

THE MEETING ROOM (SURREY)

England & Wales · Charity number 1165351

Details

Other names	THE MEETING ROOM
Status	Registered
Legal form	CIO
Registered	2016-01-29
Register	View on the Charity Commission register

Contact

Address	57 Cannon Grove Fetcham Leatherhead Surrey KT22 9LP
Phone	01372375655
Email	themeetingroom123@gmail.com
Website	www.themeetingroom.org.uk

Activities

Objects: E RELIEF AND PREVENTION OF POVERTY AND THE RELIEF OF NEED, WITH A VIEW TO HELPING PEOPLE IDENTIFY AND MEET THEIR OWN NEEDS, IN PARTICULAR BY: PROVIDING A DAY CENTRE OR CENTRES THAT PROVIDE A WELCOMING SPACE THAT PROVIDE RELIEF TO PEOPLE SUCH AS REFRESHMENTS AND SOCIAL INTERACTION AND SUPPORT, ADVICE AND ADVOCACY.

Activities: The Meeting Room runs daytime drop in centres for homeless, socially isolated, and vulnerable people in Epsom & Ewell and Mole Valley. At the centres they are welcomed and offered a hot meal, advice, signposting and friendship. Volunteers build relationships which then enables us to offer support individually for clients. A lot of support is offered outside the centers as required by needs.

Classification

- **How:** Provides Advocacy/advice/information
- **What:** The Prevention Or Relief Of Poverty
- **Who:** The General Public/mankind

Geography

- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2025-10-31	£98,657	£79,418	-	-
2024-10-31	£109,373	£104,105	-	-
2023-10-31	£104,315	£101,791	-	-
2022-10-31	£37,866	£63,593	-	-
2021-10-31	£37,291	£41,838	-	-
2020-10-31	£50,832	£44,542	-	-

Trustees

Name	Role	Appointed
Frances Georgina Betty Kane		2020-02-28
Paul Adair Mr		2019-06-01
harriet Louise Edgley		2024-03-31
richard furze		2021-05-19

THE MEETING ROOM (SURREY)

England & Wales - Charity number 1165351

Accounts

Registered number

1165351

The Meeting Room (Surrey)
Report and Unaudited Accounts

Friday, October 31, 2025

The Meeting Room (Surrey)

Report and accounts

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The Meeting Room (Surrey)

Charity Information

Trustees

Mr Paul Adair (Chair)
Mr Richard Furze
Mrs Francis Kane
Mrs Harriet Edgley
Mrs Belinda Cooper

Independent Examiner

Lisa Gadsby ACA
7 Eastwick Drive
Great Bookham
Surrey KT23 3PP

Bankers

Barclays Bank UK PLC
82-84 High Street
Epsom
KT19 8BH

Principal address

57 Cannon Grove
Fetcham
Leatherhead
KT22 9LP

Registered number

1165351

The Meeting Room (Surrey)
Registered number: 1165351
Report of the Trustees

Introduction

The Board of Trustees are pleased to present their annual report and accounts for the year ended 31 October 2025.

The Board are satisfied with the performance of the charity during the year and the position at 31 October 2025 and consider that the charity is in a good position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations.

Name, registered office and constitution of the charity

The full name of the charity is The Meeting Room (Surrey).

Date of formation:	1 October 2014
Principal Office:	57 Cannon Grove, Fetcham, Leatherhead, KT22 9LP
Charity Registration Number:	1165351

Objectives and activities

The Meeting Room (Surrey) is a registered charity supporting vulnerable individuals in the Mole Valley and Epsom areas of Surrey. We assist and support people facing multiple challenges such as poverty, addiction, mental and physical health issues, relationship breakdown, homelessness and social exclusion.

Our purpose is to assist individuals and families in crisis, showing kindness and respect while helping them move towards a more stable, settled and independent future. Our primary aim is to prevent clients from returning to previous difficulties by first meeting their immediate needs and subsequently, through our on-going support services, equipping them with the skills and confidence to lead a more sustainable lifestyle. By working with, and supporting our clients, we seek to prevent recurring situations related to homelessness, severe debt problems, addiction relapses or mental health issues.

We directly help around 60-100 people per week and have over 250 clients on our books to whom we offer support and assistance. In 2025 we had over 3,400 visits to our three lunchtime drop-ins in Leatherhead, Ashted and Epsom and supplied 5,000 hot meals to clients. As well as providing daily essentials, our clients predominantly require assistance with benefits, finance, utilities, work, accommodation, personal and health issues. Clients can also request 1-1 sessions with qualified counsellors funded by The Meeting Room.

Director's responsibilities

The director is responsible for preparing the report and accounts in accordance with applicable law and regulations.

Company law requires the director to prepare accounts for each financial year. Under that law the director has elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).

Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these accounts, the director is required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The director is responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable him to ensure that the accounts comply with the Companies Act 2006. He is also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditors

The director confirms that:

- So far as he is aware, there is no relevant audit information of which the company's auditor is unaware; and
- He has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the company's auditor is aware of that information.

Structure, governance and management

Governing document

The charity is governed by a Constitution dated 30 October 2015. The charity is registered with the Charity Commission under number 1165351.

Trustee changes

New Trustees may be appointed by existing Trustees by passing a majority resolution of the Trustees. There were no Trustee changes during the year.

Trustees' responsibilities

"The Charities Act 1993 requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in existence.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities."

Achievements and key events

In 2025 the Trustees continued to focus on the sustainable operation of the charity, developing and improving our client support activities, and working with partners in our local community. During the year, we have seen the most new clients coming to us since we started collecting data post the Covid-19 period. Over 100 new clients came to us for help and support. This has put pressure on our limited resources and we are currently working at close to our maximum capacity. Following a strategy review by the trustees in September 2025, we are focussing on further developing the effectiveness of our services with the implementation of a more outcome-oriented approach. To facilitate its success, we have initiated a program of significant improvement in our processes and systems of data collection.

We are also endeavouring to improve and extend our crisis support and response services which are becoming a much more significant focus for the charity. This will be integrated into our new outcome-oriented approach, which will help us to accept the new client referrals where we can provide the most support and assistance.

We could not carry out our work without being closely connected to all types of local organisations, from whom we receive many of our referrals, including Surrey County Council (and local district councils), Surrey Police, local GP practices and social prescriber groups and many other agencies. We have run information sessions and skill shares with other charities such as Samaritans and Arthritis UK. Local businesses large and small support us with foodstuffs and other items. We work closely with household names such as Marks & Spencer and Sainsbury's in this regard. Our staff and volunteers attend local networking events and workshops to ensure our services are known and we are able to offer the best possible help. We listen carefully to clients' experiences and gather feedback through regular conversations, community events, social media and talks. In September 2025, we began partnering with the North East Surrey College of Technology in Epsom (NESCOT) to provide students, taking their Public Services course, with essential work experience, interacting with vulnerable adults.

We strongly encourage our clients to get involved in the many activities we run, which are extremely helpful for their mental health and general well-being. Our program of crafting activities developed significantly this year, culminating in five of our clients, who crafted over 160 giant poppies (each 30cm wide), having these displayed around Leatherhead to celebrate the 80th anniversary of VE Day in May 2025.

Trustees, Staff and Volunteers

We have an excellent, long-serving leadership team who truly have a heart for helping people. Our Trustees group has executive level third sector and corporate management expertise, providing strategy, direction and leadership to the charity. Our Head of Client Support reports to the Chairman and oversees two staff and over 20 volunteers. We continue to be very well served by our group of wonderful volunteers who cook delicious meals, help with the washing up and talk with and listen to clients. We are always looking to add to this team.

Fundraising

We actively seek to diversify our sources of funding. We have six different sectors from which we receive funding: private individuals, local organisations, grants from trusts, corporates, local government and events. Funding from grants and trusts continues to be a significant part of our

income. In 2025, we received grants of £20,000 from Awards for All (National Lottery Community Fund) and £4,900 from the Leathersellers' Foundation.

While around 40% of our funding comes from trusts, we are well supported by individuals and our own local community. We put significant effort into networking and keeping our donors up to date with all of our activities. In the past year we have worked hard to increase our on-line giving. A particular fundraising highlight was from the daughter of a former client and volunteer who walked from John O 'Groats to Land's End, raising over £5,000 for the charity. We have been financially supported again this year by many local organisations, including churches, local rotaries, sports clubs and various associations and groups, many of them regular supporters. We are hugely grateful to all our donors.

Financial review

Reserves policy

Given the potential volatility of income, all of which has to be raised each year, we aim to retain a reserve representing 6 months expenditure at all times to ensure we can meet our needs. Currently our unrestricted reserves represent just over 6 months operating expenditure.

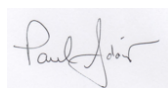
Transactions and financial position

The Statement of Financial Activities shows a surplus for the year of £19,239. Operating costs reduced during the year mainly due to a reduction in staff costs and in the amount of Household Support Grant that could be used in that period to make grants to clients. The need for counselling services continues to increase. It was another good year for donations though trust income was down on the previous year. Corporate donations and gifts from local organisations continued strong and donations from individuals increased, helped by the walk mentioned above and a legacy of £4,136. We continued to receive funding from Mole Valley District Council and Epsom and Ewell Borough Council from the government's Household Support Grant. The funds related to this financial year were spent on energy support and other essential bills for clients or for client food used in our various activities.

Unrestricted Funds at 31 October 2025 amounted to £41,265. Restricted Funds at 31 October 2025 amounted to £28,298.

The financial condition of the charity is currently satisfactory but fundraised income will need to continue at current levels if we are to meet our current cost base. This is inevitably a challenge. The financial statements have been prepared implementing the 2005 Revision of the Statement of Recommended Practice for Accounting and Reporting by Charities issued by the Charity Commission of England and Wales (revised in June 2008) and in accordance with the Financial Reporting Standard for Smaller Entities (effective Jan 2015).

