

THE WESTWAY COMMUNITY AND WELL BEING CENTRE

England & Wales · Charity number 1188850

Details

Other names THE WESTWAY, COMMUNITY CAFE AND WELL BEING CENTRE

Status Registered

Legal form CIO

Registered 2020-04-01

Register [View on the Charity Commission register](#)

Contact

Address The Westway Centre
25 Chaldon Road
Caterham
CR3 5PG

Phone 01883347230

Email info@thewestway.org

Website www.thewestway.org

Activities

Objects: The objects of the CIO are: 1. To further or benefit the residents of Caterham and Caterham on the Hill and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents, in particular, but not exclusively by offering people somewhere to: a. meet others and learn new skills b. chat, dine and feel part of the community c. combat isolation d. enjoy music, leisure activities, gardening, arts and crafts e. volunteer and make a difference f. be safe and ask for help (practical help or by means of information) g. access more specialist support 2. To relieve the needs of individuals resident in Caterham and Caterham on the Hill and the surrounding areas in need by reason of age, ill health, disability, financial hardship or other disadvantage through the provision of services and facilities calculated to relieve their needs. 3. To improve the quality of life of people in Caterham and Caterham on the Hill and neighbourhood, by providing a health and wellbeing service to: a. provide an effective multi agency approach to support residents with various health related and wellbeing issues b. receive from and make referrals to local authorities, GP surgeries, health organisations, charitable organisations, voluntary groups and other associated services c. provide a signposting service to other local organisations and specialist services d. not duplicate services provided elsewhere which could be accessed locally unless there should be a specific need to do so 4. To relieve the needs of individuals in Caterham and Caterham on the Hill and surrounding neighbourhood during a localised or national crisis and crisis recovery period, by a) providing emotional and practical support b) being a focal point and link organisation within the community

Activities: The Charity has a Licence to provide elderly day care services from a building known as the Westway Centre in Caterham. We are open 5 days a week and pre Covid were providing meals and other activities (keep fit) plus entertainments. We were also open for Sunday Lunches once a month. Since March 2020 we have been providing outreach services to the most vulnerable locally.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Economic/community Development/employment, Recreation

Geography

- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£358,868	£216,943	-	-
2024-03-31	£225,193	£218,235	-	-
2023-03-31	£263,734	£176,991	-	-
2022-03-31	£212,767	£163,933	-	-
2021-03-31	£221,448	£193,920	-	-

Trustees

Name	Role	Appointed
Andrew Brownless		2024-07-30
Caroline Liggins		2020-08-20
Ralph Linsell		2022-04-01
Susan Woodville		2024-07-30
Victoria Robinson		2024-07-30

THE WESTWAY COMMUNITY AND WELL BEING CENTRE

England & Wales - Charity number 1188850

Accounts



The Westway Community and Wellbeing Centre

Registered Charity No. 1188850

Annual Report and Financial Statements

For the year ended 31st March 2025



Trustees' Annual Report for the period							
From	Period start date			To	Period end date		
	1st	April	2024		31st	March	2025

Section A Reference and administration details

Charity name

The Westway
Community & Wellbeing Centre

Registered charity number (if any)

1188850

Charity's principal address

The Westway
25 Chaldon Road
Caterham, Surrey
Postcode CR3 5PG

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Caroline Liggins		20 August 2020 - present	
2	Ralph Linsell		1 April 2022 - present	
3	Alison Williams		1 April 2022 – May 2025	
4	Kwok Hung Lui		17 June 2024 – 24 March 2025	
5	Susan Woodville		30 July 2024 - present	
6	Andrew Brownless		30 July 2024 - present	
7	Vicky Robinson		30 July 2024 - present	

Names and addresses of advisers

Type of adviser	Name	Address
Health Advisor	Dr Richard Wright	Eothen House Surgery, Caterham, CR3 6JU
Council Advisor	Julie Porter	Tandridge District Council, Oxted,
Parish Cllr Advisor	Annette Evans	Caterham Valley Parish Council, Caterham

Name of chief executive or names of senior staff members

Mary Marsden – Westway Centre Manager
Tony Pearce – Deputy Centre Manager
Abi Chapman – Charity Manager

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document	Constitution
How the charity is constituted	CIO - FOUNDATION Registered 01 Apr 2020 as amended on 17 Jan 2021
Trustee selection methods	<ol style="list-style-type: none">1. Open request to community made via newsletter, social media, Tandridge Voluntary Action2. Informal Interview with Trustee board or representative3. Reference checks4. Appointment by Trustees

Additional governance issues

Relationship with any related parties;	The Westway Charity secured a 15 year lease for the Westway building with Tandridge District Council on 9 May 2023.
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Summary of the objects of the charity set out in its governing document

The objects of the Westway Charity are:

1. To support and work together with people who live in our local area (Caterham and Caterham on the Hill and the neighbourhood, North Tandridge).
2. To link up and work with partners, charities and businesses from health, education, leisure and social care.
3. To be active in our community, running a community hub and a limited outreach programme so we can develop services that are needed locally – offering people:
 - Somewhere to meet others and learn new skills.
 - Somewhere to chat, dine and feel part of the community – combating social isolation and loneliness.
 - Somewhere to enjoy music, leisure activities, gardening, arts and crafts.
 - Somewhere to volunteer and make a difference.
 - Somewhere that's safe to ask for help, find out information or access more specialist support.
4. We aim to improve the quality of life of people in our area by providing health and wellbeing services:
 - Provide an effective multi agency approach to work alongside other support agencies to support residents with various health related and wellbeing issues
 - Receive from and make referrals to local authorities, GP surgeries, health organisations, charitable organisations, voluntary groups and other associated services
 - Provide a signposting service to other local organisations and specialist services
 - Not duplicate services provided elsewhere which could be accessed locally unless there should be a specific need to do so
5. To support people during times of local or national crisis by
 - Providing emotional and practical support
 - Being a focal point and link organisation within the community

We are inclusive and aim to support anyone in need whatever their age or

background, whether they are unwell or have a disability, whether they are struggling financially or emotionally.

The fifth year of The Westway Charity has seen us providing services to local people for public benefit:

- The Westway have run an activity and social programme for local people of all ages. Costs to join are kept to a minimum and discretion is used when they pose a barrier to participation. Activities are planned together with service users and volunteers, and promote social interaction, learning, wellbeing and enjoyment.
- There are 583 people registered as service users with The Westway.
- The membership at year end was 253.

During this year the charity retained many volunteers to support our wellbeing offer to the local community. The Westway work jointly with local agencies: Salvation Army, CAB, Community Matrons, Tandridge Wellbeing Service, Hygiene Bank and Food Bank to name a few.

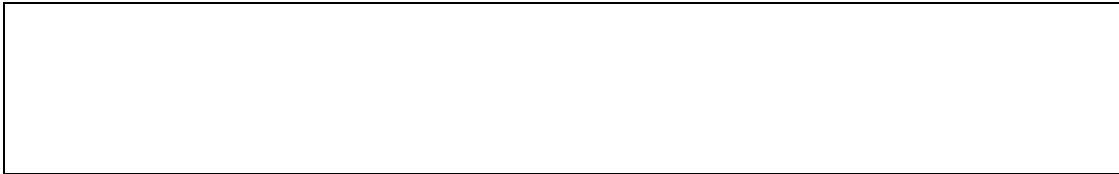
The Westway worked throughout the year in partnership with health and wellbeing services – hosting services to ensure local people were able to access family health, carer, and mental health support, with an aim of reducing health inequality.

The Westway trustees have due regard to the Charity Commission’s public benefit guidance and have been mindful of it when exercising their powers and duties in areas of the Charity’s work, where the guidance is relevant. Any private benefits from The Westway operations are incidental, other than to those as a beneficiary.

Summary of the main activities undertaken for the public benefit in relation to these objects

Additional Information

Special note is made of the fantastic contribution made by the Westway Volunteers - people of all ages and backgrounds - who have worked together tirelessly throughout the year. Their contribution and enthusiasm in difficult circumstances is immeasurable.



Summary of the main achievements of the charity during the year

The Westway Community and Wellbeing Centre has completed its fifth year as a charity – notable achievements include:

Funding: See section E, Financial review

Partnership working - developing community connections with a diverse group of agencies, statutory services and community groups;

- Health partnerships with First Community Health – Children & Family Services, Community Matrons, Health visitors and Tandridge Wellbeing Prescription Services remain successful. The centre continued to support Podiatry, Baby waying, Health, Adult social care, Children & family services.
- Earwax removal service commenced.
- Delivery Partners such as The Salvation Army, Caterham Foodbank and The Hygiene Bank – working to ensure emergency food, toiletries and fuel vouchers were available to all. Message in a bottle Citizens Advice Bureau (CAB).
- Young Partners such as The Duke of Edinburgh volunteering programme, Caterham School and Clifton Hill Special School - ensuring The Westway benefits from the contribution young people can make as volunteers. We also offer people with additional needs an ability to complete their workplace training with us.
- Local partners who can help us build an inclusive building community resilience such as the Parish Council and Neighbourhood Plan Group.
- Local partners who can help us build an 'inclusive Westway' such as Surrey Choices, Age UK, Prospero Theatre Company, The Arc and ESDAR.
- Young partners – Rachael Reynolds dance group.
- Hosting the Christmas Day Churches Together Christmas lunch, Salvation Army and Rotary Club carol services.

Offering inclusive services and activities – building on previous work;

- Offering a weeklong programme of community activities.
- Running a Meals on Wheels Service – delivered by volunteers.
- Offering Tai Chi for everyone and introducing additional musical activities – ensuring all activities are inclusive and welcoming to people with learning disabilities, those with dementia.
- Providing a dining area for fresh cooked meals and companionship.
- Hosting regular weekend events to counteract isolation and loneliness.
- Working with local volunteers to develop their own ideas including peer

to peer groups for those experiencing mental ill health.

Establishing The Westway in the wider community - identifying local needs;

- Organising (with partners), volunteer and community social events.
- Working closely with CAB to enable them to meet more vulnerable people and organising our own Outreach Service to offer practical support – including supporting people to deal with plumbing emergencies, light bulb changing, rubbish clearance, liaising with statutory services, the provision of phones, clothing and other essentials.
- Shopping and prescription collections continued with those still housebound.
- Supporting drama and dance initiatives.
- Providing support to enable anxious people to get back to being involved in community life.
- The all-inclusive singing group continues to grow in number.
- Support for people without bank cards or internet banking to access cash. Delivery of emergency food and hygiene packs to those in need.
- Providing IT access and teaching people to use their own devices.

Section E

Financial review

Brief statement of the charity's policy on reserves

- The Trust maintains sufficient reserves to meet:
 - Average monthly expenditure
 - Regular maintenance requirements.
 - Salaries
- The Trust's reserves of 6 months, (as required by the National Lottery) are £125,000.
- Any changes to these banking arrangements must be approved by the Trustees at a Trustee's meeting.
- The Centre Manager or Bookkeeper will report on changes to the reserves to the Trustees. The Trustees will review the locations and the levels of the reserve funds to determine any adjustments to be made.
- The Financial Policy includes a statement on Reserves which is reviewed on a regular basis to ensure that the Reserves are sufficient to meet any changing funding requirements and other risks.

Details of any funds materially in deficit

N/A

Further financial review details

- We want to thank all who continue to give so generously either directly or via our GoFundMe page.
- We are grateful to have received a significant legacy.
- Our main contributors were:
 - The National Lottery Community Fund
 - Caterham Hill Parish Council
 - Caterham Valley Parish Council
 - Community Foundation
 - Tandridge District Council
 - The Miller Centre
 - Rotary Club
 - The Guild of Lubricators
 - Lions
 - The Caterham Carnival

Section F


Other optional information

These accounts were prepared on an accruals basis. All charges from TDC were resolved during this financial year. The Westway apologises for the late submission of these accounts, which was due to the illness of the charity's previous accountant. The trustees have appointed a new accountant in order to finalise and submit the accounts as soon as possible, and the Charity Commission was notified of this delay in January 2025.

Section G**Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Ralph Linsell	
Position (eg Secretary, Chair, etc)	Treasurer of Trustees	
Date	15 September 2025	



**THE WESTWAY COMMUNITY AND WELL BEING CENTRE
TRUSTEE'S REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

The Westway Community And Well Being Centre Contents

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The following pages do not form part of the statutory accounts:	
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The Westway Community And Well Being Centre Trustee's Report For The Year Ended 31 March 2025

The trustee presents his report and the financial statements for the year ended 31 March 2025.

Objectives and Activities

Public Benefit

The fifth year of The Westway Charity has seen us providing services to local people for public benefit:

- The Westway have run an activity and social programme for local people of all ages. Costs to join are kept to a minimum and discretion is used when they pose a barrier to participation. Activities are planned together with service users and volunteers, and promote social interaction, learning, wellbeing and enjoyment.
- There are 583 people registered as service users with The Westway.
- The membership at year end was 253.

