



Chairman's Report at the AGM for the financial year of 1st January 2021 to 31st December 2023

Chairman's Report --- from Holger Marsen (outgoing Chairman & Trustee)

All of the Trustees are grateful that this year, 2023, is over.

I am extremely grateful to Tracey Nunn and Ian Hay for the formidable amount of work they have put in to ensure that The Old Woking Community still has a centre.

We now have a 125-year lease on the centre from Woking Borough Council and we have the very latest heating system, triple glazed windows, new toilets, a cafe, new insulation, repainted and redesigned halls, two lifts and solar panels to help with electricity bills.

Thank you for your help, and the future, goes to Helen and Nicky who are retiring as Trustees.

Louise, thank you for all your work for the hall as well as our fantastic new website.

Lastly, but not least, thank you to Surrey County Council for the moneys which allowed us to make the changes, and to Woking College for helping us to make the changes required so that you could use our halls.

Chairperson's Report --- from Sandra Hay (incoming Chairperson & Trustee)

I have only been Chairperson for a very short time so, a little bit about my experience and what I feel I can bring to the OWCC.

I am a retired Biology teacher with 23 years' experience as a Child Protection Officer. I was also qualified to hold training and guidance sessions for other teachers.

I have had experience of mentoring probationary teachers and I have organised, planned and run several residential school trips.

I think these skills will aid me in my job as Chairperson.

I am fully committed to the welfare and running of the OWCC but will be relying on the seasoned and experienced Trustees for guidance and support.

I do have a few concerns which I have noticed --- one of which is the late payment by some hirers --- but this will be discussed later at the next Trustees meeting.

I look forward to working with you all to the benefit of the OWCC.

Secretary's Report --- from Mrs Tracey Nunn (Secretary and Centre Manager & Trustee)

This year has been very challenging for the Centre with the refurbishment, having to find homes for our user groups and then moving everyone back and settling in.

The new 125-year superior lease with Woking Borough Council enabled us to under-lease a substantial part of the building to Woking College during the day in term times. The partnership with Woking College is working very well and we are committed to work together for the benefit of all to ensure the Community Centre is sustainable.

We are now a registered Warm Hub which is open every weekday morning in our new café area. This was made possible with funding from the Brinda Jakant Shah Foundation.

-----oooOooo-----

**Trustees of the Old Woking Community Centre
(hereafter known as the OWCC)**

**Annual Report for the Charities Commission for the
financial year 1st January 2023 to 31st December 2023**

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, religious meetings of any faith, birthday parties...) and meet the purposes of the charity as written in Section 1 • The use of the halls for hire for educational activities for the local residents that are approved by the Trustees (cubs, scouts, a Russian language school, dance groups, martial arts, children's nursery and other child related activities) and meet the purposes of the charity as written in Section 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 Section 1 • The use of some of the halls for Woking College's performing arts department for no hire or reward because of their contribution to the refurbishment costs. Woking College now has a 125-year lease to these halls
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
Additional information		
4.	Policy on grant making	The OWCC has occasionally make grants to other charities or organisations. However, 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 No grants or donations were made to any other organisation 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 with one exception --- the Office Manager (who is also the secretary to the Board of Trustees and a Trustee herself) does now receive a small remittance of £500 a month • The other office management team are all volunteers • 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 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 now has: • a floor area (within its seven halls, four small music rooms, three office spaces and an artificial turf outdoor space) of about 720 square metres • 32 abled car parking spaces • three accessible car parking spaces • three abled car parking spaces with electrical hook-ups • one accessible car parking spaces with electrical hook up • two pairs of toilets (male and female) and two accessible toilets • three accessible external doors with ramps and doors wide enough for wheelchair access • four dedicated fire exits with crash bars as well as two 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 Section 2. 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 of these meetings and activities would not be able to go ahead as planned as: • Our hall hire rates are amongst the lowest in the area so local groups would have to pay more elsewhere and would then, possibly, 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
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 Section 1, we are part of the local community and we aim to help the local community in every 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
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 as reserves had been run down to an inadequate level - The Trustees propose to rebuild the charity's reserves to a level which is at least equivalent to three months operational expenditure - The Trustees are simultaneously working towards a buildings reserve fund for future major repairs or replacements. - The management committee reviews the amount of reserves 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	Based on Section 14 and the fact the building has had a £3 million plus refurbishment, it is anticipated that the need for funds for major repairs and replacements is a minimal risk at the current time
16.	Reasons for holding zero reserves	- We have no reserves at the moment because the cost of the refurbishment, the replacement of old furniture and equipment and the cost of purchasing new equipment and furniture. These have used up our reserves that had been held for a replacement boiler and a new roof --- both of which were replaced within the recent refurbishment - However, the vast amount of spending has been completed and we are always seeking funds and grants for any new purchases
17.	Details of fund materially in deficit	The summary of the accounts (at the end of this report) show details of the deficit for the last financial year but we do not have an 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, raising these charges • The Trustees actively seek grants and other funding opportunities when needed for new projects • The Treasurer provides detailed financial reports every month and at every two-monthly Trustees meeting for scrutiny and discussion
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 repairs 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 but extensively refurbished in 2023 • The rising costs of running such a large 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
22.	Other	The independent examination of the accounts for the financial year was carried out in accordance with the general directions given by the Charities Commission and HMRC Please see the signed examination of the accounts review at the end of this document