This report was approved by the Board of Trustees on 1 April 2026 and signed on its behalf by:



Paul Adair
Chair of Trustees

**The Meeting Room (Surrey)
Independent Examiner's Report**

Independent Examiner's Report to the Board of Trustees of The Meeting Room (Surrey)

I report to the trustees on my examination of the accounts of The Meeting Room (Surrey) for the year ended 31 October 2025.

Respective responsibilities of trustees and examiner

As the trustees of The Meeting Room (Surrey) you are responsible for the preparation of the accounts in accordance with the requirements the Charities Act 2011 ("the Act).

I report in respect of the examination of The Meeting Room (Surrey) accounts carried out under section 145 of the 2011 act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention In connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of The Meeting Room (Surrey) as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of the independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Lisa Gadsby

Relevant professional qualification or membership of professional bodies (if any): Qualified ACA

Address: 7 Eastwick Drive, Great Bookham, Surrey KT23 3PP

Date: 28th April, 2026

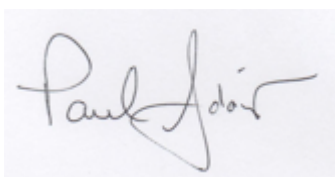
The Meeting Room (Surrey)
Statement of Financial Activities
for the year ended 31 October 2025

		Total Funds	Total Funds
	Notes	2025	2024
		£	£
Incoming resources			
<i>Incoming resources from generated funds:</i>			
Voluntary income	2	98,657	109,373
Investment income	3	-	-
Total incoming resources		<u>98,657</u>	<u>109,373</u>
Resources expended			
Costs of charitable activities	4	78,825	102,862
Governance costs	5	200	850
Support costs	6	393	393
Total resources expended		<u>79,418</u>	<u>104,105</u>
Net movement in funds		19,239	5,268
Total funds brought forward		50,324	45,056
Total funds carried forward		<u>69,563</u>	<u>50,324</u>

The Meeting Room (Surrey)
Registered number: 1165351
Balance Sheet
as at 31 October 2025

	Notes	2025	2024 £
Current assets			
Debtors	8	910	3,895
Cash at bank and in hand		<u>70,202</u>	<u>48,152</u>
		71,112	52,047
Creditors: amounts falling due within one year			
	9	(1,549)	(1,723)
Net current assets		69,563	50,324
Net assets		<u>69,563</u>	<u>50,324</u>
The funds of the charity:			
Unrestricted revenue accumulated funds	10	41,265	44,469
Restricted revenue accumulated funds	11	28,298	5,855
Total charity funds		<u>69,563</u>	<u>50,324</u>

Mr Paul Adair
Trustee
Approved by the board on Wednesday, April 1, 2026



**The Meeting Room (Surrey)
Notes to the Accounts
for the year ended 31 October, 2025**

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

Incoming resources

Donations

Donations are credited in the year in which they are receivable.
Associated gift aid is recognised in the period when the donation is received.

Interest

Interest is credited in the year in which it is receivable.

Resources expended

Expenditure is recognised when a liability is incurred.

2 Voluntary Income	2025	2024
	£	£
Individual donations	22,230	13,425
Donations by companies and other organisations	21,608	20,205
Trust donations	32,400	46,000
Government grants	21,520	26,500
Event income	0	2,000
Gift aid income	899	1,243
 Total voluntary income	 <u>98,657</u>	 <u>109,373</u>

The government grants were received from Mole Valley District Council and Epsom and Ewell Borough Council under the UK government's Household Support Grant scheme.

3 Investment income	2025	2024
	£	£
Bank interest		
Total investment income	<u>-</u>	<u>-</u>

The Meeting Room (Surrey)
Notes to the Accounts
for the year ended 31 October, 2025

4 Costs of charitable activities	2025	2024
	£	£
Food and related supplies	5,102	3,580
Outings and trips	3,535	3,330
Client support payments	7,131	25,882
Christmas costs	815	750
Rent	6,451	6,944
Staff costs	46,294	52,024
Other support worker costs	0	1,699
Travel	1,712	1,214
Other general administration costs	2,391	2,894
Courses	174	-
Counselling	5,220	4,545
	<u>78,825</u>	<u>102,862</u>
Paid by restricted funds	21,865	61,049
Paid by non-restricted funds	56,960	41,813
Total costs of charitable activities	<u>78,825</u>	<u>102,862</u>
5 Governance costs	2025	2024
	£	£
Independent examiner's fee	200	850
Total governance costs	<u>200</u>	<u>850</u>
6 Insurance costs	2025	2024
	£	£
Insurance fee	393	393
Total support costs	<u>393</u>	<u>393</u>
7 Taxation		
The charity is exempt from tax on its charitable activities.		
8 Debtors	2025	2024
	£	£
Accrued income - gift aid	870	1,195
Prepayments	40	2,700
	<u>910</u>	<u>3,895</u>

The Meeting Room (Surrey)
Notes to the Accounts
for the year ended 31 October, 2025

9 Creditors: amounts falling due within one year	2025	2024
	£	£
Creditors and accruals	1,549	1,723
	<u>1,549</u>	<u>1,723</u>
10 Unrestricted Funds	2025	2024
	£	£
Balance at 1 November 2024	44,469	33,652
Incoming resources	54,349	53,873
Outgoing resources	(57,553)	(43,056)
Balance at 31 October 2025	<u>41,265</u>	<u>44,469</u>
11 Restricted Funds	2025	2024
	£	£
Balance at 1 November 2024	5,855	11,404
Incoming resources	44,308	55,500
Outgoing resources	(21,865)	(61,049)
Balance at 31 October 2025	<u>28,298</u>	<u>5,855</u>

THE MEETING ROOM (SURREY)

England & Wales - Charity number 1165351

Accounts

Registered number
1165351

The Meeting Room (Surrey)
Report and Unaudited Accounts
31 October 2024

**The Meeting Room (Surrey)
Report and accounts
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**The Meeting Room (Surrey)
Charity Information**

Trustees

Mr Paul Adair (Chair)
Mr Richard Furze
Mrs Francis Kane
Mrs Vera Parekh (resigned 1st March 2024)
Mrs Harriet Edgley (appointed 1st March 2024)
Mrs Belinda Cooper (appointed 7th October 2024)

Independent Examiner

Mr M S Caldicott ACA FCCA CTA
for and on behalf of White Hart Associates (London) Limited
2nd Floor, Nucleus House
2 Lower Mortlake Road
Richmond
TW9 2JA

Bankers

Barclays Bank UK PLC
5 Church Street
Leatherhead
Surrey
KT22 8DW

Principal address

57 Cannon Grove
Fetcham
Leatherhead
KT22 9LP

Registered number

1165351

The Meeting Room (Surrey)

Registered number: 1165351

Report of the Trustees

Introduction

The Board of Trustees are pleased to present their annual report and accounts for the year ended 31 October 2024.

The Board are satisfied with the performance of the charity during the year and the position at 31 October 2024 and consider that the charity is in a good position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations.

Name, registered office and constitution of the charity

The full name of the charity is The Meeting Room (Surrey).

Date of formation: 1 October 2014
Principal Office: 57 Cannon Grove, Fetcham, Leatherhead, KT22 9LP
Charity Registration Number: 1165351

Objectives and activities

The Meeting Room (Surrey) is a registered charity supporting vulnerable individuals in the Mole Valley and Epsom areas of Surrey. We assist and support people facing multiple challenges such as poverty, addiction, mental and physical health issues, relationship breakdown, homelessness and social exclusion. Our purpose is to assist individuals and families in crisis, showing kindness and respect while helping them move towards a more stable, settled and independent future.

Our primary aim is to prevent clients from returning to previous difficulties by first meeting their immediate needs and subsequently, through our on-going support services, equipping them with the skills and confidence to lead a more sustainable lifestyle.

We directly help around 60-100 people per week and have nearly 200 clients on our books to whom we offer support and assistance. In 2024 we had over 3,200 visits to our three lunchtime drop-ins and supplied 4,500 hot meals to clients.

Structure, governance and management

Governing document

The charity is governed by a Constitution dated 30 October 2015. The charity is registered with the Charity Commission under number 1165351.

Trustee changes

New Trustees may be appointed by existing Trustees by the passing of a majority resolution of the Trustees.

Harriet Edgley joined as a trustee in the year, having assisted as an advisor for some years. We are delighted to welcome her to this role. Belinda Cooper also joined as a trustee in the year and we look forward to working with her. Vera Parekh resigned as a Trustee in March. She remains as a highly valued volunteer and we are hugely grateful for her thoughtful and active contribution over many years.

The Meeting Room (Surrey)

Registered number: 1165351

Report of the Trustees

Trustees' responsibilities

The Charities Act 1993 requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in existence.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Achievements and performance

In 2024 the Trustees continued to focus on the sustainable operation of the charity, improving fundraising activities, networking in our local community and seeking to support our existing and new clients in the best manner possible.

Working in partnership:

We could not carry out our work without being very closely connected to all types of local organisations from whom we receive many of our referrals. Our trustees, staff and volunteers are in regular contact with organisations such as:

- * Surrey County Council and our local authorities
- * Local GP practices and social prescriber groups
- * Social housing providers
- * Local churches and faith groups
- * Citizen's Advice
- * Other charities and support organisations.

We were very pleased to continue to develop our relationships with both of the local authorities for the areas we serve. For the past two years, we have received funding from Mole Valley District Council as part of the governments' Household Support Fund initiative. These funds have broadly been passed on to our clients to assist with the cost of living crisis, predominantly with regard to food costs and utility bills. In 2024 we received first time similar funding from Epsom and Ewell Borough Council. We have also been working on a homelessness initiative with this authority.

We are hugely grateful to all our donors for their generosity. In addition to financial support we are supported by several local supermarkets, including Sainsbury's and Marks & Spencer who provide us with food on a weekly basis for distribution at our drop-ins.