During this year the charity retained many volunteers to support our wellbeing offer to the local community. The Westway work jointly with local agencies: Salvation Army, CAB, Community Matrons, Tandridge Wellbeing Service, Hygiene Bank and Food Bank to name a few.

The Westway worked throughout the year in partnership with health and wellbeing services – hosting services to ensure local people were able to access family health, carer, and mental health support, with an aim of reducing health inequality.

The Westway trustees have due regard to the Charity Commission's public benefit guidance and have been mindful of it when exercising their powers and duties in areas of the Charity's work, where the guidance is relevant. Any private benefits from The Westway operations are incidental, other than to those as a beneficiary

Special note is made of the fantastic contribution made by the Westway Volunteers - people of all ages and backgrounds - who have worked together tirelessly throughout the year. Their contribution and enthusiasm in difficult circumstances is immeasurable.

Volunteers continued to lead in administration, fundraising, activity organisation and backing up the small team of paid staff.

The trustees confirm that they have complied with the requirements of Section 17 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit.

Reference and Administrative Details

Charity Number

1188850

Principal Address

The Westway Community & Wellbeing Centre
25 Chaldon Road
Caterham
Surrey
CR3 5PG

Independent Examiner

Jose Goncalves MAAT
WDA Accountants
Cube House
5A Whytecliffe Road South
Purley
Surrey
CR8 2AY

**The Westway Community And Well Being Centre
Trustee's Report (continued)
For The Year Ended 31 March 2025**

The trustee's report was approved by the board of trustees and signed on its behalf by:



13 February 2026

**The Westway Community And Well Being Centre
Independent Examiner's Report to the Trustees of The Westway Community And Well Being Centre
For The Year Ended 31 March 2025**

I report to the trustee on my examination of the accounts of The Westway Community And Well Being Centre (the Trust) for the year ended 31 March 2025.

Responsibilities and Basis of Report

As the charity trustee of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

Where the charity's gross income exceeded £250,000 I am qualified to undertake the examination by being a member of a body listed in section 145 of the Act.

1. 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:
2. Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
3. The accounts do not accord with those records; or

the accounts do not comply with the applicable requirements concerning the form and content of 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 an 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.

Jose Goncalves

13 Feb 2026

Jose Goncalves MAAT
Date
WDA Accountants
Cube House
5A Whytecliffe Road South
Purley
Surrey
CR8 2AY

**The Westway Community And Well Being Centre
Statement of Financial Activities
For The Year Ended 31 March 2025**

				2025	2024
		Unrestricted funds	Restricted funds	Total funds	Total funds
	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM:					
Donations and legacies	3	99,141	107,106	206,247	66,555
Charitable activities:					
Membership fees		16,180	-	16,180	12,568
Venue Hire - Regular users		35,733	-	35,733	30,181
Other trading activities	4	51,572	1,500	53,072	74,062
Investments	5	2,685	1	2,686	1,593
Other	6	44,950	-	44,950	40,234
		250,261	108,607	358,868	225,193
EXPENDITURE ON:					
Charitable activities:	7				
Charitable activities		(135,358)	(81,585)	(216,943)	(218,236)
NET INCOME		114,903	27,022	141,925	6,957
NET MOVEMENT IN FUNDS		114,903	27,022	141,925	6,957
RECONCILIATION OF FUNDS:					
Total funds brought forward		13,147	169,999	183,146	176,189
TOTAL FUNDS CARRIED FORWARD	15	128,050	197,021	325,071	183,146

The notes on pages 7 to 11 form part of these financial statements.

**The Westway Community And Well Being Centre
Comparative Statement of Financial Activities
For The Year Ended 31 March 2025**

	Notes	2024		
		Unrestricted funds	Restricted funds	Total funds
		£	£	£
INCOME AND ENDOWMENTS FROM:				
Donations and legacies	3	12,471	54,084	66,555
Charitable activities:				
Membership fees		12,568	-	12,568
Venue Hire - Regular users		33,869	(3,688)	30,181
Other trading activities	4	61,892	12,170	74,062
Investments	5	1,593	-	1,593
Other	6	40,234	-	40,234
		<u>162,627</u>	<u>62,566</u>	<u>225,193</u>
EXPENDITURE ON:				
Charitable activities:	7			
Charitable activities		(183,637)	(34,599)	(218,236)
NET INCOME		<u>(21,010)</u>	<u>27,967</u>	<u>6,957</u>
NET MOVEMENT IN FUNDS		<u>(21,010)</u>	<u>27,967</u>	<u>6,957</u>
RECONCILIATION OF FUNDS:				
Total funds brought forward		34,157	142,032	176,189
TOTAL FUNDS CARRIED FORWARD	15	<u><u>13,147</u></u>	<u><u>169,999</u></u>	<u><u>183,146</u></u>

The notes on pages 7 to 11 form part of these financial statements.

**The Westway Community And Well Being Centre
Statement of Financial Position
As At 31 March 2025**

				2025	2024
		Unrestricted funds	Restricted funds	Total funds	Total funds
	Notes	£	£	£	£
CURRENT ASSETS					
Debtors	12	101	2,166	2,222	19,717
Cash at bank and in hand		83,517	256,060	339,577	227,487
		<u>83,618</u>	<u>258,226</u>	<u>341,799</u>	<u>247,204</u>
Creditors: Amounts Falling Due Within One Year	13	44,432	(61,205)	(16,728)	(64,058)
		<u>128,050</u>	<u>197,021</u>	<u>325,071</u>	<u>183,146</u>
NET CURRENT ASSETS (LIABILITIES)					
		<u>128,050</u>	<u>197,021</u>	<u>325,071</u>	<u>183,146</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>128,050</u>	<u>197,021</u>	<u>325,071</u>	<u>183,146</u>
NET ASSETS					
		<u>128,050</u>	<u>197,021</u>	<u>325,071</u>	<u>183,146</u>
FUNDS OF THE CHARITY					
Restricted Funds				197,021	169,999
Unrestricted Funds				128,050	13,147
TOTAL FUNDS	15			<u>325,071</u>	<u>183,146</u>

On behalf of the board



Date 13 February 2026

The notes on pages 7 to 11 form part of these financial statements.

**The Westway Community And Well Being Centre
Notes to the Financial Statements
For The Year Ended 31 March 2025**

1. General Information

The Westway Community And Well Being Centre is a charitable incorporated organisation registered with the Charity Commission, registered charity number 1188850. The principal address is The Westway Community & Wellbeing Centre, 25 Chaldon Road, Caterham, Surrey, CR3 5PG.

2. Accounting Policies

2.1. Basis of Preparation of Financial Statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)", Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities Act 2011.

The charity is a Public Benefit Entity as defined by FRS 102.

2.2. Incoming Resources

The accounts are prepared on an accruals basis. Income is recognised when the charity becomes entitled to the funds, any performance-related conditions have been met, and the amount can be measured reliably.

Donations are recognised when received, unless there is evidence that they relate to future periods or are subject to specific conditions.

Grants and donations are recognised when receivable, or when awarded, if that award creates a binding obligation on the charity. Where a grant is subject to performance-related conditions, income is recognised only when those conditions have been met.

Legacies are recognised only when the charity has entitlement, receipt is probable, and the amount can be measured reliably.

Donated goods and services are recognised at fair value where this can be reliably measured.

Where income is received in advance of the recognition criteria being satisfied, it is deferred and recognised as a liability until the conditions are met.

2.3. Resources Expended

'Resources expended' has a wider meaning than 'expenditure': it excludes the costs of fixed assets that are capitalised but includes their subsequent depreciation on the basis set out below. The categories are defined by the SORP 2015 as follows:

- Costs of generating funds are those incurred in fundraising
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes all costs that can be allocated directly to such charitable activities.
- Governance costs include those associated with meeting the constitutional and statutory requirements of the charity and include accountancy fees

2.4. Cash and Cash Equivalents

Cash and cash equivalents are basic financial assets and include cash in hand and deposits held at call with banks, other short-term highly liquid investments that mature in no more than three months from the date of acquisition and are readily convertible to a known amount of cash with insignificant risk of change in value, and bank overdrafts.

3. Income from Donations and Legacies

	Unrestricted	Restricted	2025
	funds	funds	Total
	£	£	£
Donations and gifts	39,141	107,106	146,247
Gift aid	-	-	-
Legacies	60,000	-	60,000
	99,141	107,106	206,247

**The Westway Community And Well Being Centre
Notes to the Financial Statements (continued)
For The Year Ended 31 March 2025**

	Unrestricted funds	Restricted funds	2024 Total funds
	£	£	£
Donations and gifts	12,451	54,084	66,535
Gift aid	20	-	20
Legacies	-	-	-
	<u>12,471</u>	<u>54,084</u>	<u>66,555</u>

4. Income from Other Trading Activities

	Unrestricted funds	Restricted funds	2025 Total funds
	£	£	£
Membership subscriptions	22,833	-	22,833
Activities/Events	28,489	-	28,489
Other Revenue	250	-	250
Grants *	-	1,500	1,500
	<u>51,572</u>	<u>1,500</u>	<u>53,072</u>

	Unrestricted funds	Restricted funds	2024 Total funds
	£	£	£
Membership subscriptions	26,744	-	26,744
Activities/Events	17,189	250	17,439
Other Revenue	17,959	-	17,959
Grants *	-	11,920	11,920
	<u>61,892</u>	<u>12,170</u>	<u>74,062</u>

5. Investment Income

	Unrestricted funds	Restricted funds	2025 Total funds
	£	£	£
Bank interest receivable	2,685	1	2,686

	Unrestricted funds	Restricted funds	2024 Total funds
	£	£	£
Bank interest receivable	1,593	-	1,593

**The Westway Community And Well Being Centre
Notes to the Financial Statements (continued)
For The Year Ended 31 March 2025**

6. Other Income

	2025	2024
	Unrestricted funds	Unrestricted funds
	£	£
Rental and other income from property	44,950	40,234

7. Analysis of Expenditure

	Activities undertaken directly	Support costs (see note 8)	2025
	£	£	Total
	£	£	£
Charitable activities	45,039	171,904	216,943

	Activities undertaken directly	Support costs (see note 8)	2024
	£	£	Total
	£	£	£
Charitable activities	33,442	184,794	218,236

8. Support Costs

	2025
	Charitable activities
	£
Employee costs	109,539
General administration	62,365
	171,904

	2024
	Charitable activities
	£
Employee costs	96,010
General administration	88,784
	184,794

9. Independent Examiner's Remuneration

	2025	2024
	£	£
Independent examination of the financial statements	7,665	8,249

**The Westway Community And Well Being Centre
Notes to the Financial Statements (continued)
For The Year Ended 31 March 2025**

10. Staff Costs

Staff costs were as follows:

	2025	2024
	£	£
Wages and salaries	102,230	89,249
Other pension costs	1,654	700
	103,884	89,949
	103,884	89,949

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000.

11. Average Number of Employees

Average number of employees during the year was: 5 (2024: 4)

12. Debtors

	2025	2024
	£	£
Due within one year		
Trade debtors	2,182	19,717
Prepayments and accrued income	40	-
	2,222	19,717
	2,222	19,717

13. Creditors: Amounts Falling Due Within One Year

	2025	2024
	£	£
Trade creditors	1,870	35,877
Other taxes and social security	-	3,067
Net wages	-	45
Covid 19 Shopping suspense account	158	154
Venue hire returnable deposits	400	200
Pensions Payable	429	419
Suspense	1	91
Meals on Wheels - suspense account	-	7
Accruals	13,870	24,198
	16,728	64,058
	16,728	64,058

14. Pension Commitments

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund.

During the year the charge to the statement of financial activities in respect of defined contribution schemes was £1,654 (2024: £700).

At the statement of financial position date contributions of £NIL were due to the fund and are included in creditors.

**The Westway Community And Well Being Centre
Notes to the Financial Statements (continued)
For The Year Ended 31 March 2025**

15. Movement in Funds

	As at 1 April 2024	Income	Expenditure	As at 31 March 2025
	£	£	£	£
Unrestricted funds				
General:				
General unrestricted fund	13,147	250,261	(135,358)	128,050
Restricted funds				
General restricted fund	169,999	108,607	(81,585)	197,021
Total funds	<u>183,146</u>	<u>358,868</u>	<u>(216,943)</u>	<u>325,071</u>
	As at 1 April 2023	Income	Expenditure	As at 31 March 2024
	£	£	£	£
Unrestricted funds				
General:				
General unrestricted fund	34,157	162,627	(183,637)	13,147
Restricted funds				
General restricted fund	142,032	62,566	(34,599)	169,999
Total funds	<u>176,189</u>	<u>225,193</u>	<u>(218,236)</u>	<u>183,146</u>

16. Related Party Disclosures

No related party transactions.

