

Trustees' Annual Report for the period

From

Period start date

To

Period end date

1 April 2024

31 March 2025

Section A

Reference and administration details

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)	
5	Helen Hatton	Trustee	16 November 2022 (appointed) 10 September 2024 (resigned)	
6	Nicki Leaper	Trustee	16 November 2022 (appointed) 10 September 2025 (resigned)	
7	Emily Bere	Trustee	16 November 2022 (appointed) 10 September 2024 (resigned)	

8	Rob Read	Trustee	19 April 2023 (appointed) 28 October 2024 (resigned)	
9	Joseph Mclusk	Trustee	04 November 2024 (appointed)	
10	Tim Jones	Trustee	12 August 2025 (appointed)	
11	Martin Brown	Trustee	20 August 2025 (appointed)	

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

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

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution adopted on 2nd February 2021

How the charity is constituted
(eg. trust, association, company)

Charitable Incorporated Organisation ('CIO')

Trustee selection methods
(eg. appointed by, elected by)

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.

Claygate Youth & Community Hub (CYCH / 'The Hub') operates under a leasehold service level agreement with Surrey County Council to provide open access youth work and a community facility. The council continues to own and maintain the premises.

CYCH / The Hub was formed in 2021, following Surrey County Council's Universal Youth Work consultation, taking over and extending the youth work of the previous organisation 'Claygate Village Youth Club Association' (CVYCA). Two of the trustees from the former charity were inaugural board members of CYCH, ensuring appropriate continuity of governance.

A board of trustees now oversees a small team of staff and a larger body of volunteers to ensure the provision of youth services for the community. Key stakeholders are local families; local schools; social and family services; youth support services; the local councils of Claygate, Elmbridge and Surrey; as well as community groups and organisations, particularly those based in the immediate vicinity of Claygate.

As with any youth organisation, rigorous safeguarding procedures and recruitment processes are essential to implement and reinforce. The charity's reliance on volunteers and funding sources are the trustees' two other most significant concerns to secure its ongoing growth and success.

Section C

Objectives and activities

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 Commission on public benefit)

The trustees have referred to the Charity Commission's guidance on public benefit when reviewing the charity's aims and objectives and planning future activities. In planning our activities for the year, the trustees have kept in mind the Charity Commission's guidance on public benefit at the trustee meetings. Youth and hall user consultations take place on a regular basis to inform our decisions about activities and premises changes.

During the year, the charity has delivered a wide range of recreational and leisure activities for young people aged 10 to 19 from Claygate and its immediate neighbourhoods. These activities were designed to help equip participants with the skills and confidence to engage in society as independent, mature, and responsible individuals. In addition, the charity has provided facilities and opportunities for recreation and leisure to residents of Claygate and nearby areas. These programs have been implemented in the interests of social welfare, with the overarching goal of improving opportunities and quality of life for all beneficiaries. The trustees are committed to ensuring that these activities and facilities remain accessible and inclusive, aligning with the charity's objectives and delivering clear and measurable public benefit to the local community.

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 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.

A third weekly youth session, the 'Wednesday Night Project' gives young people the opportunity to take part in a variety of sports, led by trained sports coaches. This session is funded through a collaboration with Active Surrey and has been run by Platform Sports with the help of additional Hub staff / volunteers. Young people are asked to contribute a small £2 session fee to help with running costs; this fee is waived for children from lower income families on the free school meal register.

Activity for the secondary objective - providing opportunities for the wider community and integration between young people and the adults they live amongst - has been various. The provision of a community facility to hire continues to grow in popularity. Integration of youth and community is seen as an essential part of the charity's work; young people have engaged in local events and initiatives. Help has been provided by the youth at community litter picks, and they take part in local environmental days, community celebrations and occasions including Christmas and Remembrance services.

Additional details of objectives and activities (Optional information)

Claygate Youth & Community Hub benefits 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.

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

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Achievements at Claygate Youth & Community Hub

2024-2025 was another highly successful year for the Claygate Youth & Community Hub, marked by increased participation, impactful collaborations, and strong community engagement. Our three weekly sessions, plus additional holiday (HAF) sessions, school taster sessions, youth training workshops, and targeted youth work saw over 250 different young people attend.

Open Access Weekly Youth Sessions

Our open-access youth sessions continue to see consistently high attendance, averaging around 30 young people per session, with peaks of over 50 during special events. These sessions offer a variety of activities, including sports, board games, arts and crafts, and themed events. A hot meal is always available, with our kitchen team involving young people in learning new cooking skills. One-to-one youth work remains essential, whether through planned mentoring or on-the-spot support from volunteers and youth leaders.

Special Events and Outings

- **Brooklands Museum Visit** – Exploring local diversity stories.
- **Inflatable Pillow Bash** – A fun and engaging activity.
- **Christmas Silent Disco** – Inclusive for SEND young people sensitive to noise.
- **Hub Bowling Trip** – A relaxed social outing.