The Meeting Room (Surrey)

Registered number: 1165351

Report of the Trustees

Achievements and performance continued

In October we were very happy to welcome our local Member of Parliament, Helen Maguire to our lunchtime drop-in in Leatherhead. She spoke with staff and volunteers discussing all aspects of what we do and spent time chatting with clients.

Record Keeping and tracking progress:

In an average week we support 60-70 people at our drop-ins and 25-30 outside. In 2024, we provided nearly 300 hours of counselling and 125 households received direct food and energy payments (always as vouchers or direct payments to energy suppliers).

We have significantly improved our data gathering and reporting with the objective of looking at our various activities more closely and endeavouring to become more oriented towards achieving positive outcomes for our clients. However we are only at the very beginning of this process and further work is required to achieve our full aims.

Activities

We run lunchtime drop-in centres on Monday, Tuesday & Thursday in Leatherhead, Ashted & Epsom. This allows us to provide a safe and welcoming environment, a hot meal and the opportunity to talk to our trained staff about whatever issues our clients are facing. As well as providing daily essentials, our clients predominantly require assistance with benefits, finance, utilities, work, accommodation, personal and health issues. Clients can also request 1-1 sessions with a qualified counsellor who is funded by The Meeting Room.

We encourage our clients to volunteer with us with different levels of formality depending on their situations. Currently, we have clients assisting with food preparation, washing up, and logistics of food collection and other items. Where appropriate, we also signpost our clients to volunteer with other local charities. This helps enormously with confidence and well-being and may be a springboard for employment opportunities. In conjunction with Christians Against Poverty, we run a regular personal finance and life skills workshop. This covers topics such as budgeting ahead, ways to save on utility bills, food shopping, cooking on a budget, healthy lifestyles and healthy relationships.

We strongly encourage our clients to get involved in the many activities that we run, and which are extremely helpful with respect to mental health and general well-being. In 2024, our annual plan of activities took a familiar shape to previous years as we seek to provide our clients with some time away from their daily situations. As well as our usual programme of crafting, table tennis and walks in the local countryside, our list of events and activities included:

- Day trip to Brighton;
- 3 day barge and camping trip;
- Visit to Kew Gardens;
- Overnight stay at Walton Firs Activity Centre, Cobham; and
- Leatherhead Theatre for Dick Whittington at Christmas.

The Meeting Room (Surrey)

Registered number: 1165351

Report of the Trustees

Staff and Volunteers

Our support workers, Lisa Cullen and Gayle Scrivens, are key to the success of the charity. Due to the departure of our Operations Manager (Karen Money) in the year, Lisa was promoted to Head of Client Support Services, responsible for all client focused activities. We also recruited Felicity Miners-Jones as a part-time Fundraising Co-ordinator; she also provides support in social media and data administration. We continue to be very well served by a group of wonderful volunteers who cook delicious meals, help with the washing up and talk with and listen to clients. We are always looking to add to this team.

Fundraising

We have six different sectors from which we receive funding - private individuals, local organisations (churches and other groups such as Rotary, etc.), grants & trusts, corporates, local government and events. Like all small charities, we are constantly fundraising throughout the year, and we rely on the generosity of regular individual givers, local churches and other organisations, none of which is guaranteed, but has been relatively consistent over the past few years. We are very reliant on all of these sources to continue to donate to us and we work very hard to stay connected and keep them informed of what we are doing. We have no earned income of any type.

We are seeking more grant funding and in 2024, we received a grant of £20,000 from Awards for All/National Lottery towards salary costs. We also received first time grants from the Garfield Weston Foundation and the Albert Hunt Trust. Generous company donations this year were received from Unum, Toyota and the Co-op. Individuals can donate to us either directly or via 'JustGiving' on our website.

We also are most thankful to a number of churches and local organisations for their support. This includes Leatherhead Lions and Leatherhead United Charities.

In 2024 we benefited from the Surrey Rocks event receiving £2,000. We are hoping to continue to be involved in and be affiliated with local events to raise awareness and funding.

Planning for the future

The Meeting Room has a strategy and implementation plan to ensure we have a sustainable and well-run charity going forward. We have made much progress in the past year and we will continue to work hard and focus on our key strengths of teamwork, mutual support and client focus. We will, in particular, increase our profile in the communities we serve so as to reach new clients and recruit new volunteers. We will also continue to implement a fundraising strategy to maintain income levels across a wide range of donor sources.

The Meeting Room (Surrey)

Registered number: 1165351

Report of the Trustees

Financial review

Reserves policy

Given the potential volatility of income, we aim to retain a reserve representing up to 6 months expenditure at all times to ensure we can meet our needs. Currently our reserves represent just over 5 months operating expenditure.

Transactions and financial position

The financial statements are set out on pages 8 to 12. The financial statements have been prepared implementing the 2005 Revision of the Statement of Recommended Practice for Accounting and Reporting by Charities issued by the Charity Commission of England and Wales (revised in June 2008) and in accordance with the Financial Reporting Standard for Smaller Entities (effective Jan 2015).

The Statement of Financial Activities shows a surplus for the year of £5,268. Operating costs have remained stable overall but this masks a number of changes. Staff costs reduced in the year as staff numbers reduced to two support workers by the year end. We also changed the way in which lunches were delivered at one of our lunch clubs which has reduced rental costs. Against this we have paid out a higher level of grants under the Household Support Grant scheme. The need for counselling services continues to increase.

It was another strong year for donations. Trust income of £46,000 included gifts of £20,000 from Awards for All towards salaries, £8,000 from Garfield Weston Foundation and £5,000 from the Albert Hunt trust as well as gifts from private trusts. We also received donations from a number of companies including Unum, Toyota and Co-op.

We continued to receive funding from Mole Valley District Council, and started to receive funds from Epsom and Ewell Borough Council from the government's Household Support Grant. All of these funds were spent in the year on energy support and other essential bills for clients or for client food used in our various activities. We also received generous donations from a number of local churches, and other local organisations.

Unrestricted Funds at 31 October 2024 amounted to £44,469. Restricted Funds at 31 October 2024 amounted to £5,855. The financial condition of the charity is currently satisfactory but fundraised income will need to continue at current levels if we are to meet our current cost base. This is inevitably a challenge.

This report was approved by the Board of Trustees on 1st May 2025 and signed on its behalf by:

Signed by:

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Mr Paul Adair
Trustee

The Meeting Room (Surrey) Independent Examiner's Report

Independent Examiner's Report to the Board of Trustees of The Meeting Room (Surrey)

I report on the accounts of the charity for the year ended 31 October 2024 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.


Basis of independent examiners' statement

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 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

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act,have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

DocuSigned by:

40AB2221510142C...

Mr M S Caldicott ACA FCCA CTA
for and on behalf of White Hart Associates (London) Limited
Chartered Accountants and Statutory Auditors
2nd Floor, Nucleus House
2 Lower Mortlake Road
Richmond
TW9 2JA

1 May 2025

**The Meeting Room (Surrey)
Profit and Loss Account
for the year ended 31 October 2024**

		Total Funds	Total Funds
	Notes	2024 £	2023 £
<i>Incoming resources from generated funds:</i>			
Voluntary income	2	109,373	104,315
Investment income	3	-	-
		<hr/>	<hr/>
Total incoming resources		109,373	104,315
Costs of charitable activities	4	102,862	100,548
Governance costs	5	850	850
Insurance costs	6	393	393
		<hr/>	<hr/>
Total resources expended		104,105	101,791
Net movement in funds		5,268	2,524
Total funds brought forward		45,056	42,532
		<hr/>	<hr/>
Total funds carried forward		50,324	45,056

The Meeting Room (Surrey)
Registered number: 1165351
Balance Sheet
as at 31 October 2024

	Notes	2024 £	2023 £
Current assets			
Debtors	8	3,895	2,853
Cash at bank and in hand		48,152	45,055
		<u>52,047</u>	<u>47,908</u>
Creditors: amounts falling due within one year			
	9	(1,723)	(2,852)
Net current assets		<u>50,324</u>	<u>45,056</u>
Net assets		<u>50,324</u>	<u>45,056</u>
The funds of the charity:			
Unrestricted revenue accumulated funds	10	44,469	33,652
Restricted revenue accumulated funds	11	5,855	11,404
Total charity funds		<u>50,324</u>	<u>45,056</u>

Signed by:

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Mr Paul Adair
 Trustee
 Approved by the board on 1 May 2025

**The Meeting Room (Surrey)
Notes to the Accounts
for the year ended 31 October 2024**

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

Incoming resources

Donations

Donations are credited in the year in which they are receivable. Associated gift aid tax is recognised in the period when the donation is received.

Interest

Interest is credited in the year in which it is receivable.

Resources expended

Expenditure is recognised when a liability is incurred.

2 Voluntary Income	2024	2023
	£	£
Private donations	13,425	22,643
Donations by organisations	20,205	9,747
Government grants	26,500	23,500
Trust income (including restricted funds)	46,000	44,250
Event income	2,000	1,712
Gift aid income	1,243	2,463
	<hr/>	<hr/>
Total voluntary income	109,373	104,315

The government grants were received from Mole Valley District Council and Epsom and Ewell Council under the government's Household Support Grant scheme.

