

REGISTERED COMPANY NUMBER: 5741983 (ENGLAND & WALES)
REGISTERED CHARITY NUMBER: 1114199

**REPORT OF THE TRUSTEES
AND
FINANCIAL STATEMENT
FOR THE YEAR ENDED
31ST MARCH 2023
FOR
ROWLEYS CENTRE FOR THE COMMUNITY LTD**

ROWLEYS CENTRE FOR THE COMMUNITY LTD

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31ST MARCH 2023

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 31st March 2023. 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 Nov 2021 – Feb 2023. Trustee March 2020–
Feb 2023	
Patricia Ellis	Interim Chairman since Feb 2023 Trustee since
November 2019.	
Brian Arendell	Trustee since September 2023
Rosemary Burbridge	Trustee since December 2019
Carol Franklin Adams	Trustee since December 2019
Jane Price	Trustee since July 2022
Anne Warzee	Trustee since November 2019
Paul Withers	Trustee since September 2022

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 22nd June 2016 to become Rowleys Centre for the Community Ltd., and with the Charity Commission on 27th January 2017.

It is governed by its Memorandum and Articles of Association.

Induction and Training of Trustees

New Trustees received induction training. Trustees regularly receive information relating to the safeguarding needs of the 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.

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 and the organisation has received financial support by way of an annual grant. At the start of the financial year 1st April 2022 for the period to 31st March 2023 the organisation was awarded a reduced grant limited to one year.

Having continued to provide Community Meals and support to the residents of Cranleigh and the Cranfold area throughout the pandemic this was a serious blow however officers at WBC continued to offer guidance and help with various projects undertaken to increase and improve the services to the community.

Rowleys has worked collaboratively with local organisations, charities and WBC to widen the services offered at the centre and recognising the increase in loneliness in both the younger and older generations particular attention has been given to attracting a wider age group to visit the Centre with an emphasis on improving 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 the facilities.

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 current membership is around 350 residents and is mainly made up of the elderly and vulnerable and the Trustees are aware that over 65s and over 85s in Waverley are one of the fastest growing populations in Surrey. It is not necessary to be a member of Rowleys to enjoy the facilities and services however, members receive a reduction in costs of

refreshments and lunches, services such as chiropody and classes and trips and outings etc.

Investment in Staff Training

Most training that was undertaken during this year was done online and Rowleys Accountants, Oakwood, Cranleigh Ltd., continue to provide training and support to the staff on the use of accountancy packages including Xero.

All members of staff who have occasion to go into the kitchen or snack bar have applicable and up-to-date certification.

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 when requested are available to those who have provided grants during the year.

Additional Sources of Revenue

The Service Level Agreement came to an end at the end of March 2022 and Rowleys applied to the Thriving Community Grant Scheme at Waverley Borough Council for the period 1st April 2022 - 1st April 2025. Rowleys received a reduced grant from this scheme for one year only but was grateful to receive additional grants for three of our new project activities.

The hiring of room facilities continued to improve during the year with an increase in regular bookings including those associated with the medical services such as hearing and eye clinics.

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.

Following the end of the pandemic, the take-up of the Community Meals Service decreased very significantly and due to volunteers returning to work and the significant rise in fuel prices it had become increasingly difficult to find volunteer drivers to deliver the meals. The service had been well received and vital to the well-being of residents during the pandemic but appeared to be no longer required and with the agreement of Waverley Borough Council the service was discontinued. Marks and Spencer Foods in Cranleigh has continued to generously 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.

Cooks in the Village very generously donates delicious cakes and puddings every week for use in the centre.

Rowleys has received a number of generous and thoughtful donations from local organisations and retailers as well as a number of legacies for which the organisation is deeply grateful.

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.

Our members have been nervous about returning to the centre and the number of visitors is only slowly returning to pre-covid days.

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.

The very limited number of car parking spaces and the lack of local on street parking is of growing concern and increasingly our members, many of whom have mobility issues are not able to visit the centre because they cannot park. Rowleys serves a wide area geographically and the lack of public transport and the unavailability of community bus services severely limits the opportunity for residents to visit the centre.

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

Once again it has been an extremely challenging year and The Trustees wish to sincerely thank all members, staff, volunteers and fundraisers for their valuable time and support that has enabled the organisation to continue to provide its vital services to the community of Cranleigh and the wider Cranfold area.

We very much appreciate the support Rowleys has received from Waverley Borough Council, The Cranleigh Lions, The Rotary Club of Cranleigh, The Cranleigh Community Fund, The Masonic Lodge of Cranleigh, local organisations and retailers, individual residents and members 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, which is constantly reviewed, seeks to ensure that the Centre is perceived as a community hub within the Cranfold area and no longer 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

Following the end of the pandemic the centre experienced a very difficult year and from May 2021 services were slowly reopened but as many of our clients/members are over 55 it took time for them to feel confident about mixing back in public and very sadly quite a few of our previously regular visitors have left the area. Activities resumed over the year to April 2023 with new services being introduced or extended (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 continues to expand its services and the Hairdressers reopened although the clientele for the hairdressers has not returned to anywhere close its pre-covid numbers of clients. Bingo has resumed on Wednesday and Friday mornings 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. On Thursdays throughout the winter Rowleys provided a warm and safe space for residents to enjoy soup and a snack although despite widely advertising this service and as experienced by other local and similar facilities there were very few visitors.