**The Westway Community And Well Being Centre
Detailed Statement of Financial Activities
For The Year Ended 31 March 2025**

	2025	2024
	Total funds	Total funds
	£	£
INCOME AND ENDOWMENTS FROM:		
Donations and legacies		
Donations from individuals	6,419	9,811
Donations from organisations	139,828	56,724
Gift aid	-	20
Legacies	60,000	-
	<u>206,247</u>	<u>66,555</u>
Charitable Activities:		
Membership fees		
Membership fees	16,180	12,568
	<u>16,180</u>	<u>12,568</u>
Venue Hire - Regular users		
Venue Hire - Regular users	35,733	30,181
	<u>35,733</u>	<u>30,181</u>
Other trading activities		
Meals on Wheels / Café	22,833	26,744
Activities/Events	28,489	17,439
Other Revenue	250	17,959
Grants *	1,500	11,920
	<u>53,072</u>	<u>74,062</u>
Investments		
Bank interest receivable	2,686	1,593
	<u>2,686</u>	<u>1,593</u>
Other		
Rental and other income from property	44,950	40,234
	<u>44,950</u>	<u>40,234</u>
	<u>358,868</u>	<u>225,193</u>
EXPENDITURE ON:		
Charitable Activities:		
Charitable activities		
Catering - Food and Drink	(11,518)	(10,157)
Entertainment & Activities - Events	(8,842)	(2,129)
Other Entertainment & Activities	(11,164)	(8,151)
Entertainment & Activities - Fitness and Wellbeing	(13,515)	(13,005)
Wages and salaries	(102,230)	(89,249)
Employers pensions - defined contributions scheme	(1,654)	(700)
Health and safety costs	(3,748)	(3,407)
Travel expenses	(1,907)	(2,654)
Repairs, renewals and maintenance	(19,263)	(7,537)
Insurance	(2,179)	(2,360)
Managed IT Services	(4,117)	(3,584)
Printing, postage and stationery	(1,284)	(754)

...CONTINUED

The Westway Community And Well Being Centre
Detailed Statement of Financial Activities (continued)
For The Year Ended 31 March 2025

Office equipment and furniture	(46)	(6,439)
Examination & Accountancy fees	(7,665)	(8,249)
Consultancy fees	-	(1,907)
HR Costs	(44)	(44)
General Expenses	(27,767)	(57,910)
	<u>(216,943)</u>	<u>(218,236)</u>
	(216,943)	(218,236)
NET INCOME	<u>141,925</u>	<u>6,957</u>

THE WESTWAY COMMUNITY AND WELL BEING CENTRE

England & Wales - Charity number 1188850

Accounts



The Westway Community and Wellbeing Centre

Registered Charity No. 1188850

Annual Report and Financial Statements

For the year ended 31st March 2024

The Westway Community and Wellbeing Centre

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Trustees' Annual Report for the period

Period start date

Period end date

From

1st April 2023

To

31st March 2024

Section A Reference and administration details

Charity name **The Westway Community & Wellbeing Centre**

Registered charity number (if any) 1188850

Charity's principal address

The Westway Community & Wellbeing Centre	
25 Chaldon Road	
Caterham, Surrey	
Postcode	CR3 5PG

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	June Hopkins		20 August 2020 – 30 July 2024	
2	Caroline Liggins		20 August 2020 - present	
3	Ralph Linsell		1 April 2022 - present	
4	Alison Williams		1 April 2022 - present	
5	Kwok Hung Lui		17 June 2024 – present	
6	Susan Woodville		30 July 2024 – present	
7	Andrew Brownless		30 July 2024 – present	
8	Vicky Robinson		30 July 2024 - present	

Name of chief executive or names of senior staff members

From 18 August 2023 Mary Marsden and Tony Pearce became Joint Centre Managers until 1 April 2024 when these roles were reorganised. Mary Marsden became Centre Manager and Tony Pearce became Deputy Centre Manager / Volunteer Co-Ordinator.

Abi Chapman was appointed Charity Manager on a part-time basis from 1 March 2024.

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document	Constitution
How the charity is constituted	CIO - FOUNDATION Registered 01 Apr 2020 as amended on 17 Jan 2021
Trustee selection methods	<ol style="list-style-type: none">1. Open request to community made via newsletter, social media, Tandridge Voluntary Action2. Informal Interview with Trustee board or representative3. Reference checks4. Appointment by Trustees

Additional governance issues

Relationship with any related parties;	The Westway Charity secured a 15 year lease for the Westway building with Tandridge District Council on 9 May 2023.
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**Summary of the
objects of the charity
set out in its
governing document**

The objects of the Westway Charity are:

1. To support and work together with people who live in our local area (Caterham and Caterham on the Hill and the neighbourhood, North Tandridge).
2. To link up and work with partners, charities and businesses from health, education, leisure and social care.
3. To be active in our community, running a community centre and an outreach programme so that we can develop services that are needed locally – offering people:
 - Somewhere to meet others and learn new skills.
 - Somewhere to chat, dine and feel part of the community – combating social isolation and loneliness.
 - Somewhere to enjoy music, leisure activities, gardening, arts and crafts.
 - Somewhere to volunteer and make a difference.
 - Somewhere that's safe to ask for help, find out information or access more specialist support.
4. We aim to improve the quality of life of people in our area by providing health and wellbeing services:
 - Provide an effective multi agency approach to support residents with various health related and wellbeing issues.
 - Receive from and make referrals to local authorities, GP surgeries, health organisations, charitable organisations, voluntary groups and other associated services
 - Provide a signposting service to other local organisations and specialist services
 - Not duplicate services provided elsewhere which could be accessed locally unless there should be a specific need to do so
5. To support people during times of local or national crisis by:
 - Providing emotional and practical support
 - Being a focal point and link organisation within the community

We are inclusive and aim to support anyone in need whatever their age or background, whether they are unwell or have a disability, whether they are struggling financially or something else.

<p>Summary of the main activities undertaken for the public benefit in relation to these objects</p>	<p>The fourth year of The Westway Charity has seen us providing services to local people for public benefit:</p> <ul style="list-style-type: none"> • The Westway have run an activity and social programme for local people of all ages. Costs to join are kept to a minimum and are waved when they pose a barrier to participation. Activities are planned together with service users and volunteers, and promote social interaction, learning, wellbeing and enjoyment. • There are 1198 people registered as service users with The Westway. <p>During this year, the charity retained many volunteers to support our wellbeing offer to the local community. The Westway works jointly with local agencies: Salvation Army, Citizens Advice, Community Matrons, Tandridge Wellbeing Service, Hygiene Bank and Food Bank to name a few.</p> <p>The Westway worked throughout the year in partnership with health and wellbeing services – hosting services to ensure local people were able to access family health, carer, and mental health support, with an aim to reduce health inequality.</p> <p>The Westway trustees have due regard to the Charity Commission’s public benefit guidance and have been mindful of it when exercising their powers and duties in areas of the Charity’s work, where the guidance is relevant. Any private benefits from The Westway operations are incidental, other than to those as a beneficiary.</p>
<p>Additional Information</p>	<p>Special note is made of the fantastic contribution made by the Westway Volunteers - people of all ages and backgrounds - who have worked together tirelessly throughout the year.</p> <p>Volunteers continued to assist in administration, fundraising, activity organisation and backing up the small team of paid staff.</p>

Section D Achievements and performance

<p>Summary of the main achievements of the charity during the year</p>	<p>The Westway Community and Wellbeing Centre has completed its fourth year as a charity – notable achievements include:</p> <p>Funding: See section E, Financial review.</p> <p>Partnership working - developing community connections with a diverse group of agencies, statutory services and community groups:</p> <ul style="list-style-type: none"> • Health partnerships with First Community Health – Children & Family Services, Community Matrons, Health visitors and Tandridge Wellbeing Prescription Services remain successful. The centre continued to support Retinal Eye Screening until they returned to Oxted Health Centre. The Centre
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continued to support Podiatry, Hearing Aid servicing, hair dressing and other related services.

- Delivery Partners such as The Salvation Army, Caterham Foodbank and The Hygiene Bank – working to ensure emergency food, toiletries and fuel vouchers were available to all.
- Young Partners such as The Duke of Edinburgh volunteering programme, Caterham School and Clifton Hill - ensuring that The Westway benefits from the contribution young people can make as volunteers. We also offer people with additional needs an ability to complete their workplace training with us.
- Local partners building community resilience such as the Parish Council and Neighbourhood Plan Group.
- Local partners who can help us build an 'inclusive Westway' such as Surrey Choices, Age UK, Prospero Theatre Company, The Arc and ESDAR.
- Hosting the Christmas Day Churches Together Christmas lunch, Salvation Army and Rotary Club carol services.

Offering inclusive services and activities – building on previous work;

- Offering a weeklong programme of community activities.
- Running a Meals on Wheels Service and providing a weekly shopping service for users unable to use internet or are housebound – delivered by volunteers.
- Offering Tai Chi and other exercise classes to everyone and introducing additional musical activities – ensuring all activities are inclusive and welcoming to people with learning disabilities and those with dementia.
- Providing a dining area for fresh cooked meals and companionship and hosting weekend lunches to counteract isolation and loneliness.
- Working with local volunteers to develop their own ideas including peer to peer groups for those experiencing mental ill health.
- Supporting our hair care team to work with youngsters on the autistic spectrum.

Establishing The Westway in the wider community - identifying local needs:

- Fund raising for and delivering a Welfare / Hardship fund – making awards to those in need.
- Organising (with partners), volunteer and community social events.
- Working closely with Citizens Advice to enable them to meet more vulnerable people and organising our own Outreach Service to offer practical support – including supporting people to deal with plumbing emergencies, light bulb changing, the clearance of rubbish, liaising with statutory services, the

provision of phones, clothing and other essentials.

- Shopping and prescription collections continued with those still housebound.
- Support with essential transport utilising Dial-a-Ride resources.
- Supporting drama and dance initiatives.
- Providing support to enable anxious people to get back involved in community life.
- Establishing an all-inclusive singing group
- Support for people without bank cards or internet banking to access cash. Delivery of emergency food and hygiene packs to those in need.
- Providing IT access and teaching people to use their own devices.

Section E

Financial review

Brief statement of the charity's policy on reserves

- The Trust maintains sufficient reserves to meet:
 - Average monthly expenditure.
 - Salaries.
- The Trust's reserves are held in an existing bank savings account providing an acceptable rate of interest with instant access.
- The trust holds restricted funds in this savings account.
- The Reserves policy is monitored and reviewed on a regular basis to ensure the charities objectives are financially met and to ensure that the reserves policy is sufficient to meet any changing funding requirements and other risks.

Details of any funds materially in deficit

N/A

Further financial review details

- We want to thank all who continue to give so generously either directly or via our GoFundMe page.
- We are pleased to report that our application to the National Lottery Community Fund for funding to support our Next Steps Project over the next 5 years was successful (January 2024). This discrete project is primarily designed to help us secure sustainable sources of income in the medium to long term. Alongside our thanks to our community, volunteers and staff for their ongoing encouragement and support, we would also like to thank the National Lottery Community Fund for awarding us this fund and all players of the National Lottery for making the fund possible. This funding will give us some more time to define our future funding streams and allow us to invest carefully in developing those streams. We are developing our sustainability plan to achieve this.
- Our main contributors were:
 - The National Lottery Community Fund.
 - Caterham Hill Parish Council.
 - Caterham Valley Parish Council.
 - Community Foundation.
 - Reigate & Banstead Creating Healthy Communities.
 - Surrey CC Together Fund (Active Surrey).
 - Tandridge District Council.

- The Miller Centre.
- The King & Queen public house Caterham.
- Churches together.
- Salvation Army.

Section F **Other optional information**


- These accounts were prepared on an accruals basis.

Charges from TDC to The Westway for utilities remained unresolved due to outstanding invoices from TDC at 31 March

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Ralph Linsell	
Position (eg Secretary, Chair, etc)	Trustee Treasurer	
Date	20 December 2024	

The Westway Community and Wellbeing Centre

Independent Examiner's Report

For the year ended 31st March 2024

Independent Examiner's Report

I report to the Trustees on my examination of the accounts of The Westway Community and Well Being Centre for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity trustees of Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5) (b) of the Act.

Independent examiner's statement

Where the charity's gross income exceeded £250,000 I am qualified to undertake the examination by being a Fellow of the Chartered Association of Certified Accountants which is one of the listed bodies.

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 Trust 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 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 an 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.