3 Investment income	2024	2023
	£	£
Bank interest		
Total investment income	<hr/>	<hr/>

The Meeting Room (Surrey)
Notes to the Accounts
for the year ended 31 October 2024

4	Costs of charitable activities	2024	2023
		£	£
	Food	3,580	3,781
	Outings and trips	3,330	4,865
	Christmas	750	1,084
	Rent	6,944	9,393
	Staff and support worker costs	52,024	61,277
	Other Support Worker Costs	1,699	4,175
	Travel	1,214	1,519
	Other general administration costs	2,894	3,646
	Client support payments	25,882	6,788
	Counselling	4,545	4,020
		<u>102,862</u>	<u>100,548</u>
	Paid by restricted funds	<u>61,049</u>	<u>33,238</u>
	Paid by non-restricted funds	<u>41,813</u>	<u>67,310</u>
	Total costs of charitable activities	<u>102,862</u>	<u>100,548</u>
5	Governance costs	2024	2023
		£	£
	Independent examiner's fee	<u>850</u>	<u>850</u>
6	Insurance costs	2024	2023
		£	£
	Insurance fee	<u>393</u>	<u>393</u>
7	Taxation		
	The charity is exempt from tax on its charitable activities.		
8	Debtors	2024	2023
		£	£
	Prepayments & Accrued Income	<u>3,895</u>	<u>2,853</u>

**The Meeting Room (Surrey)
Notes to the Accounts
for the year ended 31 October 2024**

9 Creditors: amounts falling due within one year	2024	2023
	£	£
Creditors and accruals	<u>1,723</u>	<u>2,852</u>
10 Unrestricted Funds	2024	2023
	£	£
Balance at 1 November 2023	33,652	41,390
Incoming resources	53,873	60,815
Outgoing resources	(43,056)	(68,553)
Balance at 31 October 2024	<u>44,469</u>	<u>33,652</u>
11 Restricted Funds	2024	2023
	£	£
Balance at 1 November 2023	11,404	1,142
Incoming resources	55,500	43,500
Outgoing resources	(61,049)	(33,238)
Balance at 31 October 2024	<u>5,855</u>	<u>11,404</u>

THE MEETING ROOM (SURREY)

England & Wales - Charity number 1165351

Accounts

Registered number
1165351

The Meeting Room (Surrey)
Report and Unaudited Accounts
31 October 2023

**The Meeting Room (Surrey)
Report and accounts
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**The Meeting Room (Surrey)
Charity Information**

Trustees

Mr Paul Adair (Chair)
Mr Richard Furze
Mrs Francis Kane
Mrs Vera Parekh - resigned 31 March 2024
Mrs Harriet Edgley - appointed 31 March 2024

Independent Examiner

Mr M S Caldicott ACA FCCA CTA
for and on behalf of White Hart Associates (London) Limited
2nd Floor, Nucleus House
2 Lower Mortlake Road
Richmond
TW9 2JA

Bankers

Barclays Bank UK PLC
82/84 High Street
Epsom
Surrey
KT19 8BH

Principal address

57 Cannon Grove
Fetcham
Leatherhead
KT22 9LP

Registered number

1165351

The Meeting Room (Surrey)

Registered number: 1165351

Report of the Trustees

Introduction

The Board of Trustees are pleased to present their annual report and accounts for the year ended 31 October 2023.

The Board are satisfied with the performance of the charity during the year and the position at 31 October 2023 and consider that the charity is in a strong position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations.

Name, registered office and constitution of the charity

The full name of the charity is The Meeting Room (Surrey).

Date of formation: 1 October 2014
Principal Address: 57 Cannon Grove, Fetcham, Leatherhead, KT22 9LP
Charity Registration Number: 1165351

Objectives and activities

The objectives of the charity are the relief and prevention of poverty and the relief of need, with a view to helping people identify and meet their own needs, in particular by: providing a day centre or centres that provide a welcoming space and relief to people such as refreshments, social interaction, support, advice and advocacy.

The charity aims to fulfil these objectives with the help of their staff and team of experienced volunteers.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities.

Structure, governance and management

Governing document

The charity is governed by a Constitution dated 30 October 2015. The charity is registered with the Charity Commission under number 1165351.

Trustee changes

New Trustees may be appointed by existing Trustees by the passing of a majority resolution of the Trustees.

The Trustees will continue to look for new Trustees with valuable experience, but feel that the current Board has helpfully varied and complimentary skills and areas of interest and is in a good position to lead the charity forward.

Vera Parekh resigned as a Trustee in March 2024. She has made a huge contribution to the charity and continues to act as a very valued volunteer. Harriet Edgley was appointed as a Trustee in March 2024 and we are very grateful for her valued input and experience.

The Meeting Room (Surrey)

Registered number: 1165351

Report of the Trustees

Trustees' responsibilities

The Charities Act 1993 requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Trust and of the surplus or deficit of the Trust for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Trust will continue in existence.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Trust. They are also responsible for safeguarding the assets of the Trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Achievements and performance

The Meeting Room continues to support some of the most vulnerable people in the Mole Valley and Epsom & Ewell areas of Surrey. Over the past year, the cost-of-living crisis has affected many people in our local community and we find our services are required more than ever. The trustees, staff and volunteers of our charity continue to work together to meet the needs of individuals and families who are in situations of poverty, social exclusion, have mental health, addiction or learning difficulties, or are facing other issues including homelessness and/or family and relationship breakdown.

It is our aim to come alongside people, to be there for them and to help them through hard times, showing kindness, respect, understanding and friendship without any judgementalism. We believe that no matter why our clients come to us, what problems or addictions they might have, every single person is important. The problems our clients have are often difficult to deal with and are inappropriate for untrained individuals to get involved with – what we do goes well beyond the need of providing a nice cup of tea and a sympathetic ear.

Over the past year, one of the main focus areas of the trustees has been working to ensure the longer-term sustainability of the charity. We are working to diversify our fundraising activities (outlined below), improve our operational performance and lay the foundation for future growth of the charity.

We have endeavoured to improve our public profile through networking with community organisations, doctors' surgeries, local government, and others to increase awareness of what we do, to allow us to understand local needs and have clients referred to us. We are part of a Leatherhead charities group that work together to share ideas and experiences, with a view to providing a better overall service to our community. All of our trustees, staff and volunteers live and work in the areas we serve.

The Meeting Room (Surrey)

Registered number: 1165351

Report of the Trustees

Activities

We run lunchtime drop-in centres on Monday, Tuesday & Thursday in Leatherhead, Ashted & Epsom. This allows us to provide a safe and welcoming environment, a hot meal and the opportunity to talk to our trained staff about whatever issues our clients are facing. We are focused on not only meeting the immediate needs of vulnerable people, but also working with them to reach a more stable and sustainable lifestyle. At each of our three drop-ins, we have a mini food and toiletries bank (items are donated by local supermarkets and other supporters), as well as other donated items of clothes, household items, etc., As well as providing these daily essentials, our clients predominantly require assistance with benefits, finance, utilities, work, accommodation, personal and health issues. Clients can also request 1-1 sessions with a qualified counsellor who is funded by The Meeting Room.

Overall, our aim is to allow our clients to cope better with their own daily lives, and to avoid reverting to difficult and often distressing situations. Hence, the work we have been doing recently within our drop-in centres and in conjunction with other local charities and organisations. We encourage our clients to volunteer with us with different levels of formality depending on their situations. Currently, we have clients assisting with food preparation, washing up, and logistics of food collection and other items. Where appropriate, we also signpost our clients to volunteer with other local charities. Two are involved with the Leatherhead Community Hub at present, and several have been referred to a local gardening project. This helps enormously with confidence and well-being and may be a springboard for employment opportunities.

In conjunction with Christians Against Poverty, we ran a personal finance and life skills workshop over a period of six weeks. This provides our clients with real-life skills and information to help prevent our clients from falling into debt and covered topics such as budgeting ahead, ways to save on utility bills, food shopping, cooking on a budget, healthy lifestyles and healthy relationships. A number of our clients have been attending courses at the Leatherhead Community Hub on the benefits of using a slow cooker. Every person attending is given a slow cooker and training on how to use it to make delicious low-cost meals for themselves and their families.

We strongly encourage our clients to get involved in the many activities that we run, and which are extremely helpful with respect to mental health and general well-being. These include crafting, table tennis, country walks, theatre visits, picnics and barbeques, day trips and mini camping breaks.

The Meeting Room (Surrey)

Registered number: 1165351

Report of the Trustees

Activities continued

In November 2022, a group of staff and clients headed off to Walton Firs Activity Centre in Cobham, Surrey. Despite not having the greatest of weather, everyone had a wonderful time and the diverse activities such as archery, climbing, rope balancing, to name but a few, were a great hit.

Just before Christmas, a large group of over 20 clients went to the pantomime 'Snow White' at Leatherhead Theatre. It was a wonderful show, was hugely entertaining and just what was needed to lift the spirits. This is now an annual event and something that our clients really look forward to.

On Christmas Day, we held our first lunch with guests at Fetcham Village Hall since before the Covid-19 pandemic. Our experienced team along with over 30 volunteers on the day managed to feed over 60 people with a full Christmas lunch plus all the trimmings. Add to that presents, cards, crackers and loads of goodies and lovely table decorations and it was a very joyous time. We were entertained by a splendid group of local singers, and everybody joined in with all of the songs.

In February, over 20 clients and staff went to Bocketts Farm Park for a day out. As well as learning and interacting with many different animals from rabbits, guinea pigs and chickens to llamas, alpacas and goats, there was pig racing, mini go-karting and many other activities.

In May, we held a barbeque and party to celebrate the coronation of King Charles III. Despite the weather not being what we had hoped, the wonderful, cooked food and the most amazing cakes more than made up for it. We had our very own 'Bake Off' competition and live music provided by one of our volunteers made it a great occasion.

The Meeting Room barge trips are rather well-known for a being a great laugh and a lot of fun. So, in June and September, 10 clients and 2 of our staff spent some wonderful time together, taking in the canals of north London & Middlesex and camping out for two nights. The weather was fantastic and everyone involved enjoyed getting away from their everyday situations.

The Meeting Room (Surrey)

Registered number: 1165351

Report of the Trustees

Fundraising

We have six different sectors from which we receive funding - private individuals, local organisations (churches and other groups such as Rotary, etc.), grants & trusts, corporates, local government and events. Like all small charities, we are constantly fundraising throughout the year, and we rely on the generosity of regular individual givers, local churches and other organisations, none of which is guaranteed, but has been relatively consistent over the past few years. We are very reliant on all of these sources to continue to donate to us and we work very hard to stay connected and keep them informed of what we are doing. We have no earned income of any type.

