



**Chairman's Report for the Annual General Meeting
for the financial year January 1st 2021 to December 31st 2022**

We have encountered another very challenging year.

Firstly, I would like to thank Norman Johns for his many years as a Trustee and also Helen Grant and Audrey Lewis, our cleaners, who we have sadly lost this year. Also thanks to Louise and Fernando Morales for their emergency and maintenance work.

Continuing delays have had a severe detrimental effect on our finances and we have also lost a number of regular hirers due to these delays.

I should also like to place on record our thanks to Tracey Nunn and Ian Hay and all the Trustees for their extra sterling work done during the year.

We look forward to opening late summer in our new refurbished building.

From: Holger Marsen --- 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 2022 to December 31st 2022**

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	The use of the halls for hire for social and educational activities for the local residents that are approved by the Trustees (clubs, societies, groups, dance, Sunday religious meetings of any faith,

	purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	birthday parties, cubs, scouts, girl guides, English as a foreign language....) and meet the purposes of the charity as written above in Note 1 • To promote community development and the advancement of the voluntary sector within the area for the benefit of the local residents, the Trustees do approve the use of the halls for no hire or reward (e.g. committee meetings held on behalf of other local charities) as per the purposes of the charity as written above in Note 1 • To maintain and manage the OWCC for the benefit of residents of the Area of Benefit
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. No grants were made during this financial year.
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 and Internet Café are run by volunteers and, though not currently active in 2022, should return after our refurbishment • Many of the evening activities are run by volunteers • Much of the day to day “jobs” and DIY are undertaken by Trustees and other volunteers --- special mention must be made of our Trustee Louise Morales (ably assisted by her husband Fernando) who is often the first person on site when there are maintenance repairs required • 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	Before our refurbishment: • The OWCC had a floor area of about 720 square metres as well as 44 abled car parking spaces and three disabled car parking spaces • The OWCC had 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 were several storage rooms and cupboards and a raised stage of 45 square metres suitable for productions - The building had 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 After our refurbishment --- the building will be upgraded, updated and provide more facilities for use by the local sixth form college and the local community as a whole. Our floor space is still the same and will include a café which is a new addition. We will have two pairs of male and female toilets, two disabled toilets and three children's toilets. We will have two lifts and two entrances including wheelchair access. More details of this (and our reopening in the summer of 2023) will be provided within next year's report.
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. The Community centre has been a hub for the social development and education for a huge variety of users. Our spaces have been used at low cost by people of all ages, of all races and religions without prejudice helping to promote community development and the advancement of the voluntary sector within our area of benefit. Our gaining of significant grants this year to renovate and maintain the centre will ensure the building is available to the local community for at least the next 125 years.
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	Please refer to Note 1.
Financial Review		
13.	Review of the charity's financial position at the end of the period	Our income stream has been reduced by both Covid and our closure for refurbishment. We did receive two grants during 2022 to help offset these losses. Please refer to the detailed accounts given in the attachments below.
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 - The Trustees propose to maintain the charity's reserves to a level which is at least equivalent to three months operational expenditure

		The Board of Trustees 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
15	Amount of reserves held	Currently £10,000.
16	Reasons for holding zero reserves	N/A
17	Details of fund materially in deficit	The OWCC is not in overall deficit.
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 bi-monthly Trustees meeting for scrutiny and discussion - The Trustees feel confident that, with careful financial management and the attraction of the newly refurbished building, we will continue to be in good financial health once we reopen in the summer of 2023
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. Finding the funds for our refurbishment have not been easy but we are very pleased to report that "Your Fund Surrey" (a grant of £988.389 for which we are extremely grateful), Woking College and Woking Borough Council have all worked well together in the funding of and the management of our refurbishment.
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 --- this will be a reduced risk once the refurbished building reopens in the summer of 2023 - The rising costs of running such a large and energy inefficient building in terms of all utilities and cleaning costs --- this will be a reduced risk once the refurbished building reopens in the summer of 2023. We will be using the latest air source heat pump system, all our windows will be triple-glazed and the hall walls will be lined to retain the heat. - The increased costs of the utilities supplied to the OWCC may have to be reflected in the hall hire rates - Vandalism --- this risk will be reduced with the new security systems that have been built into the refurbished building - The diminishing number of people willing to be volunteers --- always an issue for any charity
22	Other	N/A
Structure, Governance and Management		
23	Type of governing document (trust deed, royal charter)	Constitution as can be found on our website at: https://www.oldwokingcommunitycentre.co.uk/about-owcc/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. election to post or name of any person or body entitled to appoint one or more Trustees	Elected at the AGM (which is open to all local residents) as detailed within the Constitution.
Additional information		
26	Policies and procedures adopted for the induction and training of Trustees	The Chairman (or an appointed deputy) will introduce new Trustees to the position and provides new Trustees with Charity Commission documents on responsibilities of Trustees as well as answering any queries new Trustees may have.
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 • The other Trustees attend the regular bi-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	• Woking Borough Council own the ground lease and are managing renovations and we now have a lease of 125 years with Woking Borough Council • We have a sublease with Woking College and a management agreement with them • 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	Trustees with office for the entire financial year: • Mr Holger Marsen (Chairperson)

