



**Holger Marsen's Report as Chairman for the Annual General Meeting
for the financial year of January 1st 2019 to December 31st 2019.**



As Vice Chairman, I took over as Interim Chairman when Doreen Paterson (Chairman, Trustee and Centre Manager) died on 6 November 2019. We all – that is the Trustees and our users – miss her tremendously. Doreen ran the Old Woking Community Centre with a vision of the community for the community.

The permanent position of Chairman will be decided upon at the next AGM.

With the help of many of our Trustees, we have managed to gain a few new hirers. Six halls are not easy to fill as we cannot have, for example, Tap Dancing on the first floor when Whist or Bridge are played below or Opera next to Meditation. Our most popular halls are the Main Hall and the Elizabethan Hall. Dance is our most popular activity, whilst Yoga and Meditation are also popular. On Tuesdays we host a local branch of the Surrey Library, an IT Suite in the Shackleford Hall and the Chinese Society in the Main Hall. Our Library also has Chinese adult books. Over the weekend it is mainly parties for children and adults together with dance groups, theatre, a Gospel church and opera shows.

There are many who help keep the Centre running: the Trustees, the three library volunteers, the three computer volunteers, the two toddler group volunteers as well as our one paid morning cleaner, who services the Centre and the building with utmost care and dedication. A massive “thank you” to all these people.

We are hoping to create a partnership with Woking College who need more space. This would help us financially and make more use of the Old Woking Community Centre during the day time. These discussions are on-going.

This report has been written in April 2020 for the Annual General Meeting scheduled for 30 April 2020 but the Annual General Meeting has had to be postponed because of the coronavirus crisis. This report and the report to the Charities Commission will be placed on-line before the deadline date of 31 October and the Annual General Meeting will happen in some form dependent on the advice of the Government at this difficult time.

Signed:

A handwritten signature in black ink, appearing to read 'Holger Marsen', enclosed in a thin black rectangular border.

(Holger Marsen --- Interim Chairman)

Trustees of the Old Woking Community Centre

(hereafter known as the OWCC)

Annual Report for the Charities Commission

for the financial year of January 1st 2019 to December 31st 2019.

| Objectives and Activities | | |
|---------------------------|--|---|
| 1. | Summary of the purposes of the charity as set out in its governing document | <ul style="list-style-type: none"> • The charity's objectives are the provision of facilities to advance education, for recreation and for other leisure-time occupation in the interests of social welfare with the objective of improving the conditions of life for the inhabitants of the Hoe Valley Ward of Woking Borough Council (hereafter called the Area of Benefit). • To maintain and manage Old Woking and District Community Centre for the benefit of residents of the Area of Benefit. • To promote community development and the advancement of the voluntary sector within the area of benefit for the benefit of its residents. |
| 2. | Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | <ul style="list-style-type: none"> • The use of the halls for hire for social activities for the local residents that are approved by the Trustees (clubs, societies, groups, dance, Sunday religious meetings of any faith, birthday parties...) and meet the purposes of the charity as written in note 1. • The use of the halls for hire for educational activities for the local residents that are approved by the Trustees (cubs, scouts, girl guides, English as a foreign language....) and meet the purposes of the charity as written in note 1. • The use of the halls for no hire or reward for the activities for the local residents that are approved by the Trustees (eg committee meetings held on behalf of other local charities) and meet the purposes of the charity as written in note 1. |
| 3. | Statement confirming whether the Trustees have had regard to the guidance issued by the Charity Commission on public benefit | <p>The Trustees have paid due regard to guidance issued by the Charities Commission in deciding what activities the charity should undertake.</p> <p>The Trustees are also responsible for the preparation of the accounts for the financial year having had the accounts examined by a person with accountancy/financial training and occupation. The Trustees consider that an audit is not required under section 144(2) of the Charities Act 2011 (the 2011 Act) that an independent examination is needed and has been satisfactorily concluded for the financial year in question.</p> |
| Additional information | | |
| 4. | Policy on grant making | <p>The OWCC does not make grants to other charities or organisations.</p> <p>However, during the year, the Trustees have approved the free use of our halls to other charities for their committee meetings, some free hall use for social functions to the local residents by local charities and £100 towards certain printing costs incurred by local churches for the annual Fun Day for the local residents.</p> <p>The OWCC did receive a £10,000 from the National Lottery in January 2019 for repairs to the flat roof and to painting and repair of the fascia boards.</p> |