We are seeking more grant funding and in 2023, we received two grants of £10,000 from Awards for All (The National Lottery Community Fund) (in April 2023) and Community Fund for Surrey (in August 2023). Both of these funds were awarded on the basis of contributing to funding our client support staff costs. Going forward, we are hoping to secure at least the same amount of grant funding in coming years.

In the past 9 months, we have received funding from Mole Valley District Council as part of central governments' Household Support Fund initiative. These funds have been broadly passed on to our clients to assist with the cost-of-living crisis, predominantly with regard to food costs and utility bills. Across the whole year, we helped around 100 households with this funding.

Individuals can donate to us either directly or via 'JustGiving' on our website. In the last 12 months, we have raised over £4,000 via 'JustGiving' and we hope to continue to build on this in the coming year.

A group of local fundraisers and regulars at the Stepping Stones pub in West Humble in Surrey held a one-day music festival and raised nearly £1,800 for our charity. We are hoping to continue to be involved in and be affiliated with local events to raise awareness and funding.

Planning for the future

The Meeting Room has a strategy and implementation plan to ensure we have a sustainable and well-run charity going forward. We have made much progress in the past year and we will continue to work hard and focus on our key strengths of teamwork, mutual support and client focus. We will, in particular, increase our profile in the communities we serve so as to reach new clients and recruit new volunteers. We will also continue to implement a fundraising strategy to maintain income levels across a wide range of donor sources.

The Meeting Room (Surrey)

Registered number: 1165351

Report of the Trustees

Financial review

Reserves policy

Given the potential volatility of income, we aim to retain a reserve representing up to 6 months expenditure at all times to ensure we can meet our needs. Currently our reserves represent just over 5 months operating expenditure.

Transactions and financial position

The financial statements are set out on pages 9 to 13. The financial statements have been prepared implementing the 2005 Revision of the Statement of Recommended Practice for Accounting and Reporting by Charities issued by the Charity Commission of England and Wales (revised in June 2008) and in accordance with the Financial Reporting Standard for Smaller Entities (effective Jan 2015). As stated in the introduction to this report, the Trustees consider the financial performance by the charity during the year to be satisfactory.

The Statement of Financial Activities shows a small surplus for the year of £2,524. As noted in last year's report, operating costs have increased significantly mainly through an additional staff post which has enabled us to return to pre covid levels of activity. We have increased the number of trips and outings offered compared to the previous year and have noted an increase in the need for counselling services. The additional costs have been paid for by a considerable increase in donations. Trust income of £44,250 included gifts of £10,000 each from Community Foundation of Surrey and Awards for All towards salaries, as well as gifts from private trusts. We continued to receive funding from Mole Valley District Council from the government's Household Support Grant. £17,250 was relating to this financial year and was largely spent either on grants to clients for energy and other essential bills or for client food used in our various activities. We also had a number of larger individual donations.

Unrestricted funds at 31 October 2023 amounted to £33,652. Restricted funds at 31 October 2023 amounted to £11,404. The financial condition of the charity is currently satisfactory, but fundraised income will need to continue at current levels if we are to meet our current cost base. This is inevitably a challenge.

This report was approved by the Board of Trustees on 30 June 2024 and signed on its behalf by:

DocuSigned by:

F7773C854D3F4F6...

Mr Paul Adair
Trustee

The Meeting Room (Surrey) Independent Examiner's Report

Independent Examiner's Report to the Board of Trustees of The Meeting Room (Surrey)

I report on the accounts of the charity for the year ended 31 October 2023 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.


Basis of independent examiners' statement

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 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

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act,have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

DocuSigned by:

40AB2221510142C...

Mr M S Caldicott ACA FCCA CTA
for and on behalf of White Hart Associates (London) Limited
Chartered Accountants and Statutory Auditors
2nd Floor, Nucleus House
2 Lower Mortlake Road
Richmond
TW9 2JA

30 June 2024

**The Meeting Room (Surrey)
Profit and Loss Account
for the year ended 31 October 2023**

		Total Funds	Total Funds
	Notes	2023 £	2022 £
Incoming resources			
<i>Incoming resources from generated funds:</i>			
Voluntary income	2	104,315	37,866
Investment income	3	-	-
		<hr/>	<hr/>
Total incoming resources		104,315	37,866
Resources expended			
Costs of charitable activities	4	100,548	62,635
Governance costs	5	850	850
Insurance costs	6	393	108
		<hr/>	<hr/>
Total resources expended		101,791	63,593
Net movement in funds		2,524	(25,727)
Total funds brought forward		42,532	68,259
		<hr/>	<hr/>
Total funds carried forward		45,056	42,532

The Meeting Room (Surrey)**Registered number: 1165351****Balance Sheet****as at 31 October 2023**

	Notes	2023 £	2022 £
Current assets			
Debtors	8	2,853	973
Cash at bank and in hand		45,055	43,744
		<u>47,908</u>	<u>44,717</u>
Creditors: amounts falling due within one year			
	9	(2,852)	(2,185)
Net current assets		<u>45,056</u>	<u>42,532</u>
Net assets		<u>45,056</u>	<u>42,532</u>
The funds of the charity:			
Unrestricted revenue accumulated funds	10	33,652	41,390
Restricted revenue accumulated funds	11	11,404	1,142
Total charity funds		<u>45,056</u>	<u>42,532</u>

DocuSigned by:

 F7773C854D3F4F6...

Mr Paul Adair

Trustee

Approved by the board on 30 June 2024

The Meeting Room (Surrey)
Notes to the Accounts
for the year ended 31 October 2023

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

Incoming resources

Donations

Donations are credited in the year in which they are receivable. Associated gift aid tax is recognised in the period when the donation is received.

Interest

Interest is credited in the year in which it is receivable.

Resources expended

Expenditure is recognised when a liability is incurred.

2 Voluntary Income	2023	2022
	£	£
Private donations	22,643	17,767
Donations by organisations	9,747	5,444
Government grants	23,500	5,000
Trust income (including restricted funds)	44,250	8,750
Event income	1,712	-
Gift aid income	2,463	905
	<hr/>	<hr/>
Total voluntary income	104,315	37,866

The government grants were received from Mole Valley District Council under the government's Household Support Grant Scheme. £6250 has been carried forward for use in the next financial year.

3 Investment income	2023	2022
	£	£
Bank interest		
Total investment income	<hr/>	<hr/>

The Meeting Room (Surrey)
Notes to the Accounts
for the year ended 31 October 2023

4	Costs of charitable activities	2023	2022
		£	£
	Food	3,781	3,010
	Outings and trips	4,865	2,452
	Christmas	1,084	758
	Rent	9,393	9,650
	Staff and support worker costs	65,452	34,969
	Travel	1,519	1,281
	Other general administration costs	3,646	4,320
	Client support payments	6,788	3,375
	Counselling	4,020	2,820
		<u>100,548</u>	<u>62,635</u>
	Paid by restricted funds	<u>33,238</u>	<u>5,484</u>
	Paid by non-restricted funds	<u>67,310</u>	<u>57,151</u>
	Total costs of charitable activities	<u>100,548</u>	<u>62,635</u>
5	Governance costs	2023	2022
		£	£
	Independent examiner's fee	<u>850</u>	<u>850</u>
6	Insurance costs	2023	2022
		£	£
	Insurance fee	<u>393</u>	<u>108</u>
7	Taxation		
	The charity is exempt from tax on its charitable activities.		
8	Debtors	2023	2022
		£	£
	Prepayments and accrued income	<u>2,853</u>	<u>973</u>

The Meeting Room (Surrey)
Notes to the Accounts
for the year ended 31 October 2023

9 Creditors: amounts falling due within one year	2023	2022
	£	£
Creditors and accruals	<u>2,852</u>	<u>2,185</u>

10 Unrestricted Funds	2023	2022
	£	£
Balance at 1 November 2022	41,390	66,633
Incoming resources	60,815	32,866
Outgoing resources	(68,553)	(58,109)
Balance at 31 October 2023	<u>33,652</u>	<u>41,390</u>

11 Restricted Funds	2023	2022
	£	£
Balance at 1 November 2022	1,142	1,626
Incoming resources	43,500	5,000
Outgoing resources	(33,238)	(5,484)
Balance at 31 October 2023	<u>11,404</u>	<u>1,142</u>

THE MEETING ROOM (SURREY)

England & Wales - Charity number 1165351

Accounts

Registered number
1165351

The Meeting Room (Surrey)
Report and Unaudited Accounts

31 October 2022

**The Meeting Room (Surrey)
Report and accounts
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**The Meeting Room (Surrey)
Charity Information**

Trustees

Mr Paul Adair (Chair)
Mr Richard Furze
Mrs Francis Kane
Mrs Vera Parekh

Independent Examiner

Mr M S Caldicott ACA FCCA CTA
for and on behalf of White Hart Associates (London) Limited
2nd Floor, Nucleus House
2 Lower Mortlake Road
Richmond
TW9 2JA

Bankers

Barclays Bank UK PLC
5 Church Street
Leatherhead
Surrey
KT22 8DW

Principal address

57 Cannon Grove
Fetcham
Leatherhead
KT22 9LP

Registered number

1165351

The Meeting Room (Surrey)

Registered number: 1165351

Report of the Trustees

Introduction

The Board of Trustees are pleased to present their annual report and accounts for the year ended 31 October 2022.

The Board are satisfied with the performance of the charity during the year and the position at 31 October 2022 and consider that the charity is in a strong position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations.

Name, registered office and constitution of the charity

The full name of the charity is The Meeting Room (Surrey).

Date of formation: 1 October 2014
Principal Address: 57 Cannon Grove, Fetcham, Leatherhead, KT22 9LP
Charity Registration Number: 1165351

Objectives and activities

The objectives of the charity are the relief and prevention of poverty and the relief of need, with a view to helping people identify and meet their own needs, in particular by: providing a day centre or centres that provide a welcoming space and relief to people such as refreshments, social interaction, support, advice and advocacy.

