

**REGISTERED COMPANY NUMBER: 5741983 (ENGLAND & WALES)**

**REGISTERED CHARITY NUMBER: 1114199**

**REPORT OF THE TRUSTEES  
AND  
FINANCIAL STATEMENT  
FOR THE YEAR ENDED  
31<sup>ST</sup> MARCH 2022  
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 2022**

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 2022. 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 GU6 8NT

**Trustees:**

Victoria Theobald	Chair and Trustee since March 2020
Rhona Gregson	Secretary and Trustee since August 2021
Patricia Ellis	Treasurer and Trustee since November 2019
Rosemary Burbridge	Trustee since December 2019
Carol Franklin Adams	Trustee since December 2019
Anne Warzee	Trustee since November 2019

**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 Trustees**

The new Trustee was given induction training. A couple of Trustees undertook safeguarding courses to gain a better understanding of safeguarding needs of elderly, vulnerable and young.

### **Organisational Structure**

The charity is governed by its Board of Trustees. The Board usually meets once a month at Rowleys Centre for Community but due to pandemic rules and regulations some meetings were held over Zoom.

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

Decisions are usually 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**

Historically, Rowleys' primary partnership has been with Waverley Borough Council who have provided advice and support to help the organisation through the pandemic and with advice about the way forward for the Centre. The importance of working collaboratively with other local voluntary and charity organisations was highlighted during the pandemic and Rowleys is determined to actively continue and to seek new connections within the Cranford area. When setting up new activities/services Rowleys has sought advice from local organisations.

The pandemic has highlighted the issue of loneliness in both young and old and for their general health and wellbeing. The Trustees and staff recognised the need to build a broader, more exciting programme of activities and services to encourage current and potential users to take advantage of our facilities. Emerging from the pandemic offered great potential for enhancing the services at the centre and bringing in new people as users and volunteers.

However, the Board also felt it was important that whilst actively working towards a more inclusive and wider provision of services for all generations, it was vital not to forget the current members of the Centre. The members are mainly elderly and vulnerable residents in Cranleigh and the wider Cranfold area and the Trustees are aware that over 65s and over 85s in Waverley are one of the fastest growing populations in Surrey.

## **Investment in Staff Training**

Most training that was undertaken during this year was done online due to the pandemic. Staff took part in a First Aid Course at the Centre. Our Accountants provided training to relevant staff on how to use the Xero Accounting Package.

## **IT**

Rowleys Centre for the Community uses the Xero accounting package for invoicing and Iris for Payroll. The Accountants, Oakwood Cranleigh Ltd, provide training when needed or requested.

A local service provides support for our basic IT system when required.

## **Client Information**

All client information is stored in accordance with the Data Protection Act 2018.

## **Outcomes Monitoring**

Outcomes of services/activities have been monitored and provided to those who have provided grants during the year when requested.

## **Additional Sources of Revenue**

The Service Level Agreement came to an end at the end of March 2022. Rowleys applied to the Thriving Community Grant Scheme at Waverley Borough Council for the period 1<sup>st</sup> April 2022 - 1<sup>st</sup> April 2025. It received a reduced grant from this

scheme for one year only but were grateful to receive several additional grants for three of our new project activities.

The hiring of room facilities has slowly increased over the year with a few hiring one of the rooms on a weekly basis. There is excellent capacity to expand the Centre reach, improve the efficiency of the premises' uses and provide vital, targeted services for vulnerable groups and people with a variety of needs – some of which may include specialist, trained professional support.

During the pandemic, the Community Meals Service take up increased but as the rules relaxed and more people ventured out into the community or came to Rowleys to eat the take up reduced.

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 at a greatly reduced price by members, providing a welcome support to income.

Rowleys has received a number of donations from local organisations and retailers as well as a few legacies.

## **Risk Management**

The major risk for the future of Rowleys is not obtaining sufficient funds in order to run the Centre. The issue that there is no longer a Service Level Agreement and that we have only received a one year grant up to March 2023 from the Thriving Communities Fund is a challenge.

The failure to develop the Community Meal Service to a high number This service is dependent on voluntary drivers, several of whom have returned to their full-time employment which has meant recruiting volunteer drivers is crucial to the success of this service. Increased fuel cost is also a barrier to finding volunteers.

The continuing restrictions of the pandemic rules at the beginning of the financial year limited the services that Rowleys could provide. Our members were slow and nervous about returning to the centre and were unconfident in mixing with other people.

The Hairdresser service has not resumed back to the 5 days offer, partly due to clientele not returning but also because we have fewer hairdressers. Although Rowleys has advertised for hairdressers, it is struggling to find anyone to take over the salon on free days.

The Trustees are conscious that the reserve funds held by the charity are less than is advised by the Charity Commission but are taking steps to improve the situation.

## **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 or work at Rowleys.

## **Openness and Accountability**

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

## **Supports and Volunteers**

The Trustees wish to thank all members, volunteers and fundraisers for their continued support. Once again it has been a particular challenging year but we sincerely thank and appreciate the support we have received from Waverley Borough Council, The Cranleigh Lions, The Rotary Club of Cranleigh, the Cranleigh Community Fund, other local organisations and retailers, individual residents and members whether for their practical assistance and/or 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 Rowleys Centre for the Community provides a dedicated space for a range of activities and service which is beneficial to the Cranfold community, enhancing their health and wellbeing. The majority of the users over the past year have been aged over 50 but the Centre aims to ensure that it becomes an inter-generational space for all within the community. The Centre also provides opportunities for younger people with learning disabilities and volunteering opportunities. The Trustees believe that the Centre offers a friendly, welcoming meeting place for the community. The Business Plan being developed seeks to ensure that the Centre is perceived as a community hub within the Cranfold area and not uniquely a day centre for the elderly.

