

**REGISTERED COMPANY NUMBER: 5741983 (ENGLAND and WALES)**  
**REGISTERED CHARITY NUMBER: 1114119**

**Report of the Trustees and**  
**Financial Statement for the Year Ended 31<sup>st</sup> March 2021**  
**For**  
**Rowleys Centre for the Community Ltd.**

**Rowleys Centre for the Community Ltd.,  
Report of the Trustees  
for the Year Ended 31<sup>st</sup> March 2021**

The Trustees who are also directors of the charity for the purpose of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31<sup>st</sup> March 2021. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**Reference and Administrative details.**

**Registered Company Number**

5741983 (England and Wales)

**Registered Charity Number**

1114119

**Registered Office**

Rowleys Centre for the Community Ltd.,  
Victoria Road,  
Cranleigh,  
Surrey. GU6 8NT

**Trustees**

Patricia Ellis

Chairman & Trustee since November 2019

Anne Warzee

Secretary & Trustee since November 2019

Carol Franklin-Adams

Trustee since December 2019

Rosemary Burbridge

Trustee since December 2019

Victoria Theobald

Trustee since March 2020

**Bankers**

Lloyds Bank  
PO Box 1000  
Andover,  
BX1 1LT

The Redwood Bank  
The Nexus Building,  
Broadway,  
Letchworth Garden City,  
Herts, SG6 3TA.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT.**

### **Governing document**

Rowleys Centre for the Community Ltd., is a company limited by guarantee (Company No. 05741983) and a registered charity (Charity number 1114119).

The company changed its name from Age UK Waverley and purpose at Companies House on 22<sup>nd</sup> June 2016 to become Rowleys Centre for the Community Ltd., and with the Charity Commission on 27<sup>th</sup> January 2017. It is governed by its Memorandum and Articles of Association.

### **Induction and Training of new trustees**

No new trustees joined the Board during the relevant period.

However, the policy relating to the position of new trustees has been reviewed and updated where necessary.

### **Organisational structure**

The charity is governed by its Board of Trustees. The Board met regularly throughout the year although due to the pandemic, meetings were sometimes conducted via the Zoom facility.

Trustees are elected for three year terms and are eligible for re-election save that the chairman may only serve for a maximum of six years in that role. Only Members may be elected as Trustees and Trustees are usually chosen for their ability to support the various aspects of the Charity's objectives.

Decisions are made by a majority of Trustees attending a meeting unless regarded by the Board as fundamental to the objectives of the Charity when a unanimous vote is required.

### **Partnership Working**

Rowleys primary partnership is with Waverley Borough Council, which has been enormously supportive in helping the organisation to achieve its goals. Rowleys is actively seeking to work collaboratively with other local voluntary organisations and a closer connection has been achieved with the other Community Centres in Waverley. Due in part to the increasing number of elderly and vulnerable residents in Cranleigh and the wider area served it is increasingly important that Rowleys continues to provide the service and the charity is actively working towards a more inclusive and wider provision of services for the benefit of members.

In partnership with the Borough Council, Rowleys continued throughout the year to deliver a hot freshly cooked lunch and prepared teas to residents on Mondays to Fridays with frozen lunches and puddings delivered on Fridays for the weekend.

### **Investment in Staff Training**

Relevant training in First Aid, Care Provision, Food Management and Health and Safety are provided. Two members of staff upgraded their Food Management training during the year.

### **IT**

The Xero accounting package is currently in use and staff will receive further training from Oakwood Cranleigh Ltd.

The contract to provide support for Rowleys very basic IT system has been cancelled and savings have been achieved by using the service of a local business on an 'as required' basis.

### **Client Information**

All client information is stored in accordance with Data Protection.

### **Outcomes Monitoring**

Outcomes were monitored and full details were provided to Waverley Borough Council as required, particularly those relating to the Service Level Agreement and Community Meals Service.

### **Additional Sources of Revenue**

The need for additional funding is recognised and Rowleys has continued to apply to grant funding organisations, unfortunately with limited success.

The hire of rooms within the Community Hub for use by local organisations and associated voluntary organisations has not been as successful as had been hoped and despite extensive advertising, the take up of the Community Meals Service has been limited.

Marks and Spencer in Cranleigh has continued to donate food and flowers to Rowleys, and much of the food is used by our cooks to provide meals or is purchased along with donated flowers by members at a greatly reduced price providing a very welcome and much needed source of income.

