



Hale Community Centre

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 2020**

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 2020

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 2019. 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

Nigel Schoolcraft

Bankers

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

Directors/Trustees

Norma Corkish (Chair)
Nathalie Antoinet (Secretary) - retired October 2019
Hannah Moore - retired October 2019
Carol McFarlane
Simon Porter
Julia Potts - retired October 2019
Stephen Spence
Rebecca Trudgett (Treasurer) - appointed 24.07.19
Tina Whitby

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.

ACHIEVEMENTS AND PERFORMANCE

As a result of the government guidelines relating to COVID-19 the Centre took the difficult decision to close to the public on 23rd March 2020. Up to that point and throughout the year the Centre had hosted a number of community activities. These included the Girlz Club for 11-14 year olds from Sandy Hill, the Community Garden, Singalong, Timebank, Seniors Group, Craft Group and a Code Club. The aims of all of these activities were 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

During the year the Girlz Club began to operate as two groups – one of 1 ½ hours for those girls 11-12 years of age and one of 1 hour for those of 13+. Up to 20 girls registered for the younger group and the size of the older group grew to 8. They were supported by 2 qualified staff members with young and more mature volunteers to provide extra support. Regular sessions included craft, drama, budgeting, healthy eating with cookery, with occasional talks from inspirational women and other topics as identified through discussion with the girls. There were opportunities for them to talk one-to-one with a youth worker or volunteer about anything that might be concerning them and help was provided as necessary to enable them to access more specialised help. Funding was

provided by the Tampon Tax Community Fund, Surrey Community Foundation, the local County Councillor and South Street Trust.

The community garden continued to develop well under the oversight of our horticultural adviser and our band of volunteers, and developed further the partnership with a group of women from Sandy Hill (WiSH), part of SHIP (Sandy Hill Inclusive Partnership), who took on the painting and planting of a boat, which took central place in the garden. The garden provided produce for sale, for cookery sessions held during school holidays, for the Girlz Club and for, amongst others, the Seniors Group. But in addition, and importantly, it also provided an oasis of colour and calm for all those visiting the Centre. As a result of the efforts and support of all, the garden was awarded Level 4 (Thriving) in the RHS and South and South East in Bloom. Funding was received from Farnham Town Council and the Farnham Institute Charity.

Singalong, bringing together people from all part of the Hale community, continued to meet every last Friday of the month with 12-15 regular attendees. The Timebank continued to provide exchanges of support within the local community with members offering to help with, amongst other things, shopping trips, gardening and IT support. The popularity of the Seniors Group continued with a regular once a week meeting for up to 16 members, helping to successfully reduce isolation and create camaraderie and peer support. A regular craft afternoon is well attended with a wide range of skills being tried from felting to canal boat decoration. In January a Code Club was started for 9-14 year olds run by volunteers on a Saturday morning and proved to be very popular.

The Centre's facilities have been used on a regular basis by SHIP (Sandy Hill Inclusive Partnership), a local church for a youth club for 7-11 year olds and for a 'church on the hill', whilst Waverley Job Club have provided weekly support and the local Citizens Advice have remained available for those in need. In addition, Hale Children's Centre up until the end of the summer term, when it became a Family Centre, continued to use the main hall on a regular basis for local preschool children and their parents. We have also hosted Surrey's first Warm Hub where local residents could come and get advice on reducing their household bills and compare costs of utilities to ensure they were on the best deal. An increasing number of local groups made use of our space by hiring it, which resulted in an increase in income from this source.

Working in partnership and networking with our key local organisations within our community continues to be of great importance to us. As a result of contact with our local Clinical Commissioning Group we obtained funding to enable us to engage with Sandy Hill residents with the goal of identifying community activities and services which would improve health and wellbeing outcomes. This work will be completed as soon as the lifting of restrictions on social distancing takes place. We have also continued to network and work in partnership with other key organisations other than those already mentioned – Hale Network, Farnham Locality Patient Group, our local schools and local authorities.

Communication with our audiences is through a number of channels – social media, our website and twice-yearly newsletters – much of which is supported by volunteers.

We are very grateful to all our funders who make the above activities possible – Waverley Borough Council, Farnham Town Council, Surrey County Council, Tampon Tax Community Trust, Lions, Farnham Institute Charity, Hale Carnival, Farnham and North East Hants Clinical Commissioning Group, Red Hat Cares. We also rely very much on volunteers, without whom so much of what we achieve would not be possible. We have a core of 10 volunteers who, together, contributed something like 250 hours over the year.

We were fortunate that our Centre Manager was successful in applying for a place on a Community Business Trade Up programme run by Power to Change and the School for Social Entrepreneurs. The course provided a great learning opportunity to grow the organisation's trading and to develop our Manager's knowledge, skills and network. It also offered up to £10,000 match funding for increases in trading income for the period June 2019 – 2020, which were successfully achieved. In order to ensure that our Manager could continue to network and support our projects, additional part-time administrative support was provided part way through the year.

And of special note is that we were fortunate to be chosen by the Mayor of Farnham Town Council as one of her two charities of the year, which gave us opportunities for raising our profile and additional funds.