Chaweevan Williams FCCA
Verdant Accountants Limited
Chartered Certified Accountants
20-22 Wenlock Road
London N1 7GU

Date: 08 January 2025

The Westway Community and Wellbeing Centre

Statement of Financial Activities

For the year ended 31st March 2024

	Note	2024			2023		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
		Funds	Funds	Funds	Funds	Funds	Funds
		£	£	£	£	£	£
INCOME FROM:							
Donations and legacies							
Voluntary Income from donors		12,471	54,084	66,555	34,459	88,787	123,246
Other voluntary income		61,892	12,170	74,062	88,817	29,000	117,817
		<u>74,363</u>	<u>66,254</u>	<u>140,617</u>	<u>123,276</u>	<u>117,787</u>	<u>241,063</u>
Charitable activities		46,437	(3,688)	42,749	22,536	-	22,536
Investment income		1,593	-	1,593	135	-	135
Other income		40,234	-	40,234	-	-	-
TOTAL INCOME	2	<u>162,627</u>	<u>62,566</u>	<u>225,193</u>	<u>145,947</u>	<u>117,787</u>	<u>263,734</u>
EXPENDITURE ON:							
Charitable activities		183,636	34,599	218,235	121,156	55,835	176,991
TOTAL EXPENDITURE	3	<u>183,636</u>	<u>34,599</u>	<u>218,235</u>	<u>121,156</u>	<u>55,835</u>	<u>176,991</u>
Net income / (expenditure)		(21,009)	27,967	6,958	24,791	61,952	86,743
Gross transfers between funds	8	-	-	-	-	-	-
Net movement in funds		<u>(21,009)</u>	<u>27,967</u>	<u>6,958</u>	<u>24,791</u>	<u>61,952</u>	<u>86,743</u>
Other recognised gains and losses							
Gain/(loss) on investment asset		-	-	-	-	-	-
RECONCILIATION OF FUNDS							
Total funds brought forward	8	34,157	142,032	176,189	9,366	80,080	89,446
TOTAL FUNDS CARRIED FORWARD	8	<u>13,148</u>	<u>169,999</u>	<u>183,147</u>	<u>34,157</u>	<u>142,032</u>	<u>176,189</u>

The statement of financial activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 10 to 15 form part of these financial statements

The Westway Community and Wellbeing Centre

Balance Sheet

As at 31st March 2024

	Note	2024		2023	
		£	£	£	£
Fixed assets					
Tangible fixed assets	5	-	-	-	-
			0		0
Current assets					
Debtors	6	19,717		15,123	
Cash at bank and in hand		227,486		180,741	
		247,203		195,864	
Creditors: falling due within one year	7	(64,056)		(19,675)	
Net current assets			183,147		176,189
Net assets less current liabilities			183,147		176,189
TOTAL NET ASSETS			183,147		176,189
RESERVES					
Restricted funds	8		169,999		142,032
Unrestricted funds	9				
General fund			13,148		34,157
TOTAL FUNDS			183,147		176,189

These accounts have been prepared in accordance with the Charities Sorp (FRS 102).

These accounts were approved by the Trustees on *2 January 2025* and were signed on its behalf by:



Ralph Linsell
Trustee & Treasurer

The notes on pages 10 to 15 form part of these financial statements.

The Westway Community and Wellbeing Centre

Notes to the Financial Statements

For the year ended 31st March 2024

1. ACCOUNTING POLICIES

The following accounting policies have been applied in dealing with items which are considered material in relation to the charity's accounts.

Basis of preparation

The financial statements have been prepared in accordance with applicable accounting standards and the Charities SORP (FRS 102), in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (SORP 2015 FRS 102) and under the historical cost accounting rules. The basis of accounting has been changed from Receipts & Payments to an Accruals basis.

Incoming resources

The accounts are prepared on an accruals basis of accounting: income is recognised when receivable, except for donations of all kinds that are recognised when received: income tax recoverable is recognised at the same time as the donation. Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the charity. Legacies are only recognised when received. Donated goods are recognised at fair value.

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received. A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

Resources Expended

'Resources expended' has a wider meaning than 'expenditure': it excludes the costs of fixed assets that are capitalised but includes their subsequent depreciation on the basis set out below. The categories are defined by the SORP 2015 are:

- Costs of generating funds are those incurred in fundraising.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes all costs that can be allocated directly to such charitable activities.
- Governance costs include those associated with meeting the constitutional and statutory requirements of the charity and include accountancy fees.

Funds

General funds represent funds that are not subject to any restrictions regarding their use and are available for application of the charity ordinary purposes.

Fixed assets and depreciation

Items of plant and equipment used within the charity and others premises are capitalised where acquisition value exceeds £11,000. Depreciation rates are:

Computer Equipment	4 years
Fixtures & Fittings	4 years

Taxation

The charity is exempt from corporation tax on its charitable activities.

The Westway Community and Wellbeing Centre

Notes to the Financial Statements

For the year ended 31st March 2024

2. INCOME

	2024			2023		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	Funds	Funds	Funds	Funds	Funds	Funds
	£	£	£	£	£	£
Voluntary income from donors						
Donations from Individuals	8,781	1,030	9,811	28,859	330	29,189
Donations from organisations/Companies	3,670	53,054	56,724	4,342	88,457	92,799
Income tax recoverable – Gift Aid	20		20	1,258		1,258
	<u>12,471</u>	<u>54,084</u>	<u>66,555</u>	<u>34,459</u>	<u>88,787</u>	<u>123,246</u>
Other voluntary income resources						
Grants	-	11,920	11,920	50,000	29,000	79,000
Other income						
Meals on Wheels / Café	26,744	-	26,744	22,735	-	22,735
Activities/Events	17,189	250	17,439	16,082	-	16,082
Other revenue	17,959	-	17,959	-	-	-
	<u>61,892</u>	<u>12,170</u>	<u>74,062</u>	<u>88,817</u>	<u>29,000</u>	<u>117,817</u>
Total donations and legacies	<u>74,363</u>	<u>66,254</u>	<u>140,617</u>	<u>123,276</u>	<u>117,787</u>	<u>241,063</u>
Incoming resources from charitable activities						
Membership Fees	12,568		12,568	7,247	-	7,247
Venue Hire	33,869	(3,688)	30,181	15,289	-	15,289
	<u>46,437</u>	<u>(3,688)</u>	<u>42,749</u>	<u>22,536</u>	<u>-</u>	<u>22,536</u>
Investment income						
Interest income	1,593	0	1,593	135	-	135
	<u>1,593</u>	<u>0</u>	<u>1,593</u>	<u>135</u>	<u>-</u>	<u>135</u>
Other income						
Secured income – Rental	40,234	-	40,234	-	-	-
	<u>40,234</u>	<u>-</u>	<u>40,234</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income from charitable activities	<u>88,264</u>	<u>(3,688)</u>	<u>84,576</u>	<u>22,671</u>	<u>0</u>	<u>22,671</u>
TOTAL INCOME	<u>162,627</u>	<u>62,566</u>	<u>225,193</u>	<u>145,947</u>	<u>117,787</u>	<u>263,734</u>

The Westway Community and Wellbeing Centre

Notes to the Financial Statements

For the year ended 31st March 2024

3. EXPENDITURE

	2024			2023		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	Funds	Funds	Funds	Funds	Funds	Funds
	£	£	£	£	£	£
Activities directly relating to the activities of the charity						
Catering - Food and Drink	9,551	606	10,157	12,085	-	12,085
Other Entertainment & Activities	6,732	1,421	8,153	(556)	-	(556)
Entertainment & Activities - Events	2,127	-	2,127	9,631	-	9,631
Entertainment & Activities - Fitness classes	13,005	-	13,005	7,448	-	7,448
			-			-
Total Direct costs	31,415	2,027	33,442	28,608	-	28,608
Support Costs						
Consulting	1,907	-	1,907	653	390	1,043
Health and Safety	3,317	90	3,407	(1,713)	1,062	(651)
HR costs	44	-	44	60	274	334
Insurance	2,360	-	2,360	(99)	1,095	996
Managed IT Services	3,209	375	3,584	3,360	676	4,036
Office equipment and furniture – not capitalised	6,439	-	6,439	1,925	4,916	6,841
Printing, Postage & Stationery	695	59	754	3,713		3,713
Repairs & Maintenance	4,702	2,835	7,537	(1,424)	3,146	1,722
Staff Costs - note 4	71,556	18,394	89,950	75,851	20,864	96,715
Travel - National	2,259	395	2,654	396	1,940	2,336
Welfare and Ukrainian Support Fund	(149)	-	(149)	25	7,370	7,395
Examination & Accountancy fees	7,761	488	8,249	8,244	300	8,544
General expenses	48,121	9,936	58,057	1,555	13,802	15,357
			-			-
Total Support Costs	152,221	32,572	184,793	92,548	55,835	148,383
TOTAL EXPENDITURE	183,636	34,599	218,235	121,156	55,835	176,991

The Westway Community and Wellbeing Centre

Notes to the Financial Statements

For the year ended 31st March 2024

4 STAFF NUMBERS AND COSTS

The average number of staff (full time equivalent) working for the charity during the year was as follows;

	2024	2023
Total	4	4

No employee was paid more than £60,000. The aggregate payroll costs were as follows;

	£	£
Wages and salaries	89,250	94,861
Social security costs	-	1,854
Pension	700	-
	89,950	96,715

The Westway Community and Wellbeing Centre

Notes to the Financial Statements

For the year ended 31st March 2024

5. TANGIBLE FIXED ASSETS

	Computer equipment £	Fixtures & Fittings £	Total £
Cost or valuation			
At beginning of year	-	-	-
Additions	-	-	-
Disposals	-	-	-
At the end of the year	-	-	-
Depreciation			
At beginning of year	-	-	-
Disposals	-	-	-
Charged in year	-	-	-
At the end of the year	-	-	-
Net book value			
At 31 March 2024	-	-	-
At 31 March 2023	-	-	-

Note: No expenses have been capitalised in 2024 (2023 Nil)

6. DEBTORS

	2024 £	2023 £
Trade debtors	19,717	5,092
Prepayments and accrued income	-	10,031
	19,717	15,123

7. CREDITORS DUE WITHIN ONE YEAR

	2024 £	2023 £
Trade creditors	35,956	1,865
Social Security and other taxes	3,067	2,638
Accruals and deferred income	24,208	14,893
Other creditors	405	279
Pension payable	420	
	64,056	19,675

The Westway Community and Wellbeing Centre

Notes to the Financial Statements

For the year ended 31st March 2024

8 UNRESTRICTED AND RESTRICTED – MOVEMENT IN FUNDS

	Balance at 31 Dec 2023 £	Incoming Resources £	Resources Expended £	Transfers £	Balance at 31 Dec 2024 £
Unrestricted Funds:					
General Fund	34,157	162,627	(183,636)	0	13,148
Total unrestricted funds	<u>34,157</u>	<u>162,627</u>	<u>(183,636)</u>	<u>0</u>	<u>13,148</u>
Total restricted funds	<u>142,032</u>	<u>62,566</u>	<u>(34,599)</u>	<u>0</u>	<u>169,999</u>
Total funds	<u>176,189</u>	<u>225,193</u>	<u>(218,235)</u>	<u>0</u>	<u>183,147</u>

9 UNRESTRICTED FUND

	2024 £	2023 £
Reserves at the beginning of the year	34,157	9,366
Net (outgoing) / incoming reserves	(21,009)	24,791
Gross Transfer between funds	0	0
Reserves at the end of the year	<u>13,148</u>	<u>34,157</u>

10 COMMITMENTS

There were no capital commitments entered into during the year.

THE WESTWAY COMMUNITY AND WELL BEING CENTRE

England & Wales - Charity number 1188850

Accounts



The Westway Community and Wellbeing Centre

Registered Charity No. 1188850

Annual Report and Financial Statements

For the year ended 31st March 2023

The Westway Community and Wellbeing Centre

Contents

For the year ended 31st March 2023

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REFERENCE AND ADMINISTRATION DETAILS

Charity Principal Address

The Westway, 25 Chaldon Road Caterham, Surrey CR3 5PG

Westway Trustees

June Hopkins	20 August 2020 - present
Caroline Liggins	20 August 2020 - present
Ralph Linsell	1 April 2022 – present
Alison Williams	1 April 2022 - present
Lesley Dodd	1 October 2019 -16 August 2022
Connie Lewis	20 August 2020 – 27 April 2022
Christopher Botten	1 October 2019 – 26 April 2022
Ian Macaulay	1 April 2022 – 16 December 2022

Senior staff

Claire Richards	Westway Centre Manager until end January 2023
Tony Pearce	Westway Centre Manager from 1 February 2023/ Joint Centre Manager from 1 September 2023
Mary Marsden	Joint Centre Managers from 1 September 2023

Structure, governance and management

Type of governing document: Constitution

How constituted: CIO – Foundation (registered 1 April 2020 as amended 17 January 2021)

Trustee selection methods: Open request to community made via newsletter, social media, Tandridge Voluntary Action, Informal Interview with Trustee board or representative, Reference checks, Appointment by Trustees

Additional governance issues

Relationship with any related parties: The Westway Charity received an annual £100,000 grant from Tandridge District Council, until 30 September 2022.

