



# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	Day 01	Month 01	Year 2020	<b>To</b>	Day 31	Month 12	Year 2021

## Section A Reference and administration details

Charity name	Woking Besom		
Other names charity is known by			
Registered charity number (if any)	1157504		
Charity's principal address	Unit 13 Pankhurst Farm		
	Bagshot Road, West End		
	Chobham, Surrey		
Postcode	GU24 9QR		

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Anthony Hewat	Chair		
2	Linda Barnes			
3	Stephen Dew	Treasurer		
4	Joanne Frank		From 21 <sup>st</sup> April 2021	Current Trustees
5	Ryan McCormick		From 21 <sup>st</sup> April 2021	Current Trustees
6	Janet Sutherland		From 21 <sup>st</sup> April 2021	Current Trustees
7				
8				
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10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 17 <sup>th</sup> May 2014
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organization (foundation model)
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed by resolution passed at a meeting of the charity's trustees

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Trustees may only be appointed by, and volunteers may only work for Woking Besom if they are members of a Christian church and have been approved by their pastor or minister of that church as a fit and proper person to work as such. This accords with the guidelines provided by our umbrella organization, The Besom Network (Registered Charity No 1192800) to which Woking Besom is affiliated. Strategic and regulatory issues are decided at meetings of the charity's trustees, but operational issues are decided by a Team of delegates from local churches who plan to meet six monthly, one or more of whom will be a trustee. Day to day business is conducted by one or more executive members of the Team, at least one of whom will be a trustee. New trustees are selected on the basis of their specific qualifications and skills and/or their knowledge of, and experience in working for, Woking Besom and/or their commitment to it. New trustees will, on appointment, be given an induction pack containing the Commission's Public Benefit guidance notes, a copy of the Constitution of Woking Besom and a copy of the last set of Accounts and last Trustees' Annual Report. The Besom provides helpful advice and support to Woking Besom and provides training for its trustees and volunteers. All trustees give their time voluntarily and receive no remuneration or other benefits.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The relief of poverty and hardship to persons in Woking and the surrounding area by the distribution of gifts of household items, and the carrying out of decorating, gardening and practical projects to meet their needs.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

As a Christian charity our main activities are moulded by the following;

Encouraging the donation of household items such as furniture and furnishings, white goods, new or in pristine condition, and money, by local Christians. Donations are accepted from anyone with or without a faith and financial gifts can be allocated to specific items according to the donor's wishes if so expressed.

Distributing of donations free of charge to people who are referred to us by relevant agencies such as Social Services, Housing Associations or Locality Teams of local councils etc, as persons in need of help. Our beneficiaries benefit by receiving furniture etc which they would otherwise be unable to afford. Invariably their need arises from moving into social or private unfurnished accommodation without their own furniture or sufficient furniture for their needs.

Organising and co-ordinating resources to enable local church or company groups to volunteer to undertake specific projects such as decorating, DIY, and garden clearance/tidying projects at the homes of our beneficiaries.

In deciding the main activities of Woking Besom, we have had regard to the guidance issued by the Charity Commission on public benefit.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

As always we continue to be grateful for the many hours of work given by our time givers without whose valuable contribution of time, energy, compassion and expertise we would not be able to achieve so much.

The Trustees also raise awareness of the work of Woking Besom by giving presentations to local churches and other organisations and by distributing leaflets about Woking Besom and maintaining other media such the website, Facebook and Instagram

## Section D

## Achievements and performance

The Covid restrictions continuing into 2021 yet again had a major impact on our activity and on those who would normally be giving their time.

A total of 162 recipients were assisted in 2021

Most recipients received assistance etc within two to eight weeks of being assessed, though due to the Covid situation not all needs could be fulfilled within previous years' timescales. Our areas of activity relate to Woking Borough area, with the remainder being on the boundaries of Surrey Heath, Guildford and Runnymede councils. As in previous years many referrals involved recipients with children.

We received requests during 2021 from:

Woking Locality Team (Woking Borough Council), Sythwood Children's Centre, CAB, York Road Project for the Homeless, Your Sanctuary, Mental Health Support, Woking Foodbank, Community Health workers, New Vision Homes, Runnymede Borough Council, Woking Children's Centre, Woking Family Support, Christians Against Poverty, The Lighthouse Project, Surrey County Council, Welcome Church, New Life Church, Christchurch, Heathervale Baptist Church, Carers Support, Salvation Army and various agencies.