	who manage the charity	• Mrs Tracey Nunn (Secretary & Office Manager) • Mr Ian Hay (Treasurer) Trustees and committee members for this financial year: • Mrs Peggy Goring • Mrs Christine Grant • Mrs Louise Morales • Ms Helen Grant • Mrs Nicky Murza-Murzicz • Mr Sajid Ali Trustee(s) who have retired from their position: • Mr Norman Johns
35	Office (if any)	As above in Note 34.
36	Dates acted if not for whole year	N/A
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
42	Description of the assets held in this capacity	The building and the contents within are owned by the OWCC.
43	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
44	Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A
Additional information		
45	Names and addresses of advisers	N/A
46	Name of chief executive or names	N/A

	of senior staff members	
47	Exemptions from disclosure and reason for non-disclosure of key personnel details	N/A

----- report continues below -----

Declarations		
48	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 Mrs Louise Morales Ms Helen Grant Mrs Nicky Murza-Murzicz Mr Sajid Ali Signed on behalf of the Trustees  (Holger Marsen --- Chairman) Date: 27-01-2023

----- end of the report from the Trustees -----

Financial report follows.

Financial summary for the financial year 2022.

OWCC annual income and expenditure for 2022

Income	
Hall hire income	£36,347.00
Various refunds	£51.95
Total incoming moneys	£36,398.95

Expenditure		
Personnel	Wages for two cleaners	£7,756.32
	Pension (Nest) for two cleaners	£351.63
	HMRC payments	£0.00
	Gifts for staff with Covid	£111.98
Utilities	Gas	£5,462.00
	Electricity	£5,876.00
	Water & Sewage	£1,222.12
Running costs	Bee nest removal and hedge trimming	£4,648.70
	To store before the refurbishment	£1,738.43
	PHS (sanitary supplies)	£657.60
	Window Cleaning	£0.00
	Grundon waste and recycling bins	£3,593.88
	Security & Fire, locking up, night cleaning	£6,725.91
	BT Phone & Internet/Computer	£1,778.28
	Licence	£293.16
	Insurance	£4,850.32
	Ground Rent/payroll to WBC	£201.54
Others	Office Supplies	£47.27
	Office or Centre Equipment	£378.24
	Office Expenses	£0.00
	Audit of Accounts	£50.00
	AGM Costs	£0.00
	Solicitor for new leases	£10,328.40
	Advertising	£143.13
	Donations to....	£0.00
	Bank Charges	£99.30
	Others for the refurbishment	£1,626.34
Total expenditure		£57,940.55

Savings account

January 1st in Savings Account	£22,000.18
Transferred to Current Account	-£22,000.00
Grants into Savings Account	£10,000.00
Interest	£4.74
December 31st Savings Account	£10,004.92

Current account

Jan 1st current account	£9,920.50
Moneys into Current Acc.	£36,398.95
Moneys out of Current Acc.	£57,940.55
Other Grant from WBC	£1,000.00
Transfer from Savings Acc.	£22,000.00
Dec 31st Current account	£11,378.90

Overall:

Jan 1st Savings Account	£22,000.18
Jan 1st Current Account	£9,920.50
Total on Jan 1st both accounts	£31,920.68
Dec 31st Savings Account	£10,004.92
Dec 31st Current Account	£11,378.90
Total on Dec 31st both accounts	£21,383.82

Deficit for this financial year	£10,536.86
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To view previous year's accounts, please click on:

<https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/5067646/accounts-and-annual-returns>

Independent Examiner's Report for the accounts for the Old Woking Community Centre for the financial year 2022

I am reporting on the accounts of the Old Woking Community Centre (hereafter known as "OWCC") for the financial year between January 1st 2022 and December 31st 2022, 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: 10-1-2023
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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: Whitefriars, Tilford Road, Farnham, GU10 2DF
Date: 14 th Jan 2023

----- end of the financial report -----