels of education, skills and training

And these are achieved only through the hard work and dedication of staff and volunteers. What is achieved, and how, goes far beyond the financial resources we have at our disposal and, as said in previous reports, is significantly contributed to by our dedicated, resourceful, experienced and skilled volunteers, which number about 40. Their contribution of nearly 3,000 hours goes far beyond a financial evaluation of their worth, but it is salutary to note that this is over £38,000.

Our Projects & Engagement Co-ordinator is looking at ways of ensuring we are able to assess the extent to which we are making these differences and that we are achieving the desired impact. In addition, all of our present activities are being assessed to ensure that we are working in partnership with other local organisations to avoid duplication and that a comprehensive programme of opportunities and support is available.

To be financially sustainable and continue to strengthen the management of the Bungalow

We are very grateful to all our funders who made the above activities possible – Waverley Borough Council, Farnham Town Council, South Street Trust, Surrey Community Foundation, Surrey County Council, Lions, Farnham Institute Charity, IDT Systems Ltd, ex Mayor of Farnham, Surrey County Councillor, Co-op.

Our restricted grants enable us to run our projects, but do not in the majority of cases come with sufficient funding to cover all the associated overhead costs. It is essential, therefore, that we are able to raise money by other means. One way is through the hiring out of our space. This clearly proved difficult, and impossible at times, during the last financial year. However, from May 2021 bookings began to pick up with a steady increase throughout the financial year (with a total of £23,476.81), but we have yet to get to the peak achieved in 2019-20 (£28,553). And so the COVID government grants were very welcome in helping to ensure are financial viability.

We are beginning to encourage individual donations and to help we now have a Just Giving page on our website along with a donate button through CAF.

We have now renewed our business plan for the next 3 years with clear strategic and operational objectives which include ensuring we have strong management in place.

PR/Marketing

We recognise the importance of ensuring our local community and potential supporters know what we are doing and have on offer, and how they can support us and why. So we make extensive use of social media, a monthly e-N/L, several WhatsApp groups, our website and local media outlets to keep all informed.

Environment

Through our environment policy we continue to do all we can to support the environment. Clearly our community cupboard and fridge does this through reducing food waste and we have various options for the community to recycle items at the Centre and in all that we do we evaluate how we can reduce our negative impacts on the environment.

FINANCIAL REVIEW**Reserves policy**

The Restricted Funds will be used exclusively to finance the cost of the designated projects as agreed with the funders.

In order to ensure monies are available for refurbishment of the building, in particular replacement of the roof when it becomes due in approximately 12 years' time, it has been agreed to put aside £2,400 per annum into a designated fund.

Trustees have agreed to availability of funds to cover 6 months' operational costs, which at the moment, including the Centre Manager's salary, stand at about £29,000 per annum.

Unrestricted reserves stand at £53,435 thereby providing a surplus of £24,435. We are, however, conscious that in order to sustain our present level of activities we will need to strengthen our staffing infrastructure with an investment of the order of at least £20,000. Room hire, following the pandemic, is picking up but will not cover these extra costs. Aware of this we will, in the coming financial year, be exploring ways of diversifying our income, which is likely to result in an additional investment. Because of these factors, the Trustees consider retention of this additional reserve to be prudent.

PLANS FOR THE FORTHCOMING YEAR

We will begin to implement our new Business Plan and alongside this refresh our fundraising strategy to ensure that we continue to diversify our income in order to ensure financial sustainability going forward. At all times we will continue to ensure that we keep our running costs to a minimum, but not at the expense of a quality service. And importantly we want to ensure that we are able to effectively demonstrate to our funders and all stakeholders that we add value and are making a difference and a positive impact.

RESPONSIBILITIES OF THE TRUSTEES

The Trustees are responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the Board of Trustees on Thursday 2nd December 2021 and signed on its behalf by:

Norma Corkish – Chair of Trustees

Hale Community Centre Ltd
Statement of Financial Activities
Year Ending 31st March 2022

