

Trustees' Annual Report for the period

From	Period Start Date	To	Period End Date	
	2	February 2021	31	March 2022

Charity name		Claygate Youth and Community Hub (The 'Hub')	
Other names charity is known by			
Registered charity number (if any)		1193361	
Charity's principal address		Elm Road	
		Claygate	
		United Kingdom	
		Postcode	KT10 0EH

Names of the charity trustees who manage the charity up to the date of this report are provided below. All trustees give their time voluntarily and received no remuneration or other benefits.

Trustee name	Office (if any)	Dates acted if not for whole year
1 Susannah Moffat	Chair	2 February 2021 (appointed)
2 Victoria Schmidt	Secretary	2 February 2021 (appointed)
3 Sandra Dowling	Treasurer	2 February 2021 (appointed)
4 Maria Lond	Legal	2 February 2021 (appointed)
5 Elizabeth Ambekar	Fund Raising	2 February 2021 (appointed), 31 March 2022 (resigned)

Name of chief executive or names of senior staff members (Optional information)

Katie Holmes (Hub Manager), Andrew Clifton (Youth Club Leader)

Description of the charity's trusts

Type of governing document
How the charity is constituted
(eg. trust, association, company)

Constitution adopted on 2nd February 2021
Charitable Incorporated Organisation ('CIO')

Trustee selection methods

Trustees are appointed initially at inception of the CIO and subsequently any new trustees are appointed for a term of 3 years as approved by the standing trustees.

Additional governance issues (Optional information)

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

- Policies and procedures adopted for the induction and training of trustees:
- The charity's organisational structure and any wider network with which the charity works:
- Relationship with any related parties:
- Trustees' consideration of major risks and the system and procedures to manage them:

Not chosen to complete.

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

The objectives of the CIO are:

- (1) To advance in life and help young people aged 10 to 19 from Claygate and its immediate neighbourhoods by the provision of recreational and leisure time activities in the interest of education and social welfare, designed to improve their conditions of life so that they may participate in society as independent, mature and responsible individuals in such ways as the charity trustees think fit.
- (2) To promote for the benefit of residents of Claygate and its immediate neighbourhoods the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity

In planning our activities for the year, the trustees kept in mind the Charity Commission's guidance on public benefit at the trustee meetings.

The main activities are the youth club sessions held on Tuesday and Thursday evenings and include a wide selection of pursuits such as pool table, air hockey, basketball, arts & crafts, sumo wrestling suits, occasional trips to bowling, a quiet room for 1:1 mentoring and access to

Commission on public benefit)

books and computers, and food is provided during the sessions which the young people help prepare. These activities provide the young people of the community with the opportunity to come together in a safe environment and develop their self-confidence and life/social skills.

Activity for the secondary objective of providing opportunities for the wider community and integration between young people and the adults they live among has been various. Young people have engaged in activities with groups such as the Thames Valley Morris Men, the Claygate Gardening Society and three local sport companies, all taking place at The Hub. Help has been provided by the youth at community litter picks, and they have taken part in local environmental days, community celebrations and events including Christmas and remembrance services.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteer:

- Claygate Youth & Community Hub benefit from a strong volunteer youth-worker group who provide activities and support during sessions. Volunteers have also helped with the refurbishment of the building and improvements to the outside space. They continue to be the backbone of the organisation.

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

In April 2021, the newly formed CIO, Claygate Youth & Community Hub (CYCH), signed the lease for the building in Elm Road Claygate and agreed a service level agreement with Surrey County Council to use the building to provide open access youth work.

The Hub then took over the running of the existing one evening per week youth club from Claygate Village Youth Club Association (CVYCA). The remaining assets were transferred and CVYCA was dissolved, with thanks to the previous board of trustees for their commitment and support. Note the continuation of two trustees from the board of CVYCA to CYCH,

Start up grants were received from Community Foundation for Surrey to cover running costs, and from Claygate Parish Council for capital costs associated with a basic refurbishment and key equipment required. Further grants up to 31 March 22 were received from The Co-op, The UK Youth Fund (Covid Recovery), National Lottery Communities Fund and the Julia and Hans Rausing Trust. Other donations such as from Brewers in Surbiton, Claygate Gardening Society, Champion Timber in Claygate, Esher Scaffolding and The Game Larder Claygate amongst others helped to improve the building and grounds for our young people.

