

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

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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 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)

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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:

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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 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:

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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

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	-	-
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
Total resources expended		101,791	63,593
Net movement in funds		2,524	(25,727)
Total funds brought forward		42,532	68,259
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
		47,908	44,717
Creditors: amounts falling due within one year			
	9	(2,852)	(2,185)
Net current assets		45,056	42,532
Net assets		45,056	42,532
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		45,056	42,532

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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
Total voluntary income	<u>104,315</u>	<u>37,866</u>

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	<u>-</u>	<u>-</u>

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
		100,548	62,635
Paid by restricted funds	33,238		5,484
Paid by non-restricted funds	67,310		57,151
Total costs of charitable activities		100,548	62,635
5 Governance costs		2023	2022
		£	£
Independent examiner's fee		850	850
6 Insurance costs		2023	2022
		£	£
Insurance fee		393	108
7 Taxation			
The charity is exempt from tax on its charitable activities.			
8 Debtors		2023	2022
		£	£
Prepayments and accrued income		2,853	973

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>