

ROTTINGDEAN WHITEWAY CENTRE

England & Wales · Charity number 264853

Details

Other names	WHITEWAY CENTRE
Status	Registered
Legal form	Other
Registered	1972-11-29
Register	View on the Charity Commission register

Contact

Address Rottingdean Whiteway Centre
Whiteway Lane
Rottingdean
Brighton
BN2 7HB

Phone 07990522088

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Website www.rwc.org.uk

Activities

Objects: A VILLAGE CENTRE TO BE USED BY THE INHABITANTS OF THE AREA OF BENEFIT WITHOUT DISTINCTION OF POLITICAL RELIGIOUS OR HER OPINIONS FOR MEETINGS LECTURES AND CLASSES AND FOR OTHER FORMS OF RECREATION AND LEISURE-TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS..

Activities: The RWC is a community Centre for local Clubs & Societies to hold meetings and activities. It also offers a wide range of adult education and leisure classes in addition to providing pre-school classes. The centre is available to hire for events and parties etc. It is entirely self financing and does not receive support from local or national Government.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

Geography

- **Area of benefit:** BRIGHTON
- Brighton And Hove

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£118,885	£123,364	-	-
2023-12-31	£111,163	£121,580	-	-
2022-12-31	£85,998	£83,640	-	-
2021-12-31	£89,713	£97,145	-	-
2020-12-31	£66,283	£65,370	-	-

Trustees

Name	Role	Appointed
William McNaught	Chair	2024-07-09
Alexandra Russell		2025-10-14
Andrew Wilson		2021-03-25
Angelina Chan		2024-05-07
Caroline Ellis		2025-01-14
Claire Johnson		2021-04-19
Colin Alexander		2024-11-12
David Currie		2025-07-01
Dr Nigel John Kermode		2025-11-03
Dr Roger Andrew Winter		2025-11-16
Joanna Newman		2014-03-27
LYNN HUTCHINSON		2018-10-02
Lindsay Winter		2024-03-21
Wendy Swift		2023-09-12

ROTTINGDEAN WHITEWAY CENTRE

England & Wales - Charity number 264853

Accounts

ROTTINGDEAN WHITEWAY CENTRE

ANNUAL REPORT 2024



AGM THURSDAY 20
MARCH 2025 AT 7.30PM
@WHITEWAY CENTRE

ROTTINGDEAN WHITEWAY CENTRE
CELEBRATING 50 YEARS IN THE COMMUNITY IN 2024

CHAIR'S REPORT - BILL MCNAUGHT

This is my first Chairman's report since taking on the role around the middle of last year, and I'm pleased to say that it's been a privilege to work with such a dedicated and enthusiastic team of committee members, RWC staff and other volunteers. I want to start by thanking them all for their effort and support over the past year.

Committee members with specific responsibilities have included a summary of their activities in this Annual Report, so I do not want to replicate what is reported elsewhere, and you will hear much of the detail during the AGM.

However, I do need to mention some of the changes to the Management Committee and the challenges we face going forward.

It is inevitable that some of our volunteers eventually leave us, for a variety of reasons, and sometimes after many years of valuable service. Recruiting replacements can often be a difficult and lengthy process, largely because there seem to be fewer people willing to undertake voluntary work. This is a problem not unique to the RWC, all charities and similar organisations are facing the same difficulties. If you think you would like to 'do your bit for the community' and help keep this fantastic asset running, please get in touch.

For much of 2024, Stewart Hutchinson did a great job covering both the roles of Building Officer and Bursar. Fortunately, towards the end of last year, we were able to recruit Colin Alexander as the new Building Officer, but we are still looking for someone to fill the Bursar role. Hopefully, once a Bursar is recruited, these new appointments will allow Stewart to enjoy his well-deserved retirement from the committee and we thank him sincerely for all that he has done for the RWC.

Angela Hoole, our Education Course Organiser, has also decided to leave and we are extremely grateful that Caroline Ellis agreed to take up the role at the end of last year. Angela leaves with our thanks and best wishes, sadly the Centre is losing another great volunteer.

Our Special Events Organiser, Peter Hewetson-Brown, expressed a desire to step down some time ago, but to date a replacement remains elusive. Peter has been a long-term volunteer, and he deserves special thanks for continuing to run these events long after he expected to 'retire'.

