

**ANNUAL REPORT AND STATEMENT
OF ACCOUNTS
FOR THE YEAR ENDED
31 MARCH 2024**

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 2023
END OF FINANCIAL YEAR:	31st March 2024
TRUSTEES WHO SERVED DURING THIS FINANCIAL YEAR:	Mr A Moulton (Chair) Mrs J Moore Mrs R Shepherd (resigned 24 March 2024) Mr R Furze Mrs P Horner-Long Mr M Williams Mrs A Lee (appointed 14 November 2023)
GOVERNING INSTRUMENT:	Established as a Charitable Incorporated Organisation (CIO) under constitution dated 13 th 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 Avenue, 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 8DR</p>

LEATHERHEAD COMMUNITY HUB (LCH)

TRUSTEES REPORT

Introduction

The Board of Trustees are pleased to present their annual report and accounts for the period ended 31 March 2024.

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 Management and Operational teams which meet regularly.

The trustees welcomed the appointment of Mrs Amy Lee during the year and are most grateful for the huge contribution made by Mrs Ruth Shepherd who left the Board during the year. Ruth continues to play a very full part as a volunteer.

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:

- St Giles Playgroup
- Epsom and Leatherhead Foodbank
- Mid Surrey Community Fridge
- The Hive
- Citizens Advice Mole Valley
- The Gathering church
- Molebridge GP 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 continue to develop services for the area.

Achievements and performance

2023-24 was another very busy year for the charity as we expanded rapidly to meet the growing demand for the Old Schoolhouse Café and the many other community activities organised and hosted by LCH, with more than 3,000 visitors to the Hub every month.

Our community café has gone from strength to strength, thanks to the infectious enthusiasm and energy of Rachel, our Café & Operations Manager, and Kitt, our Café Supervisor - and all the brilliant volunteers who give their time helping in the kitchen and serving customers. Takings are up considerably on the previous year and the number of people we welcome for breakfast, coffee and lunch has increased steadily to over 1500 a month.

Our customer survey showed that the Cafe has become an important and much-loved part of the local community. All or nearly all our customers said that the staff and volunteers are friendly, that there is a good choice of food, that it's affordable, and there is a strong sense of community. Nearly half visit the Café more than once a week and 70% are from the local KT22 postcode. Furthermore, around three-quarters of respondents have taken part in other activities at the Hub, such as art, bingo, book club, bridge, brownies, sewing and yoga, in line with our vision for the Hub to be a place for people to connect, have fun, learn, and get the support they need to thrive.

One regular told us: *"The café means everything to us. Like a warm, friendly, caring family, you make us feel loved and part of the community. Thank you so much."*

With rising energy prices and the financial after-effects of the pandemic, this has been a difficult year for many in the local community, which has one of the highest concentrations of foodbank use in the county. LCH has become a safety net for individuals and families who are struggling financially and in other ways. Thanks to funding from Surrey County Council, we continue to be part of their Warm Welcome Network, offering fun and affordable activities, including our monthly community meal (Family Feast) and children's movie night (Friday Film) and our annual Summer BBQ and Christmas Party.

This year, we ran a Soft Play Zone (with free lunch) to support low-income families during the long summer holidays and hosted several Energy Workshops over the winter months. Our partner organisations, which include All Saints Preschool, Leatherhead Community Fridge and the Foodbank, have also been very active in responding to a wide range of needs, using the Hub as a base to provide vital support to residents of North Leatherhead. We have hosted regular meetings with them and with other local charities to share information and discuss new ways of supporting the local community. All our partners agree that co-location enables us to achieve far more than we could alone.

Our weekly Advice Café, which offers free drop-in advice on debt, benefits and other issues, has become a model for an emerging network of Advice Cafes in Epsom and Tadworth, staffed by advisers from local service providers.

To accommodate this growth in activity, we recruited two new members of staff in 2023/24 and became a registered Living Wage Employer. Ben, our new Caretaker/Assistant Manager, who is often to be found up ladders or down drains, is responsible for the smooth running of the building and provides a cheerful and dependable presence throughout the week. Ben's role will become even more critical when we take on the lease for the whole building in May 2024. Carley, our Community Development Worker, also joined the team, and is tasked with stimulating community-led activities and facilitating residents' engagement in decisions affecting the local area. In the short time Carley has been with us, she has already supported a campaign to save the local Post Office and is working with local residents to set up mental health peer support groups and organise community events on a local housing estate that has experienced high levels of anti-social behaviour. She is usually to be found in the Café, having cups of tea, chatting and making plans.

