



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 2021
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 2021

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 2021. 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 0JH

Independent Examiner

Nigel Schoolcraft

Bankers

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

Directors/Trustees

Norma Corkish (Chair)
Jean Hounsham – Secretary – appointed 23rd July 2020
Carol McFarlane
Simon Porter
Stephen Spence
Rebecca Trudgett (Treasurer) – retired 31st August 2020
Tina Whitby – retired 4th November 2020
Michael Young – appointed 23rd July 2020

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. This inevitably meant that all activities, as they had been running, had to cease until restrictions were lifted in the June. In order to re-open safely at this time a comprehensive Risk Assessment, which was regularly reviewed throughout the year, was undertaken and implemented.

Whilst COVID impacted negatively on our normal activities we ensured that we supported our local community where and how we could, with both activities and information. We kept in regular contact through various social media channels, our website and newsletter, passing on relevant information and advice from other agencies.

Social media coverage for the year was almost double that for the previous year. Hale Community Centre page had 84 posts from 1st November to February 21 and reached 11,715 people, Community Fridge & Cupboard throughout the year made approximately 80 posts, reaching something like 26,000 people.

At the lifting of lockdown between June and November a number of our regular attenders returned, along with some new user groups. However, many were reluctant to return because of uncertainty and anxiety over the virus.

Timebank was paused – some of the volunteers were previously part of Timebank.

Throughout the year we relied on our excellent team of volunteers to support our projects and activities. In addition, through the Farnham Town initiative – Farnham Connects – we were able to draw on the significant pool of volunteers who signed up to help during the pandemic, with the result that we had 22 volunteers on our database at the peak of COVID activity. This enabled us, through 'Share Farnham', to introduce a Share Store/Swap Shop from May 2020 and a Community Fridge and Cupboard from the beginning of August (stocked with donations from local supermarkets). Both were open three times/week. We were also able to provide cooked meals for home schooling families, Christmas treats, a raffle in February and June, emergency food parcels for NHS staff having to isolate at short notice, treats and meals for NHS staff.

There have been approximately 900 visitors since the Community Fridge opened. About a third of these were in receipt of benefits and at least half lived within a half mile radius of the Centre. Between January and March 2021, when schools were closed, we provided about 325 meals in total to approx 32 families.

Farnham Connects also enabled us to establish what we called 'Space2breathe' - a partnership across Farnham between Hale Community Centre, space2grow and the Parish of Badshot Lea and Hale. This began at the beginning of 2021 in recognition of the need to respond to the growing mental health pressures faced by local families during lockdown. It provided respite for parents struggling with working from home while trying to home-school several children and look after pre-schoolers. With support from 22 volunteers it supported children from 11 months – 14 years of age and more than 12 families. It was able to reduce isolation and anxiety created by home schooling and lockdown, and support the children with their school work as necessary, through offering;

- An hour/session of respite and support for families;
- an opportunity for parents and children to talk to another adult, go for a walk and share a space other than home, and the children the freedom to run around and play in a safe space;
- the parents an opportunity to share any concerns, issues they might have had.

It was hugely appreciated by all those who attended, with responses such as: "We get so much out of our sessions - they are a lifesaver"; "I just wanted to say what an awesome idea Space2Breathe is, and how amazing the volunteers are for me and the girls. It came at just the right time and I am so grateful. I feel like I spend most of my time separating angry and anxious children and this has made a big difference"

In addition, we organised a soup share and coffee mornings to encourage those who were isolated and experiencing loneliness to come out into a Covid safe environment, and we worked with the local social prescriber offering supported social events to which she could signpost as appropriate.

All of these initiatives increased significantly our social impact within our local community and it is thanks to the commitment of staff and volunteers that they were possible.