The charity aims to fulfil these objectives with the help of their team of experienced volunteers.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities.

Structure, governance and management

Governing document

The charity is governed by a Constitution dated 30 October 2015. The charity is registered with the Charity Commission under number 1165351.

Trustee changes

New Trustees may be appointed by existing Trustees by the passing of a majority resolution of the Trustees.

The Trustees will continue to look for new Trustees with valuable experience, but feel that the current Board has helpfully varied and complimentary skills and areas of interest and is in a good position to lead the charity forward.

Harriet Edgley, although no longer a trustee, acts as an advisor to the Board and we are very grateful for her valued input and her experience.

The Meeting Room (Surrey)

Registered number: 1165351

Report of the Trustees

Trustees' responsibilities

The Charities Act 1993 requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Trust and of the surplus or deficit of the Trust for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Trust will continue in existence.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Trust. They are also responsible for safeguarding the assets of the Trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Achievements and performance

The Meeting Room staff and Trustees have worked extremely hard over the past year. Our focus has been on laying foundations for the charity and ensuring it is sustainable and able to move forward strongly. The Covid-19 pandemic forced a rethink in how we operate and provided a catalyst for reviewing what we do and how we progress. "HELP MORE PEOPLE AND HELP PEOPLE MORE" sums up our aims moving forward. This will lead us to bring in new clients, offer more to the clients we have already and expand our volunteer network.

In the previous year, we were operating 2 weekly drop-ins and undertaking regular walks. We now have a drop-in session three days a week and have organised a variety of activities and trips for the clients. It has been a very tough time for clients financially with the cost of living issues. We were very happy to work closely with Mole Valley District Council who gave us a grant from the Government's Household Support Fund to help clients with food, utility bills and other essentials. We have continued to support clients with health-related matters including accompanying them to hospital appointments if needed. As an example, one of our clients of many years died in September after several months in hospital following a major stroke. During these months our staff and a couple of clients visited him regularly, helped to organise his funeral and supported his daughter.

From our Trustee discussions, we identified a need for an Operations Manager responsible for the day-to-day running of the drop-ins and to manage staff and volunteers. We were very pleased to appoint Karen Money from the beginning of September. Karen brings many years' experience of managing people in a corporate environment and has a passion for the work that we do and a strong awareness of the needs of our clients. This has been a key step in our moving forward agenda. She has already proved a great asset to the charity.

Since January 2022 an assistant support worker, Donna Bates, has joined our team on a flexible basis, working in drop-ins and as and when needed. This makes it easier to provide cover when staff are on annual leave and provides additional support for clients' trips and outings.

Another major achievement has been the launch of our new website (www.themeetingroom.org.uk). Our new site is up to date, bright and engaging. It is easier to interface with and we are regularly able to post news items, photographs and information about recent events.

The Meeting Room (Surrey)

Registered number: 1165351

Report of the Trustees

Activities

In November 2021, we reopened our Tuesday drop-in session at Ashted Baptist Church Hall so that we now have drop-ins in Leatherhead, Ashted and Epsom once more. We are very pleased to have several more regular volunteers at drop-ins, with some helping us with other activities. Our committed team of reliable volunteer cooks have been amazing in serving up wonderful hot meals and delicious desserts. We thanked our volunteers and other supporters at our Christmas party when they joined clients for food, good cheer and a fun Christmas quiz.

In December 2021 we had planned to host Christmas lunch for up to 70 guests but once again, due to the sudden increase in Covid cases, we reverted to our home delivery service as we had done in 2020. Once again this was a whole community effort with generous donations from many groups and organisations and a team of terrific volunteers. In commemoration of our founder, Graham Peddie, we celebrated Graham's Day in May with clients and friends of the Meeting Room. This was followed in June by a picnic to celebrate HM Queen Elizabeth's Diamond Jubilee.

Fortnightly table tennis at Leatherhead Leisure Centre has been popular, with up to 10 clients attending and improving their physical and mental health and fitness. We supported some clients to attend "Our Mental Health Matters" sessions, which were very informative and helped clients and staff gain a better understanding of how the mind works and what we can do to help ourselves more. Some of our clients benefit from one-to-one counselling and we are able to offer this service through an external professional counsellor. These sessions are totally confidential. The counsellor works closely with clients and staff to provide the best support and outcomes.

Our regular Saturday walks have taken place whatever the weather! We adapt our routes to suit the conditions and those attending. Sometimes we are joined by clients from Leatherhead Start (a local hostel for people who are homeless) who are known to our staff.

In the summer we had very popular day trips to London and Brighton involving 24 clients and volunteers. We travelled by train, with Network Rail providing wonderful assistance to clients with limited mobility. There was a great atmosphere on these outings and it was clear to see the joy they bring with big smiles on faces and lots of laughter. These memories are precious to our clients.

September saw our first 3-day barge holiday since Covid-19; the first time without Graham's leadership. It was a great success with wonderful teamwork between the staff and clients. The skipper of the barge from Camden Narrow Boats Association has already asked us to book dates for 2023.

A new event in October was a free haircutting session for clients by Sonny and Luke, two local men's hairdressers in Epsom. We hope to welcome them back again soon.

As always, we would like to thank our staff team who work tirelessly to put on all these activities and work closely with clients, supporting them through a variety of difficulties. Our staff are our greatest asset and our success depends on the relationships they build with clients.

The Meeting Room (Surrey)

Registered number: 1165351

Report of the Trustees

Partnerships

The Meeting Room is a team effort and we are very grateful for our strong partnerships with a range of different organisations. These include Sainsbury's in Leatherhead who donate groceries and other essentials for our clients; a number of local churches in Mole Valley and Epsom & Ewell who give their premises free of charge and make donations to support us; Ahmadiyya Muslim Women's Association who help us with cooking, gifts and fundraising; Ashted Flower Arrangement Group; and Mole Valley District Council.

We also continue to work together with Leatherhead Start, Epsom and Ewell Food Bank, Besom and Love Me Love My Mind.

Promotion, Fundraising and Financial Support

Our new website has been a major step forward in telling the wider world what we do. It has made it easier for people in the local community to find us, contact us and support us.

We have continued to print and distribute two newsletters a year and we are grateful to Kall Kwik in Leatherhead for covering all of our printing costs. Some of our clients enjoy writing or illustrating. We are thrilled to be able to include their contributions and they are equally thrilled to see them in print. This raises their self-esteem markedly.

The Meeting Room has not organised any fundraising events in recent times but two of our volunteers undertook challenges to raise money for us this year. Andy Diamond undertook several months of exercise and careful eating for a sponsored weight loss challenge and Paul Gruzalski completed a cycle ride in August from Ashted to Hampton Court and back. Their hard work and large donations were greatly appreciated.

Over the year we received generous donations from local Waitrose branches, Leatherhead Residents Association, Fetcham Hawks Netball Club, Epsom Ahmadiyya Muslim Women's Group, St Mary's Church, Fetcham, the Parish of Headley and Boxhill, the Parish of Mickleham & West Humble, Eastwick Road Church in Bookham, the Anchor Pub in Bookham and Epsom Rotary. It is because of these donations, along with the many individuals who kindly donate to us, that we are able to continue our work.

Our donors and supporters are welcome to visit us at any of the drop-ins to see what we do.

Planning for the future

Resulting from our discussions with Trustees and staff earlier in the year, The Meeting Room has a strategy and implementation plan to ensure we have a sustainable and well-run charity going forward. We have made much progress in the past year and we will continue to work hard and focus on our key strengths of teamwork, mutual support and client focus. We will, in particular, increase our profile in the communities we serve so as to reach new clients and recruit new volunteers. We will also implement our new fundraising strategy which is designed to increase income substantially and across a wide range of donor sources.

The Meeting Room (Surrey)

Registered number: 1165351

Report of the Trustees

Financial review

Reserves policy

Given the potential volatility of income, we aim to retain a reserve representing up to 6 months expenditure at all times to ensure we can meet our needs. Currently additional reserves are held to meet our increased staffing costs while our fundraising strategy bears fruit.

Transactions and financial position

The financial statements are set out on pages 8 to 12. The financial statements have been prepared implementing the 2005 Revision of the Statement of Recommended Practice for Accounting and Reporting by Charities issued by the Charity Commission of England and Wales (revised in June 2008) and in accordance with the Financial Reporting Standard for Smaller Entities (effective Jan 2015). As stated in the introduction to this report, the Trustees consider the financial performance by the charity during the year to be satisfactory.

The Statement of Financial Activities shows a deficit for the year of £25,727. In essence, while income was similar to the previous year, costs returned to closer to pre-Covid levels as activities started up again. Trust income was down on the previous year but this was compensated for by a grant of £5,000 from Mole Valley District Council towards supporting clients with their heating and food bills. Costs reflected a return to drop-ins, including the rental for one of the premises used, as well as trips and outings restarting. Client support payments of £3716 were made, mainly relating to heating and food vouchers. The employment of an Operations Manager and an Assistant Support Worker significantly increased the salary costs.

Unrestricted funds at 31 October 2022 amounted to £41,390. Restricted funds at 31 October 2022 amounted to £1,142. The financial condition of the charity is satisfactory but clearly fundraised income will need to increase in the new year to cover increased costs.

This report was approved by the Board of Trustees on 5 June 2023 and signed on its behalf by:

DocuSigned by:

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Mr Paul Adair
Trustee

The Meeting Room (Surrey) Independent Examiner's Report

Independent Examiner's Report to the Board of Trustees of The Meeting Room (Surrey)

I report on the accounts of the charity for the year ended 31 October 2022 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.


