

The Old Woking Community Centre



Annual General Meeting Reports for the Financial year of: 1st January 2024 to 31st December 2024

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

2024 has been a good year for the Centre.

Just over a year ago we were almost bankrupt after the refurbishment but we are now in a healthy position. We have been able to buy new chairs and trolleys and keep the Centre in a good state of repair.

We have a really excellent Board of Trustees who are enthusiastic, supportive and with diverse skills which they bring to the Centre to further its continuing growth.

We say "goodbye" to two of our Trustees.

- Sajid Alli who, due to increasing work commitments, has had to step down. Thank you Sajid.
- Christine Grant, who was one of the extremely hard working and valued Trustees who set things in motion many years ago in setting up the Constitution and greatly helped to make the Centre what it is today. Thank you Christine.

We look forward to another productive year.

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

This past year has been a time to settle in completely after a large refurbishment, all our groups have moved back into the Centre and we have also welcomed some new ones. Everyone is really enjoying the newly refurbished spaces.

Our partnership with Woking College is still working very well and we are committed to work together for the benefit of all to ensure the Community Centre is sustainable.

The Maybury Montessori Nursery has taken over another room for daytime use and it is fantastic to see little people enjoying the purpose-built facilities.

We have hosted many parties, cultural events, sporting and performing arts activities over the course of a normal week and we pride ourselves for keeping pricing realistic for our community members.

Treasurer's presentation of the accounts for the financial year January 1st 2024 to December 31st 2024 --- from Mr Ian Hay (Treasurer and Trustee) --- below on Pages 2 and 3

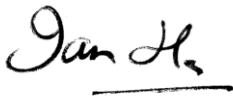
OWCC annual income and expenditure for the financial years of 2023 and 2024:

	2023	2024
	Income	Income
Hall hire income	£31,786.37	£78,585.79
Various refunds or Reimbursements	£13,531.79	£31,420.38
Donations	£510.00	£0.00
Grants	£1,500.00	£0.00
Loans from two of the Trustees	£2,500.00	£0.00
Total incoming moneys	£49,828.16	£110,006.17
	Expenditure	Expenditure
Office manager's wages & payroll	n/a	£6,202.50
Wages for two cleaners	£2,060.00	£23,346.05
Pension (Nest) for two cleaners	£125.00	n/a (we no longer employ our own cleaners)
British Gas	£141.99	n/a (we no longer have gas)
EDF: Electricity	£12,413.12	£27,190.81
Castle Water & Watercare	£905.65	£1,747.57
Maintenance & repair	£1,895.00	£4,646.78
Cleaning supplies	£437.34	£369.63
Personnel Hygiene Services Ltd	£422.12	£3,726.19
Window Cleaning	£0.00	£0.00
Grundon Waste Management	£1,325.42	£2,264.33
Security & Fire, locking up, night cleaning	£21,346.46	£5,070.00
BT Phone & Internet/Computer	£1,092.64	£1,299.13
Music Licence	£319.80	£323.60
Insurance	£6,177.86	£11,630.11
Ground Rent/payroll to WBC	£35.43	£59.05
Office Supplies	£58.72	£0.00
Office or Centre Equipment	£9,507.97	£7,073.47
Office Expenses	£192.11	£383.56
Audit of Accounts	£50.00	£100.00
AGM Costs	£0.00	£0.00
Legal Costs	£698.00	£115.00
Advertising	£400.00	£0.00
Donations to....	£0.00	£0.00
Lloyds Bank Charges	£84.00	£91.85
Returned deposits for Hall hire	£910.00	£3,931.50
Petty cash	n/a	£2,320.00
Returned loans from Trustees	£2,500.00	£0 (n/a)
Others	£1,375.50	£484.49
Total expenditure	£64,474.13	£102,375.62
Annual Surplus (+) or Deficit (-)	- £14,645.97	+ £7,630.55
December 31st 2024 Lloyds current account total		+ £8,363.48
December 31st 2024 Lloyds savings account total		+ £6,113.94
December 31st 2024 Lloyds Bank total		+ £14,477.42

Independent Examiner's Report for the accounts for the Old Woking Community Centre for the financial year 2024

I am reporting on the accounts of the Old Woking Community Centre (hereafter known as "OWCC") for the financial year between 1st January 2024 and 31st December 2024, 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: 23-01-2025
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Respective responsibilities of said members and examiner.

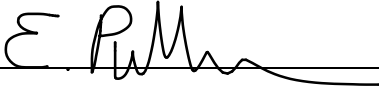
- The OWCC members (the collective responsibility of the Trustees of the OWCC) are responsible for the preparation of the accounts. My responsibility is to examine the accounts and state whether particular matters have come to my attention.