Though the usual face-to-face meetings did not take place through much of the year, alternative ways of keeping in contact and active were used. The Opportunities Group kept in touch via walking, providing the opportunity to chat and enjoy the countryside, whilst social distancing. The Craft group made Christmas gift bags for families and others and had the opportunity to undertake a daily quiz via the internet. Two of our regular volunteers ensured the garden and greenhouse received necessary attention and care during lockdown and

when restrictions eased, other volunteers returned with the result that flowers, fruit and vegetables began, once again, to flourish. All gave pleasure to those who visited the Centre. The Girlz Club continued via Zoom and when restrictions were lifted at times throughout the year, face-to-face contact was resumed within the guidelines of our Risk Assessment.

Sandy Hill Inclusive Partnership helped to support local families through their WhatsApp group and by providing craft activities.

During the short period the Job Club was able to operate it helped 7 individuals and was successful in placing some of their clients into work. Warm Hub also restarted, offering advice on reducing domestic utility bills.

Throughout the year we had discussions with Surrey County Council over using one of their empty buildings from which to run a youth facility. These discussions continued beyond the end of the financial year but we anticipate that a facility will be available in the autumn of 2021. This will run alongside our Girlz Club and enable more – both boys and girls – to benefit from support. We have also liaised with the Farnham Town Council Youth Task Group in order to ensure that the voice of young people in North Farnham was represented. And through discussions with 40 Degreez, a youth provider in Farnham, we were able to ensure that support remained in place for the young people on Sandy Hill. We became part of North Farnham Voice, a local initiative to provide a mechanism for the views and concerns of those living in North Farnham to be heard in discussions relating to the whole of Farnham.

With an Environment Policy in place we introduced, along with other measures, a clothes recycling unit situated in our community garden. From September we have sent 854kg for recycling. And through our community cupboard and fridge we are reducing food waste. All activities and projects are consciously trying to reduce the use of single use plastics and look at reducing our impact on the environment.

We are very grateful to all our funders who made the above activities possible – Waverley Borough Council, Farnham Town Council, Surrey Community Foundation, Surrey County Council, Lions, Farnham Institute Charity, Red Hat Cares, IDT Systems Ltd. We also rely very much on volunteers, without whom so much of what we achieve would not be possible. We have a core of 15 volunteers who, together, contributed something like 250 hours over the year. We are also very grateful to the now ex-Mayor of Farnham for her continued support throughout the year.

We also began to encourage via introducing a donate button and registering for Gif Aid, with the result we have received several donations of £100, including winter fuel payments.

We were also fortunate to be able to obtain government COVID relief grants, which compensated for loss of income from not being able to hire out of our space, and grants from other sources to run specific activities.

FINANCIAL REVIEW

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 13 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. Unrestricted reserves stand at £51,000 thereby providing a surplus of £29,000. However, as room hire is expected to take some time to recover following the pandemic and much of the equipment and infrastructure is in need of replacement and improvement, the Trustees consider retention of this additional reserve to be prudent.

PLANS FOR THE FORTHCOMING YEAR

We have been fortunate to have been able to make the most of opportunities provided by the pandemic to support our local community and through this we are now, it is fair to say, more strongly embedded within it. We will build upon this in the coming year and when the Board is able to resume its face-to-face meetings, we plan to review our Business Plan and develop our strategy for the next 2-3 years. In between times we will:

- continue to run some of the activities developed during lockdown where they provide necessary support for our local community;
- ensure activities running pre-covid are re-introduced where there is a continued need for them;
- ensure the community garden thrives;
- work on developing our plans for putting in a youth facility in place from the Autumn of 2021;
- reinvigorate our marketing for hiring of available space.

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 Thursday 2nd December 2021 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'Norma Corkish', written in a cursive style.

Norma Corkish – Chair of Trustees

Independent examiner's report to the trustees of the Hale Community Centre.