The other changes to the committee during 2024 have been -

- Katie Storey had joined in 2023 as our Website volunteer. She left in July 2024 as she moved back to Oxford.
- Dawon Lee joined in 2024 to be the User Group volunteer but left in June 2024 when she took on a full-time paid position.
- Mita Patel also joined in 2024, taking on responsibility for enrolments. She left June 2024 to spend more time with her new grandchild in Dubai.
- Lindsay Winter joined at the 2024 AGM as a representative from a User Group (Bridge). Initially without an additional role, she took over Enrolments when Mita left.
- Angelina Chan joined in 2024 in the newly created role of Payroll Officer to cover both caretaker and tutor pay, previously undertaken by Lynn.
- Virginia Fung joined in 2024 to take on the Website role from Katie, and to take over the Gdrive from Lynn.

I must thank Lynn, the previous Chair, who works tirelessly to ensure the Centre runs smoothly, and who has covered many of the vacant committee roles in recent years. Lynn is one of the key volunteers and her guidance and advice has been of enormous help to me in my first few months.

On 20th April last year the Centre celebrated its 50th Anniversary when we opened our doors to visitors with free refreshments, a bouncy castle and a speech from the mayor. There is now a plaque outside to commemorate this important milestone in our history. I'm sure with the right support we can look forward to another successful 50 years.

Lastly, a big thank you to all our users - people who attend our courses and special events, clubs that use our facilities, families and individuals who book rooms, and of course the Apple Tree Nursery who use the Centre 5 days/week. You all make the Centre the vibrant community facility it is today.

TREASURER'S FINANCIAL REPORT - CLAIRE JOHNSON

Year End 2024

Income

Altogether, total income was £118,885, 19% over the budget of £99,625.

Education courses gross income was £78,174, 26% above the budget of £58,000.

User Groups, single lettings and income from the nursery were all around budget levels, total £38,283, £158 above budget of £38,125 with User Groups just below at £11,866 (5% below budget) and single lets just above at £5,103 (2% above budget).

Special Educational events raised £4,192, against a budget of £1,500.

Expenditure

Running costs for 2024 totalled £123,364. This was over budget by £3,964.

Modernisation/reserves was over budget by £1,995 at £21,995. This was spent on the modernisation of the GB room, resurfacing the car park, the new noticeboard opposite the Plough and the unexpected need for a new boiler.

The Repairs and Maintenance budget of £8,100 was over budget by £1,400.

The staffing costs were over budget due to under-budgeting last year.

Operating costs, especially gas and electricity have seen unavoidable rises which were budgeted for. The water bill was over budget by £1,270.

Surplus/Deficit

We were budgeted to have a deficit of £19,775 but ended with a deficit of £4,479. We took £18,000 out of the reserves to cover cash flow problems during the summer.

Financial Stability and Reserves

Rottingdean Whiteway Centre is financially stable with a healthy surplus in reserves. We have reserves of £104,440 and an agreed policy that we should keep reserves at a level between 6 and 9 months (between £61,700 and £92,500).

A summary of the year-end Accounts can be found in Appendix 1.



ROOM LETTINGS REPORT - JO NEWMAN

There were 291 booking items this year:

- Commercial bookings – 23
- User Groups – 143
- Single Bookings – 103
- Nursery – 19
- RWC – 3 – for building works

Many of these are for multiple bookings:

Commercial	User Groups	Nursery	Single	Total sessions
78	458	294	103	933

- Board Games group started in February. Amy, Ewan and I went in January and there were about 30 people there. Lots of enthusiasm and a really nice welcoming, friendly group.
- Karate left in January and came back and left
- 'Drop in' Meditation started in March
- We had a large number of bookings from Pocket of Light theatre group who have performed their play in Brighton and are hoping to take it to London. I went to see it and it was very good
- Yoga finished in February – as she was offered a free space at the Lido
- Ballet sadly finished at the end of the summer term as the teacher retired. Attempts to find another dance teacher have not been successful so far.

Cancellations seemed to increase this year – with 23 Single bookings and 4 User Group bookings cancelled. The reasons varied from two people from one group both making a booking for the same event (a User Group thing) to non-payment and no communication in response to requests for payment (a single booking thing). Interestingly 2 of these were for people wanting to teach people how to set up a business.

There were also 13 bookings rejected. Some of these were because people booked twice or had too many people but most of them were because people booked for a date and time when the room was not available.

Regular Users now seem to be going strong.

Interesting bookings are Doggy First Aid, Cook Stars running cookery classes for children and a sound bath.

As ever the total monies will not match the treasurer's figures. Bookings made before the start of the year and paid for in 2023 will still show up on 2024 occupancy reports.

