



**Chairman's Report for the Annual General Meeting
for the financial year January 1st 2021 to December 31st 2021.**

Another challenging year.

We have over fourteen regular hirers, some of whom use our facilities more than once a week. For example, the Montessori Nursery uses one of the halls five times a week, Martial Arts three times and two different dance classes twice a week. The hirers range from U3A Bridge, Ballroom Dancing, Popcorn Theatres, Russian School, Irish Dancing, Woking Opera, The Woking Ladies Choir and Welcome Bridge Club.

Having our own cleaners allows us to be more flexible with the cleaning, which was essential during Covid, as we are being used by Woking College for providing a Common Room.

Louise Morales and Will Forster, two of our Trustees and local Councillors, have done as much as they could in raising funds for the Old Woking Community Centre. Another two Trustees – Tracey Nunn and Ian Hay – have worked extremely hard for the Community Centre with regards to negotiating with Woking College about updating our building so that the College can use our facilities.

When the renovations and alterations of the Community Centre start in April 2022 the College have agreed to facilitate our evening hirers where possible.

The future of the Old Woking Community Centre is bright. It will be used all day and evening, making it the most used and enjoyable building in Old Woking.

Signed:

A handwritten signature in black ink, appearing to be 'M. Nunn', written over a light blue horizontal line.

(Interim Chairman)

Trustees of the Old Woking Community Centre

(hereafter known as the OWCC)

Annual Report for the Charities Commission

for the financial year January 1st 2021 to December 31st 2021.

Objectives and Activities		
1.	Summary of the purposes of the charity as set out in its governing document	• The charity's objectives are the provision of facilities to advance education, for recreation and for other leisure-time occupation in the interests of social welfare with the objective of improving the conditions of life for the inhabitants of the Hoe Valley Ward of Woking Borough Council (hereafter called the Area of Benefit) • To maintain and manage Old Woking and District Community Centre for the benefit of residents of the Area of Benefit • To promote community development and the advancement of the voluntary sector within the area of benefit for the benefit of its residents
2.	Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	• The use of the halls for hire for social activities for the local residents that are approved by the Trustees (clubs, societies, groups, dance, Sunday religious meetings of any faith, birthday parties...) and meet the purposes of the charity as written in Note 1 • The use of the halls for hire for educational activities for the local residents that are approved by the Trustees (cubs, scouts, girl guides, English as a foreign language....) and meet the purposes of the charity as written in Note 1 • The use of the halls for no hire or reward for the activities for the local residents that are approved by the Trustees (eg committee meetings held on behalf of other local charities) and meet the purposes of the charity as written in Note 1
3.	Statement confirming whether the Trustees have had regard to the guidance issued by the Charity Commission on public benefit	The Trustees have paid due regard to guidance issued by the Charities Commission in deciding what activities the charity should undertake. The Trustees are also responsible for the preparation of the accounts for the financial year having had the accounts examined by a person with accountancy/financial training and occupation. The Trustees consider that an audit is not required under section 144(2) of the Charities Act 2011 (the 2011 Act) that an independent examination is needed and has been satisfactorily concluded for the financial year in question.
Additional information		
4.	Policy on grant making	The OWCC does occasionally make grants to other charities or organisations. But these are always in accordance with the purposes of the charity as set out in its governing document. Details of any grants are set out in the annual accounts (below) and are detailed at the AGM. However, during the year, the Trustees have approved the free use of our halls to other charities and local community groups for their committee meetings and some free hall use for social functions to the local residents by local charities.
5.	Policy on social investment including program related investment	N/A

6.	Contribution made by volunteers	Occasional small financial donations are given to the OWCC by users and volunteers. However, the greatest contribution made by the volunteers is their time, energy, enthusiasm and good-heartedness. For example: • All the Trustees are volunteers • The office management team are all volunteers • The local on-site library is run by three volunteers when it resumes after covid • The local on-site Internet Café is run by three volunteers when it resumes after covid • Some of the evening activities are run by volunteers • Much of the day to day “jobs” and DIY are undertaken by Trustees and other volunteers It is true to say two very important observations: • There are only two paid persons within the OWCC and they are the cleaners • Without the time, energy, enthusiasm and good-heartedness so freely given by our Trustees and other volunteers, the OWCC would not be able to exist as it is now
7.	Other	The OWCC has a floor area (within its six halls, two meeting rooms and an artificial turf outdoor space) of about 720 square metres (the equivalent of 12 cricket pitches) as well as 44 abled car parking spaces and three disabled car parking spaces. The OWCC has three pairs of toilets (male and female), one disabled toilet and disabled access with a ramp and a door wide enough for wheelchair access. On top of this, there are several storage rooms and cupboards and a raised stage of 45 square metres suitable for productions. The building has three dedicated fire exits with crash bars as well as three further entrances/exits for use by all users. All in all, the OWCC is one of the largest and one of least expensive community centres in the whole of Surrey.