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| 5. | Policy on social investment including program related investment | N/A |
| 6. | Contribution made by volunteers | <p>Occasional small financial donations are given to the OWCC by users and volunteers.</p> <p>However, the greatest contribution made by the volunteers is their time, energy, enthusiasm and good-heartedness. For example:</p> <ul style="list-style-type: none"> • All the Trustees are volunteers • The office management team are all volunteers • The local on-site library is run by three volunteers • The local on-site Internet Café is run by three volunteers • Some of the evening activities are run by volunteers. • Much of the day to day “jobs” and DIY are undertaken by Trustees and other volunteers <p>It is true to say two very important observations:</p> <ul style="list-style-type: none"> • There is only ONE paid person within the OWCC and she is the morning cleaner. • Without the time, energy, enthusiasm and good-heartedness so freely given by our Trustees and other volunteers, the OWCC would not be able to exist as it is now. |
| 7. | Other | <p>The OWCC has a floor area (within its six halls, two meeting rooms and an artificial turf outdoor space) of about 720 square metres (the equivalent of 12 cricket pitches) as well as 44 abled car parking spaces and three disabled car parking spaces.</p> <p>The OWCC has three pairs of toilets (male and female), one disabled toilet and disabled access with a ramp and a door wide enough for wheelchair access.</p> <p>On top of this, there are several storage rooms and cupboards and a raised stage of 45 square metres suitable for productions.</p> <p>The building has three dedicated fire exits with crash bars as well as three further entrances/exits for use by all users.</p> <p>All in all, the OWCC is one of the largest and one of least expensive community centres in the whole of Surrey.</p> |
| Achievements and Performance | | |
| 8. | Summary of the main achievements of the charity, identifying the difference the charity’s work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | <p>Please refer to Note 2 and it is fair to say that without the availability of the halls that we have at our disposal for the use by our local residents, many/most of these meetings and activities would not be able to go ahead as planned as:</p> <ul style="list-style-type: none"> • Our hall hire rates are amongst the lowest (if not the lowest) in the area so local groups would have to pay more elsewhere and would then, probably, have to charge their members more. • Other local halls may not have the capacity that we have and these local groups may find it difficult to find alternative venues. |
| Additional information | | |
| 9. | Achievements against objectives set | N/A |
| 10 | Performance of fundraising activities against objectives set | N/A |
| 11 | Investment performance against objectives | N/A |
| 12 | Other | As stated before in Note 1, we are part of the local community and we aim to help the local community in any way that we can. |
| Financial Review | | |

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| 13 | Review of the charity's financial position at the end of the period | <ul style="list-style-type: none"> • Income from the hire of our halls: £46,258.58 • Income from gifts and donations: £85.00 • Grant for maintenance: £10,000.00 • Total incomings: £56,343.58 <ul style="list-style-type: none"> • Total expenditure (further details attached) £56,165.94 • Interest received from the Savings Account: £18.47 • Profit/Loss therefore: + £196.11 |
| 14 | Statement explaining the policy for holding reserves stating why they are held | <p>It is the Trustees' view that the reserves should provide the charity with adequate financial stability and the means for it to meet its charitable objectives for the foreseeable future. There was no formal reserves policy prior to 2012 so reserves had been run down to an inadequate level.</p> <p>The Trustees propose to increase the charity's reserves to a level which is at least equivalent to three months operational expenditure, and have done so having regards to its manner of operation of likely funding streams. The Trustees are simultaneously working towards a buildings reserve fund for future major repairs or replacement of the boiler or roof, both of which could be in excess of one year's annual expenditure. The cost for full roof replacement will be £60,000 at current costs as reserves will work towards this figure.</p> <p>The management committee review the amount of reserves that are required to ensure that they are adequate to fulfil the charity's continuing obligations on a bi-monthly basis at their meeting.</p> |
| 15 | Amount of reserves held | Based on Note 14, a sum of £20,000 is designated as our reserves. |
| 16 | Reasons for holding zero reserves | N/A |
| 17 | Details of fund materially in deficit | N/A |
| 18 | Explanation of any uncertainties about the charity continuing as a going concern | <ul style="list-style-type: none"> • All charities which rely on funding from users and from grants face an uncertain financial future. • The Trustees address this by reviewing the hall hire charges on an annual basis and, where appropriate, raise these charges. • The Treasurer provides detailed financial reports at every two-monthly Trustees meeting for scrutiny and discussion. • Based on the above, the Board of Trustees are confident that we will be financially viable as we enter the next financial year. |
| Additional information | | |
| 19 | The charity's principal sources of funds (including any fundraising) | The vast majority of income comes from the hire of our halls and we do, when necessary, apply for grants for large repair and replacement such as a new flat roof. |
| 20 | Investment policy and objectives including any social investment policy adopted | N/A |
| 21 | A description of the principal risks facing the charity | <ul style="list-style-type: none"> • The increased maintenance costs of this building which was opened in 1961. • The rising costs of running such a large and energy inefficient building in terms of all utilities and cleaning costs. • Vandalism. • The diminishing number of people willing to be volunteers. • The absence of "staff" on site in afternoons and evenings. |

