

The Old Woking Community Centre



2026 Reports for the Annual General Meeting & the Charities Commission for the Financial year of: 1st January 2025 to 31st December 2025

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

- It has been a good year for the Community Centre seeing increased occupancy and therefore increased revenue
- In the past year, we had a new Trustee who is serving his probationary period and will be ratified at this AGM
- We have a very good committee of Trustees who are very committed and who all have diverse skills which they bring to the Centre to help it in its continued growth
- We, unfortunately, had to participate in a court case in an effort to retrieve monies owed to us by an outside contractor but our case was upheld and the monies are now being returned via a monthly sum
- We have a good relationship with both the Sixth Form College and the Montessori Nursery both of whom use the premises daily

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

- This year has been a good year. Our regular hires are stable and we have had an increase in the number of one-off bookings for parties and events
- We have offered free space to a number of charitable and community organisations such as the Repair Café, Free Community First Aid and others
- We held our first Christmas Party for the community since 2020 and we had a fantastic turnout where everyone had a good time. We plan to put on some activities for the community during the summer holiday break
- The partnership with Woking College is working very well and we are all committed to work together for the benefit of all. They use the space term time weekdays, 8am to 4:30pm when the spaces are returned for our use
- We now have a contractor to litter pick the car park, look after the trees and the hedge. We have taken on a second contract cleaner to attend between 4.30pm and

5:30pm to clear up after the college. We also have a young man who we employ to open the building on Saturday mornings and tidy up on a Sunday evening ready for Monday morning

- The builders still have a few items of work to complete after the build
- The major improvements are: air-conditioning in the Community/Sundridge Hall and a new floor covering in the main hall as well as a few more table trolleys and new chairs with their own chair trolleys
- The Café area is a hub for our charitable purposes and is used for a craft club on Wednesday mornings and evenings, Whist once a month and lots of other community groups and activities. The Café area is also used as a Warm Hub Monday to Friday mornings and the Brinda Jakant Shah Foundation kindly donate £500 annually towards the Hub

Treasurer's presentation of the accounts for the financial year 1st January 2025 to 31st December 2025 --- from Mr Ian Hay (Treasurer and Trustee) --- below on Pages 3 to 5

OWCC annual income and expenditure for the financial year of 2025

(Explanatory notes for numbers below)

Notes	Incomings	FYI Incomings percentages
1	Hall hire income & deposits	£97,644.80 69
2	Donations from other organisations	£550.00 <1%
3	Reimbursements	£22,381.18 16
4	Repayments from court case	£700.00 <1%
5	Grants	£20,000.00 14
	Total incomings	£141,275.98
	Outgoings	Outgoings percentages
6	Wages & Payroll	£6,232.50 5
7	Site management	£1,300.00 <1%
8	Electricity	£29,260.43 21
	Water & Sewage	£1,280.17 <1%
9	Cleaning & locking up	£28,467.75 21
	Any Cleaning supplies	£552.59 <1%
	PHS (hygiene products & services)	£1,754.33 1
	Grundon Waste & Recycling	£2,869.07 2
10	Security & Fire (OHMS)	£6,279.00 5
	BT Phone & Internet/Computer	£1,964.90 1
11	Music & Hall Licences	£817.03 <1%
	Insurance	£12,658.89 9
	Ground Rent to Woking Borough Council	£47.24 <1%
	Bank Charges	£102.00 <1%
12	Petty Cash	£2,180.33 2
13	Office or Centre Equipment	£27,127.90 20
14	Office Expenses	£265.00 <1%
15	ALL Maintenance/Repairs	£7,683.51 6
	Window Cleaning	£186.00 <1%
16	Annual Audit & Charities Commission reports	£250.00 <1%
17	AGM Costs	£131.52 <1%
18	Legal	£198.28 <1%
19	Advertising / Open Day events	£17.14 <1%
	Returned deposits from Hall hire	£5,145.00 4
20	Any others	£540.25 <1%
	Total outgoings	£137,310.83
	Incomings versus Outgoings	+£3,965.15
	Current Account totals	
	January 1st 2025 bank statement balance:	£8,363.48
	December 31st 2025 bank statement balance	£8,327.83
	Savings Account totals	
	1 st January 2025 bank statement balance:	£6,113.94
	31 st December 2025 bank statement balance	£10,189.27
	Savings account interest	+£74.53