Achievements and Performance

8.	Summary of the main achievements of the charity, identifying the difference the charity’s work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Please refer to Note 2 and it is fair to say that without the availability of the halls that we have at our disposal for the use by our local residents, many/most of these meetings and activities would not be able to go ahead as planned as: • Our hall hire rates are amongst the lowest (if not the lowest) in the area so local groups would have to pay more elsewhere and would then, probably, have to charge their members more • Other local halls may not have the capacity that we have and these local groups may find it difficult to find alternative venues
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Additional information

9.	Achievements against objectives set	N/A
10.	Performance of fundraising activities against objectives set	N/A
11.	Investment performance against objectives	N/A
12.	Other	As stated before in Note 1, we are part of the local community and we aim to help the local community in any way that we can

Financial Review

13.	Review of the charity’s financial position at the end of the period	Please refer to the detailed accounts given in the attachments below.
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14.	Statement explaining the policy for holding reserves stating why they are held	• It is the Trustees' view that the reserves should provide the charity with adequate financial stability and the means for it to meet its charitable objectives for the foreseeable future. There was no formal reserves policy prior to 2012 so reserves had been run down to an inadequate level • The Trustees propose to maintain the charity's reserves to a level which is at least equivalent to three months operational expenditure, and have done so having regards to its manner of operation of likely funding streams • The Trustees are simultaneously working towards a buildings reserve fund for future major repairs or replacement of the boiler or roof, both of which could be in excess of one year's annual expenditure. The cost for full roof replacement will be £60,000 at current costs as reserves will work towards this figure • The management committee review the amount of reserves that are required to ensure that they are adequate to fulfil the charity's continuing obligations on a bi-monthly basis at their meeting • However, no one could have predicted the Covid-19 pandemic and the effects that it could have / did have on all sectors of society. It is only through furlough payments that has allowed the OWCC to remain solvent to the extent that we have • The OWCC has been able to "ride this particular storm" with grateful thanks to Central Government and, once Covid-19 is over, the Trustees will need to formulate financial policy decisions for future pandemics and interruptions of business. • The much needed refurbishment of the OWCC building is way beyond our means in terms of the grants which we could apply for and the reserves that we hold. However, our embryonic partnership with Woking College and the funds that are available within this partnership should allow a more than partial refurbishment of the building and its internal facilities.
15.	Amount of reserves held	Based on Note 14, a sum of £20,000 is designated as our reserves though this is continually under review in light of both Covid-19 and the refurbishment plans within our partnership with Woking College.
16.	Reasons for holding zero reserves	N/A
17.	Details of fund materially in deficit	N/A
18.	Explanation of any uncertainties about the charity continuing as a going concern	• All charities which rely on funding from users and from grants face an uncertain financial future • The Trustees address this by reviewing the hall hire charges on an annual basis and, where appropriate, raise these charges • The Treasurer provides detailed financial reports every month and at every two-monthly Trustees meeting for scrutiny and discussion • However, no one could have predicted the Covid-19 pandemic and the effects that it could have / did have on all sectors of society. It is only through furlough payments that has allowed the OWCC to remain solvent to the extent that we have • The OWCC has been able to "ride this particular storm" with grateful thanks to Central Government and, once Covid-19 is over, the Trustees will need to formulate financial policy decisions for future pandemics and interruptions of business
Additional information		