Basis of independent examiners' statement

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 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

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act,have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

DocuSigned by:

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Mr M S Caldicott ACA FCCA CTA
for and on behalf of White Hart Associates (London) Limited
Chartered Accountants and Statutory Auditors
2nd Floor, Nucleus House
2 Lower Mortlake Road
Richmond
TW9 2JA

5 June 2023

**The Meeting Room (Surrey)
Profit and Loss Account
for the year ended 31 October 2022**

		Total Funds	Total Funds
	Notes	2022 £	2021 £
Incoming resources			
<i>Incoming resources from generated funds:</i>			
Voluntary income	2	37,866	37,291
Investment income	3	-	-
		<hr/>	<hr/>
Total incoming resources		37,866	37,291
Resources expended			
Costs of charitable activities	4	62,635	40,654
Governance costs	5	850	750
Insurance costs	6	108	434
		<hr/>	<hr/>
Total resources expended		63,593	41,838
Net movement in funds		(25,727)	(4,547)
Total funds brought forward		68,259	72,806
		<hr/>	<hr/>
Total funds carried forward		42,532	68,259

The Meeting Room (Surrey)**Registered number:****1165351****Balance Sheet****as at 31 October 2022**

	Notes	2022 £	2021 £
Current assets			
Debtors	8	973	756
Cash at bank and in hand		43,744	69,977
		<u>44,717</u>	<u>70,733</u>
Creditors: amounts falling due within one year			
	9	(2,185)	(2,474)
Net current assets		<u>42,532</u>	<u>68,259</u>
Net assets		<u>42,532</u>	<u>68,259</u>
The funds of the charity:			
Unrestricted revenue accumulated funds	10	41,390	66,633
Restricted revenue accumulated funds	11	1,142	1,626
Total charity funds		<u>42,532</u>	<u>68,259</u>

DocuSigned by:

Paul Adair

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Mr Paul Adair

Trustee

Approved by the board on 5 June 2023

The Meeting Room (Surrey)
Notes to the Accounts
for the year ended 31 October 2022

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

Incoming resources

Donations

Donations are credited in the year in which they are receivable. Associated gift aid tax is recognised in the period when the donation is received.

Interest

Interest is credited in the year in which it is receivable.

Resources expended

Expenditure is recognised when a liability is incurred.

2 Voluntary Income	2022	2021
	£	£
Private donations	17,767	16,789
Donations by organisations	5,444	4,745
Grant income (including restricted funds)	13,750	15,000
Gift aid income	905	757
	<hr/>	<hr/>
Total voluntary income	37,866	37,291
	<hr/>	<hr/>
3 Investment income	2022	2021
	£	£
Bank interest		
Total investment income	<hr/> -	<hr/> -

The Meeting Room (Surrey)
Notes to the Accounts
for the year ended 31 October 2022

4	Costs of charitable activities	2022	2021
		£	£
	Food	3,010	1,840
	Outings and trips	2,452	571
	Christmas	758	903
	Rent	9,650	2,400
	Support worker costs	34,969	28,740
	Travel	1,281	1,401
	Other general administration costs	4,320	1,619
	Project Heat	3,375	-
	Courses	-	480
	Counselling	2,820	2,700
		<u>62,635</u>	<u>40,654</u>
	Paid by restricted funds	<u>5,484</u>	<u>571</u>
	Paid by non-restricted funds	<u>57,151</u>	<u>40,083</u>
	Total costs of charitable activities	<u>62,635</u>	<u>40,654</u>
5	Governance costs	2022	2021
		£	£
	Independent examiner's fee	<u>850</u>	<u>750</u>
6	Insurance costs	2022	2021
		£	£
	Insurance fee	<u>108</u>	<u>434</u>
7	Taxation		
	The charity is exempt from tax on its charitable activities.		
8	Debtors	2022	2021
		£	£
	Prepayments and accrued income	<u>973</u>	<u>756</u>

The Meeting Room (Surrey)
Notes to the Accounts
for the year ended 31 October 2022

9 Creditors: amounts falling due within one year	2022	2021
	£	£
Creditors and accruals	2,185	2,474
10 Unrestricted Funds	2022	2021
	£	£
Balance at 1 November 2021	66,633	70,609
Incoming resources	32,866	37,291
Outgoing resources	(58,109)	(41,267)
Balance at 31 October 2022	41,390	66,633
11 Restricted Funds	2022	2021
	£	£
Balance at 1 November 2021	1,626	2,197
Incoming resources	5,000	-
Outgoing resources	(5,484)	(571)
Balance at 31 October 2022	1,142	1,626

THE MEETING ROOM (SURREY)

England & Wales - Charity number 1165351

Accounts

Registered number
1165351

The Meeting Room (Surrey)
Report and Unaudited Accounts
31 October 2021

**The Meeting Room (Surrey)
Report and accounts
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The Meeting Room (Surrey)
Charity Information

Trustees

Mr Graham Peddie - Chair until decease on 6 May 2021
Mrs Vera Parekh
Mrs Francis Kane
Mr Paul Adair (Chair)
Mr Richard Furze - appointed 19 May 2021

Independent Examiner

Mr M S Caldicott ACA FCCA CTA
for and on behalf of White Hart Associates (London) Limited
2nd Floor, Nucleus House
2 Lower Mortlake Road
Richmond
TW9 2JA

Bankers

Barclays Bank UK PLC
5 Church Street
Leatherhead
Surrey
KT22 8DW

Principal address

252 Cobham Road
Fetcham
Leatherhead
KT22 9JF

Registered number

1165351

The Meeting Room (Surrey)

Registered number: 1165351

Report of the Trustees

Introduction

The Board of Trustees are pleased to present their annual report and accounts for the year ended 31 October 2021.

The Board are satisfied with the performance of the charity during the year and the position at 31 October 2021 and consider that the charity is in a strong position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations.

Name, registered office and constitution of the charity

The full name of the charity is The Meeting Room (Surrey).

Date of formation: 1 October 2014
Principal Office: 252 Cobham Road, Fetcham, Leatherhead, KT22 9JF
Charity Registration Number: 1165351

Objectives and activities

The objectives of the charity are the relief and prevention of poverty and the relief of need, with a view to helping people identify and meet their own needs, in particular by: providing a day centre or centres that provide a welcoming space and relief to people such as refreshments, social interaction, support, advice and advocacy.

The charity aims to fulfil these objectives with the help of their team of experienced volunteers.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities.

Structure, governance and management

Governing document

The charity is governed by a Constitution dated 30 October 2015. The charity is registered with the Charity Commission under number 1165351.

Trustee changes

This 12 month period has seen the death in May 2021 of our very dear and highly respected Chairman, Graham Peddie MBE. For over 20 years he supported the most disadvantaged in our community, fulfilled many roles in the charity and was involved in all its activities. No one person is able to fill those shoes but the Trustees, together with our two support workers, are fully committed to continuing Graham's legacy, following the principles he established, around the importance of tolerance, forgiveness and unity.

Paul Adair has assumed the Chairmanship of the charity and we are pleased that Richard Furze has agreed to join the Trustee Board as Treasurer, having been volunteer bookkeeper and administrator for several years. Richard is a chartered accountant by training and has considerable high level charity experience. He was a key volunteer during the lock-down period delivering meals and knows our clients and their needs.

New Trustees may be appointed by existing Trustees by the passing of a majority resolution of the Trustees.

The Meeting Room (Surrey)

Registered number: 1165351

Report of the Trustees

Trustees' responsibilities

The Charities Act 1993 requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Trust and of the surplus or deficit of the Trust for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Trust will continue in existence.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Trust. They are also responsible for safeguarding the assets of the Trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Achievements and performance

Just like all charities and all businesses, The Meeting Room has had to adapt and change in response to Covid-19. For the bulk of the year it was not possible to run our normal lunch clubs but we are proud that, despite restrictions, we were able to maintain contact with our clients and support them. None of our clients needed support from their GP or hospital for mental health problems due to the challenges of Covid. Where necessary, clients were supported by talking about the vaccinations available and helping them to book appointments and boosters. We also encouraged the importance of home testing and following Covid safe precautions. When possible, support workers and volunteers met clients outside in small groups for coffee and chat which was very important for those struggling with isolation.

We continued the delivery of lunches to people's homes for the most vulnerable on Mondays and Fridays all the way through until the end of July 2021. This normally supported around 30 people for each delivery, and was accompanied by food parcels for those in need. We are very thankful to our loyal and reliable volunteer cooks and drivers.

We have been pleased to welcome several new clients who are attending the re-opened drop-ins and it has also been a thrill to see a number of clients moving back into employment. Our staff keep in contact with those who are no longer able to attend sessions.

The Meeting Room (Surrey)

Registered number: 1165351

Report of the Trustees

Activities

We planned our usual Christmas Day lunch for clients in 2020, but due to last minute government changes to restrictions, we had to pare this back and move to a meal delivery service on Christmas Day. Nevertheless the event was a great success with 50 hampers distributed including a full turkey dinner with all the trimmings and Christmas pudding with presents, chocolate, sweets and snacks. It was a great team effort and our recipients were thrilled with the gifts donated by several local groups and individuals. We were also grateful to St Mary's Church, Fetcham who supported us by allowing us to use their church hall and kitchen.

This event turned out to be the last one organised by Graham Peddie. Graham was greatly loved by all the clients and it was important for them to mark his passing. Due to restrictions, it was not possible for many to attend the funeral. One of our support workers, Gayle Scrivens, who had worked with Graham for many years, delivered a beautiful eulogy. Our clients and volunteers stood near the entrance to the Crematorium to pay their respects as the hearse and family car went past to a burst of spontaneous applause.

We also organised a Memorial Walk in June 2021 from Leatherhead to Ranmore Common so that clients could share their memories of Graham. The walk was led by one of our clients following the route Graham had led them on so many times. Since not all clients are able to walk long distances we also held a Memorial Picnic in July 2021. We were thrilled that Graham's wife, Maureen, was able to attend and she spoke with great faith and love of his life and passing.