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| 22 | Other | <p>The examination of the accounts for the financial year was carried out in accordance with the general directions given by the Charities Commission.</p> <p>This examination included a review of the accounting records kept by the Charity and a consideration of any unusual items or disclosures in the accounts and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a “true and fair view” and the report is limited to those matters set out in the statement below.</p> <p>Independent examiner’s statement: In connection with my examination, no matter has come to my attention:</p> <p>(a) which gives me reasonable cause to believe that in any material requirements:</p> <p>(i) to keep accounting records in accordance with section 130 of the 2011 Act; and</p> <p>(ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act:</p> <p>have not been met; or</p> <p>(b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p> |
| Structure, Governance and Management | | |
| 23 | Type of governing document (trust deed, royal charter) | Constitution as can be found on our website at: http://www.oldwokingcommunitycentre.co.uk/about-us/our-constitution/ |
| 24 | How is the charity constituted? (e.g unincorporated association, CIO) | CIO |
| 25 | Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more Trustees | Elected at the AGM (which is open to all local residents) as detailed within the Constitution. |
| Additional information | | |
| 26 | Policies and procedures adopted for the induction and training of Trustees | <p>The Office Manager(s) will introduce new trustees to the position and a different current trustee provides new trustees with Charity Commission documents on responsibilities of trustees as well as answering any queries new trustees have.</p> <p>Since November 2019 (the sad passing away of Mrs Doreen Paterson), there have been no persons approached to become trustees as it is felt that the current number (of eight trustees) is sufficient to maintain and further the objectives of the OWCC.</p> |
| 27 | The charity’s organisational structure and any wider network with which the charity works | <p>The OWCC is structured as such:</p> <ul style="list-style-type: none"> • Please refer to Note 34. • The general day to day running of the Centre is undertaken mainly by four of the Trustees --- Mr Hay, Mr Johns, Mr Marsen and Mrs Nunn. These four Trustees are responsible for the hall bookings, the financial side of all transactions, general maintenance together with the |

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| | | <p>employ of professions, the security/locking up of the Centre and the maintenance of good clean order --- including overseeing the paid morning cleaner.</p> <ul style="list-style-type: none"> • The other Trustees attend the regular two-monthly trustee meetings and advise and action on issues then and in between if required. |
| 28 | Relationship with any related parties | <p>There are no official relationships with other charities or organisations except for those already mentioned above.</p> <p>However, we do have close working links with the local residents who hire our halls because we are part of this local community and we aim to serve the local community as already detailed above.</p> |
| 29 | Other | |
| Reference and Administrative details | | |
| 30 | Charity name | Old Woking Community Centre |
| 31 | Other name the charity uses | Old Woking and District Community Centre |
| 32 | Registered charity number | 1164738 |
| 33 | Charity's principal address | Sundridge Road Kingfield, Woking, GU22 9AT |
| 34 | Names of the charity Trustees who manage the charity | <p>Trustees with office for the entire financial year: Mr Holger Marsen (Interim Chairperson) Mrs Tracey Nunn (Secretary) Mr Ian Hay (Treasurer)</p> <p>Committee members for the entire financial year: Mr William Forster Mrs Peggy Goring Mrs Christine Grant Mr Norman Johns Mrs Louise Morales and Mrs Doreen Paterson (Chairperson between January 1st until November 6th 2019 --- deceased)</p> |
| 35 | Office (if any) | As above in note 34. |
| 36 | Dates acted if not for whole year | As above in note 34. |
| 37 | Name of person (or body) entitled to appoint trustee (if any) | The appointment of Trustees is through an election at the AGM (which is open to all local residents) as detailed within the Constitution. |
| Reference and Administrative details | | |
| 38 | Corporate Trustees – names of the directors at the date the report was approved | N/A |
| 39 | Name of Trustees holding title to property belonging to the charity | N/A |
| 40 | Funds held as custodian Trustees on behalf of others | N/A |
| 41 | Description of the assets held in this capacity | The building and the contents within are owned by the OWCC on a lease. |
| 42 | Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | N/A |