Financial Review for Year Ending 31 March 2023

Overall income:	£186,757
Overall expenditure:	£171,400
Overall total (income over expenditure):	£ 15,357

Rowleys Centre for the Community was very grateful to Waverley Borough Council for the Grant for 2022-2023 of £40,000. The Centre also received grant funding to help set up and provide support for the following services: Melody Memories, Rosemary and Sage Café and the Young Carers Club. Fundraising at Rowleys has been difficult again this year and the fundraising element is being revitalised by the trustees and staff in the hope that the Charity can benefit from an improved and more stable level of income.

Christmas lunches, weekend trips, day trips and theatre trips have also recommenced from the end of last year and are extremely popular with members. 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 2023 the total amount held in Rowleys Centre of the Community's Bank Accounts were:

Lloyds Working Account;	£72,587.30
Redwood Account; (interest paying)	£22,887.95

Approved by order of the Board of Trustees on 9th October 2023 and signed on its behalf by

[Patricia Ellis](#)

Patricia Ellis
Interim Chairman

Rowley's Centre for the Community Ltd**INCOME AND EXPENDITURE ACCOUNT****For the Year Ending 31st March 2023**

Income	2023	Unrestricted	Restricted	2022
Donations	24,999	24,999	-	7,314
Grant Income	45,950	40,500	5,450	75,100
Other Income	-	-	-	2,730
Fund Raising	3,863	3,863	-	644
Food	49,637	49,637	-	33,107
Membership	2,297	2,297	-	1,680
Trips & Activities	35,738	35,738	-	22,216
Room Rental	17,875	15,210	2,665	12,773
Community Meals Service	6,275	6,275	-	21,774
Interest	123	123	-	117
Total	186,757	178,642	8,115	177,455

Expenditure	2,023	Unrestricted	Restricted	2,022
Salaries, Recruitment & Payroll Costs	65,929	65,929	-	42,142
Training & Subscription	54	54	-	407
Food Expenses (Inhouse)	14,130	14,130	-	10,613
CMS - Salaries	4,395	4,395	-	28,095
CMS - Food & Purchases	1,995	1,995	-	5,516
CMS Travel Costs	308	308	-	874
Activities, Trips & Entertainment	31,375	31,375	-	24,721
Telephone	521	521	-	721
Premises Rent & Utilities	22,577	22,577	-	13,622
Premises Repairs & Replacements	12,508	12,508	-	6,930
Postage & Stationery	1,810	1,810	-	1,832
Advertising	25	25	-	25
Insurances	303	303	-	1,348
Repairs & Renewals	2,208	2,208	-	2,041
Accountancy & Bookkeeping Fees	3,045	3,045	-	3,646
IT Software and Consumables	297	297	-	525
Bank Charges	942	942	-	615
General Travel Expenses	125	125	-	-
Young Carers expenditure	604	-	604	-
Rosemary & Sage Café expenditure	4,846	-	4,846	-
Depreciation	3,128	3,128	-	3,232
Amortisation	275	-	-	-
Total	171,400	165,675	5,450	146,905

Income over Expenditure	15,357	12,967	2,665	30,550
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Rowley's Centre for the Community Ltd

BALANCE SHEET

For the Year Ending 31st March 2023

Fixed Assets	Notes	2023	2022
Office Equipment		841	935
Rowley's Centre Equipment		27,321	28,158
Intangibles		2,475	-

Total		30,637	29,093
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Current Assets	2023	2022
Cash at bank and in hand	97,185	80,290
Stock	-	-
Debtors	205	2,585
Payments in Advance	1,000	-

Total	98,390	82,875
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Less Current Liabilities	2023	2022
Prepayments	-	-
Creditors	809	7,488
Accrual	990	1,561
Deferred COMF Funds - Restricted	11,681	2,729

Total	13,480	9,049
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Net Current Assets	115,547	102,919
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	2023	2022
Represented by		
Accumulated Funds	100,190	69,640
Surplus (Deficit) for the year	15,357	30,550
	<u>115,547</u>	<u>100,190</u>



Section A

Independent Examiner's Report

Report to the trustees/
members of

Rowleys Centre for the Community Ltd

On accounts for the year
ended

31st March 2023

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 / 2023**.

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 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:

Camilla Hills

Date:

18th December 2023

Name:

Camilla Hills

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

Address:

Unit 3, The Dairy, Tilehouse Farm Offices, East Shalford Lane, Guildford,
GU4 8AE

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