As noted already, our Monday and Friday lunch delivery service continued until July 2021. We were then able to start gradually re-opening our drop-in sessions. From August, Leatherhead FC welcomed us back to their premises on Mondays. The re-opening day had a great atmosphere with balloons and smiles and a party atmosphere. Clients were thrilled to be able to socialise and relax, albeit in a Covid-safe and secure manner. The Thursday drop-in at King's Church, Epsom re-opened in September 2021 and the drop-in on Tuesdays at Ashted Baptist Church commenced again in November.

At the request of clients, a walk of 4-6 miles has been instituted every third Saturday including coffee and lunch. On the first of these, clients were happy to reconnect with Dr Chris Jagger at the Godalming Christian Cafe after a glorious walk along the canal from Guildford.

Counselling continued to be offered to whoever needed it and this was particularly important given issues raised by loneliness.

The Meeting Room (Surrey)

Registered number: 1165351

Report of the Trustees

Partnerships

Links with Leatherhead Start, Epsom and Ewell Food Bank, Besom, Coronavirus Community Care, Sunny Bank Trust, and Love Me Love My Mind have continued. We now have strong links with Leatherhead Sainsbury, who collect donated food for us, and all the local branches of Waitrose who have given generous support through gift cards and cheques. We are building links with the Sunshine Recovery Cafe in Wimbledon to help guide us on funding and ways to develop and grow.

Marketing, Fundraising and Financial Support

No specific fundraising activities were held in the year but, on the death of Graham Peddie, many donations were made to the charity in his memory, as requested by the family.

Over the year we received generous donations from local Waitrose branches, Leatherhead Residents Association, Fetcham Residents Association, Fetcham Hawks Netball Club, Epsom Ahmadiyya Muslim Women's Group, St Mary's Church Fetcham, Parish of Headley and Boxhill, Welcome Ashtead and Epsom Rotary. We are most grateful to all our donors, including the many individuals who continue to support us so faithfully.

We keep in contact with our supporters through two newsletters each year and are grateful to Kall Kwik for covering our printing costs. Our donors and supporters are most welcome to visit us at any of the drop-ins to see what we do.

Planning for the future

Although Covid-19 caused major disruption, it has given us the opportunity to step back and re-evaluate what we offer. The needs of our clients change over time and we need to change some of the emphasis of our work to best meet those needs. The Trustees are meeting regularly to consider future strategy and produce a forward-looking business plan. This, together with a related fundraising strategy, will be completed before Summer 2022. A key part of the delivery of any strategy must be supporting our wonderful staff members, Gayle Scrivens and Lisa Cullen, to use their talents to the full and developing our volunteer network, so that we can increase the range of activities we offer to clients.

In the meantime our drop-in sessions will remain at three per week at present, so that we can allow sufficient staff time for more directed support with specific individuals who are wanting to make particular changes in their lives. Alongside Saturday walks, fortnightly Table Tennis sessions at Leatherhead Leisure Centre started in November 2021 and we would like to introduce further activities such as gardening and litter picking during the new financial year.

Financial review

Reserves policy

Given the potential volatility of income, we aim to retain a reserve representing 6 months expenditure at all times to ensure we can meet our needs. Currently additional reserves are held to meet new activities which may arise following the conclusions of our strategic review.

The Meeting Room (Surrey)

Registered number: 1165351

Report of the Trustees

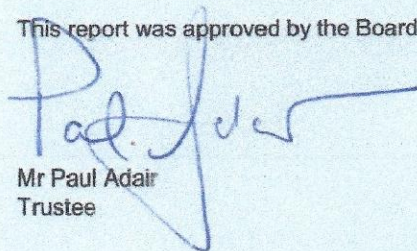
Transactions and financial position

The financial statements are set out on pages 8 to 12. The financial statements have been prepared implementing the 2005 Revision of the Statement of Recommended Practice for Accounting and Reporting by Charities issued by the Charity Commission of England and Wales (revised in June 2008) and in accordance with the Financial Reporting Standard for Smaller Entities (effective Jan 2015). As stated in the introduction to this report, the Trustees consider the financial performance by the charity during the year to be satisfactory.

The Statement of Financial Activities shows a deficit for the year of £4,547. Given the lack of fundraising activity in a time of pandemic, it was not surprising that income dropped during the period. The Trustees took the decision not to furlough our staff or to cut back on services such as counselling, given the importance of supporting our clients through this difficult time. However many other costs were significantly reduced. The deficit was well covered by our carried forward reserves.

Unrestricted funds at 31 October 2021 amounted to £66,633. Restricted funds at 31 October 2021 amounted to £1,626. This means that we go into the new financial year in a sound financial position with a strong balance sheet. However, of course, we cannot assume that all those who supported us during the pandemic can continue to do so and so the Trustees remain committed to making fundraising an important focus so that we are able to meet a potential increase in costs.

This report was approved by the Board of Trustees on 5 April 2022 and signed on its behalf by:



Mr Paul Adair
Trustee

The Meeting Room (Surrey)
Independent Examiner's Report

Independent Examiner's Report to the Board of Trustees of The Meeting Room (Surrey)

I report on the accounts of the charity for the year ended 31 October 2021 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiners' statement

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 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

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act,have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mr M S Caldicott ACA FCCA CTA
for and on behalf of White Hart Associates (London) Limited
Chartered Accountants and Statutory Auditors
2nd Floor, Nucleus House
2 Lower Mortlake Road
Richmond
TW9 2JA

5 April 2022

The Meeting Room (Surrey)
Profit and Loss Account
for the year ended 31 October 2021

		Total Funds	Total Funds
	Notes	2021 £	2020 £
Incoming resources			
<i>Incoming resources from generated funds:</i>			
Voluntary income	2	37,291	50,832
Investment income	3	-	-
		<hr/>	<hr/>
Total incoming resources		37,291	50,832
Resources expended			
Costs of charitable activities	4	40,654	43,358
Governance costs	5	750	750
Insurance costs	6	434	434
		<hr/>	<hr/>
Total resources expended		41,838	44,542
Net movement in funds		(4,547)	6,290
Total funds brought forward		72,806	66,516
		<hr/>	<hr/>
Total funds carried forward		68,259	72,806

The Meeting Room (Surrey)

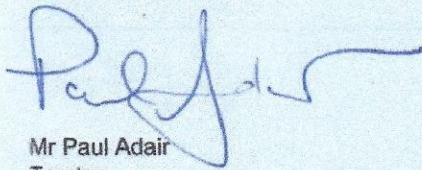
Registered number:

1165351

Balance Sheet

as at 31 October 2021

	Notes	2021 £	2020 £
Current assets			
Debtors	8	756	1,174
Cash at bank and in hand		69,977	73,361
		<u>70,733</u>	<u>74,535</u>
Creditors: amounts falling due within one year			
	9	(2,474)	(1,729)
Net current assets		68,259	72,806
Net assets		<u>68,259</u>	<u>72,806</u>
The funds of the charity:			
Unrestricted revenue accumulated funds	10	66,633	70,609
Restricted revenue accumulated funds	11	1,626	2,197
Total charity funds		<u>68,259</u>	<u>72,806</u>



Mr Paul Adair
Trustee

Approved by the board on 5 April 2022

The Meeting Room (Surrey)
Notes to the Accounts
for the year ended 31 October 2021

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

Incoming resources

Donations

Donations are credited in the year in which they are receivable. Associated gift aid tax is recognised in the period when the donation is received.

Interest

Interest is credited in the year in which it is receivable.

Resources expended

Expenditure is recognised when a liability is incurred.

2 Voluntary Income	2021	2020
	£	£
Private donations	16,789	11,188
Donations by organisations	4,745	17,256
Restricted funds	15,000	21,500
Gift aid income	757	888
	<hr/>	<hr/>
Total voluntary income	37,291	50,832
	<hr/>	<hr/>
3 Investment income	2021	2020
	£	£
Bank interest		
Total investment income	<hr/>	<hr/>

The Meeting Room (Surrey)
Notes to the Accounts
for the year ended 31 October 2021

4	Costs of charitable activities	2021	2020
		£	£
	Food	1,840	2,484
	Outings and trips	571	1,928
	Christmas	903	504
	Rent	2,400	4,046
	Support worker costs	28,740	26,239
	Travel	1,401	1,346
	Other general administration costs	1,619	1,924
	Cleaning	-	134
	Courses	480	1,033
	Counselling	2,700	3,720
		<u>40,654</u>	<u>43,358</u>
	Paid by restricted funds	571	8,588
	Paid by non-restricted funds	<u>40,083</u>	<u>37,431</u>
	Total costs of charitable activities	<u>40,654</u>	<u>43,358</u>
5	Governance costs	2021	2020
		£	£
	Independent examiner's fee	750	750
	Total governance costs	<u>750</u>	<u>750</u>
6	Insurance costs	2021	2020
		£	£
	Insurance fee	434	434
	Total Insurance costs	<u>434</u>	<u>434</u>
7	Taxation		
	The charity is exempt from tax on its charitable activities.		
8	Debtors	2021	2020
		£	£
	Prepayments and accrued income	756	1,174
		<u>756</u>	<u>1,174</u>

The Meeting Room (Surrey)
Notes to the Accounts
for the year ended 31 October 2021

9 Creditors: amounts falling due within one year	2021	2020
	£	£
Creditors and accruals	2,474	1,729
	<u>2,474</u>	<u>1,729</u>
10 Unrestricted Funds	2021	2020
	£	£
Balance at 1 November 2020	70,609	65,231
Incoming resources	37,291	41,332
Outgoing resources	(41,267)	(35,954)
	<u>66,633</u>	<u>70,609</u>
Balance at 31 October 2021		
11 Restricted Funds	2021	2020
	£	£
Balance at 1 November 2020	2,197	1,285
Incoming resources		9,500
Outgoing resources	(571)	(8,588)
	<u>1,626</u>	<u>2,197</u>
Balance at 31 October 2021		