Wednesday Night Project (in Partnership with Active Surrey)

Our Wednesday Night Project, run in collaboration with Active Surrey and Platform Sports, remains a key program promoting physical and social well-being. In October 2024, we secured another year of funding with the support of the Deputy Police and Crime Commissioner, reinforcing the importance of this initiative in meeting local youth needs.

Restorative Justice Program

Working alongside Surrey Police and Youth Engagement Officers, we engaged in a Restorative Justice program for a young person involved in significant local anti-social behavior. This initiative provided an opportunity for accountability, positive behavioral change, and reintegration into the community, reflecting our commitment to holistic youth support.

Engaging Local Schools & Expanding Holiday Programs

The Year 6 taster sessions with local primary schools were highly successful, introducing younger students to the Hub. We also partnered with the HAF Programme for the second consecutive year to deliver four free summer holiday workshops, including lunch for young people aged 11-14. These sessions were overbooked with waiting lists, highlighting their popularity and impact.

Youth Leadership and Volunteerism

A key achievement this year has been the increased involvement of older Hub members in leadership roles, assisting in youth sessions, summer programs, and facility maintenance. Four young people participated in the Duke of Edinburgh Award, further developing their leadership and community service skills.

Inaugural Hub Summer Fair

A major milestone was our first-ever Hub Summer Fair, fully organized by young people. They selected stalls and activities, including a car wash and a Vinted clothing sale, raising funds for future youth activities. This event showcased their creativity, entrepreneurial skills, and ability to coordinate community-focused events.

Recognizing Exceptional Youth Achievement

Two of our young members were nominated for the **Elmbridge Young People of Honour Awards** for their outstanding contributions in the categories of **Role Model** and **Personal Adversity**. Our youth manager, Katie, and volunteer leader, Andy, attended the ceremony to support the nominees and highlight their achievements.

Volunteer Support and Training

Our dedicated volunteers have played a crucial role in the success of our programs. We have enhanced training efforts, ensuring volunteers are equipped with knowledge in health and safety, first aid, safeguarding, behavior management, adolescent brain development, and mental health. Volunteers also contributed significantly to event planning and management, including 'HubFest' and the Hub Summer Fair.

Community Engagement and Activities**Community Events & Fundraising**

Strong community support continues to be a cornerstone of the Hub. The second **HubFest** music festival in October brought together local residents for a night of entertainment and fundraising. Staffed by older young people, the event not only raised vital funds but also reinforced community spirit and engagement.

Collaboration with Local Groups & Businesses

- **Platform Sports Coaching** – Took over the running of our Wednesday Night Project.
- **Thames Valley Morris Group** – Led a youth session on traditional folk dancing.
- **Royal Holloway University** – Conducted a study on how young people hear pitch and rhythm.
- **Cook Franchise** – Donated meals for our youth sessions.
- **Claygate Gardening Society** – Provided tomato plants to engage young people in gardening.

Section D

Achievements and performance

- **The Coop, Healix & Media Minds** – Supported the Hub through donations and partnerships.

Community Space & Hall Hire

Our hall hire services have grown, hosting diverse activities, including yoga and pilates classes, a French course for seniors, and a cooking class. The Claygate "Gypsy Churches" continue to rent the hall on Monday evenings, broadening our reach. We also hosted the charity **Eikon** for the second year, supporting their transition school for Year 6 students. Private children's parties have become a successful revenue stream, helping sustain the Hub's operational costs.

Other

Our trustees held a 3-5 year strategic review, to re-examine our initial strategic goals in setting up CYCH and set new targets. We were delighted to be supported by The Cranfield Trust who provided consultancy support throughout the process. Stakeholders - parents, community members, young helpers, volunteers and staff were consulted in a questionnaire to examine our current strengths, weaknesses and opportunities. This was a useful process to hone our vision and direction.

In order to increase our staffing provision and support our young people, we have started working with Kingston University to provide an undergraduate work placement. Since September, we've had a 22 year-old, third year art student, doing their placement here at The Hub. We employed a new administration coordinator working 17 hours per week which has made a great difference to the events and centre management workload. Our part-time caretaker (a previous Hub member promoted to a paid position) has been successful in a role as a full-time facilities assistant at a local school, and we have since employed another Hub member to take on this position as their first paid job.

We also had two changes on the board of trustees. In October, we said goodbye and a sincere thank you to Rob Read for 18 months of hard work on fundraising and marketing. In November, we were delighted to welcome our new trustee, Joe McLusky, who has taken on responsibility for overseeing The Hub's marketing and communications strategy.