The Westway Charity has been discussing a 15 lease for the Westway building with Tandridge District Council.

[The lease was signed 9 May 2023.]

OBJECTIVES AND ACTIVITIES

Summary of the objects of the charity as set out in its governing document

The objects of the Westway Community and Wellbeing Centre are:

1. To support and work together with people who live in our local area (Caterham and Caterham on the Hill and the neighbourhood, North Tandridge).
2. To link up and work with partners, charities and businesses from health, education, leisure and social care.
3. To be active in our community, running a community centre and an outreach programme so that we can develop services that are needed locally – offering people:
 - Somewhere to meet others and learn new skills.
 - Somewhere to chat, dine and feel part of the community – combating social isolation and loneliness.
 - Somewhere to enjoy music, leisure activities, gardening, arts and crafts.
 - Somewhere to volunteer and make a difference.
 - Somewhere that's safe to ask for help, find out information or access more specialist support.
4. We aim to improve the quality of life of people in our area by providing health and wellbeing services:
 - Provide an effective multi agency approach to support residents with various health related and wellbeing issues .
 - Receive from and make referrals to local authorities, GP surgeries, health organisations, charitable organisations, voluntary groups and other associated services .
 - Provide a signposting service to other local organisations and specialist services.
 - Not duplicate services provided elsewhere which could be accessed locally unless there should be a specific need to do so.
5. To support people during times of local or national crisis by:
 - Providing emotional and practical support
 - Being a focal point and link organisation within the community.

We are inclusive and aim to support anyone in need whatever their age or background, whether they are unwell or have a disability, whether they are struggling financially or something else.

Summary of the main activities undertaken for the public benefit in relation to these objects

The third year of The Westway Charity has seen us providing services to local people for public benefit:

- The Westway have run an activity and social programme for local people of all ages. Costs to join are kept to a minimum and are waved when they pose a barrier to participation. Activities are planned together with service users and volunteers, and promote social interaction, learning, wellbeing and enjoyment.
- There are 1001 people registered as service users with The Westway.

During this year the charity retained many volunteers to support our wellbeing offer to the local community. The Westway works jointly with local agencies: Salvation Army, Citizens Advice, Community Matrons, Tandridge Wellbeing Service, Hygiene Bank and Food Bank to name a few.

- With a grant from NHS Charities our Outreach service continued to support vulnerable community members – including emotional and practical support such as shopping, travel and prescription collection services, phone befriending, meals on wheels, emergency food parcels. Where appropriate people were signposted to and supported to access services provided by other agencies.

The Westway worked throughout the year in partnership with health and wellbeing services – hosting services to ensure local people were able to access family health, carer, and mental health support, with an aim to reduce health inequality.

The Westway trustees have due regard to the Charity Commission's public benefit guidance and have been mindful of it when exercising their powers and duties in areas of the Charity's work, where the guidance is relevant. Any private benefits from The Westway operations are incidental, other than to those as a beneficiary.

Additional information

Special note is made of the fantastic contribution made by the Westway Volunteers - people of all ages and backgrounds - who have worked together tirelessly throughout the year.

Volunteers continued to assist in administration, fundraising, activity organisation and backing up the small team of paid staff.

ACHIEVEMENTS AND PERFORMANCE

Summary of the main achievements of the charity during the year

The Westway Community and Wellbeing Centre has completed its third year as a charity – notable achievements include:

Partnership working - developing community connections with a diverse group of agencies, statutory services and community groups:

- Health partnerships with First Community Health – Children & Family Services, Community Matrons, Health visitors and Tandridge Wellbeing Prescription Services remain successful. The centre continued to support Retinal Eye Screening, Podiatry, Hearing Aid servicing and other related services.
- Delivery Partners such as The Salvation Army, Caterham Foodbank and The Hygiene Bank – working to ensure emergency food, toiletries and fuel vouchers were available to all. Citizens Advice Bureau were also based at the Centre for one day a week to offer support and advice.
- Young Partners such as The Duke of Edinburgh volunteering programme, Caterham School and Clifton Hill - ensuring that The Westway benefits from the contribution young people can make as volunteers. We also offer people with additional needs an ability to complete their workplace training with us.
- Local partners building community resilience such as the Parish Council and Neighbourhood Plan Group.
- Local partners who can help us build an ‘inclusive Westway’ such as Surrey Choices, Age UK, Prospero Theatre Company, The Arc and ESDAR.
- Hosting the Christmas Day Churches Together Christmas lunch, Salvation Army and Rotary Club carol services.

Offering inclusive services and activities – building on previous work;

- Offering a weeklong programme of community activities.
- Running a Meals on Wheels Service and providing a weekly shopping service for users unable to use internet or are housebound – delivered by volunteers.
- Offering Tai Chi and other exercise classes to everyone and introducing additional musical activities – ensuring all activities are inclusive and welcoming to people with learning disabilities and those with dementia.
- Providing a dining area for fresh cooked meals and companionship and hosting weekend lunches to counteract isolation and loneliness.
- Working with local volunteers to develop their own ideas including peer to peer groups for those experiencing mental ill health.
- Supporting our hair care team to work with youngsters on the autistic spectrum.

Establishing The Westway in the wider community - identifying local needs:

- Fund raising for and delivering a Welfare / Hardship fund – making awards to those in need.
- Organising (with partners), volunteer and community social events.
- Working closely with Citizens Advice to enable them to meet more vulnerable people and organising our own Outreach Service to offer practical support – including supporting people to deal with plumbing emergencies, light bulb changing, the clearance of rubbish, liaising with statutory services, the provision of phones, clothing and other essentials.
- Shopping and prescription collections continued with those still housebound.
- Support with essential transport utilising Dial-a-Ride resources.
- Supporting drama and dance initiatives.
- Providing support to enable anxious people to get back involved in community life.
- Support for people without bank cards or internet banking to access cash.
- Delivery of emergency food and hygiene packs to those in need.
- Providing IT access and teaching people to use their own devices.

FINANCIAL REVIEW

Statement on the policy on reserves

- The Trust maintains sufficient reserves to meet average monthly expenditure and salaries.
- The Trust's reserves were held initially in a bank current account then transferred to being held within an existing bank savings account providing an acceptable rate of interest and instant access.
- The trust holds restricted funds in its deposit account.
- The Reserves policy is monitored and reviewed on a regular basis to ensure the charities objectives are financially met and to ensure the reserves policy is sufficient to meet any changing funding requirements and other risks.

Further financial review details

In our third year as a charity we aimed to consolidate our financial position and our cash flow forecast showed us financially sustainable until early 2024. The Westway will require long term funding, working with local Councils, Funders and donors to ensure a mixed funding model is maintained. The Westway planned to apply to the National Lottery once the lease was granted.

During the year under review the funding from Tandridge District Council came to an end 30 September 2022. We established a Next Steps Project and the Friends of the Westway to secure funding to keep the centre open. We want to thank all who gave and continue to give so generously either directly or via our GoFundMe page.

Our main contributors were:

- Caterham Hill Parish Council
- Caterham Valley Parish Council
- Community Foundation
- Reigate & Banstead Creating Healthy Communities
- Surrey CC Together Fund (Active Surrey)
- Tandridge District Council.

We are pleased to report that our application to the National Lottery Community Fund for funding to support our Next Steps Project over the next 5 years was successful (January 2024). This discrete project is primarily designed to help us secure sustainable sources of income in the medium to long term. Alongside our thanks to our community, volunteers and staff for their ongoing encouragement and support, we would also like to thank the National Lottery Community Fund for awarding us this fund and all players of the National Lottery for making the fund possible. This funding will give us some more time to define our future funding streams and allow us to invest carefully in developing those streams. We are developing our sustainability plan to achieve this.

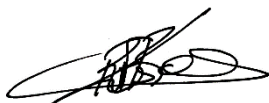
Accounting basis

The trustees agreed that the reported accounts would be changed from a cash accounting basis to accruals basis.

Due to the change in accounting basis used, these accounts show the year ending 31 March 2022 under the accruals basis whereas the prior years' submission was reported under the cash accounting basis. The year ending March 2022 accounts have been restated to include accruals. These include expenses incurred and not paid as well as income received and not banked as at the end of each financial year stated in these accounts.

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees



Ralph Linsell
Treasurer to the Trustees
29 January 2024

The Westway Community and Wellbeing Centre

Independent Examiner's Report

For the year ended 31st March 2023

Independent Examiner's Report

I report to the Trustees on my examination of the accounts of The Westway Community and Well Being Centre for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity trustees of Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5) (b) of the Act.

Independent examiner's statement

Where the charity's gross income exceeded £250,000 I am qualified to undertake the examination by being a Fellow of the Chartered Association of Certified Accountants which is one of the listed bodies.

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 Trust 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 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 an 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.



Chaweevan Williams FCCA
Verdant Accountants Limited
Chartered Certified Accountants
20-22 Wenlock Road
London N1 7GU

Date: 30 January 2024

The Westway Community and Wellbeing Centre

Statement of Financial Activities

For the year ended 31st March 2023

	Note	2023			2022		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
		Funds	Funds	Funds	Funds	Funds	Funds
		£	£	£	£	£	£
INCOME FROM:							
Donations and legacies							
Voluntary Income from donors		34,459	88,787	123,246	4,105	31,886	35,991
Other voluntary income		88,817	29,000	117,817	95,353	27,847	123,200
		123,276	117,787	241,063	99,458	59,733	159,191
Charitable activities		22,536	-	22,536	50,000	-	50,000
Investment income		135	-	135	-	-	-
Other income		-	-	-	11,816	-	11,816
TOTAL INCOME	2	145,947	117,787	263,734	161,274	59,733	221,007
EXPENDITURE ON:							
Charitable activities		121,156	55,835	176,991	151,908	48,317	200,225
TOTAL EXPENDITURE	3	121,156	55,835	176,991	151,908	48,317	200,225
Net income / (expenditure)		24,791	61,952	86,743	9,366	11,416	20,782
Gross transfers between funds	8	-	-	-	-	-	-
Net movement in funds		24,791	61,952	86,743	9,366	11,416	20,782
Other recognised gains and losses							
Gain/(loss) on investment asset		-	-	-	-	-	-
RECONCILIATION OF FUNDS							
Total funds brought forward	8	9,366	80,080	89,446	0	68,664	68,664
TOTAL FUNDS CARRIED FORWARD	8	34,157	142,032	176,189	9,366	80,080	89,446

The statement of financial activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 10 to 15 form part of these financial statements

The Westway Community and Wellbeing Centre

Balance Sheet

As at 31st March 2023

	Note	2023		2022	
		£	£	£	£
Fixed assets					
Tangible fixed assets	5	-		-	
			0		0
Current assets					
Debtors	6	15,123		35,190	
Cash at bank and in hand		180,741		92,216	
		195,864		127,406	
Creditors: falling due within one year	7	(19,675)		(37,960)	
Net current assets			176,189		89,446
Net assets less current liabilities			176,189		89,446
TOTAL NET ASSETS			176,189		89,446
RESERVES					
Restricted funds	8		142,032		89,446
Unrestricted funds	9				
General fund			34,157		0
TOTAL FUNDS			176,189		89,446

These accounts have been prepared in accordance with the Charities Sorp (FRS 102).

These accounts were approved by the Trustees on 30 January 2024 and were signed on its behalf by:



Ralph Linsell
Trustee & Treasurer

The notes on pages 10 to 15 form part of these financial statements.

The Westway Community and Wellbeing Centre

Notes to the Financial Statements

For the year ended 31st March 2023

1. ACCOUNTING POLICIES

The following accounting policies have been applied in dealing with items which are considered material in relation to the charity's accounts.

Basis of preparation

The financial statements have been prepared in accordance with applicable accounting standards and the Charities SORP (FRS 102), in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (SORP 2015 FRS 102) and under the historical cost accounting rules. The basis of accounting has been changed from Receipts & Payments to an Accruals basis.

Incoming resources

The accounts are prepared on an accruals basis of accounting: income is recognised when receivable, except for donations of all kinds that are recognised when received: income tax recoverable is recognised at the same time as the donation. Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the charity. Legacies are only recognised when received. Donated goods are recognised at fair value.

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received. A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

Resources Expended

'Resources expended' has a wider meaning than 'expenditure': it excludes the costs of fixed assets that are capitalised but includes their subsequent depreciation on the basis set out below. The categories are defined by the SORP 2015 are:

- Costs of generating funds are those incurred in fundraising.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes all costs that can be allocated directly to such charitable activities.
- Governance costs include those associated with meeting the constitutional and statutory requirements of the charity and include accountancy fees.

Funds

General funds represent funds that are not subject to any restrictions regarding their use and are available for application of the charity ordinary purposes.