None of this activity would have been possible without the sterling efforts of our fundraising team, led by Becci, and the amazing support of so many individuals and organisations who have generously donated to us over the past year, both financially and in-kind:

• Clarion Futures • Community Foundation for Surrey • Erach & Roshan Sadri Foundation • Exxon Mobil • Leatherhead Lions • Liquona • LoCASE (Low Carbon Across the South and East) • Mole Valley District Council • National Lottery Awards for All • National Lottery Community Fund • Nationwide • Rotary Club of Leatherhead • St Giles & St George's Churches Ashted • St John's School, Leatherhead • St Mary's Church Fetcham • Surrey County Council • Thomas Flack Trust Fund • Toyota • Wates • Your Fund Surrey Small Community Fund.

Thank you also to all our anonymous donors, and to all our other volunteers who help with the management and day-to-day running of LCH, including our fabulous Operations Team, Management Team and Board of Trustees. You know who you are!

Financial Review

The results for the period and the charity's financial position at 31 March 2024 are shown in the following financial statements.

During the period, the Charity had income of £219,371 and expenditure of £175,148. There was an operating surplus of £44,223.

Voluntary income remained strong and benefitted from a major three-year grant from the National Lottery Community Fund towards utility costs and the costs of employing our new Caretaker/Assistant Manager.

During the year grants were received from a number of trusts and companies including funds for heating and external works.

Restricted funds include a grant of £25,000 from Mole Valley District Council carried forward from the previous year towards the costs of our Community Development Worker. This post was appointed later in the year than previously budgeted.

Cafe takings increased strongly and margins held up well. This was despite keeping prices as low as possible and was due to higher numbers of people using the cafe. Rent from our partners and from external users was satisfactory and grew overall.

On the cost side, salaries increased significantly given the new members of staff appointed as did café supply costs as volumes increased.

The building is an old one and, despite refurbishment, is costly to run especially in the area of utilities and repairs. Utility costs increased significantly in the year. In addition, there were major building refurbishment costs mainly relating to improved air conditioning and heating, tarmac and footpaths and a new shed.

We have been able to build up higher reserves during the year due to the success of operations described above. Given the nature of the building, the Trustees took the decision to set up a Designated Fund of £25,000 towards future major building expenditure.

Planning for the future

In 2024/25 we plan to take on a long-term lease of the whole building, of which we currently occupy the rear half, from Mole Valley District Council.

This will in turn allow us to improve toilet facilities in the front half of the building as well as construct a second meeting room. It will also mean that we can make our own arrangements for utilities, which will hopefully result in cost reductions.

We will continue to build on the success of the café, looking to improve margins with the help of the appointment of a part-time Kitchen Manager, while keeping prices as low as sustainable.

Given the growth we have experienced, we have strengthened the governance of the charity by creating a Management Board and Operations Team beneath the Trustee Board, each with a clear remit. This new structure will continue to bed in during the next year.

Reserves policy

Given the potential volatility of income and the age of the building which may require further investment, we aim to hold 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 4.7 months. 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 19 October 2024 and signed on its behalf by:

Chair of Trustees:

A.J. Moulton

LEATHERHEAD COMMUNITY HUB
PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2024

			Unrestricted	Restricted	Total	Total
			Funds	Funds	Funds	Funds
	Notes	2024	2024	2024	2023	2023
		£	£	£	£	£
Incoming resources						
Voluntary income	2	39,669	83,851	123,520	74,107	
Income from Charitable Activities	3	91,870	0	91,870	74,247	
Income from other Trading Activities	4	2,615	1,366	3,981	1,496	
Investment income	5	0	0	0	0	
Total incoming resources		134,154	85,217	219,371	149,850	
Resources expended						
Costs of charitable activities	6	99,143	72,554	171,697	108,318	
Costs of fundraising		3,451	0	3,451	2,123	
Total resources expended		102,594	72,554	175,148	110,441	
Net movement in funds		31,560	12,663	44,223	39,409	
Total funds brought forward		33,540	29,676	63,216	23,807	
Total funds carried forward		65,100	42,339	107,439	63,216	