I report on the accounts of the Trust for the year ended 31 March 2021, which are set out on pages 1 to 9, and have been approved by the Board on the 2 December 2021.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 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.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

N T Schoolcraft, FCCA
78 Station Road, Sholing, Southampton

9 December 2021



Hale Community Centre Ltd
Statement of Financial Activities
Year Ending 31st March 2021

	2020-21			2019-20		
	Unrestricted Use	Restricted Use	Total	Unrestricted Use	Restricted Use	Total
Incoming Resources						
Grants and Donations	8,201	61,516	69,717	8,328	22,543	30,871
Room Hire	10,050		10,050	28,553	-1,376	27,177
Bank Interest & Sundry Income	432	25	457	230		230
Gift Aid	631		631			
HM Government Grants - Covid 19	41,057		41,057			
Total Income	60,371	61,541	121,912	37,111	21,167	58,278
Expenditure						
Payroll Costs	26,093	5,326	31,419	23,954	3,283	27,237
Garden equipment and administrative Costs	0	129	129	12	738	750
Group Leaders Fees & Expenses	0	1,570	1,570		6,267	6,267
Childrens Holiday Events & expenses	0	111	111		2,773	2,773
Resources	139	3,412	3,551			
Repairs & Maintenance	2,285	811	3,096	3,164		3,164
Cleaning	1,313	2,031	3,344	5,167		5,167
Other restricted fund expenditure	0	1,489	1,489		1,068	1,068
Property Costs	4,199	0	4,199	4,766		4,766
Events & Publicity	269	69	338	511	265	776
IT Costs	155	482	637	397	163	560
Accountancy Fees	683	224	907			
Total Expenditure	35,136	15,654	50,790	37,971	14,557	52,528
Surplus/Deficit for the year	25,235	45,887	71,122	-860	6,610	5,750
Reserves Brought forward 1st April	43,091	19,388	62,479	43,951	12,778	56,729
Transfer to Unrestricted Use funds	2,012	-2,012	0			0
Reserves Carried forward 31st March	70,338	63,263	133,601	43,091	19,388	62,479

Restricted Use Funds

Fund	Brought forward 1st April 2020	Reallocations (see note 3)	Grants & Donations Received	Expenditure	Carried forward 31st March 2021
Code Club	20		5,000	0	5,020
Community Fridge			14,306	-6,319	7,987
Community Garden	202	-12	345	-129	406
Cookery Classes	959				959
Craft Café			750		750
Girlz Club	7,310	203	9,792	-2,368	14,937
Hale Singalong	359			0	359
Innovations Community Engagements	1,855			-75	1,780
Job Club	463		800	-780	483
Projects & Engagement Coordinator			25,000		25,000
Sandy Hill Inclusive Partnership (SHIP)	3,789	-800		-272	2,717
School for Social Enterprise	2,893	-2,000		-893	0
Share Store			4,148	-4,130	18
Space2Breathe			900	-56	844
Technical Support	181				181
Timebank	458			-34	424
Women in Sandy Hill (WISH)	696	800	500	-598	1,398
Youth Group	203	-203			0
	19,388	-2,012	61,541	-15,654	63,263

Hale Community Centre Ltd
Balance Sheet
As at 31st March 2021

	<u>2021</u>	<u>2020</u>
Current Assets		
Prepayments	1,221	2,752
Debtors	996	4,414
Cash in Bank	<u>131,498</u>	<u>55,409</u>
	133,715	62,575
Less:		
Current Liabilities		
Creditors and Accrued Charges	<u>114</u>	<u>96</u>
Net Current Assets	<u>£133,601</u>	<u>£62,479</u>
Representing:		
General Reserve as at 1 st April 2020	26,291	29,551
Unrestricted Use Surplus/Deficit - year ended 31 st March 2021	27,247	-860
Transfer to provision for major refurbishment	<u>-2,400</u>	<u>-2,400</u>
	24,847	<u>-3,260</u>
General Reserve carried forward	51,138	26,291
Provision for major refurbishment (note 2)	19,200	16,800
Restricted Use Funds	63,263	19,388
Fund Balance as at 31 st March 2021	<u>£133,601</u>	<u>£62,479</u>

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 year.
3. Grant from School for Social Entrepreneurs is no longer restricted and has accordingly been reallocated.
Grant to Women in Sandy Hill was incorrectly allocated to Sandy Hill Inclusive Partnership in 2019/20 and has now been corrected.
Remaining funds in the now defunct Youth Group have been reassigned to Girlz Club with the agreement of all parties.