



# The Westway Community and Wellbeing Centre

Registered Charity No. 1188850

## **Annual Report and Financial Statements**

For the year ended 31<sup>st</sup> March 2024

## The Westway Community and Wellbeing Centre

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For the year ended 31st March 2024

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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"><li>1. Open request to community made via newsletter, social media, Tandridge Voluntary Action</li><li>2. Informal Interview with Trustee board or representative</li><li>3. Reference checks</li><li>4. Appointment by Trustees</li></ol>

### Additional governance issues

Relationship with any related parties;	<p>The Westway Charity secured a 15 year lease for the Westway building with Tandridge District Council on 9 May 2023.</p>
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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.

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

The fourth 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 1198 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.

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.

**Section D**

**Achievements and performance**

**Summary of the main achievements of the charity during the year**

The Westway Community and Wellbeing Centre has completed its fourth 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 Retinal Eye Screening until they returned to Oxted Health Centre. The Centre

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	

# Independent Examiner's Report

For the year ended 31st March 2024

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

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 31<sup>st</sup> March 2024

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

These accounts have been prepared in accordance with the Charities Smp (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

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### 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 Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£	£	£	£
<b>Voluntary income from donors</b>						
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>
<b>Other voluntary income resources</b>						
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>
<b>Total donations and legacies</b>	<u>74,363</u>	<u>66,254</u>	<u>140,617</u>	<u>123,276</u>	<u>117,787</u>	<u>241,063</u>
<b>Incoming resources from charitable activities</b>						
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>
<b>Investment income</b>						
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>
<b>Other income</b>						
Secured income – Rental	40,234	-	40,234	-	-	-
	<u>40,234</u>	<u>-</u>	<u>40,234</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Income from charitable activities</b>	<u>88,264</u>	<u>(3,688)</u>	<u>84,576</u>	<u>22,671</u>	<u>0</u>	<u>22,671</u>
<b>TOTAL INCOME</b>	<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 Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£	£	£	£
<b>Activities directly relating to the activities of the charity</b>						
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
			-			-
<b>Total Direct costs</b>	<b>31,415</b>	<b>2,027</b>	<b>33,442</b>	<b>28,608</b>	<b>-</b>	<b>28,608</b>
<b>Support Costs</b>						
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
			-			-
<b>Total Support Costs</b>	<b>152,221</b>	<b>32,572</b>	<b>184,793</b>	<b>92,548</b>	<b>55,835</b>	<b>148,383</b>
<b>TOTAL EXPENDITURE</b>	<b>183,636</b>	<b>34,599</b>	<b>218,235</b>	<b>121,156</b>	<b>55,835</b>	<b>176,991</b>

## 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 £
<b>Cost or valuation</b>			
At beginning of year	-	-	-
Additions	-	-	-
Disposals	-	-	-
At the end of the year	-	-	-
<b>Depreciation</b>			
At beginning of year	-	-	-
Disposals	-	-	-
Charged in year	-	-	-
At the end of the year	-	-	-
<b>Net book value</b>			
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
	<b>19,717</b>	<b>15,123</b>

### 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	
	<b>64,056</b>	<b>19,675</b>

# 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 £
<b>Unrestricted Funds:</b>					
General Fund	34,157	162,627	(183,636)	0	13,148
<b>Total unrestricted funds</b>	<b>34,157</b>	<b>162,627</b>	<b>(183,636)</b>	<b>0</b>	<b>13,148</b>
<b>Total restricted funds</b>	<b>142,032</b>	<b>62,566</b>	<b>(34,599)</b>	<b>0</b>	<b>169,999</b>
<b>Total funds</b>	<b>176,189</b>	<b>225,193</b>	<b>(218,235)</b>	<b>0</b>	<b>183,147</b>

### 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	<b>13,148</b>	<b>34,157</b>

### 10 COMMITMENTS

There were no capital commitments entered into during the year.