19.	The charity's principal sources of funds (including any fundraising)	The vast majority of income comes from the hire of our halls and we do, when necessary, apply for grants for large repair and replacement of items.
20.	Investment policy and objectives including any social investment policy adopted	N/A
21.	A description of the principal risks facing the charity	• The increased maintenance costs of this building which was opened in 1961 • The rising costs of running such a large and energy inefficient building in terms of all utilities and cleaning costs. • Vandalism • The diminishing number of people willing to be volunteers • The absence of "staff" on site in afternoons and evenings • And, since March 2020, the effects of covid-19
22.	Other	The examination of the accounts for the financial year was carried out in accordance with the general directions given by the Charities Commission. This examination included a review of the accounting records kept by the Charity and a consideration of any unusual items or disclosures in the accounts and seeking explanations from the 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 (please refer to the attachment below): In connection with my examination, no matter has come to my attention: (a) which gives me reasonable cause to believe that in any material requirements: (i) to keep accounting records in accordance with section 130 of the 2011 Act; and (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act: have not been met; or (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.
Structure, Governance and Management		
23.	Type of governing document (trust deed, royal charter)	Constitution as can be found on our website at: http://www.oldwokingcommunitycentre.co.uk/about-us/our-constitution/
24.	How is the charity constituted? (e.g unincorporated association, CIO)	CIO
25.	Trustee selection methods including details of any constitutional provisions e.g.	Elected at the AGM (which is open to all local residents) as detailed within the Constitution.

	election to post or name of any person or body entitled to appoint one or more Trustees	
Additional information		
26.	Policies and procedures adopted for the induction and training of Trustees	The Office Manager(s) will introduce new Trustees to the position and a different current Trustee provides new Trustees with Charity Commission documents on responsibilities of Trustees as well as answering any queries new Trustees have. During this financial/calendar year, there have been two persons approached to become Trustees as well as one trustee who retired from his position. It is felt that the number of nine Trustees is sufficient to maintain and further the objectives of the OWCC.
27.	The charity's organisational structure and any wider network with which the charity works	The OWCC is structured as such: • Please refer to Note 34 • The general day to day running of the Centre is undertaken mainly by Mrs Nunn as the Office Administrator, Mr Marsen as Chairperson and Mr Hay as Treasurer. They are responsible for the hall bookings, the financial side of all transactions, general maintenance together with the employ of professionals, the security/locking up of the Centre and the maintenance of good clean order --- including overseeing the paid cleaners. • The other Trustees attend the regular two-monthly trustee meetings and advise on issues then and in between if required • All Trustees are responsible for the OWCC and will, often, meet and act accordingly
28.	Relationship with any related parties	There are no official relationships with other charities or organisations except for those already mentioned above. However, we do have close working links with the local residents who hire our halls because we are part of this local community and we aim to serve the local community as already detailed above.
29.	Other	N/A
Reference and Administrative details		
30.	Charity name	Old Woking Community Centre
31.	Other name the charity uses	Old Woking and District Community Centre
32.	Registered charity number	1164738
33.	Charity's principal address	Sundridge Road Kingfield Woking Surrey GU22 9AT
34.	Names of the charity Trustees who manage the charity	Trustees with office for the entire financial year: • Mr Holger Marsen (Chairperson) • Mrs Tracey Nunn (Secretary & Office Manager) • Mr Ian Hay (Treasurer) Trustees and committee members for the entire financial year: • Mrs Peggy Goring • Mrs Christine Grant • Mr Norman Johns • Mrs Louise Morales Trustees and committee members for part of the financial year: • Mr William Forster --- retired at the 2021 AGM • Ms Helen Grant --- elected at the 2021 AGM • Mrs Nicky Murza-Murzicz --- elected at the 2021 AGM
35.	Office (if any)	As above in Note 34.

36.	Dates acted if not for whole year	As in Note 35.
37.	Name of person (or body) entitled to appoint trustee (if any)	The appointment of Trustees is through an election at the AGM (which is open to all local residents) as detailed within the Constitution.
Reference and Administrative details		
38.	Corporate Trustees – names of the directors at the date the report was approved	N/A
39.	Name of Trustees holding title to property belonging to the charity	N/A
40.	Funds held as custodian Trustees on behalf of others	N/A
41.	Description of the assets held in this capacity	The building and the contents within are owned by the OWCC.
42.	Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
43.	Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A
Additional information		
44.	Names and addresses of advisers	N/A
45.	Name of chief executive or names of senior staff members	N/A
46.	Exemptions from disclosure and reason for non-disclosure of key personnel details	N/A

Declarations		
47.	The Trustees declare that they have approved the Trustees' report above.	The Trustees declare that they have approved the Trustees' report above. Mr Holger Marsen (Chairperson) Mrs Tracey Nunn (Secretary & Office Manager) Mr Ian Hay (Treasurer) Mrs Peggy Goring Mrs Christine Grant Mr Norman Johns Mrs Louise Morales Ms Helen Grant Mrs Nicky Murza-Murzicz Signed on behalf of the Trustees  (Holger Marsen --- Chairman) Date: 16-02-2022

Further attachments below:

- A detailed examination of the accounts from the financial year.
- The signed report from the independent examiner of the accounts from the financial year.