Rowleys has been extremely grateful to receive a number of donations from local organisations and retailers.

### **Risk Management**

The major risk identified for the future of Rowleys is the difficulty in obtaining sufficient funds to meet increasing demands and the failure to develop the Community Meals Service, which is considered to be a service vital to vulnerable members of the community but is not self-funding.

The trustees have been made aware that the Service Level Agreement with Waverley Borough Council has come to an end and a new funding, commissioning regime for the financial period 2022/2023 is under serious consideration, which is of concern.

The Trustees are conscious that the reserve funds held by the charity are very limited and significantly less than is advised by the Charity Commission. Due to the continuing restrictions imposed as a result of the pandemic this situation has not greatly improved but is under constant review.

### **Diversity**

The charity actively supports people with disabilities whether physical or mental and operates in an unprejudiced manner that encourages all people whatever their race, religion, belief, gender or sexual orientation, to enjoy the services or to volunteer to work with Rowleys.

### **Openness and accountability**

The charity operates in such a way that is open and transparent and is accountable in its' dealings with all.

## **Supporters and Volunteers**

The Trustees wish to thank all members, volunteers and fundraisers most sincerely for their continuing support during this very challenging year and also wishes to thank and register its appreciation to Waverley Borough Council, The Cranleigh Lions, The Rotary Club of Cranleigh, St Nicolas Church, the Cranleigh Community Fund and other local organisations and retailers, individual residents and members for their encouraging practical assistance and very generous donations to Rowleys.

## **OBJECTIVES AND ACTIVITIES**

### **Public Benefit**

The Trustees confirm that they have complied with the Charities Act 2011 and have given due regard to the Charity Commission's general guidance on public benefit.

The Trustees believe that whilst complying with the limitations imposed by the COVID restrictions Rowleys continued to benefit the community of Cranleigh and the wider Cranfold area and achieved its main objective to promote the care and well-being of older people, focusing on practical services and help for the increasingly elderly population.

A number of retail outlets and traders in Cranleigh offer Rowleys members a generous discount.

## **ACHIEVEMENT AND PERFORMANCE**

Until its enforced closure in March 2020, Rowleys continued to provide a wide range of entertainment, outings and holiday trips. Members regularly enjoyed activities such as bingo, new age kurling, painting classes, music appreciation and chair-based exercises classes in warm, comfortable and very pleasant surroundings, where freshly cooked and nutritious lunches and snacks, teas and coffees are readily available.

During the year staff, trustees and volunteers kept in touch by telephone with as many members as possible and supplied books, jigsaw puzzles and knitting wool etc., for entertainment. Rowleys loaned out wheelchairs, walking frames and other equipment to assist residents and when permitted by the restrictions, Rowleys opened the chiropody and hairdressing services and provided in-house lunches for a restricted number of members, some of whom were suffering from loneliness and isolation.

Recognising the importance of the home delivery service of a hot and nutritious meal with the added benefit of regular contact with the elderly and vulnerable residents in Cranleigh and the wider area who are unable for whatever reason to get to the centre, Rowleys continued to provide meals under the Community Meals Service and has been grateful to the Borough Council for its continuing support.

The volunteer drivers who delivered the meals, often in difficult situations and circumstances, were extremely kind and thoughtful and on a number of occasions reported back concerns for the welfare of recipients, which were immediately followed up. Rowleys continues to be very grateful to the volunteer drivers who delivered the meals, sometimes in difficult weather condition.

## **FINANCIAL REVIEW**

The overall income for the financial year ending 31<sup>st</sup> March 2021 was £134,413.

The overall expenditure for the financial year ending 31<sup>st</sup> March 2021 was £120,634  
The overall result for the financial year ending 31<sup>st</sup> March 2021 was £13,779

Rowleys Centre for the Community has been part funded on an annual basis by Waverley Borough Council and the trustees were extremely grateful to be awarded a grant of £55,000 for the relevant financial year 2020 – 2021 and also for the financial year 2021 - 2022.

However, Rowleys has been made aware that the three-year Service Level Agreement has come to an end and the funding of voluntary organisations and charities is under review and could be reduced or removed altogether.

The grant is normally supplemented by fund raising which has proved to be very difficult during the current circumstances and with the centre largely closed to members for much of the year, the events, activities and provision of services, which have in the past brought in an income that has supplemented the grant, have had to be cancelled.