Section E

Financial review

Brief statement of the charity's policy on reserves

Cash at bank as at 31 March 2025 was £133,545 which consisted of £84,759 of unrestricted funds and £48,786 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 Community Foundation for Surrey, The Walton Charity, The National Lottery, Surrey County Council, Active Surrey, LSMF, Claygate Parish Council all of our hall hirers, local companies, individual giving and many volunteers' time working with the youth and/or donating time to improve the premises for our young people and the community. We would not have been able to deliver what we have without all these contributions.

Section F Other optional information

Future Plans

- Continue to pursue our objective of developing the building to provide better facilities for the youth and community, in particular:
 - Refurbishment of the toilets.
 - Upgrading the outside playground to a dedicated outside sports area.
 - Development of the brick sheds and storage areas to create new useable activity / workspaces for the youth, staff, or community members.
- Our current lease for our Elm Road site with Surrey County Council expires in March 2026 and we are working hard to agree a new lease that provides us with a longer lease term to enable us to carry out and benefit from the building developments mentioned above.
- In response to community, parent and young people's feedback, we have decided to increase our 16-19 provision. Supporting our older Hub members wanting to gain work experience this last year has been rewarding and we are looking at furthering this with a structured programme. This will include training and workshops in the aim of helping them with life skills and employment chances, before they go to university or get a job.
- We will be working with the NatWest Thrive team during our 2025-2026 year to deliver sessions (with the help of community members and local business volunteers) looking at understanding money, budgeting, and achieving personal goals. We are hoping to adapt some of their resources / workshops to benefit our younger Hub members too.
- Our mental health intervention programme - 'Be OK' which we ran in conjunction with Elevate Life in 2022 was an important course supporting vulnerable young people which we have been intending to re-run. We are now in a position with more volunteers and a clearer staffing / financing proposal, to plan an 8 week course this year for 12 young people working with schools and parents.
- In addition, we've recently teamed up with the new Claygate Eco Sustainability volunteer team. This partnership will provide a new opportunity for young people in the form of a bike repair project, which will take place on Saturday mornings during our 2025-2026 year. This project will not only offer valuable skills to our youth but will also contribute to promoting sustainable practices in the community.

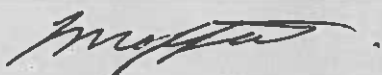
- Improve our recruitment of volunteers and retention / expansion of our staff body.
- Continue to diversify and strengthen our income streams, using business connections, individual donors, fundraising events and new grant sources.
- Further engagement with the community to support youth offerings.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Susannah Louise Moffat	
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Position (eg Secretary, Chair, etc)

Chair	
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Date

22 December 2025

Claygate Youth and Community Hub		1933361	
Receipts and payments accounts			
For the period from	1 April 2024	To	31 March 2025

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		59,232	-	59,232	-
Donations and events	25,707	-	-	25,707	-
Hall Hire	13,644	-	-	13,644	-
Corporate donations	5,025	13,351	-	18,376	-
Wednesday Night Project	-	355	-	355	-
Tuck shop sales	3,734	-	-	3,734	-
	-	-	-	-	-
total (Gross)	48,110	72,938		121,048	
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total					
Total receipts	48,110	72,938		121,048	
A3 Payments					
Salary Costs	461	34,261	-	34,722	-
Youth Club Activities	2,765	16,262	-	19,027	-
Building Refurbishment Expenditure	4,255	475	-	4,730	-
Equipment	130	3,959	-	4,089	-
Training	765	56	-	821	-
IT and Communication s Expenditure	3,768	1,602	-	5,370	-
Events Expenditure	2,584	413	-	2,997	-
	-	-	-	-	-
Sub total	14,728	57,028		71,756	
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total					
total payments	14,728	57,028		71,756	
(payments)	33,382	15,910		49,292	
A5 Transfers					
A6 Cash funds	51,377	32,876		84,253	
at year end	84,759	48,786		133,545	

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	84,759	48,786	-

Total cash funds (agree balances with receipts and payments account(s))

84,769

48,786

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B2 Other monetary assets

Details

Unrestricted funds
to nearest £

Restricted funds
to nearest £

Endowment funds
to nearest £

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

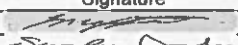
Details

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

Sandra Dowling, Treasurer
Susannah Moffat, Chair

Date of approval

22/12/2025
22/12/2025



Section A

Independent Examiner's Report

Report to the trustees

Claygate Youth and Community Hub

On accounts for the year
ended

March 31 2025

Charity no
(if any)

1933361

Set out on pages

1 to 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 year ended 31/03/2025DD / MM / YYYY.

Responsibilities and
basis of report

As the charity's trustees, 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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below *~~) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

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

Signed:

Date:

22/12/2025

Name:

Barry Fitzpatrick

Relevant professional
qualification(s) or body

Chartered Accountant

(if any):

Address:

Holmwood

Oaken Drive

Claygate Surrey KT10 0DL

Section B

Disclosure

Only complete if the examiner needs to highlight material 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