The new centre manager was appointed to coordinate the work of 'The Hub', managing the building, youth activities and volunteers. Improvements to the building were made immediately with the completion of the office / quiet room (from the previous storeroom), equipping the games room and planning for the new kitchen installation.

Lockdown and weather initially inhibited the range of possible youth activities so the first three meetings of this reporting year were held at Claygate Recreation Ground. At the beginning of May, all activities moved back to The Hub with outside activities being prioritised and inside use limited where possible. Each Thursday night offered a range of regular games and activities with a focus each week on something different e.g. 'Sumo Night', 'Rounders & Pizza Night', 'Film Night', 'Euros Night' etc. Numbers of young people increased rapidly – see below.

The new Tuesday 'Reconnect and Move' sessions started on 22nd April with an hour of yoga and mindfulness funded by Yoga in Schools, plus an hour of tennis / basketball skills provided by Esher Tennis Club. The session was offered as having limited numbers due to the nature of the class inside, and has resulted in a core group of young people attending weekly, half of whom had special educational needs. The session was extremely beneficial to those young people attending and also introduced 10 new members to The Hub who previously had never attended any youth activities.

The youth session on May 27th, 38 young people attended (up from an average of around 10 during lockdown and virtual youth club, or 26 pre-lockdown last year). On 1 July, 44 11-19 year olds attended which was the highest ever.

Two 'new volunteer' meetings were held which resulted in 6 new regular volunteers.

Renovation of the building was the focus in quarters 2 & 3, together with the launch of the building as a 'hall to hire' to generate an alternative income stream. The new kitchen was installed over the summer holidays. On Thursday October 7th, an event to celebrate the official opening of the new kitchen was well attended with volunteers, community members, parents, councillors and the local MP. Not wanting to exclude young people, they helped cater for the event using the new kitchen.

With the new kitchen and new quiet room equipped and fully functioning, activities were able to be extended. Toasties, dough balls, cookies and fruit have kept hunger at bay. The refurbishment of the quiet room has enabled 1:1 chats, resolve behavioural issues as they arise and act as a quiet place for young people to borrow a book, or help themselves to free stationery or a revision guide if needed.

With new policies, insurances and phase one of the refurbishment completed, the building became available to hire. A number of community groups hire weekly, from French class to children's dance class and Pilates as well as one-off children's party events.

Funding from the National Lottery Local Communities Fund was received, targeting The Hub's LGBTQ+ provision. Creating an inclusive, educated, anti-discriminatory environment is a key aim to support and staff training will be provided with the charity Allsorts.

Despite covid restrictions being once again in place by late autumn, the youth mood was upbeat and numbers were high every single session. Memorable activities included: Halloween pumpkin carving and decorating; Remembrance Day invitation to lay a wreath; Bonfire Night sparklers, a fire pit and roasted marshmallows; workshops for young people delivered by members of the local community; Christmas jumper making from plain jumpers donated by the community, plus much Christmas cooking. The best night and most surprising success was the night The Morris Dancers led a youth session with 15 young people joining in, dressing up and being taught the dances. A local outbreak of covid closed year groups in the local schools and sadly necessitated finishing early for Christmas, so individual, personalised Christmas bags were delivered to 50 of our regular young people.

In quarter 3, with increased administrative and caretaking work from the hall-hire and expanding youth work, two new part-time employees joined The Hub team, providing assistance to the Centre Manager. Link-building with youth services was also a key priority and productive working relationships were established with the local police youth liaison and community support officers, local secondary schools, plus several of the young people's social workers and family support workers. Developing these relationships is important within The Hub's youth vision.

In January 2021, working in conjunction with the charity Elevate Life, a 12 week mental health course called #BeOK was offered to targeted young people. This 12 week course was aimed at 'early intervention CAMHS support' and 14 young people signed up to take part.