Fixed assets and depreciation

Items of plant and equipment used within the charity and others premises are capitalised where acquisition value exceeds £11,000. Depreciation rates are:

Computer Equipment	4 years
Fixtures & Fittings	4 years

Taxation

The charity is exempt from corporation tax on its charitable activities.

The Westway Community and Wellbeing Centre

Notes to the Financial Statements

For the year ended 31st March 2023

2. INCOME

	2023			2022		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	Funds	Funds	Funds	Funds	Funds	Funds
	£	£	£	£	£	£
Voluntary income from donors						
Donations from Individuals	28,859	330	29,189	2,448	2,186	4,634
Donations from organisations/Companies	4,342	88,457	92,799	1,657	29,700	31,357
Income tax recoverable – Gift Aid	1,258		1,258	-		-
	34,459	88,787	123,246	4,105	31,886	35,991
Other voluntary income resources						
Grants	50,000	29,000	79,000	68,782	27,847	96,629
Other income						
Meals on Wheels / Café	22,735	-	22,735	23,323	-	23,323
Activities/Events	16,082	-	16,082	3,248	-	3,248
	88,817	29,000	117,817	95,353	27,847	123,200
Total donations and legacies	123,276	117,787	241,063	99,458	59,733	159,191
Incoming resources from charitable activities						
Membership Fees	7,247		7,247	2,532	-	2,532
Venue Hire	15,289	-	15,289	47,468	-	47,468
	22,536	-	22,536	50,000	-	50,000
Investment income						
Interest income	135	-	135	-	-	-
	135	-	135	-	-	-
Other income						
Miscellaneous	-	-	-	11,816	-	11,816
	-	-	-	11,816	-	11,816
Income from charitable activities	22,671	0	22,671	61,816	0	61,816
TOTAL INCOME	145,947	117,787	263,734	161,274	59,733	221,007

The Westway Community and Wellbeing Centre

Notes to the Financial Statements

For the year ended 31st March 2023

3. EXPENDITURE

	2023			2022		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	Funds	Funds	Funds	Funds	Funds	Funds
	£	£	£	£	£	£
Activities directly relating to the activities of the charity						
Catering - Food and Drink	12,085	-	12,085	9,913	4,206	14,119
Other Entertainment & Activities	(556)		(556)	(130)	2,646	2,516
Entertainment & Activities - Events	9,631	-	9,631	4,726	-	4,726
Entertainment & Activities - Fitness classes	7,448	-	7,448	759	-	759
			-			-
Total Direct costs	28,608	-	28,608	15,269	6,852	22,121
Support Costs						
Consulting	653	390	1,043	324	670	994
Health and Safety	(1,713)	1,062	(651)	1,756	917	2,673
HR costs	60	274	334	0	182	182
Insurance	(99)	1,095	996	621	311	932
Managed IT Services	3,360	676	4,036	2,766	1,075	3,841
Office equipment and furniture – not capitalised	1,925	4,916	6,841	7,180	2,907	10,087
Printing, Postage & Stationery	3,713	-	3,713	2,171	705	2,876
Repairs & Maintenance	(1,424)	3,146	1,722	9,495	569	10,064
Staff Costs - note 4	75,851	20,864	96,715	95,598	29,723	125,321
Travel - National	396	1,940	2,336	1,322	1,454	2,776
Welfare and Ukrainian Support Fund	25	7,370	7,395	906	1,978	2,884
Examination & Accountancy fees	8,244	300	8,544	6,405	-	6,405
General expenses	1,555	13,802	15,357	8,095	974	9,069
			-			-
Total Support Costs	92,548	55,835	148,383	136,639	41,465	178,104
TOTAL EXPENDITURE	121,156	55,835	176,991	151,908	48,317	200,225

The Westway Community and Wellbeing Centre

Notes to the Financial Statements

For the year ended 31st March 2023

4 STAFF NUMBERS AND COSTS

The average number of staff (full time equivalent) working for the charity during the year was as follows;

	<u>2023</u>	<u>2022</u>
Total	<u>4</u>	<u>5</u>

No employee was paid more than £60,000. The aggregate payroll costs were as follows;

	<u>£</u>	<u>£</u>
Wages and salaries	94,861	120,774
Social security costs	1,854	4,547
	<u>96,715</u>	<u>125,321</u>

The Westway Community and Wellbeing Centre

Notes to the Financial Statements

For the year ended 31st March 2023

5. TANGIBLE FIXED ASSETS

	Computer equipment	Fixtures & Fittings	Total
	£	£	£
Cost or valuation			
At beginning of year	-	-	-
Additions	-	-	-
Disposals	-	-	-
At the end of the year	-	-	-
Depreciation			
At beginning of year	-	-	-
Disposals	-	-	-
Charged in year	-	-	-
At the end of the year	-	-	-
Net book value			
At 31 March 2023	-	-	-
At 31 March 2022	-	-	-

Note: No expenses have been capitalised in 2023 (2022 Nil)

6 DEBTORS

	2023	2022
	£	£
Trade debtors	5,092	35,190
Prepayments and accrued income	10,031	-
	15,123	35,190

7 CREDITORS DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade creditors	1,865	6,409
Social Security and other taxes	2,638	22,731
Accruals and deferred income	14,893	8,895
Other creditors	279	(75)
	19,675	37,960

The Westway Community and Wellbeing Centre

Notes to the Financial Statements

For the year ended 31st March 2023

8 UNRESTRICTED AND RESTRICTED – MOVEMENT IN FUNDS

	Balance at 31 Dec 2022	Incoming Resources	Resources Expended	Transfers	Balance at 31 Dec 2023
	£	£	£	£	£
Unrestricted Funds:					
General Fund	9,366	145,947	(121,156)	0	34,157
Total unrestricted funds	<u>9,366</u>	<u>145,947</u>	<u>(121,156)</u>	<u>0</u>	<u>34,157</u>
Total restricted funds	<u>80,080</u>	<u>117,787</u>	<u>(55,835)</u>	<u>0</u>	<u>142,032</u>
Total funds	<u>89,446</u>	<u>263,734</u>	<u>(176,991)</u>	<u>0</u>	<u>176,189</u>

9 UNRESTRICTED FUND

	2023	2022
	£	£
Reserves at the beginning of the year	9,366	0
Net (outgoing) / incoming reserves	24,791	9,366
Gross Transfer between funds	0	0
Reserves at the end of the year	<u>34,157</u>	<u>9,366</u>

10 COMMITMENTS

There were no capital commitments entered into during the year.

THE WESTWAY COMMUNITY AND WELL BEING CENTRE

England & Wales - Charity number 1188850

Accounts



Trustees' Annual Report for the period							
From	Period start date			To	Period end date		
	1st	April	2021		31st	March	2022

Section A Reference and administration details

Charity name **The Westway**
Community & Wellbeing Centre

Registered charity number (if any) 1188850

Charity's principal address

The Westway	
25 Chaldon Road	
Caterham, Surrey	
Postcode	CR3 5PG

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	June Hopkins	Chair	20 August 2020 - present	
2	Caroline Liggins		20 August 2020 - present	
3	Lesley Dodd		1 October 2019 – 16 th August 2022	
4	Connie Lewis		20 August 2020 – 27 th April 2022	
5	Christopher Botten		1 October 2019 – 26 th April 2022	
6	Jeremy Webster		1 October 2019 – 1 st July 2021	
7	Ian Macaulay		1 April 2022 – 16 th December 2022	
8	Alison Williams		1 April 2022 - present	
9	Ralph Linsell		1 April 2022 - present	

Names and addresses of advisers

Type of adviser	Name	Address
Volunteering Advisor	Lynne Martin	Tandridge Voluntary Action, Oxted
Health Advisor	Dr Richard Wright	Eothen House Surgery, Caterham, CR3 6JU
Transport Advisor	Patrick Cannon	East Surrey Dial a Ride, The Westway, Caterham, CR3 5PG
Council Advisor	Alison Boote	Tandridge District Council, Oxted,
Parish Cllr Advisor	Annette Evans	Caterham Valley Parish Council, Caterham
Parish Cllr Advisor	Sakina Bradbury	Caterham Valley Parish Council, Caterham

Name of chief executive or names of senior staff members

Claire Richards – Westway Manager

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document

Constitution

How the charity is constituted

CIO - FOUNDATION

Registered 01 Apr 2020 as amended on 17 Jan 2021

Trustee selection methods

1. Open request to community made via newsletter, social media, Tandridge Voluntary Action
2. Informal Interview with Trustee board or representative
3. Reference checks
4. Appointment by Chair

Additional governance issues

Relationship with any related parties;

The Westway Charity receives an annual £100,000 grant from Tandridge District Council.

In March 2019 the Tandridge District Council Housing Committee agreed that:

“... in accordance with its delegated powers, the Committee determines that in principle, a contract for providing activities from the Douglas Brunton Centre (renamed The Westway), which includes reducing social isolation among older people, be offered to a Community Interest Company (now The Westway Charity), commencing on the 1st October 2019 for an initial three-year period with the potential for an extension following review.”

The Westway Charity is independent – Tandridge District Council Officers continue to have oversight of the initial aims that the centre should operate in a way that reduces social isolation among older people. They nominate an advisor to the Trustee Board.

The above arrangement will end in 2022 / 23 when the Westway Charity will take a 15 lease for the Westway building.

Summary of the objects of the charity set out in its governing document

The objects of the Westway Charity are:

1. To support and work together with people who live in our local area (Caterham and Caterham on the Hill and the neighbourhood).
2. To link up and work with partners, charities and businesses from health, education, leisure and social care.
3. To be active in our community, running a community centre and an outreach programme so we can develop services that are needed locally – offering people:
 - Somewhere to meet others and learn new skills.
 - Somewhere to chat, dine and feel part of the community – combating social isolation and loneliness.
 - Somewhere to enjoy music, leisure activities, gardening, arts and crafts.
 - Somewhere to volunteer and make a difference.
 - Somewhere that's safe to ask for help, find out information or access more specialist support.
4. We aim to improve the quality of life of people in our area by providing health and wellbeing services:
 - provide an effective multi agency approach to support residents with various health related and wellbeing issues
 - receive from and make referrals to local authorities, GP surgeries, health organisations, charitable organisations, voluntary groups and other associated services
 - provide a signposting service to other local organisations and specialist services
 - not duplicate services provided elsewhere which could be accessed locally unless there should be a specific need to do so
5. To support people during times of local or national crisis by
 - providing emotional and practical support
 - being a focal point and link organisation within the community

We are inclusive and aim to support anyone in need whatever their age or background, whether they are unwell or have a disability, whether they are struggling financially or something else.

Summary of the main activities undertaken for the public benefit in relation to these objects

The second year of The Westway Charity has seen us providing services to local people for public benefit:

- The Westway have run an activity and social programme for local people of all ages. Costs to join are kept to a minimum and are waved when they pose a barrier to participation. Activities are planned together with service users and volunteers, and promote social interaction, learning, wellbeing and enjoyment.
- The centre re-started full operations as the nation came out of lockdown and people grew in confidence.
- The centre and large volunteer team supported the delivery of a GP led vaccine centre – at its close in Dec 21, it had delivered over 75,000 jabs.
- There are 550 people registered as service users with The Westway.

During this year the charity retained many volunteers to support our wellbeing offer to the local community. The Westway work jointly with local agencies: Salvation Army, CAB, Community Matrons, Tandridge Wellbeing Service, Hygiene Bank and Food Bank to name a few.

- With a grant from NHS Charities our Outreach service continued to support vulnerable community members – including emotional and practical support such as shopping, travel and prescription collection services, phone befriending, meals on wheels, emergency food parcels. Where appropriate people were signposted to and supported to access services provided by other agencies.

The Westway worked throughout the year in partnership with health and wellbeing services – hosting services to ensure local people were able to access family health, carer, and mental health support, with an aim of reducing health inequality.

The Westway trustees have due regard to the Charity Commission's public benefit guidance and have been mindful of it when exercising their powers and duties in areas of the Charity's work, where the guidance is relevant. Any private benefits from The Westway operations are incidental, other than to those as a beneficiary.

Additional Information

Special note is made of the fantastic contribution made by the Westway Volunteers - people of all ages and backgrounds - who have worked together tirelessly throughout the year.

As a new charity their contribution and enthusiasm in difficult circumstances has been immeasurable.

Volunteers have taken leads in administration, fundraising, activity organisation, backing up the small team of paid staff.