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

## **ACHIEVEMENT AND PERFORMANCE**

It was another difficult year due to the pandemic with the slow opening of services from May 2021. As many of our clients/members are over 55 it took time for them to feel confident about mixing back in public. Activities resumed over the year and

new activities/services were provided (a memory singing group, a dementia café where carers/loved ones can leave their other half for a few hours for me time and a Young Carers Club). The Chiropody practice and Hairdressers reopened although the clientele for the hairdressers has dropped off. Bingo has resumed on Wednesday and Friday and still proves popular with our members. In-house nutritious lunches were recommenced in the Robin Café and members seem to enjoy being in a warm, comfortable communal space again. Rooms within the Centre are also being regularly booked for counselling services, NHS Diabetic Eye tests, St John Ambulance First Aid Courses, HomeStart and Job Club.

Community Meal Service continued throughout the year and proved invaluable to a number of clients who had delivery of a hot meal 5 days a week with frozen meals delivered on Fridays for the weekend and afternoon teas also available with also the extra benefit of seeing a friendly volunteer driver each day. Any concerns about clients were raised with the staff at Rowleys Centre for Community who acted appropriately with care and compassion in accordance with Safeguarding measures.

## **Financial Review for Year Ending 31 March 2022**

Overall income:	£177,455
Overall expenditure:	£146,905
Overall total (income over expenditure):	£30, 550

Rowleys Centre for the Community has received a Service Level Agreement Grant from Waverley for 2021-2022 of £55,000. However from next year it will no longer receive this form of funding although it has received a grant from the Thriving Communities Grant for 2022-2023 of £40,000. The Centre also received grant funding to help set up and provide monies for the following services: Melody Memories, Rosemary and Sage Café and the Young Carers Club.

The fundraising at Rowleys has been difficult again this year with the Centre either being closed or members lacking confidence in returning. However, the fundraising element is being revitalised so the hope of the Trustees is that we can provide some income for the Centre this way.

Christmas lunches, weekend trips, day trips and theatre trips have also recommenced from the end of last year.

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 that the reserves held by the organisation are below what is recommended by the Charity Commission.

As at 31 March 2022 the total amount held in Rowleys Centre of the Community's Bank Accounts of were £81,833.90

Approved by order of the Board of Trustees on 21 July 2022 and signed on its behalf by

*Victoria Theobald*

Victoria Theobald - Chairman



**Rowley's Centre for the Community Ltd****INCOME AND EXPENDITURE ACCOUNT****For the Year Ending 31st March 2022**

<b>Income</b>	<b>2022</b>	<b>2021</b>
Donations	7,314	5,790
Grants	75,100	55,000
Covid Support Grants	0	18,000
Other Income	2,730	16,316
Fund Raising	644	0
Food	33,107	2,843
Membership	1,680	110
Trips & Activities	22,216	-1,794
Room Rental	12,773	8,334
Community Meals Service	21,774	29,751
Interest	117	63
<b>Total</b>	<b>177,455</b>	<b>134,413</b>
<b>Expenditure</b>	<b>2022</b>	<b>2021</b>
Salaries, Recruitment & Payroll Costs	42,142	50,469
Training & Subscription	407	72
Food Expenses (Inhouse)	10,613	1,023
CMS - Salaries	28,095	34,226
CMS - Food & Purchases	5,516	10,754
CMS Travel Costs	874	645
Activities, Trips & Entertainment	24,721	60
Telephone	721	527
Premises Rent & Utilities	13,622	9,174
Premises Repairs & Replacements	6,930	4,395
Postage & Stationery	1,832	1,295
Advertising	25	124
Insurances	1,348	1,134
Repairs & Renewals	2,041	802
Accountancy & Bookkeeping Fees	3,646	3,410
IT Software and Consumables	525	1,836
Bank Charges	615	435
General Travel Expenses	0	253
Bad Debt	0	0
Depreciation	3,232	0
<b>Total</b>	<b>146,905</b>	<b>120,634</b>
<b>Income over Expenditure</b>	<b>30,550</b>	<b>13,779</b>

**Rowley's Centre for the Community Ltd****BALANCE SHEET****For the Year Ending 31st March 2022**

<b>Fixed Assets</b>	<b>Notes</b>	<b>2022</b>	<b>2021</b>
Land, Buildings, Toilet		0	0
Office Equipment		935	1,039
Rowley's Centre Equipment		28,158	29,897
<b>Total</b>		<b>29,093</b>	<b>30,936</b>
<b>Current Assets</b>		<b>2022</b>	<b>2021</b>
Cash at bank and in hand		80,290	47,468
Stock		0	0
Debtors		2,585	1,854
<b>Total</b>		<b>82,875</b>	<b>49,322</b>
<b>Less Current Liabilities</b>		<b>2022</b>	<b>2021</b>
Prepayments		0	0
Creditors		10,217	9,382
Long Term Creditors		0	0
Accrual		1,561	1,236
<b>Total</b>		<b>11,778</b>	<b>10,618</b>
<b>Net Current Assets</b>		<b>100,190</b>	<b>69,640</b>
		<b>2022</b>	<b>2021</b>
Represented by			
Accumulated Funds		69,640	55,861
Surplus (Deficit) for the year		30,550	13,779
		<b>100,190</b>	<b>69,640</b>



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Rowleys Centre for the Community Ltd

On accounts for the year  
ended

31<sup>st</sup> March 2022

Charity no  
(if any)

1114119

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 03 / 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 (other than that disclosed below \*) 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:

Date:

8<sup>th</sup> August 2022

Name:

Jane Briggs

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

F CPA

Address:

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

**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.**

None to disclose