Bi-weekly open access youth sessions included activities such as kick-boxing with The Trainers; Safari Pete - wild animal night; Platform Sports Coaching football and basketball sessions; Ceramica pottery painting, Grandma Absom cooking workshops, pancake nights and a disco.

This reporting year concluded with a 'Help the Hub' day, when community members worked alongside youth members and volunteers to help with some much needed jobs. This included putting new picnic benches together, new basketball nets up, finishing jobs in the new kitchen and making planters for example. A small fundraising activity was held as well as a gentle volunteer recruitment drive.

2021 / 22 was an extremely busy, but productive, first year of operation as a new CIO.

Brief statement of the charity's policy on reserves:

Cash at bank as at 31 March 2022 was £34,563 which consisted of £25,454 of unrestricted funds and £9,109 of restricted funds. The main risk to the Hub is a loss of funding from external organisations and donors. The restricted funds are intended to be used for the purpose they have been received during the next financial year and the unrestricted funds are held to cover future youth and operational costs expected to be incurred.

Details of any funds materially in deficit - Not applicable.

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:

We are very grateful for the support of the community, individual giving and the grants we received to fund our youth activities - we have been supported by the Claygate Parish Council, the Community Foundation for Surrey, Julia and Hans Rausing Trust, the UK Youth Recovery Fund, the local Co-op, the Claygate Gardening Society, the Local Connections Fund (LGBTQ+), Surrey County Council, all of our hall hirers, individual giving and many volunteers' time working with the youth and/or donating time to improve the premises for the youth. We would not have been able to deliver what we have without all of these contributions.

Section F

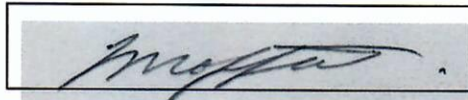
Other optional information

Outlook: for the year ahead, we will look to raise further funds to cover the costs of our youth sessions and employees for the coming year. We will look to hire an experienced youth worker to aid in the mentoring and development of the young people attending the evening sessions and build on the foundations we have put in place in our first period of operation as the Hub.

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Susannah Moffat

Position (eg Secretary, Chair, etc)

Chair

Date

1 October 2022



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Claygate Youth and Community Hub

**On accounts for the year
ended**

1 February 2021 to 31 March 2022

**Charity no
(if any)**

1933361

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period ended 31/03/2022DD / MM / YYYY.

**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 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

October 1 2022

Name:

Barry Fitzpatrick

**Relevant professional
qualification(s) or body
(if any):**

Chartered Accountant

Address:

Holmwood

Oaken Drive

Claygate Surrey KT10 0DL

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A

Claygate Youth and Community Hub

1933361

Receipts and payments accounts - UNAUDITED

For the period from

1 February 2021

To

31 March 2022

CC16a**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					
Grants	12,000	46,771	-	58,771	-
Donations	2,542	-	-	2,542	-
Hall Hire	7,455	-	-	7,455	-
Tuck Shop Sales	475	-	-	475	-
Transfer from Claygate Village Youth Club Association*	2,982	8,862	-	11,844	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	25,454	55,632	-	81,086	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	25,454	55,632	-	81,086	-
A3 Payments					
Salary Costs	-	13,297	-	13,297	-
Youth Club Activities	-	6,011	-	6,011	-
Building Refurbishment Expenditure	-	19,150	-	19,150	-
Equipment	-	5,575	-	5,575	-
Training	-	160	-	160	-
IT and Communications Expenditure	-	2,329	-	2,329	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	46,523	-	46,523	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	-	46,523	-	46,523	-
Surplus/(payments)	25,454	9,109	-	34,563	-
A5 Transfers to	-	-	-	-	-
A6 Cash funds	-	-	-	-	-

this year end 25,454 9,109 - 34,563 -

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	Cash at Bank	25,454	9,109	-
		-	-	-
		-	-	-
	Total cash funds	25,454	9,109	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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
		Sandra Dowling, Treasurer		1 October 2022
		Susannah Moffat, Chair		1 October 2022