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. 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 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 elected at the AGM as Trustees as well as two Trustees who retired as such 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 Section 34 • The general day to day running of the Centre is undertaken mainly by Mrs Nunn as the Office Administrator, Mrs Hay 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 contracted cleaners • Other Trustees are involved in other aspects of the day-to-day running of the Community Centre • All 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: • Mrs Tracey Nunn (Secretary & Office Manager) • Mr Ian Hay (Treasurer) Trustees and committee members for the entire financial year: • Mr Holger Marsen (Chairman until the AGM on 10th December 2023 and still a Trustee) • Mrs Peggy Goring • Mrs Christine Grant • Mrs Louise Morales • Mr Sajid Ali Trustees and committee members for part of the financial year: • Mrs Valerie Marsen (elected as a Trustee at the AGM on 10th December 2023) • Mrs Sandra Hay (elected as a Trustee at the AGM on 10th December 2023 and as Chairperson at the same AGM) • Ms Helen Grant (retired as a Trustee at the AGM on 10th December 2023) • Mrs Nicky Murza-Murzicz (retired as a Trustee at the AGM on 10th December 2023)
35.	Office (if any)	As above in Section 34.
36.	Dates acted if not for whole year	As in Section 35.
37.	Name of person (or body) entitled to appoint Trustee (if any)	The appointment of Trustees is through an election at the AGM, open to all local residents as detailed within the Constitution --- as detailed in Sections 23 and 25
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 nondisclosure 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.

Mrs Sandra Hay (Chairperson)

Mr Holger Marsen (Chairman)

Mrs Tracey Nunn (Secretary & Office Manager)

Mr Ian Hay (Treasurer)

Mrs Peggy Goring

Mrs Christine Grant

Mr Sajid Ali

Mrs Louise Morales

Mrs Valerie Marsen

Signed on behalf of the Trustees



(Holger Marsen --- former Chairman)



(Sandra Hay --- current Chairperson)

Date: 19-02-2024

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
- Some photographs of our newly refurbished building



OWCC annual income and expenditure for the financial year of 2023:

	2022	2023
	Income	Income
Hall hire income	£36,347.00	£31,786.37
Various refunds	£51.95	£13,531.79
Donations	n/a	£510.00
Grants	n/a	£1,500.00
Loans from two of the Trustees	n/a	£2,500.00
Total incoming moneys	£36,398.95	£49,828.16

	2022	2023
	Expenditure	Expenditure
Wages for two cleaners	£7,756.32	£2,060.00
Pension (Nest) for two cleaners	£351.63	£125.00
HMRC	£0.00	£0.00
Gifts for staff off with Covid	£111.98	£0.00
Gas	£5,462.00	£141.99
Electricity	£5,876.00	£12,413.12
Water & Sewage	£1,222.12	£905.65
Maintenance & repair	£4,648.70	£1,895.00
To store before the refurbishment	£1,738.43	n/a
Cleaning supplies	n/a	£437.34
PHS (sanitary supplies)	£657.60	£422.12
Window Cleaning	£0.00	£0.00
Grundon waste and recycling bins	£3,593.88	£1,325.42
Security & Fire, locking up, night cleaning	£6,725.91	£21,346.46
BT Phone & Internet/Computer	£1,778.28	£1,092.64
Licence	£293.16	£319.80
Insurance	£4,850.32	£6,177.86
Ground Rent/payroll to WBC	£201.54	£35.43
Office Supplies	£47.27	£58.72
Office or Centre Equipment	£378.24	£9,507.97
Office Expenses	£0.00	£192.11
Audit of Accounts	£50.00	£50.00
AGM Costs	£0.00	£0.00
Legal Costs	£10,328.40	£698.00
Advertising	£143.13	£400.00
Donations to....	£0.00	£0.00
Bank Charges	£99.30	£84.00
Returned deposits for Hall hire	n/a	£910.00
Returned loans from Trustees	n/a	£2,500.00
Others	£1,626.34	£1,375.50
Total expenditure	£57,940.55	£64,474.13
Annual Surplus or Deficit:	-£10,536.86	-£14,645.97
Transfer of funds from Savings Account	£22,000.00	£10,000.00

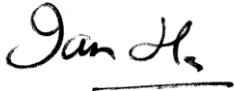
To view previous years accounts, please click on:

<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 2023

I am reporting on the accounts of the Old Woking Community Centre (hereafter known as "OWCC") for the financial year between 1st January 2022 and 31st December 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: 09-2-2024
--	--	---------------------------

Respective responsibilities of said members and examiner.

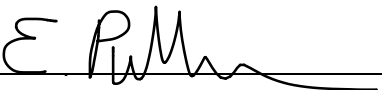
- The OWCC members (the collective responsibility of the Trustees of the OWCC) are responsible for the preparation of the accounts. My responsibility is to examine the accounts and state whether particular matters have come to my attention.

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: 28 th February 2024

Trustees of the Old Woking Community Centre
(hereafter known as the OWCC)
Annual Report for the Charities Commission for the
financial year 1st January 2023 to 31st December 2023.

----- END OF THE REPORT -----