



The Westway Community and Wellbeing Centre

Registered Charity No. 1188850

Annual Report and Financial Statements

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.

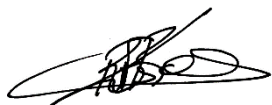
Accounting basis

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

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

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 Smp (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 Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total 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

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;

	2023	2022
Total	4	5

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

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

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	9,366	145,947	(121,156)	0	34,157
Total restricted funds	80,080	117,787	(55,835)	0	142,032
Total funds	89,446	263,734	(176,991)	0	176,189

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	34,157	9,366

10 COMMITMENTS

There were no capital commitments entered into during the year.