

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

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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 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)

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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)

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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:

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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

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 | - | - |
| 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 |
| Total resources expended | | 104,105 | 101,791 |
| Net movement in funds | | 5,268 | 2,524 |
| Total funds brought forward | | 45,056 | 42,532 |
| 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 |
| Total voluntary income | <u>109,373</u> | <u>104,315</u> |

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

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 | 1,723 | 2,852 |
| | | |
| 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 | 44,469 | 33,652 |
| | | |
| 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 | 5,855 | 11,404 |