Summary of the main achievements of the charity during the year

The Westway Community and Wellbeing Centre has completed its second year as a charity – notable achievements include:

Partnership working - developing community connections with a diverse group of agencies, statutory services and community groups;

- Health partnerships with First Community Health – Children & Family Services, Community Matrons and Tandridge Wellbeing Prescription Services remain successful. The centre now also supports Retinal Eye Screening, podiatry and other related services.
- Delivery Partners such as The Salvation Army, Caterham Foodbank and The Hygiene Bank – working to ensure emergency food, toiletries and fuel vouchers are available to all.
- Young Partners such as The Duke of Edinburgh volunteering programme, Caterham School and Clifton Hill Special School - ensuring The Westway benefits from the contribution young people can make as volunteers.
- Local partners building community resilience such as the Parish Council and Neighbourhood Plan Group.
- Local partners who can help us build an ‘inclusive Westway’ such as Surrey Choices, Prospero Theatre company and The Arc.
- Hosting the Christmas Day Churches Together Christmas lunch, Salvation Army and Rotary Club carol services.

Offering inclusive services and activities – building on previous work;

- Offering a weeklong programme of community activities.
- Running a Meals on Wheels Service – delivered by volunteers.
- Offering tai chi for everyone and introducing additional musical activities – ensuring all activities are inclusive and welcoming to people with learning disabilities, those with dementia.
- Opening our dining room for fresh cooked meals and companionship.
- Working with local volunteers to develop their own ideas including peer to peer groups for those experiencing mental ill health.
- Supporting our hair care team to work with youngsters on the autistic spectrum.

Establishing The Westway in the wider community - identifying local needs;

- Offering our adapted bathroom to those needing accessible facilities due to changed mobility, hardship or temporary housing.
- Fund raising for and delivering a Welfare / Hardship fund – making awards to those in need.

- Providing information about pandemic issues and supporting people access vaccination opportunities.
- Organising (with partners), volunteer and community social events.

Supporting Others – using The Westway to help other agencies deliver their own programme of activities and thus widening our community reach:

- Fund raising events for Dial-a-Ride and Bletchingley Skills Centre for people with disabilities.
- Supporting drama and dance initiatives.
- Working closely with Citizens Advice to enable them to meet more vulnerable people and organising our own Outreach Service to offer practical support – including supporting people deal with plumbing emergencies, light bulb changing, the clearance of rubbish, liaising with statutory services, the provision of phones, clothing and other essentials.
- Shopping and prescription collections continued with those still housebound.
- Support with essential transport utilising Dial-a-Ride resources.

As Covid rates declined we began:

- Providing support to enable anxious people to get back involved in community life.
- We developed a full programme of activities – re-introducing popular sessions and introducing new activities. Sunday lunches and community dining returned.
- Support for people without bank cards or internet banking to access cash. Delivery of emergency food and hygiene packs to those in need.
- Providing IT access and teaching people to use their own devices.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Trust will build and maintain sufficient reserves to meet:

- fluctuations in short-term expenditure.
- Regular maintenance requirements.
- provision of alternative services in the event of a major loss of facilities.

The Trust's reserves will be held in a current account and in savings accounts (if needed) with any reputable financial organisation providing an acceptable rate of interest and instant access. The level of these reserves shall be equivalent to three months gross expenditure.

Any changes to these banking arrangements must be approved by the Trustees at a Trustee's meeting.

The Centre Manager or Bookkeeper will report on changes to the reserves to the Trustees. The Trustees will review the locations and the levels of the reserve funds to determine any adjustments to be made.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

In our second year as a charity we have consolidated our financial position – working with local Councils, Funders and donors to ensure a mixed funding model is maintained.

The ongoing pandemic led to the Charity diversifying – including opening as a vaccine centre with costs met by NHS England.

Section F

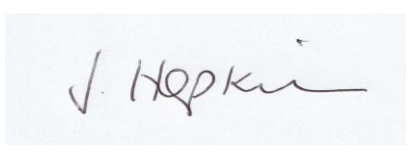

Other optional information

These accounts were prepared on a receipts and payments basis. Utilities recharges and professional fees related to 2021/2022 were paid in year 2022 / 2023.

Section G**Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	June Hopkins	Ralph Linsell
Position (eg Secretary, Chair, etc)	Chair of Trustees	Trustee
Date	23rd January 2023	



Receipts and payments accounts



For the period from	Period start date 01/04/2021	To	Period end date 31/03/2022
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
	-	-	-	-	-
Donations from Individuals	4,634	-	-	4,634	16,334
Donations from organisations/Companies	-	57,604	-	57,604	68,124
Grants	68,782	1,600	-	70,382	119,356
Meals on Wheels / Café sales	23,323	-	-	23,323	11,112
Venue Hire	39,303	-	-	39,303	5,682
Activities/Events	3,250	-	-	3,250	840
Membership fees	2,457	-	-	2,457	
Other Revenue	11,815	-	-	11,815	-
Sub total (Gross income for AR)	153,563	59,204	-	212,767	221,448
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	153,563	59,204	-	212,767	221,448
A3 Payments					
	-	-	-	-	-
Cost of Activities/Events	21,693	-	-	21,693	26,568
Transport /Travel	3,996	-	-	3,996	6,263
Staff costs	102,590	-	-	102,590	99,723
Welfare	2,996	-	-	2,996	4,347
Health & Safety	2,747	-	-	2,747	1,719
Repairs and Maintenance	8,175	-	-	8,175	4,597
Printing and Stationery	2,876	-	-	2,876	3,777
IT costs	4,360	-	-	4,360	6,290
Insurance	932	-	-	932	844
Utilities	5,447	-	-	5,447	16,040
Professional fees and services	1,083	-	-	1,083	11,681
Other equipment	5,709	-	-	5,709	5,899
Other expenses	1,330	-	-	1,330	1,468
	-	-	-	-	-
Sub total	163,933	-	-	163,933	189,216
A4 Asset and investment purchases, (see table)					
	-	-	-	-	4,704
	-	-	-	-	-
Sub total	-	-	-	-	4,704
Total payments	163,933	-	-	163,933	193,920
Net of receipts/(payments)	- 10,370	59,204	-	48,834	27,528

A5 Transfers between funds	101,084	- 101,084	-	-	-
A6 Cash funds last year end	- 29,647	73,031	-	43,384	15,856
Cash funds this year end	61,067	31,151	-	92,218	43,384

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Petty Cash	180	267	-
	Current account	59,556	30,884	-
	Amenities account	1,330	-	-
	Total cash funds	61,067	31,151	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	 	June Hopkins Ralph Linsell	23.1.23 23.1.23	

Downs & Co.

Chartered Certified Accountants



Genesis House
1 & 2 The Grange
High Street
Westerham
Kent TN16 1AH
Telephone: 01959 565772
Fax: 01959 565170
E-mail: info@downsandco.co.uk

Independent examiner's report to the trustees of The Westway Charitable Incorporated Organisation (the C.I.O)

I report to the trustees on my examination of the accounts of The Westway C.I.O for the year ended 31st March 2022.

Responsibilities and basis of report

As the charity trustees of the C.I.O you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts carried out under section 145 of the Act. 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 as required by section 130 of the Act; or
2. The accounts do not accord with those records

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: Brian Downs
Downs & Co
ACCA

Address: 1-2 The Grange, High Street, Westerham, TN16 1AH

Date: 23.1.2023

Registered by: The Association of Chartered Certified Accountants

In Association with Devonshire Green (Kent) Limited

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Registered in the United Kingdom. Registration No. 11492554.
Registered Office: Genesis House, High Street, Westerham, Kent TN16 1AH

THE WESTWAY COMMUNITY AND WELL BEING CENTRE

England & Wales - Charity number 1188850

Accounts



Trustees' Annual Report for the period							
From	Period start date			To	Period end date		
	1st	April	2020		31st	March	2021

Section A Reference and administration details

Charity name The Westway
Community & Wellbeing Centre

Registered charity number (if any) 1188850

Charity's principal address

The Westway	
25 Chaldon Road	
Caterham, Surrey	
Postcode	CR3 5PG

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Hugh Jeremy Webster	Chair	1 October 2019 – Resigned 1 July 2021	
2	John Orrick		1 October 2019 – Resigned/ Died 10 November 2020	
3	Christopher Botten		1 October 2019 – present	
4	Lesley Dodd		1 October 2019 – present	
5	June Hopkins		20 August 2020 - present	
6	Connie Lewis		20 August 2020 - present	
7	Caroline Liggins		20 August 2020 - present	

Names and addresses of advisers

Type of adviser	Name	Address
Volunteer Advisor	Lynne Martin	Tandridge Voluntary Action, Oxted, RH8 0BQ
Health Advisor	Dr Richard Wright	Eothen House Surgery, Caterham, CR3 6JU
Transport Advisor	Patrick Cannon	East Surrey Dial a Ride, The Westway, Caterham, CR3 5PG
Council Advisor	Alison Boote	Tandridge District Council, Oxted,

Name of chief executive or names of senior staff members

Claire Richards – Westway Manager

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document	Constitution
How the charity is constituted	CIO - FOUNDATION Registered 01 Apr 2020 as amended on 17 Jan 2021
Trustee selection methods	<ol style="list-style-type: none">1. Open request to community made via newsletter, social media, Tandridge Voluntary Action2. Informal Interview with Trustee board or representative3. Reference checks4. Appointment by Chair for a term of 3 years

Additional governance issues

Relationship with any related parties;	<p>The Westway Charity receives an annual £100,000 grant from Tandridge District Council.</p> <p>In March 2019 the Tandridge District Council Housing Committee agreed that:</p> <p>“... in accordance with its delegated powers, the Committee determines that in principle, a contract for providing activities from the Douglas Brunton Centre (renamed The Westway), which includes reducing social isolation among older people, be offered to a Community Interest Company (now The Westway Charity), commencing on the 1st October 2019 for an initial three-year period with the potential for an extension following review.”</p> <p>The Westway Charity is independent – Tandridge District Council Officers continue to have oversight of the initial aims that the centre should operate in a way that reduces social isolation among older people. They nominate an advisor to the Trustee Board.</p>
--	--

Summary of the objects of the charity set out in its governing document

The objects of the Westway Charity are:

1. To support and work together with people who live in our local area (Caterham and Caterham on the Hill and the neighbourhood).
2. To link up and work with partners, charities and businesses from health, education, leisure and social care.
3. To be active in our community, running a community centre and an outreach programme so we can develop services that are needed locally – offering people:
 - Somewhere to meet others and learn new skills.
 - Somewhere to chat, dine and feel part of the community – combating social isolation and loneliness.
 - Somewhere to enjoy music, leisure activities, gardening, arts and crafts.
 - Somewhere to volunteer and make a difference.
 - Somewhere that's safe to ask for help, find out information or access more specialist support.
4. We aim to improve the quality of life of people in our area by providing health and wellbeing services:
 - provide an effective multi agency approach to support residents with various health related and wellbeing issues.
 - receive from and make referrals to local authorities, GP surgeries, health organisations, charitable organisations, voluntary groups and other associated services.
 - provide a signposting service to other local organisations and specialist services.
 - not duplicate services provided elsewhere which could be accessed locally unless there should be a specific need to do so.
5. To support people during times of local or national crisis by
 - providing emotional and practical support.
 - being a focal point and link organisation within the community.

We are inclusive and aim to support anyone in need whatever their age or background, whether they are unwell or have a disability, whether they are struggling financially or something else.

Summary of the main activities undertaken for the public benefit in relation to these objects

The first year of The Westway Charity has seen us providing services to local people for public benefit during the pandemic in the following ways:

- The Westway have run an activity and social programme for local people of all ages. Costs to join are kept to a minimum and are waved wherever they pose a barrier to participation. Activities are planned together with service users and volunteers, and promote social interaction, learning and enjoyment.
- The centre operated under a Government Covid Exemption during the lockdown period to ensure those most vulnerable had access to face to face support. As restrictions relaxed people were able to return to the centre for music, tea and chat, craft and social sessions.

There are 550 people registered as service users with The Westway.

During this year the charity recruited over 350 volunteers to support our wellbeing offer to the local community. The Westway work jointly with local agencies: Salvation Army, CAB, Community Matrons, Tandridge Wellbeing Service, Hygiene Bank and Food Bank to name a few. Outreach support has been available to vulnerable community members throughout the pandemic—including emotional and practical support such as shopping, travel and prescription collection services, phone befriending, meals on wheels, emergency food parcels. Where appropriate people were signposted to and supported to access services provided by other agencies.

To support our community at a time of crisis, working in partnership with our local GPs, the Westway centre building becoming a Vaccine Centre providing a focal point within the community. It has operated for 12 months providing Covid and flu vaccinations in the local area.

The Westway worked throughout the year in partnership with other health and wellbeing services – during the pandemic offering covid secure accommodation to ensure local people were able to access family health, carer, mental health, Salvation Army breakfast club and baby weighing services with an aim of reducing health and food inequality.

We take the safety of older and vulnerable people very seriously and with advice from local clinicians ensured that the benefits of running activities during the pandemic outweighed the risks.

The Westway trustees have due regard to the Charity Commission’s public benefit guidance and have been mindful of it when exercising their powers and duties in areas of the Charity’s work, where the guidance is relevant. Any private benefits from The Westway operations are incidental, other than to those as a beneficiary.

