

**ANNUAL REPORT AND STATEMENT  
OF ACCOUNTS  
FOR THE YEAR ENDED  
31 MARCH 2023**

**Leatherhead Community Hub**

Charity Registration No. 1190394

**LEATHERHEAD COMMUNITY HUB  
LEGAL AND ADMINISTRATIVE INFORMATION**

WORKING NAME:	Leatherhead Community Hub (LCH)
CHARITY NUMBER:	1190394
START OF FINANCIAL YEAR:	1st April 2022
END OF FINANCIAL YEAR:	31st March 2023
TRUSTEES WHO SERVED DURING THIS FINANCIAL YEAR:	Mr A Moulton (Chairman) Mrs J Moore Mrs R Shepherd (reappointed 13/7/22) Mr R Furze Mrs P Horner-Long (reappointed 13/7/22) Mr M Williams
GOVERNING INSTRUMENT:	Established as a Charitable Incorporated Organisation (CIO) under constitution dated 13 <sup>th</sup> July 2020
OBJECTS	<p>The objectives of the charity are to provide facilities and services for the local community both itself and through acting as an umbrella organisation for other charitable and public/private partners in and around North Leatherhead in Surrey.</p> <p>The charity aims to fulfil these objectives with the help of their partners and a team of experienced volunteers. The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing its aims and objectives and in planning future activities.</p>
CORRESPONDENCE:	Leatherhead Community Hub Kingston Road, Leatherhead, Surrey KT22 7PX
BANKERS:	<p>The Co-operative Bank PO Box 250 Skelmersdale Lancashire WN8 6WT</p> <p>Metro Bank 91A High Street Epsom Surrey KT19 8D</p>

# LEATHERHEAD COMMUNITY HUB

## TRUSTEES REPORT

### Introduction

The Board of Trustees are pleased to present their annual report and accounts for the period ended 31 March 2023.

### Structure, Governance and Management

#### ***Trustees appointment***

Trustees are appointed with regard to the skills required by the charity and their dedication to its purposes. The initial trustees have been appointed for a range of periods to ensure continuity. Other trustees are appointed for an initial period of three years. The trustees meet on a monthly basis to deal with strategic matters, to approve policies and major operational decisions and to monitor the progress of the charity including its finances and risk issues. Daily operational matters are delegated to an Operational team which meets regularly. The trustees welcomed the reappointment in July 2022 for a further three years of two of the initial trustees – Ruth Shepherd and Penny Horner-Long.

#### ***Trustees Responsibilities***

The Charities Act 2011 requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the trust and of the surplus of the trust for that period. In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in existence.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the trust. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### ***Partnerships***

The charity has been established as an umbrella organisation for several charities with the common aim of serving the people of North Leatherhead and its environs, rebuilding a true sense of community, hope and support. The charity is independent of the partner organisations and there are no formal partnership agreements. Hire agreements are entered into, where relevant, for the use of parts of the community centre. The partners are:

- All Saints Preschool
- Good Company (Surrey)
- Mid-Surrey Community Fridges
- The Hive
- Citizens Advice Mole Valley
- The Gathering Church
- The Molebridge Practice
- The Links Centre 2030

The charity is also most grateful for the support it is receiving from Mole Valley District Council and Surrey County Council as we develop services for the area.

## **Achievements and performance**

The year was an extremely busy one for the charity as we officially opened the community centre in April 2022 following a major refurbishment of the rear part of the building (for which we have a five-year lease with Mole Valley District Council). Alongside this work, a community well-being garden was opened and work done to the courtyard to enable the cafe to serve guests outside when weather allowed.

Since opening in April for our first operational year, we have welcomed more than 15,000 people to the Hub to chill out at the Old Schoolhouse Cafe, be creative in The Hive, visit the Community Fridge or Foodbank, and join in with one of the many other community activities and events going on at the Hub.

The Old Schoolhouse Cafe has far exceeded expectations and is loved and appreciated by so many. It has become an important part of life for many in North Leatherhead and the surrounding area, giving opportunities to volunteer, and a safe space to meet up with friends and find such a warm welcome from our café manager Rachel and her amazing team of volunteers.

We have also been able to host some fantastic community events since opening: we held a Community BBQ with a live band, a Bright & Light Party for children at Halloween, and a Christmas Party with a visit from Santa Claus. We also started a series of monthly community events to appeal to people of all ages, including the Family Feast, Friday Film, afternoon teas for older members of our community, and soft play for under-fives.

Every Thursday since we became operational, we have hosted an Advice Café at the Hub, offering a free and informal drop-in advice service for anyone wanting help with benefits, debt and other important issues. This is a partnership with Citizens Advice Mole Valley, Christians Against Poverty, Epsom & Ewell Foodbank (now Good Company Surrey), and Mid-Surrey Community Fridges. Outreach workers from other local agencies are also invited regularly to provide support with energy bills, housing, and employment.

The trustees would like to express their sincere thanks and appreciation for the many individuals and volunteers who have supported us through the year both financially and in the generous giving of their time.