FINANCIAL REVIEW

Total income for the year amounted to £58,278 compared to £45,879 in the previous year. However, there was a small loss for the year on unrestricted expenditure over income of £860.00. At the end of the year free reserves stood at £43,091, providing something of a buffer against the potential negative impact of COVID-19.

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 14 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 £22,000 per annum.

BUSINESS REVIEW AND PLANS FOR THE FORTHCOMING YEAR

As always there will be challenges and opportunities to face. Income from lettings will be considerably down for the forthcoming year as a result of COVID. We were, however, fortunate to receive a Retail, Hospitality and Leisure Grant Fund (RHLGF) of £25,000 based on our rateable value and a member of staff agreed to reduce her hours as we were unable to take advantage of the furlough scheme. In addition, some activities have developed during lockdown and some funding for these has been received. We also anticipate that we will receive some income from lettings. All of this alongside the level of our free reserves gives us confidence that, as things stand, we are financially secure.

Some of the activities developed during lockdown will continue and will provide additional ways in which we can support our local community. We are also looking to expand our provision for young people and will continue to strengthen governance through the review of the Board and recruitment of new trustees with appropriate skills and experiences to help ensure the future sustainability of the Centre.

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

and signed on its behalf by:

Norma Corkish – Chair of Trustees

Hale Community Centre Ltd
Statement of Financial Activities
Year Ending 31 March 2020

	2019-2020			2018-2019		
	Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds
Incoming Resources						
Voluntary Income						
Grants and Donations	8,328	22,543	30,871	6,281	18,178	24,459
Activities to Generate Funds						
Room Hire	28,553	(1,376)	27,177	21,174	0	21,174
Investment Income						
Bank Interest & Sundry Income	230	0	230	246	0	246
Total Incoming Resources	37,111	21,167	58,278	27,701	18,178	45,879
Resources Expended						
Payroll Costs	23,954	3,283	27,237	15,496	0	15,496
Garden equipment and administrative Costs	12	738	750	0	1,663	1,663
Group Leaders Fees & Expenses	0	6,268	6,268	0	3,972	3,972
Childrens Holiday Events & expenses	0	2,773	2,773	0	2,602	2,602
Other restricted fund expenditure	0	1,068	1,068	0	4,478	4,478
Property Costs	13,097	0	13,097	20,831	0	20,831
Events & Publicity	511	265	776	720	0	720
IT Costs	397	163	560	199	0	199
Total Resources Expended	37,971	14,557	52,528	37,246	12,715	49,961
Net incoming/(outgoing) resources	(860)	6,610	5,750	(9,545)	5,463	(4,082)
Gross Transfers Between funds	0	0	0	0	0	0
Net Movement in Funds	(860)	6,610	5,750	(9,545)	5,463	(4,082)
Reserves Brought Forward 1 April	43,951	12,778	56,729	53,496	7,315	60,811
Total Funds Carried Forward 31 March	43,091	19,388	62,479	43,951	12,778	56,729

Restricted Funds

	Brought forward 1 April 2019	Grants & Donations Received	Rental transfers	Expenditure	Transfer between funds	Carried forward 31 March 2020
Code Club	0	20	0	0		20
Community Garden	371	329	0	(498)		202
Cookery	0	1,422	0	(463)		959
Girlz Club	4,256	9,298	(287)	(5,956)	203	7,311
Hale Singalong	359	72	(66)	(7)		359
Innovations Community Engagements	0	2,000	0	(145)		1,855
Job Club	518	800	(855)	0		463
People Health Trust City Garden	0	0	0			0
Sandy Hill Inclusive Partnership (SHIP)	3,901	3,816	(30)	(3,898)		3,789
School of Social Entrepreneurs	0	4,750	0	(1,857)		2,893
Technical Support	185	0	0	(4)		181
Timebank	537	36	0	(115)		458
Women in Sandy Hill (WISH)	2,448	0	(138)	(1,614)		696
Youth Group	203	0	0	0	(203)	203
	12,778	22,543	(1,376)	(14,557)	0	19,388

Hale Community Centre Ltd
Balance Sheet
As at 31 March 2020

	<u>2020</u>	<u>2019</u>
Current Assets		
Prepayments	2,752	750
Debtors	4,414	2,745
Cash in Bank and in hand	<u>55,409</u>	<u>54,179</u>
	62,575	57,674
Less:		
Creditors: amounts falling due within one year		
Creditors and Accrued Charges	96	945
Net Current Assets	<u><u>£62,479</u></u>	<u><u>£56,729</u></u>
Funds of the Charity		
General Reserve as at 1 April 2019	29,551	41,496
Unrestricted Use Deficit - year ended 31 March 2020	860	
Transfer to provision for major refurbishment	<u>2,400</u>	
	<u>3,260</u>	<u>11,945</u>
General Reserve carried forward	26,291	29,551
Provision for major refurbishment (note 2)	16,800	14,400
Restricted Use Funds	19,388	12,778
Fund Balance as at 31 March 2020	<u><u>62,479</u></u>	<u><u>£56,729</u></u>

HALE COMMUNITY CENTRE LTD
(formerly Sandy Hill Community Bungalow)

NOTES TO THE ACCOUNTS

FOR YEAR ENDED 31st MARCH 2020

Notes to the Accounts

1. 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.
2. 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 of the forthcoming 14 years