Single Lets
Total: £6,348

User Groups
15 Regular User Groups
Total: £11,967

Commercial & for Profit
4 Regular Users (2 now left) and 2 Occasional Users
Total: £3,288

Nursery
Total : £ 20,680.59

GRAND TOTAL: £ 42,283.59



EDUCATION REPORT - ANGELA HOOLE & CAROLINE ELLIS

Course organisation and enrolments

Following on from an active 2023, 2024 was a varied year in terms of course provision and student attendance.

There were more five-week courses in Group Singing, Pilates and a new Introduction to Bridge in the autumn term. There were also four taster sessions, which were well received but numbers were low.

	Spring	Summer	Autumn
2023 Courses	33	29	37
2024 Courses	34	31	41
2023 Attendance	304	238	383
2024 Attendance	372	291	408

In 2024 a total of 106 (99 in 2023) courses were run with 1,071 attendees (925 in 2023), most were face to face, but some were via Zoom. However, it should be noted that the increase in shorter courses does not necessarily translate to longer teaching hours

	Courses	Attendees
Art	23	293
Fitness and Wellbeing	21	203
History and Geography	8	111
Languages	36	252
Other (creative writing, music, current affairs, singing, astronomy, Bridge)	18	212
Total	106	1,071

The standard fee for a 10-week course was increased to £97 and the bursary scheme, to help those who might have difficulty paying course fees, is still available.

PUBLICITY AND SOCIAL MEDIA - WENDY SWIFT

I am delighted that we have been able to increase the amount of publicity we've undertaken over the last 12 months, not only to keep our current students informed about the courses and events we run, but also to reach a wider network in the community.

We promote our courses and Special Events in the Rottingdean Village News, The Deans Magazine and now also in the Seaford Scene and I'd like to say a big thank you to Roger, Sam and Fran who help us do this. In addition, we include details of the courses and Special Events in the Brighton & Hove Arts Council publications and, where appropriate, on the TV screens in the Rottingdean and Woodingdean libraries.

Our newsletters have been going out much more frequently this year - particularly as we had so much activity to promote. Over 19 newsletters have been sent and reach well over 1,000 people. This helps to keep those people who have signed up to the newsletters informed about events we are running or when courses launch.

Details of all our events and courses are included in our noticeboard, which is at the end of Whiteway Lane (opposite The Plough).



This year we also invested in a Rottingdean Whiteway Centre banner, which we used at our 50th birthday celebrations and also at the Village Fair. We also used these opportunities to publicise and celebrate our tutors and the User Groups who meet in the Centre.



Our 50th anniversary celebrations, where we hosted many of the community.



BUILDING REPORT - COLIN ALEXANDER

I joined the committee team in 2024, taking over from Stewart Hutchinson who was covering both the Bursar and Buildings Manager roles.

My task is to make sure the buildings are maintained and safe for all.

It has been another busy year. Between Colin and Stewart, the following were completed at the Centre:

- The flat roof above the corridor was resurfaced
- Radiators in the youth hall had new valves fitted
- A new vinyl floor was fitted in the GB room
- A new door mat was fitted at the front door
- Two new lights were fitted in the main hall
- Fire safety inspections were carried out
- A new hand dryer was fitted in the girls toilet in the youth hall
- The car park was resurfaced
- A new exterior light was fitted above the main hall emergency exit doors to the car park
- A new gas boiler was installed
- Lagged pipes in the boiler room to reduce the wasted heat in that area
- Taps replaced in youth room hall girls toilets as they were not sealing and so wasting water
- Faulty taps replaced and sink fixed in the main ladies toilet
- Portable appliances tested



BURSAR REPORT - STEWART HUTCHINSON

The Centre continues to operate effectively with the three part-time caretakers doing daily cleaning and setups.

- Any issues are dealt with promptly.
- External windows are cleaned and gutters cleared of leaves.
- Hand sanitiser continues to be provided throughout the building.
- The wearing of face masks is at the discretion of the individual.
- Some damaged chairs were repaired and others disposed of.
- New chairs were purchased.
- A new notice board was purchased and fitted at the end of Whiteway Lane.
- During the summer we had a volunteer gardener. After he left, our caretaker, Tom Welfare, agreed to take care of the garden area.
- A 'no dogs' sign was fitted near the front door.
- The edges of the raised flower bed and the low wall near the bin store were painted white, so as to reduce a trip hazard.
- A new tap was fitted to the Lincat boiler in the kitchen.
- A new flipchart stand was purchased to replace a defective unit.
- Profit from the supply of refreshments was £1,034.