We are also grateful to the following organisations and companies who have provided donations and grants in 2022/23:-

- St Giles & St George's Churches Ashted
- Toyota
- Wates Family Enterprise Trust
- Surrey County Council Members Community Allocation
- Community Foundation for Surrey
- Surrey County Council - warm hubs
- Leatherhead Lions
- Unilever - Royal Warrant Grant
- St Mary's Church Fetcham
- National Lottery Community Fund
- Mole Valley District Council

## **Financial Review**

The results for the period and the charity's financial position at 31 March 2023 are shown in the following financial statements.

During the period, the Charity had income of £149,850 and expenditure of £110,441. There was an operating surplus of £39,409. This was the first year of full operations for the charity with the opening of the cafe and a full year of staff costs.

Voluntary income remained strong though far lower than in the previous year when there was a major fundraising campaign for the refurbishment of the centre. During the year grants were received from a number of trusts and companies including £6,840 from the Community Foundation for Surrey and £2,903 for Surrey County Council mainly towards warm hub and other activities, and grants from Wates and Toyota. Restricted funds include a grant of £25,000 from Mole Valley District Council carried forward towards the appointment of a Community Development Worker in 2023-24. We are so grateful for all our supporters.

Cafe takings were stronger than expected in the first year of operation. This was despite keeping prices as low as possible and was due to higher numbers of people than projected. Rent from our partners and from external users was satisfactory and is steadily growing overall.

The medium term aim is for the cafe to cover the costs of its direct operation including salaries and this was nearly achieved in this year. It will continue to be a challenge given rising food costs and the potential need for additional paid staff hours to meet growing demand.

The building is an old one and, despite refurbishment, will be costly to run especially in the area of utilities and repairs. These costs are however under tight control and further work has been carried out in the new financial year to improve the heating infrastructure and conserve energy.

We have been able to build up higher reserves during the year due to the success of operations described above and with the restricted income carried forward cash was satisfactory at the year end.

### **Planning for the future**

The three key areas of focus for 2023/24 are consolidating and building on the successful first year of trading of the cafe, carefully stewarding the charity's finances in the light of high energy costs and levels of inflation, and maximising the use of the space for partners and the broader community. Our ambition is to create a sound financial position in order to seek to secure a long-term lease from Mole Valley District Council at the start of 2024/25.

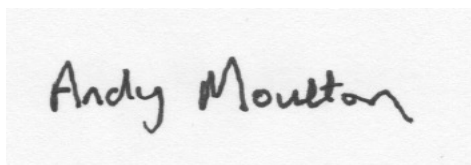
In 2022/23, we were fortunate to be awarded a grant from the National Lottery Community Fund which will be put towards the costs of employing a Caretaker/Assistant Manager post and meeting utility costs.

### **Reserves policy**

Given the potential volatility of income and the age of the building which may require further investment, we aim to build a reserve representing between 3 months and 6 months expenditure to ensure that we can meet our ongoing needs. Currently reserve levels are of the order of 3.7 months. This reserve will continue to be built up over a period of time through fundraising and with the help of our partners. The Trustees are satisfied that, for the present, actions have been put in train to ensure the financial viability of the charity.

This report was approved by the Board of Trustees on 12 October 2023 and signed on its behalf by:

Chair of Trustees:

A handwritten signature in black ink on a light-colored background. The signature reads "Andy Moulton" in a cursive, slightly slanted script. The first name "Andy" is written in a more compact, rounded style, while "Moulton" is more elongated with a prominent 'M' and a trailing flourish.

Mr `A Moulton

**LEATHERHEAD COMMUNITY HUB**

**PROFIT AND LOSS ACCOUNT**

**FOR THE YEAR ENDED 31 MARCH 2023**

		Unrestrict ed Funds	Restricted Funds	Total Funds	Total Funds
	Notes	2023 £	2023 £	2023 £	2022 £
<b>Incoming resources</b>					
Voluntary income	2	27,800	46,307	74,107	156,805
Income from Charitable Activities	3	74,247	0	74,247	5,250
Income from other Trading Activities	4	1,496	0	1,496	0
Investment income	5	0	0	0	0
<b>Total incoming resources</b>		<u>103,543</u>	<u>46,307</u>	<u>149,850</u>	<u>162,055</u>
<b>Resources expended</b>					
Costs of charitable activities	6	77,630	30,688	108,318	144,916
Costs of fundraising		2,123	0	2,123	738
<b>Total resources expended</b>		<u>79,753</u>	<u>30,688</u>	<u>110,441</u>	<u>145,654</u>
Net movement in funds		23,790	15,619	39,409	16,401
<b>Total funds brought forward</b>		9,750	14,057	23,807	7,406
Total funds carried forward		<u>33,540</u>	<u>29,676</u>	<u>63,216</u>	<u>23,807</u>