LEATHERHEAD COMMUNITY HUB

BALANCE SHEET

AS AT 31 MARCH 2024

	Not es	2024 £	2024 £	2023 £
Current assets				
Debtors	8	4,290		3,848
Cash at bank and in hand		133,249		68,290
		137,539		72,138
Creditors: amounts falling due within one year	9	30,100		8,922
Net current assets			107,439	63,216
Net assets			107,439	63,216
The funds of the charity:				
Unrestricted funds	10			
Unrestricted revenue funds			40,100	33,540
Designated funds			25,000	0
			65,100	33,540
Restricted funds	11		42,339	29,676
Total charity funds			107,439	63,216

Trustee. **A.J. Moulton**

Approved by the Board on 19 October 2024

LEATHERHEAD COMMUNITY HUB

NOTES TO THE ACCOUNTS FOR YEAR ENDED

31 MARCH 2024

1 Accounting policies

Basis of preparation

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

2 Voluntary Income	2024	2024	2024	2023
	£	£	£	£
	Unrestricted	Restricted	Total	Total
Donations by individuals	24,356	18,800	43,156	17,175
Donations by organisations	5,542	4,525	10,067	10,548
Grants from trusts	6,000	41,656	47,656	14,719
Local Government Grants	200	18,870	19,070	29,238
Gift Aid	1,145	0	1,145	2,427
Event income	2,426	0	2,426	0
Total voluntary income	39,669	83,851	123,520	74,107

3 Income from Charitable Activities	2024	2024	2024	2023
	£	£	£	£
	Unrestricted	Restricted	Total	Total
Cafe Takings	65,246	0	65,246	48,941
Rent from LCH partners	15,493	0	15,493	13,580
Rent for other room hire	11,131	0	11,131	11,726
Total income from charitable activities	91,870	0	91,870	74,247

4 Other trading activities	2024 £	2024 £	2024 £	2023 £
	Unrestricted	Restricted	Total	Total
Event income	2,512	1,366	3,878	1,496
Community activities	103	0	103	0
Total income from other trading activities	2,615	1,366	3,981	1,496

5 Investment income	2024 £	2024 £	2024 £	2023 £
	Unrestricted	Restricted	Total	Total
Bank interest	0	0	0	0
Total investment income	0	0	0	0

6 Costs of charitable activities	2024 £	2024 £	2024 £	2023 £
	Unrestricted	Restricted	Total	Total
Salaries	31,959	19,851	51,810	29,144
Cafe supplies	34,340	0	34,340	25,487
Event costs	1,156	2,626	3,782	3,446
Community activities	496	4,745	5,241	2,152
Rent and rates	12,241	0	12,241	9,660
Utilities	0	17,369	17,369	7,625
Cleaning supplies	746	0	746	2,597
Repairs and maintenance	1,637	0	1,637	5,685
Building refurbishment	3,235	24,245	27,480	3,247
Other building costs				
Equipment purchase	5,467	867	6,334	8,636
Garden costs	787	0	787	436
Marketing costs	1,212	34	1,246	1,076
Stationery and IT	452	0	452	1,788
Legal costs	0	0	0	1,420
Insurance	1,315	0	1,315	1,099
Other general administrative costs	2,398	2,011	4,409	1,687
Total costs of charitable activities	99,143	72,554	171,697	108,318

7 Taxation

The charity is exempt from tax on its charitable activities.

8 Debtors	2024	2023
	£	£
Gift aid	1,145	2,426
Prepayments	3,145	776
Other debtors	0	646
Total Debtors	4,290	3,848

9 Creditors: amounts falling due within one year	2024	2023
	£	£
Creditors and accruals	22,100	5,922
Loans	3,000	3,000
Deferred income	5,000	0
Total creditors	30,100	8,922

The loan is unsecured and repayable in the next financial year

10 Unrestricted Funds	£
Balance at 1 April 2023	33,540
Incoming resources	134,154
Outgoing resources	(102,594)
	65,100
Less: Designated fund	(25,000)
Balance at 31 March 2024	40,100

11 Restricted Funds	£
Balance at 1 April 2023	29,676
Incoming resources	85,217
Outgoing resources	(72,554)
Balance at 31 March 2024	42,339

12 Restricted funds analysis (funds carried forward)

National lottery (specific core costs)	8,013
Mole Valley District Council (Community Development)	17,589
Capital build project	15,000
Other funds	1,737
	<hr/> 42,339 <hr/>

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 2024.

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.

Signed

Print Name

Date

Address