A detailed examination of the accounts for the financial year 2021.

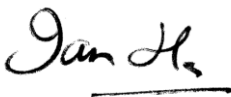
INCOME	2020	2021
Lettings, Deposits, Hires	£21,113.59	£31,882.60
Donations	£880.00	£0.00
Events	£0.00	£0.00
Reversed payments/Refunds	£5,176.78	£1,404.11
Grants	£26,000.00	£1,000.00
TOTAL	£53,170.37	£34,286.71
EXPENDITURE	2020	2021
Wages	£12,859.45	£13,834.29
HMRC & National Insurance	£33.96	£0.00
Pension	£580.74	£679.24
Training	£0.00	£107.98
Others	£635.00	£835.00
Gas	£5,059.70	£5,538.02
Electricity	£3,041.00	£2,054.00
Water & Sewage	£563.00	£827.46
Maintenance/Repairs	£3,019.20	£3,085.01
Night Cleaning	£2,028.00	£0.00
Cleaning supplies	£1,718.39	£1,427.57
PHS (sanitary supplies)	£482.60	£549.14
Pump Services	£0.00	£0.00
Waste & Recycling	£3,009.44	£2,337.30
Window Cleaning	£350.00	£0.00
Security & Fire	£3,305.29	£2,985.34
BT Phone & Internet	£1,861.80	£1,257.08
Music Licence	£253.16	£132.00
Insurance	£5,045.48	£5,344.75
Office Supplies	£96.76	£19.20
Equipment	£519.45	£1,247.60
Audit of Accounts	£50.00	£50.00
Legal	£0.00	£2,370.00
Advertising	£0.00	£9.00
Office Expenses	£0.00	£5.40
Ground Rent/payroll to WBC	£157.39	£246.04
Events	£330.82	£0.00
Donations	£170.00	£100.00
AGM Costs	£0.00	£42.22
Refunds & returned deposits	£3,242.39	£980.00
Any others	£108.13	£0.00
Bank Charges	£118.95	£81.25
TOTAL	£48,640.10	£46,144.89

	2020	2021
Difference between Income & Expenditure	£4,519.90	-£11,858.18
Savings account interest	£10.37	£2.81
Profit or Loss	£4,530.27	-£11,855.37
Jan 1st Chequing Account Bank Balance	£6,647.29	5677.56
Dec 31st Chequing Account Bank Balance	£5,677.56	9920.50
Jan 1st Savings Account Balance	£32,588.65	£38,098.49
Dec 31st Savings Account Bank Balance	£38,098.49	£22,000.18
Jan 1st Bank Totals	£39,235.41	£43,776.05
Dec 31 st Bank Totals	£43,776.05	£31,920.68

Independent Examiner's Report for the accounts for the Old Woking Community Centre for the financial year 2021

I am reporting on the accounts of the Old Woking Community Centre (hereafter known as "OWCC") for the financial year between January 1st 2021 and December 31st 2021, which are set out on the attached pages.

The accounts have been presented by Mr Ian Hay (Treasurer and Trustee of the OWCC) and have been agreed to by a meeting of the trustees.

Signed: 	Name: Ian Hay Treasurer & Trustee	Date: 13-1-2022
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Respective responsibilities of said members and examiner.

- The OWCC members (the collective responsibility of the Trustees of the OWCC) are responsible for the preparation of the accounts. My responsibility is to examine the accounts and state whether particular matters have come to my attention.

Basis of independent examiner's report

- An examination includes a review of the accounting records kept by the OWCC 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 OWCC members concerning any such matters.

Independent examiner's statement

- In connection with my examination, no matters have come to my attention which would call into question the validity of these accounts.
- Therefore, these accounts give me reasonable cause to believe that, in any material respect, the requirements to keep accounting records and to prepare accounts which accord with the accounting records have been met.

Signed: 
Name: Elizabeth Pullen
Address: 32 Westfield Avenue, Woking, GU22 9PH
Date: 15 th Jan 2022

----- End of Report -----