# LEATHERHEAD COMMUNITY HUB

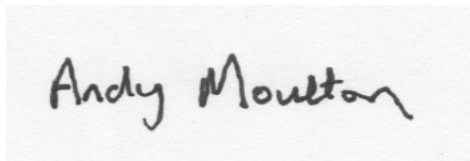
## BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	2023 £	2022 £
<b>Current assets</b>				
Debtors	8	3,848		1,350
Cash at bank and in hand		68,290		52,130
		<b>72,318</b>		<b>53,480</b>
 <b>Creditors: amounts falling due within one year</b>	9	(8,922)		(29,673)
 <b>Net current assets</b>			63,216	23,807
 <b>Net assets</b>			<b><u>63,216</u></b>	<b><u>23,807</u></b>
 <b>The funds of the charity:</b>				
Unrestricted revenue accumulated funds	10		33,540	9,750
Restricted revenue accumulated funds	11		29,676	14,057
 <b>Total charity funds</b>			<b><u>63,216</u></b>	<b><u>23,807</u></b>

Approved by the Board of Trustees on 12 October 2023 and signed on its behalf by:

Chair of Trustees:

A handwritten signature in black ink that reads "Andy Moulton". The signature is written in a cursive, slightly slanted style.

Mr A Moulton



**LEATHERHEAD COMMUNITY HUB**

**NOTES TO THE ACCOUNTS FOR YEAR ENDED**

**31 MARCH 2023**

**1 Accounting policies**

***Basis of preparation***

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland and with the Charities Act 2011.

***Incoming resources***

***Donations***

Donations are credited in the year in which they are receivable. Associated gift aid is recognised in the period when the donation is received.

***Interest***

Interest is credited in the year in which it is receivable.

***Resources expended***

Expenditure is recognised when a liability is incurred.

<b>2 Voluntary Income</b>	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
Individuals	17,175	0	17,175	76,269
Donations by organisations	7,698	2,850	10,548	21,700
Grants from trusts	500	14,219	14,719	17,750
Local Government Grants	0	29,238	29,238	31,500
Gift Aid	2,427	0	2,427	9,586
Total voluntary income	<b><u>27,800</u></b>	<b><u>46,307</u></b>	<b><u>74,107</u></b>	<b><u>156,805</u></b>
<b>Income from Charitable</b>				
<b>3 Activities</b>	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
Cafe Takings	48,941	0	48,941	0
Rent from LCH partners	13,580	0	13,580	4,205
Rent for other room hire	11,726	0	11,726	1,045
Total income from charitable activities	<b><u>74,247</u></b>	<b><u>0</u></b>	<b><u>74,247</u></b>	<b><u>5,250</u></b>

<b>4 Other trading activities</b>	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
Event income	1,496	0	1,496	0
Total from other trading activities	<b>1,496</b>	<b>0</b>	<b>1,496</b>	<b>0</b>

<b>5 Investment income</b>	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
Bank interest	0	0	0	0
Total investment income	0	0	0	0

<b>6 Costs of charitable activities</b>	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
Salaries	7,746	21,398	29,144	981
Cafe supplies	22,247	3,240	25,487	0
Event costs	2,908	538	3,446	1,775
Community activities	0	2,152	2,152	0
Rent and rates	9,660	0	9,660	13,025
Utilities	7,625	0	7,625	0
Cleaning supplies	2,597	0	2,597	0
Repairs and maintenance	5,685	0	5,685	2,996
Building refurbishment	3,247	0	3,247	69,481
Other building costs	3,133	0	3,133	0
Equipment purchase	5,276	3,360	8,636	39,841
Garden costs	436	0	436	5,200
Marketing costs	1,076	0	1,076	0
Stationery and IT	1,788	0	1,788	0
Legal costs	1,420	0	1,420	10,494
Insurance	1,099	0	1,099	210
Other general administrative costs	1,687	0	1,687	913
Total costs of charitable activities	<b>77,630</b>	<b>30,688</b>	<b>108,318</b>	<b>144,916</b>

## 7 Taxation

The charity is exempt from tax on its charitable activities.

<b>8 Debtors</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Gift aid	2,426	1,175
Prepayments	776	
Other debtors	646	175
	<b><u>3,848</u></b>	<b><u>1,350</u></b>

<b>9 Creditors: amounts falling due within one year</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Creditors and accruals	5,922	26,673
Loans	3,000	3,000
	<b><u>8,922</u></b>	<b><u>29,673</u></b>
The loan is unsecured and repayable in the next financial year		

<b>10 Unrestricted Funds</b>	<b>2023</b>
	<b>£</b>
Balance at 1 April 2022	9,750
Incoming resources	103,543
Outgoing resources	79,753
Balance at 31 March 2023	<b><u>33,540</u></b>

<b>11 Restricted Funds</b>	<b>£</b>
Balance at 1 April 2022	14,057
Incoming resources	46,307
Outgoing resources	30,688
Balance at 31 March 2023	<b><u>29,676</u></b>

## **Independent examiner's report to the trustees of Leatherhead Community Hub**

I report to the trustees on my examination of the accounts of the Leatherhead Community Hub (the Trust) for the year ended 31st March 2023.

### **Responsibilities and basis of report**

As the charity trustees 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 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 in respect of the Trust 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.

John Whittaker BSc (Hons) ACA  
10 Taleworth Road  
Ashted, Surrey. KT21 2PT

Date 11 October 2023