Total in Bank1st January 2025 bank statement balance: **£14,477.42**31st December 2025 bank statement balance **£18,517.10****Total surplus/deficit****+ £4,039.68****Incoming moneys ---- additional explanatory notes:**

- 1 Hall hire & deposits taken on booking
- 2 £500 for Warm Hub & £50 from Trustees
- 3 Mainly from Woking College for their share of joint bills
- 4 £100 a month from [REDACTED] who owed the OWCC £1938
- 5 Grant for the new Main Hall floor

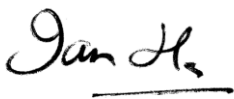
Outgoing moneys ---- additional explanatory notes:

- 6 For Centre Manager & Payroll monthly fees
- 7 For outside site management & overseeing late night parties
- 8 Began with EDF then changed to BG
- 9 Two cleaners: one full time, one part time
- 10 Fire testing, alarms
- 11 For copyright payments to artists
- 12 For small/less expensive incidentals --- accounts submitted to Auditor
- 13 Chairs, trolleys, keys cut, air con installed, new cleaning equipment, new Hall floor
- 14 Hall Master --- computer booking system
- 15 Intruder alarm fault/repair, repairs of fire sensor, plumber, air filters repaired & filters
- 16 Collation of bank statements and evidence requested by the Auditor and submission of annual report to Charities Commission
- 17 Refreshments
- 18 All for the small claims court case to retrieve the £1938 owed
- 19 Adverts for Children's Christmas party
- 20 Weekend unlocking fee, hire of other venues when College required our room(s)

Independent Examiner's Report for the accounts for the Old Woking Community Centre for the financial year 2025

I am reporting on the accounts of the Old Woking Community Centre (hereafter known as "OWCC") for the financial year between 1st January 2025 and 31st December 2025, 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: February 1st 2026
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Respective responsibilities of said members and examiner

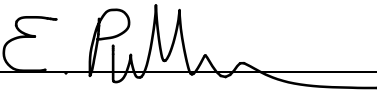
- The OWCC members (the collective responsibility of the Trustees of the OWCC) are responsible for the preparation of the accounts. My responsibility is to examine the accounts and state whether particular matters have come to my attention

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: 09-04-2026

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 2025 to 31st December 2025

(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 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 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 3 to 5
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 now exceed £10,000
12.	Details of fund materially in deficit or in surplus for the financial year	The summary of the accounts (on pages 3 to 5) show details of the surplus for the last financial year
13.	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 bi-monthly Trustees' meeting for scrutiny and discussion. These reports are scrutinised and commented upon by the Trustees
14.	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

15.	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
16.	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 4

(d) Structure, Governance and Management

17.	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/
18.	How is the charity constituted? (e.g. CIO)	Charitable Incorporated Organisation (CIO)
19.	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
20.	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 to ten 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
21.	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 bi-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

22.	Relationship with any related parties	There are no official relationships except with 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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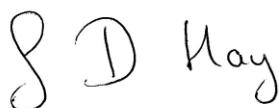
(e) Reference and Administrative details

23.	Charity name	Old Woking Community Centre
24.	Other name the charity uses	Old Woking and District Community Centre
25.	Registered charity number	1164738
26.	Charity's principal address	Sundridge Road Kingfield Woking Surrey GU22 9AT
27.	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 Louise Morales • Mr Holger Marsen • Mrs Valerie Marsen • Miss Pav Dhuga NB: 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: • Mr Steve Morton was co-opted as a Trustee and committee member during the financial year and is to be formally voted in at the AGM • Mrs Peggy Goring passed away during this financial and her enthusiasm for this charity and her unwavering support will be greatly missed
28.	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/
29.	Description of the assets held in this capacity	The building and the contents within are owned by the OWCC

The Trustees declare that they have approved the Trustees' reports above on April 10th 2026

- Mrs Sandra Hay (Chairperson)
- Mr Ian Hay (Treasurer)
- Mrs Tracey Nunn (Secretary & Office Manager)
- Mrs Louise Morales
- Mr Holger Marsen
- Mrs Valerie Marsen
- Miss Pav Dhuga
- Mr Steve Morton (co-opted Trustee to be confirmed at the 2026 AGM)

Signed on behalf of all the Trustees:

A handwritten signature in black ink, appearing to read 'S D Hay'.

(Sandra Hay --- Chairperson)

Date: April 10th 2026

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