Besom had 13 regular weekday volunteers in 2021

### Summary of the main achievements of the charity during the year

Projects during the year were again few due to lockdowns and distancing restrictions

A thank you event for those who gave us their time during the year was held in September.

Various trustees and core team members have attended relevant Zoom meetings of CAN (Christian Agencies Network) and Churches Together in Woking and the The Besom Network gathering in November.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

We held cash at the bank of £8729 on the 31<sup>st</sup> December 2021 all of which is unrestricted funds. This is due to sizeable donations being received. Funds will be used to meet day to day expenditure. Our fixed and variable liabilities being short term, we can, and do, rapidly expand or contract our operations depending on the extent of donations of money we receive. The reserves policy is set at £4,000

### Details of any funds materially in deficit

Not applicable

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Funding during the year has been received from local churches, two of whom continue to support us on a regular basis, as well as individual gifts from supporters. The majority of our income is applied towards our main activities. The main costs are fuel, maintenance and insurance of the van, rent, the cost of decorating materials, and sundry items. During the Covid conditions we have been able to purchase and have delivered larger items such as electrical appliances, beds etc delivered direct to recipients.

Woking Besom has not entered into any contracts with central or local government in 2021 and reviewed its financial controls in October 2021 and holds no investments.

## Section F Other optional information

### Future Plans

Our vision is to continue to enable and encourage the giving of quality items in good condition and to distribute these efficiently and fairly to those referred to us so that we may continue to work out in practical ways our vision of reducing poverty and to encourage groups to complete practical projects.

### DBS

The trustees decided that as from 2021 trustees and volunteers should have these checks and these have been completed together with Safeguarding courses.

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Anthony

Hewat

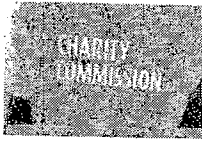
Position (eg Secretary, Chair, etc)

Chair

Date

28 July 2022





Charity Name <b>Woking Besom</b>	No (if any) <b>1157504</b>
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## Receipts and payments accounts

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For the period from	Period start date 01/01/2021	To	Period end date 31/12/2021
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	22,182	-	-	22,182	13,841
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	22,182	-	-	22,182	13,841
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	22,182	-	-	22,182	13,841
<b>A3 Payments</b>					
Rent	3,696	-	-	3,696	3,696
Van (fuel, MoT, Repairs, Tax, Insurance)	1,762	-	-	1,762	2,183
Phone, Internet, communications	768	-	-	768	1,213
Other operating costs	747	-	-	747	947
Beneficiaries	9,917	-	-	9,917	16,264
Donation to Besom central	1,200	-	-	1,200	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	18,090	-	-	18,090	24,303
<b>A4 Asset and investment purchases. (see table)</b>					
Delivery Van	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	18,090	-	-	18,090	24,303
<b>Net of receipts/(payments)</b>	4,092	-	-	4,092	10,462
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	4,637	-	-	4,637	-
<b>Cash funds this year end</b>	8,729	-	-	8,729	-

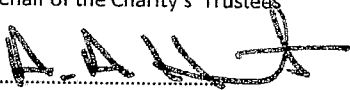
## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	cash in bank 31/12/2021	8,729	-	-
	petty cash at 31/12/2021	101	-	-
		-	-	-
	<b>Total cash funds</b>	<b>8,830</b>	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Renault van		-	15,000
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

The Trustees of Woking Besom having elected under section 133 of the Charities Act 2011 to prepare a receipts and payment account and a statement of assets and liabilities, instead of a statement of accounts, have confirmed that no guarantee has been given by Woking Besom where any potential liability under the guarantee was outstanding at the 31<sup>st</sup> December 2019 and no debt was outstanding at that date owed by Woking Besom which was secured by an express charge on any of the assets of Woking Besom.

These Accounts were approved at a Meeting of the Charity Trustees of Woking Besom at a Meeting of the Trustees held on the 30<sup>th</sup> day of May 2022

Signed on behalf of the Charity's Trustees

Signature.....  
Full Name (please print).....

Position.....  
Date.....28-6-2022

Signature.....  
Full Name (please print).....  
Position.....

Date.....