

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

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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)

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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)

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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)

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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)

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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.

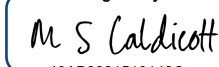
Basis of independent examiners' statement

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 | - | - |
| 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 |
| Total resources expended | | 63,593 | 41,838 |
| Net movement in funds | | (25,727) | (4,547) |
| Total funds brought forward | | 68,259 | 72,806 |
| 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 |
| | | |
| Total voluntary income | <u>37,866</u> | <u>37,291</u> |
| | | |
| 3 Investment income | 2022 | 2021 |
| | £ | £ |
| Bank interest | | |
| Total investment income | <u>-</u> | <u>-</u> |

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 | 5,484 | 571 |
| | 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 |
| | <hr/> | <hr/> |
| 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) |
| | <hr/> | <hr/> |
| Balance at 31 October 2022 | 41,390 | 66,633 |
| | <hr/> | <hr/> |
| 11 Restricted Funds | 2022 | 2021 |
| | £ | £ |
| Balance at 1 November 2021 | 1,626 | 2,197 |
| Incoming resources | 5,000 | - |
| Outgoing resources | (5,484) | (571) |
| | <hr/> | <hr/> |
| Balance at 31 October 2022 | 1,142 | 1,626 |
| | <hr/> | <hr/> |