Additional Information

Special note is made of the fantastic contribution made by the Westway Volunteers - people of all ages and backgrounds - who have worked together tirelessly throughout the year. As a new charity their contribution and enthusiasm in difficult circumstances has been immeasurable.

Summary of the main achievements of the charity during the year

The Westway Community and Wellbeing Centre has completed its first year as a charity – notable achievements include:

Partnership working - developing community connections with a diverse group of agencies, statutory services and community groups;

- Health partners such as St Catherine’s Hospice, First Community Health – Children & Family Services, Tandridge Wellbeing Prescription Service and Blue Badge Assessment Services that avoid local people with disabilities needing to travel to Guildford.
- Community partners such as The Lions – organising materials for distribution, Tandridge Voluntary Action – working together to recruit a larger and diverse Westway team of volunteers, whilst also working with local schools - exploring events and resilience opportunities together.
- Delivery Partners such as The Salvation Army – working to ensure emergency food and toiletries are available to all and delivering Christmas and School Holiday support activities.
- Young Partners such as The Duke of Edinburgh volunteering programme ensuring The Westway benefits from the contribution young people can make when helping out in the evenings at weekends.
- Local partners building community resilience such as the Parish Council.
- Local partners who can help us build an ‘inclusive Westway’ such as Surrey Choices, Prospero Theatre company and The Arc.
- Hosting the Christmas Day Churches Together Christmas lunch, Salvation Army and Rotary Club carol services.

Offering new inclusive services and activities – building on work previously undertaken;

- Offering a week long programme of community activities.
- Strictly Westway – inclusive dance classes.
- Welcoming visits (and volunteers) from Clifton Hill special school.
- Starting a Meals on Wheels Service, with financial support from the North Tandridge PCN, and practical help from East Surrey Dial-a-Ride.
- Offering ‘reflection’ sessions with the support of the Salvation Army whilst churches were closed – for those with a faith and none.
- Opening our dining room for fresh cooked meals and companionship.
- Working with local volunteers to develop their own ideas including: language classes for residents new to the area, inclusive music activities and social support for those recently bereaved.

Establishing The Westway in the wider community - identifying local needs;

- Bringing our adapted bathroom into use for those needing accessible facilities due to changed mobility, hardship or temporary housing.
- Creating a volunteer induction video that was used by numerous Covid response groups across the country.
- Fund raising for and delivering a Welfare / Hardship fund – making awards to those in need throughout the pandemic.
- Providing researched information about pandemic issues, sources of support and activities in accessible formats. – printing signposting information for those without internet access, linking people to additional services etc.
- Interviews on BBC radio and news articles.

Supporting Others – using The Westway to help other agencies deliver their own programme of activities and thus widening our community reach:

- Fundraising events for Dial-a-Ride and Bletchingley Skills Centre for people with disabilities.
- Opening to new hirers so they could use our building and garden to re-open services whilst other venues remained closed – this included a doubling of the children’s services offer, space provided to the U3A and Paracise exercise groups and space for community nurses to meet face to face with clients and peers.
- We have worked with Surrey County Council and the parish resilience team to showcase ideas (flood mitigation planters) that, if adopted by the community, will reduce the impact of flash flooding.

Taking a ‘Hub’ approach during a crisis - Within a week of the Government announcing that people should self-isolate, the Westway had formed a partnership of staff, councillors and volunteers that became known as The Four Parish Response – to support local people in Caterham on the Hill, Caterham Valley, Chaldon and Whyteleafe.

Supported by the Parish and District Councils, local funders, volunteer groups and partners we have worked collaboratively to deliver on-going and ad hoc support to over 380 people – at the height of the pandemic we delivered services and responded to requests for help 7 days a week:

- Volunteers forced to self-isolate rang everyone known to the Westway and offered a welfare check / befriending service to those isolated – the list of regular contacts grew as referrals flooded in.
- Shopping and prescription collections – and delivering on behalf of chemists.
- Support with essential transport utilising Dial-a-Ride resources.

Summary of the main achievements of the charity during the year

- The provision of free face coverings and other PPE to residents in need – with support from the North Surrey Primary Care Network (PCN) and First Community Health Care.
- Support for shielding people without bank cards or internet banking to access cash.
- Delivery of emergency food and hygiene packs to those in need – supported, in part, by the collection and redistribution of government food parcels and generous donations from local people.
- Providing IT access and the setting up of Zoom calls for residents – including the use of free Westway WiFi and loan IT equipment.
- Welfare visits to check on those at risk or shielding that couldn't be reached by phone.
- Practical support – including supporting people deal with plumbing emergencies, light bulb changing, organising newspapers and puzzle books, the clearance of rubbish, liaising with statutory services on behalf of people shielding, essential gardening, the provision of phones, clothing and other essentials.

People shielding in Tandridge were statistically more vulnerable than residents in almost all other areas of Surrey due to age, access to care and deprivation (including poor digital access). Over 3.8% of Tandridge residents were shielding.

As lockdown eased, we began:

- Providing a free Shopping Shuttle to enable anxious people or those who had not driven for months to start the process of shopping again.
- Supporting the Parish Council conduct a survey to identify emerging needs – particularly for older people.
- Re-opening the Westway as a Covid Secure building at the earliest opportunity (in an effort to combat the impact of isolation on the mental wellbeing of our members) – initially offering small group activities and much needed hairdressing and podiatry services.
- We supported evening hirers return – risk assessments were changed to reflect changes in legislation, the R number locally and using insight from our PCN Trustee advisor.

We have had fantastic volunteers !

Three Westway Volunteers, deservedly, won Tandridge Voluntary Action Local Heroes Awards.

Recruitment of a larger and more diverse Trustee group to better reflect the community we serve and the ambitious Westway plans – and the increasing workload generated.

We conducted a survey with the help of students from Caterham School to assess our impact in our first year as a charity – Stakeholders and Partners were unanimous in their assessment that The Westway added social value! They were clear that we contributed to Health Improvement and community inclusion. People could see huge potential going forward for the Westway to become an activity and networking hub.

Partners told us:

“There’s nowhere else like it.” “Not having the Westway would be a major blow to our health plan”.....“you offer “the full package”..... The Westway has good facilities, you’re a good team and you do more than just provide a service”

“Securing the future of the Westway is essential as hub for health promotion, social prescribing and care navigation. We have to care for people in our community. (you) reduce the impact of isolation” “(The Westway is) an exemplar of how volunteering and community work can be made to happen together.”

“This is exactly the sort of community asset that is needed. I need a Westway in every PCN... you should franchise.”

Volunteers told us:

“People contact is so important - their joy affects me.” ... “Volunteering at The Westway has inspired me” “I am delighted we have come so far in such a short space of time” “When my husband died, I thought what am I going to do now?- (Volunteering) saved my life.” “In the past I couldn’t make things happen. Now I can and I feel important. - I feel what I do is appreciated.”

“I am amazed and humbled about how volunteering has restored my faith in the community. “

Service Users reported placing a very high level of value on social interaction and the contribution of the Centre to their mental well-being.

“I come to keep the brain cells working - I am less stressed and calmer.”“I engage with people more - my Mum said (because of what you do there) I have my son back”“I was depressed, my life had been closing down”..... “This is helping me, I thought I ought to do something - otherwise I would stay at home – now I feel I have not retired” “It puts me in the Community where I can get to know people.” “I live alone and wanted to get out and meet friends. I talk to everyone, that’s my problem! “

Carers told us: “(my mum’s) health is worse if she doesn’t come - she is more upset and confused.” “Dad is happier. His whole demeanour is lifted.” “ I drive up to the Centre (with partner with dementia). When we are there a light goes on in her.”

Shielding people said: “The biggest relief! (The shopping and phone buddying) took a big worry away from me” “I am housebound. When he (my husband) was ill and the Westway did my shopping, I had a stronger sense of security.”

“The Westway has offered me a lifeline What would I have done if you hadn’t been there?”

Brief statement of the charity's policy on reserves

The Trust will build and maintain sufficient reserves to meet:

- fluctuations in short-term expenditure
- regular maintenance requirements
- provision of alternative services in the event of a major loss of facilities

The Trust's reserves will be held in a current account and in savings accounts (if needed) with any reputable financial organisation providing an acceptable rate of interest and instant access. The level of these reserves shall aim to be equivalent to three months gross income.

Any changes to these banking arrangements must be approved by the Trustees at a Trustee's meeting.

The Centre Manager or Bookkeeper will report on changes to the reserves at each meeting of the Trustees. The Trustees will review the locations and the levels of the reserve funds when reviewing the following year's proposed budget, to determine any adjustments to be made.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

In our first year as a charity we have exceeded our planned goals.

We've been able to deliver a significantly increased offer than the centre was able to in its last year of operation. The reach of the service across all age profiles has increased, as has the centre footfall – indicating an increased value for money.

We have had to compensate for loss of potential income since March 2020. We have therefore been active in raising funds to support our work

Money raised included:

Unrestricted donations from small organisations (eg Rotary Club, local schools etc):

£9,449

Unrestricted Grants

Primarily Tandridge District Council Grant

£105,000

Restricted Donations

£58,675

Examples Include:

Community Foundation £20,000 – Outreach Team support

Big Lottery Community Fund £9,250 – Covid recovery

Chaldon Cares £1,665 – Welfare Grant Funds

Restricted Grant

Primarily Tandridge District Council Grant

£14,356



Section F**Other optional information**

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Section G**Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Lesley Ann Dodd	Christopher Botten
Position (eg Secretary, Chair, etc)	Trustee	Trustee
Date	29/03/2022	29/3/2022



Receipts and payments accounts

For the period from	Period start date 01/04/2020	To	Period end date 31/03/2021
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations from Individuals	16,334	-	-	16,334	-
Donations from organisations/Companies	9,449	58,675	-	68,124	-
Grants	105,000	14,356	-	119,356	-
Meals on Wheels / Café sales	11,112	-	-	11,112	-
Venue Hire	5,682	-	-	5,682	-
Activities/Events	840	-	-	840	-
Membership fees	-	-	-	-	-
Sub total (Gross income for AR)	148,417	73,031	-	221,448	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	148,417	73,031	-	221,448	-
A3 Payments					
Cost of Activities/Events	26,568	-	-	26,568	-
Transport /Travel	6,263	-	-	6,263	-
Staff costs	99,723	-	-	99,723	-
Welfare	4,347	-	-	4,347	-
Health & Safety	1,719	-	-	1,719	-
Repairs and Maintenance	4,597	-	-	4,597	-
Printing and Stationery	3,777	-	-	3,777	-
IT costs	6,290	-	-	6,290	-
Insurance	844	-	-	844	-
Utilities	16,040	-	-	16,040	-
Professional fees and services	11,681	-	-	11,681	-
Other equipment	5,899	-	-	5,899	-
Other expenses	1,468	-	-	1,468	-
Sub total	189,216	-	-	189,216	-
A4 Asset and investment purchases, (see table)					
Asset - screen	4,704	-	-	4,704	-
Sub total	4,704	-	-	4,704	-
Total payments	193,920	-	-	193,920	-
Net of receipts/(payments)	- 45,503	73,031	-	27,528	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	15,856	-	-	15,856	15,856
Cash funds this year end	- 29,647	73,031	-	43,384	15,856

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Petty Cash	289	160	-
	Current account	26,236	15,369	-
	Amenities account	1,330	-	-
	Total cash funds	27,855	15,529	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	-	-	-
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B3 Investment assets

Details

Fund to which asset belongs

Cost (optional)
-
-
-
-
-

Current value (optional)
-
-
-
-
-

B4 Assets retained for the charity's own use

Details
Screen

Fund to which asset belongs

Cost (optional)
-
4,704
-
-
-
-
-
-

Current value (optional)
-
-
-
-
-
-
-
-

B5 Liabilities

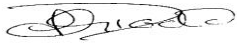

Details

Fund to which liability relates

Amount due (optional)
-
-
-
-
-

When due (optional)

Signed by one or two trustees on behalf of all the trustees

Signature



Print Name
Lesley Dodd
Christopher Botten

Date of approval
29/03/2022
29/03/2022

Independent examiner's report to the trustees of The Westway Charitable Incorporated Organisation (the C.I.O)

I report to the trustees on my examination of the accounts of The Westway C.I.O for the year ended 31st March 2021.

Responsibilities and basis of report

As the charity trustees of the C.I.O you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts carried out under section 145 of the Act. 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 as required by section 130 of the Act; or
2. The accounts do not accord with those records

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: Nicholas Mole

NMM Accounting Services Limited

AFA/MIPA Member of the Institute of Financial Accountants.

Address: 1 Marden Manor, 1 The Crescent, Woldingham , Surrey. CR3 7DB

Date: 29-03-2022