| | 2021-22 | | | 2020-21 | | |
|--|---------------------|----------------|----------------|---------------------|----------------|----------------|
| | Unrestricted Use | Restricted Use | Total | Unrestricted Use | Restricted Use | Total |
| Incoming Resources | | | | | | |
| Grants and Donations | 3,748 | 36,220 | 39,968 | 8,201 | 61,516 | 69,717 |
| Room Hire | 24,368 | | 24,368 | 10,050 | | 10,050 |
| Bank Interest & Sundry Income | 2,310 | 195 | 2,505 | 432 | 25 | 457 |
| Gift Aid | 465 | | 465 | 631 | | 631 |
| HM Government Grants - Covid 19 | 16,000 | | 16,000 | 41,057 | | 41,057 |
| Total Income | 46,891 | 36,415 | 83,306 | 60,371 | 61,541 | 121,912 |
| Expenditure | | | | | | |
| Payroll Costs/Project Management | 29,291 | 10,177 | 39,468 | 26,093 | 5,326 | 31,419 |
| Group Leaders Fees & Expenses | 135 | 15,657 | 15,792 | 0 | 1,570 | 1,570 |
| Childrens Holiday Events & expenses | 0 | 668 | 668 | 0 | 111 | 111 |
| Consultancy Fees | 0 | 1,990 | 1,990 | 0 | 0 | 0 |
| Resources and Equipment | 1,415 | 4,840 | 6,255 | 139 | 3,412 | 3,551 |
| Repairs & Maintenance | 4,768 | 131 | 4,899 | 2,285 | 811 | 3,096 |
| Cleaning | 5,789 | 56 | 5,845 | 1,313 | 2,031 | 3,344 |
| Core Costs Recovery | -5,703 | 5,703 | 0 | | | |
| Other restricted fund expenditure | 0 | 5,894 | 5,894 | 0 | 1,618 | 1,618 |
| Property Costs | 5,818 | 0 | 5,818 | 4,199 | 0 | 4,199 |
| Events & Publicity | 357 | 1,066 | 1,423 | 269 | 69 | 338 |
| IT Costs | 324 | 5,144 | 5,468 | 155 | 482 | 637 |
| Accountancy Fees | 0 | 0 | 0 | 683 | 224 | 907 |
| Total Expenditure | 42,194 | 51,326 | 93,520 | 35,136 | 15,654 | 50,790 |
| Surplus/Deficit for the year | 4,697 | -14,911 | -10,214 | 25,235 | 45,887 | 71,122 |
| Reserves Brought forward 1st April | 70,338 | 63,263 | 133,601 | 43,091 | 19,388 | 62,479 |
| Transfer to Unrestricted Use funds | | | | 2,012 | -2,012 | 0 |
| Reserves Carried forward 31st March | 75,035 | 48,352 | 123,387 | 70,338 | 63,263 | 133,601 |

Restricted Use Funds

| Fund | Brought forward 1st April 2021 | Reallocations | Grants & Donations Received | Expenditure | Carried forward 31st March 2022 |
|---|-----------------------------------|---------------|-----------------------------------|----------------|---------------------------------------|
| Code Club | 5,020 | 181 | | -4,974 | 227 |
| Community Fridge | 7,987 | 11 | 12,059 | -11,032 | 9,025 |
| Community Garden | 406 | | 50 | -117 | 339 |
| Cookery Classes | 959 | | 0 | 0 | 959 |
| Craft Café | 750 | | 1,750 | -607 | 1,893 |
| Girlz Club | 14,937 | | 270 | -6,144 | 9,063 |
| Hale Singalong | 359 | -359 | | | 0 |
| Innovations Community Engagements | 1,780 | -280 | | -1,500 | 0 |
| Job Club | 483 | | 1,775 | -750 | 1,508 |
| Projects & Engagement Coordinator | 25,000 | | | -12,223 | 12,777 |
| Sandy Hill Inclusive Partnership (SHIP) | 2,717 | -242 | 310 | -617 | 2,168 |
| School for Social Enterprise | 0 | | | | 0 |
| Share Store | 18 | -11 | 243 | -250 | 0 |
| Space for You | 0 | | 300 | -300 | 0 |
| Space2Breathe | 844 | | | -844 | 0 |
| Talk & Support | 0 | | 250 | -250 | 0 |
| Technical Support | 181 | -181 | | | 0 |
| Timebank | 424 | | 0 | -54 | 370 |
| Women in Sandy Hill (WISH) | 1,398 | 242 | 0 | 0 | 1,640 |
| Youth Group | 0 | | 20,046 | -11,664 | 8,382 |
| | 63,263 | -639 | 37,053 | -51,326 | 48,351 |

Hale Community Centre Ltd
Balance Sheet
As at 31st March 2022

| | <u>2022</u> | <u>2021</u> |
|---|-----------------|-----------------|
| Current Assets | | |
| Prepayments | 1,356 | 1,221 |
| Debtors | 3,320 | 996 |
| Cash in Bank | <u>120,365</u> | <u>131,498</u> |
| | 125,041 | 133,715 |
| Less: | | |
| Current Liabilities | | |
| Creditors and Accrued Charges | <u>1,655</u> | <u>114</u> |
| Net Current Assets | <u>£123,386</u> | <u>£133,601</u> |
| Representing: | | |
| General Reserve as at 1 st April 2021 | 51,138 | <u>26,291</u> |
| Unrestricted Use Surplus/Deficit - year ended 31 st March 2022 | 4,697 | 27,247 |
| Transfer to provision for major refurbishment | <u>-2,400</u> | <u>-2,400</u> |
| | <u>2,297</u> | <u>24,847</u> |
| General Reserve carried forward | 53,435 | 51,138 |
| Provision for major refurbishment (note 2) | 21,600 | 19,200 |
| Restricted Use Funds | 48,351 | 63,263 |
| Fund Balance as at 31 st March 2022 | <u>£123,386</u> | <u>£133,601</u> |

Notes to the Accounts

- The accounts for the current financial year have been prepared on an accruals basis.
Specifically, amounts due from customers have been included as well as prepayments and creditors.
- A provision for major refurbishment, primarily roof replacement, has been created to set aside funds for this purpose when it becomes due.
An amount of £2,400 should be put aside in each year.