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: 14-02-2025

To view previous years accounts, please click on:

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

Trustees of the Old Woking Community Centre

(hereafter known as the OWCC)

Annual Report for the Charities Commission for the

Financial Year: 1st January 2024 to 31st December 2024

(a) 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, an Arabic 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
4.	Policy on grant making	The OWCC may 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.	Contribution made by volunteers	Occasional small financial donations have been given to the OWCC by users and volunteers --- though none in this financial year 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 which is declared to the HMRC • The other office management team are all volunteers • Many of the evening activities are run by volunteers • Much of the day-to-day responsibilities and maintenance of various kinds 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 does now
6.	Other information	The OWCC now has: • an internal floor area (within its seven halls, four small music rooms, three office spaces and an artificial turf outdoor space) of about 720 square metres and • 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 and • two sets of male, female and accessible toilets and • three accessible external doors with ramps and doors wide enough for wheelchair access and • 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 the least expensive community centres in the whole of Surrey

(b) Achievements and Performance

7.	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
8.	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

(c) Financial Review

9.	Review of the charity's financial position at the end of the period	Please refer to the detailed accounts given above on pages 2 and 3)
10.	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 currently in the region of about £25,000 • The management committee regularly 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
11.	Amount of reserves held	Based on Section 10 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. Currently, reserves are in the region of £6,000
12.	Reasons for holding zero reserves	We do not hold zero reserves. Please refer to Section 11 and the summary of the accounts (at the end of this report)
13.	Details of fund materially in deficit or in surplus for the financial year	The summary of the accounts (at the end of this report) show details of the surplus for the last financial year
14.	Explanation of any uncertainties about the charity continuing as a going concern	• The Trustees do not have any uncertainties as to the OWCC continuing as a going concern • The Trustees review the hall hire charges on an annual basis and, where appropriate, raise 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. These reports are scrutinised and commented upon by the Trustees
15.	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

16.	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
17.	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 on page 3

(d) Structure, Governance and Management

18.	Type of governing document (trust deed, royal charter)	Constitution --- as can be found on our website at: https://www.oldwokingcommunitycentre.co.uk/all-about-us/our-constitution/
19.	How is the charity constituted? (e.g. CIO)	Charitable Incorporated Organisation (CIO)
20.	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
21.	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 • It is felt that the number of seven Trustees is sufficient to maintain and further the objectives of the OWCC. However, all/any volunteers to become either Trustees or friends/volunteers of the OWCC are always welcome subject to the usual DBS checks and suitability interviews.
22.	The charity's organisational structure and any wider network with which the charity works	The OWCC is structured as such: • We have a management committee of volunteer Trustees (with up to 12 allowed) including chair, treasurer and secretary, as well as a maximum of five other Trustees who all help with the running of the centre. • We employ Mrs Nunn our secretary as office manager. • All Trustees attend the regular two-monthly Trustee meetings and advise on issues then and in between if required • All Trustees receive a monthly financial statement together with comments, issues and spending plans for the following month(s) • All Trustees feel a keen responsibility for the OWCC and will, often, meet and act accordingly

23.	Relationship with any related parties	There are no official relationships except for those already mentioned above --- especially Woking College. However, we do have close working links with the local residents and various community groups who hire our halls because we are part of this local community and we aim to serve the local community as already detailed above
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(e) Reference and Administrative details

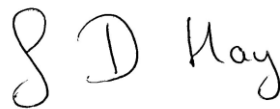
24.	Charity name	Old Woking Community Centre
25.	Other name the charity uses	Old Woking and District Community Centre
26.	Registered charity number	1164738
27.	Charity's principal address	Sundridge Road Kingfield Woking Surrey GU22 9AT
28.	Names of the charity Trustees who manage the charity	Trustees with office for the entire financial year: • Mrs Sandra Hay (Chairman) • Mrs Tracey Nunn (Secretary & Office Manager) # • Mr Ian Hay (Treasurer) Trustees and committee members for the entire financial year: • Mrs Peggy Goring # • Mrs Louise Morales • Mr Holger Marsen • Mrs Valerie Marsen (# = due for re-election at the 2025 AGM --- as each is a Trustee for a period of three years and then either retires or is re-elected at the AGM) Trustees and committee members for part of the financial year: • Mrs Christine Grant (retired as a Trustee on 14th October 2024) • Mr Sajid Ali (retired as a Trustee on 14th October 2024)
29.	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: https://www.oldwokingcommunitycentre.co.uk/all-about-us/our-constitution/
30.	Description of the assets held in this capacity	The building and the contents within are owned by the OWCC

31.

The Trustees declare that they have approved the Trustees' reports above on February 23rd 2025

- Mrs Sandra Hay (Chairperson)
- Mr Ian Hay (Treasurer)
- Mrs Tracey Nunn (Secretary & Office Manager)
- Mrs Peggy Goring
- Mrs Louise Morales
- Mr Holger Marsen
- Mrs Valerie Marsen

Signed on behalf of all the Trustees:

A handwritten signature in black ink, appearing to read 'S D Hay', is written within a rectangular box.

(Sandra Hay --- Chairperson)

Date: February 23rd 2025

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