In accordance with the recommendation of the Charities Commission and the agreed reserves policy the trustees believe that it would be financially prudent to reserve a minimum of three months running costs so that should funding be unavailable for any reason the Charity could continue to operate for a period of time whilst seeking alternative funding and without curtailment of its services.

The trustees are mindful of the limited reserves held by the organisation and this continues to be of serious concern and under constant review.

The residue of the donation from the Friends of Rowleys for the employment of a manager is currently held in a separate bank account.

As at 31<sup>st</sup> March 2021 the reserves of Rowleys were £69,640 including the sum of £12,180 being the residue of the donation from the Friends of Rowleys.

Approved by order of the Board of Trustees on 8th November 2021 and signed on its behalf by:

*Patricia Ellis*

.....

Patricia Ellis – Chairman

**Rowley's Centre for the Community Ltd****INCOME AND EXPENDITURE ACCOUNT****For the Year Ending 31st March 2021**

<b>Income</b>	<b>2021</b>	<b>2020</b>
Donations	5,790	24,788
Grants	55,000	95,813
Covid Support Grants	18,000	0
Other Income	16,316	5,403
Fund Raising	0	5,296
Food	2,843	44,079
Membership	110	4,105
Trips & Activities	-1,794	16,798
Room Rental	8,334	10,874
Community Meals Service	29,751	18,970
Interest	63	162
<b>Total</b>	<b>134,413</b>	<b>226,288</b>
<b>Expenditure</b>	<b>2021</b>	<b>2020</b>
Salaries, Recruitment & Payroll Costs	50,469	94,440
Training & Subscription	72	217
Food Expenses (Inhouse)	1,023	31,476
CMS - Salaries	34,226	0
CMS - Food & Purchases	10,754	0
CMS Travel Costs	645	0
Activities, Trips & Entertainment	60	23,894
Telephone	527	676
Premises Rent & Utilities	9,174	22,216
Premises Repairs & Replacements	4,395	5,204
Postage & Stationery	1,295	1,152
Advertising	124	84
Insurances	1,134	2,355
Repairs & Renewals	802	3,199
Accountancy & Bookkeeping Fees	3,410	6,752
IT Software and Consumables	1,836	1,277
Bank Charges	435	612
General Travel Expenses	253	0
Bad Debt	0	68
Depreciation	0	2,799
<b>Total</b>	<b>120,634</b>	<b>196,421</b>
<b>Income over Expenditure</b>	<b>13,779</b>	<b>29,867</b>

**Rowley's Centre for the Community Ltd****BALANCE SHEET****For the Year Ending 31st March 2021**

<b>Fixed Assets</b>	<b>Notes</b>	<b>2021</b>	<b>2020</b>
Land, Buildings, Toilet		0	165,849
Office Equipment		1,039	969
Rowley's Centre Equipment		29,897	20,380
<b>Total</b>		<b>30,936</b>	<b>187,198</b>
<b>Current Assets</b>		<b>2021</b>	<b>2020</b>
Cash at bank and in hand		47,468	29,911
Stock		0	0
Debtors		1,854	57,725
<b>Total</b>		<b>49,322</b>	<b>87,636</b>
<b>Less Current Liabilities</b>		<b>2021</b>	<b>2020</b>
Prepayments		0	13,920
Creditors		9,382	24,869
Long Term Creditors		0	179,464
Accrual		1,236	720
<b>Total</b>		<b>10,618</b>	<b>218,973</b>
<b>Net Current Assets</b>		<b>69,640</b>	<b>55,861</b>
		<b>2021</b>	<b>2020</b>
Represented by			
Accumulated Funds		55,861	25,994
Surplus (Deficit) for the year		13,779	29,867
		<b>69,640</b>	<b>55,861</b>





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Rowleys Centre for the Community Ltd

**On accounts for the year  
ended**

31 March 2021

**Charity no (if any)** 1114119

**Set out on pages**

1-2

(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 31/03/2021.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:** 15 November 2021

**Name:** Jane Briggs

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

FCSA

**Address:**

Honeygreen Barn, Smithbrook Barns, Horsham Road, Cranleigh, Surrey  
GU6 8LH

Only complete if the examiner needs to highlight 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.**

None to disclose

