



# Trustees' Annual Report for the period

Period start date

Period end date

From

Day  
01Month  
01Year  
2022

To

Day  
31Month  
12Year  
2022

## Section A

### Reference and administration details

Charity name

Woking Besom

Other names charity is known by

Besom in Woking

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			
5	Ryan McCormick			
6	Janet Sutherland			
7				
8				
9				
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	Constitution adopted 17 <sup>th</sup> May 2014
How the charity is constituted	Charitable Incorporated Organization (foundation model)
Trustee selection methods	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 help Woking Besom if they have a relevant DBS certificate and have been vouched for by a church leader 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 daily operational issues are decided by an Admin Team drawn from our volunteers

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. The Besom Network provides helpful advice and support to Woking Besom and its trustees and volunteers. All trustees and volunteers 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 primarily by local Christians. Donations are accepted from anyone with or without a faith and financial gifts can be allocated to specific items.

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 recipients 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.

In deciding the main activities of Woking Besom, we have due 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.

Awareness of the work of Woking Besom is promoted by giving presentations and by distributing leaflets about Woking Besom, The Besom Network site, and other media such our website, Facebook and Instagram.

Woking Besom does make any grant applications nor provides any grants.

## Section D

## Achievements and performance

207 referrals were accepted, assessed and received help during 2022, the highest ever.

The majority of recipients received assistance within one to six weeks of being assessed. 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 2022 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, and other agencies.

Besom retained 13 regular weekday volunteers in 2022

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

Projects during the year following the lifting of the lockdown 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 meetings of the Christian Agencies Network in Woking and the national Besom Family Gathering in November.

## Section E

## Financial review

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

We held cash at the bank of £10,264 on the 31<sup>st</sup> December 2022 all of which is unrestricted funds, this is due to a sizeable donations being received. Funds will be used to meet day to day expenditure, our fixed and variable liabilities dependent 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.

Woking Besom has not entered into any contracts with central or local government in 2022 and reviewed its financial controls in 2022 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 in 2021 that trustees and volunteers should have these checks and these have been completed together with relevant 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

4<sup>th</sup> May 2023



Woking Besom

## Receipts and payments accounts

CC16a

For the period from 01/01/2022 To 31/12/2022

### 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	19,968	-	-	19,968	22,182
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>19,968</b>	<b>-</b>	<b>-</b>	<b>19,968</b>	<b>22,182</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>19,968</b>	<b>-</b>	<b>-</b>	<b>19,968</b>	<b>22,182</b>
<b>A3 Payments</b>					
Rent	3,696	-	-	3,696	3,696
Van (fuel, MoT, Repairs, Tax, Insurance)	1,866	-	-	1,866	1,762
Phone, Internet, communications	795	-	-	795	768
Other operating costs	69	-	-	69	747
Beneficeries	11,505	-	-	11,505	9,917
Donation to Besom central	-	-	-	-	1,200
Insurance	501	-	-	501	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>18,432</b>	<b>-</b>	<b>-</b>	<b>18,432</b>	<b>18,090</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Delivery Van	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>18,432</b>	<b>-</b>	<b>-</b>	<b>18,432</b>	<b>18,090</b>
<b>Net of receipts/(payments)</b>	<b>1,536</b>	<b>-</b>	<b>-</b>	<b>1,536</b>	<b>4,092</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>8,728</b>	<b>-</b>	<b>-</b>	<b>8,728</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>10,264</b>	<b>-</b>	<b>-</b>	<b>10,264</b>	<b>-</b>

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

### B1 Cash funds

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
cash in bank 31/12/2022	10,264	-	-
petty cash at 31/12/2022	101	-	-
	-	-	-
<b>Total cash funds</b>	<b>10,365</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments  
account(s))

### B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

### B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

### B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Renault van		-	15,000
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

### B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

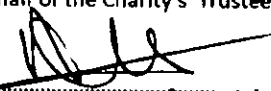
Signed by one or two trustees on  
behalf of all the trustees

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 4<sup>th</sup> day of May 2023

Signed on behalf of the Charity's Trustees

Signature.....  
Full Name (please print)..... A. HEWAT  
Position..... Chair of Trustees  
Date..... 4.7.2023

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