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| 43 | Details of arrangements for safe custody and segregation of such assets from the charity's own assets | N/A |
| Additional information | | |
| 44 | Names and addresses of advisers | N/A |
| 45 | Name of chief executive or names of senior staff members | N/A |
| 46 | Exemptions from disclosure Reason for non-disclosure of key personnel details | N/A |
| Declarations | | |
| 47 | <p>The Trustees declare that they have approved the Trustees' report above.</p> <p>With signature(s)</p> <p>With full names</p> <p>With position (eg Secretary, Chair, etc)</p> | <p>The Trustees declare that they have approved the Trustees' report above.</p> <p>Mr Holger Marsen (Interim Chairperson)</p> <p>Mrs Tracey Nunn (Secretary)</p> <p>Mr Ian Hay (Treasurer)</p> <p>Mr William Forster</p> <p>Mrs Peggy Goring</p> <p>Mrs Christine Grant</p> <p>Mr Norman Johns</p> <p>Mrs Louise Morales</p> <p>Signed on behalf of the Trustees</p>  <p>(Holger Marsen --- Interim Chairman)</p> <p>Date: 23-4-2020</p> |

Further attachments below:

- A detailed examination of the accounts from the financial year of 2019.
- The report from the independent examiner of the accounts from the financial year of 2019.

Continued below

A detailed examination of the accounts for the financial year of 2019.

INCOME

| | |
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| Lettings, Deposits, Hires | £46,258.58 |
| Donations | £85.00 |
| Events | £0.00 |
| Reversed payments/Refunds | £0.00 |
| Grants | £10,000.00 |
| TOTAL | £56,343.58 |

EXPENDITURE

| | | |
|----------------------------|---------------------------|-----------------|
| Personnel | Wages | £6,898.98 |
| | HMRC & National Insurance | £0.00 |
| | Pension | £351.50 |
| | Training | £0.00 |
| Utilities | Gas | £6,395.80 |
| | Electricity | £3,228.00 |
| | Water & Sewage | £1,131.00 |
| Running costs | Maintenance/Repairs | £10,757.76 |
| | Night Cleaning | £7,032.95 |
| | Cleaning supplies | £1,024.73 |
| | PHS (sanitary supplies) | £482.60 |
| | Pump Services | £0.00 |
| | Waste & Recycling | £3,386.19 |
| | Window Cleaning | £575.00 |
| | Security & Fire | £3,120.52 |
| | BT Phone & Internet | £2,154.66 |
| | Music Licence | £408.62 |
| | Insurance | £5,016.95 |
| | Others | Office Supplies |
| Equipment | | £379.77 |
| Audit of Accounts | | £740.70 |
| Legal | | £0.00 |
| Advertising | | £0.00 |
| Office Expenses | | £57.88 |
| Ground Rent/payroll to WBC | | £142.11 |
| Events | | £0.00 |
| Donations | | £117.00 |
| AGM Costs | | £90.47 |
| Repaid deposits | | £1,600.00 |
| Any others | | £51.00 |
| Bank Charges | | £202.02 |
| | | |
| | Total | £56,165.94 |

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| Difference between Income & Expenditure | + £177.64 |
| Savings account interest | + £18.47 |
| Jan 1st 2019 Chequing Account Bank Balance | £6,469.65 |
| Dec 31st 2019 Chequing Account Bank Balance | £6,647.29 |
| Jan 1st 2019 Savings Account Balance | £32,569.65 |
| Dec 31st 2019 Savings Account Bank Balance | £32,588.12 |
| Jan 1st 2019 Bank Totals | £39,039.30 |
| Dec 31 st 2019 Bank Totals | £39,235.41 |
| Profit or Loss in 2019 | + £196.11 |

Continued below

Independent Examiner's Report for the accounts for the Old Woking Community Centre for the financial year 2019.

I am reporting on the accounts of the Old Woking Community Centre (hereafter known as "OWCC") for the financial year between January 1st 2019 and December 31st 2019, which are set out on the attached pages.

The accounts have been presented by Mr Ian Hay (treasurer and trustee of the OWCC) and have been agreed to by a meeting of the trustees.

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| Signed:  | Name: Ian Hay | Date: 21-1-2020 |
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Respective responsibilities of said members and examiner.

- The OWCC members (the collective responsibility of the Trustees of the OWCC) are responsible for the preparation of the accounts. My responsibility is to examine the accounts and state whether particular matters have come to my attention.

Basis of independent examiner's report

- An examination includes a review of the accounting records kept by the OWCC and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as OWCC members concerning any such matters.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which, therefore, gives me reasonable cause to believe that, in any material respect, the requirements to keep accounting records and to prepare accounts which accord with the accounting records have been met.

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| Signed:  |
| Name: Elizabeth Uden |
| Address: 32 Westfield Av Woking GU22 9PH |
| Date: 21 st Jan 2020 |