

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

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The Meeting Room (Surrey)

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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.

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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)

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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 Ashted 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)

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Report of the Trustees

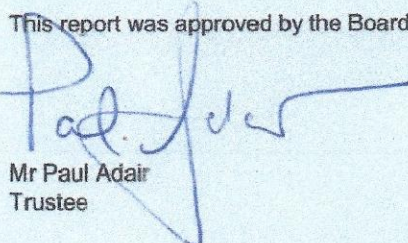
Transactions and financial position

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	-	-
Total incoming resources		<u>37,291</u>	<u>50,832</u>
Resources expended			
Costs of charitable activities	4	40,654	43,358
Governance costs	5	750	750
Insurance costs	6	434	434
Total resources expended		<u>41,838</u>	<u>44,542</u>
Net movement in funds		(4,547)	6,290
Total funds brought forward		72,806	66,516
Total funds carried forward		<u>68,259</u>	<u>72,806</u>

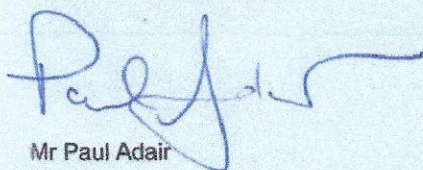
The Meeting Room (Surrey)

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
Total voluntary income	<u>37,291</u>	<u>50,832</u>
 3 Investment income	 2021	 2020
	£	£
Bank interest	-	-
Total investment income	<u>-</u>	<u>-</u>

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		