WEBSITE ADMINISTRATION REPORT - VIRGINIA FUNG

In May 2024, I joined the committee team as the website administrator, succeeding Katie Storey.

During the reporting period, the website operated largely well, although we encountered some issues with the room booking system. Jo Newman and I are currently collaborating with Ian, our website developer, to resolve these issues. In addition, various enhancements were made to the website throughout the year.

The main page was updated with a banner featuring three photos that showcase the vibrant spirit of RWC. Moreover, more updates were published in the "News" section of the website. Over the course of the year, seventeen pieces of updates were published, including thirteen issues of the RWC Newsletter, ensuring that the community remains informed and engaged.

In addition, some functions of the Content Management System were improved to make it more user-friendly, including adding a search function to the course list page and the tutor list page, as well as the option to select different font sizes on the special events page.

Course information for the spring term was also published, providing the community with all the necessary details.

SPECIAL EVENTS - PETER HEWETSON-BROWN

I have been doing the Special Events for nearly four years now. The first talk I set up was on 20 November 2021 when Judie English spoke on Cave and Rock art around the World and there have been 36 since then, with others arranged until February 2026.

Numbers in the audience have varied but, apart from one on Microbial Resistance where there were just eight in the audience, the average number has been around 31.

In the summer of 2024, there was a very fruitful collaboration with Rottingdean Heritage on three talks; at a time when RWC do not put on these talks as many people are away. However, it meant we had a whole new constituency of students giving us quite high numbers in the audience.

The last eleven talks beginning on 6 April 2024 have brought in £3,496 for the Centre.

I have tried to arrange talks so they cover a wide range of interests. They normally include something on medicine, art, science, history, archaeology and local Sussex history, Brighton in particular. Talks every three weeks or so have kept the profile of the Whiteway Centre in the public eye while the ten-week courses are running.

I have been helped enormously by some of our regular tutors, in particular, Dr. Geoffry Mead, Dr David Rudling and Dr Judie English. The use of the head microphone and speakers has meant the audience is much better able to hear. The wine and nibbles in the interval during Friday evening talks have been popular.

The programme is always changing so, from time to time, please go to the RWC website – rwc.org.uk – and head for the Special Events tab to see what is available.

I also give my thanks to the caretakers, in particular, Richard Haynes, who does the setting up of the chairs and technical equipment. I also wish to give my special thanks to Lynn and Stewart Hutchinson who have faithfully come to every talk to help me run it when I am sure they would have preferred to spend their evening doing something else.

Why I became a Volunteer.

I was press ganged!! Not really, but as I was on the committee of a User Group, Rottingdean Bridge Club, we were all asked by our Chair if one of us would join the Management Committee of RWC and a volunteer was asked for. One of us had already served on the Committee and Chaired RWC and the others lived in deepest darkest Hove...I felt obliged to throw my hat into the ring.

So there I was at last year's AGM, firstly I was pleasantly surprised at how welcoming everyone was and secondly, before I knew it, I was sitting in a cafe with Lynn looking at a job description, nodding and mumbling about how useless I was with a computer. Maybe she didn't believe me, but she does now along with several other members of the Committee!

We needed someone to take on the role of Enrolment so I was given that task under the tutelage of Angela.

And it's been brilliant!!!

Slowly I have gained skills and confidence within one of the most supportive environments ever, the obstacles I have imagined have melted away. My recently retired husband and I like to travel, not a problem, a family bereavement, not a problem, many of us can cross cover each other's jobs so we can holiday or take time out if necessary, I am hoping that I too can take on some of this for colleagues.

As well as our lovely volunteers I have met and spoken to wonderful tutors and a myriad of students, helping them with any enrolment issues has and hopefully will continue to give me tremendous satisfaction.

Finally, having lived near Rottingdean for well over 30 years, I have flitted in and out, shopping, swimming, eating and drinking.....but now I feel part of the community and useful. If only I could bottle and sell it?

Lyndsay Winter



Appendix 1

Summary as of 31st December 2024

Spend	2020	2021	2022	2023	2024	
					Budget	Spend
Tutors Wages	£28,315	£24,287	£32,537	£38,453	£ 40,000.00	£40,243.03
Tutors Tax and NIC	£1,268	£4,239	£3,144	£3,832	£ 3,000.00	£3,556.44
Staff Wages	£14,564	£12,504	£17,383	£18,665	£ 18,500.00	£20,799.16
Staff Tax and NIC	£1,050	£2,468	£2,482	£2,531	£ 2,800.00	£2,363.00
Services	£1,710	£1,452	£840	£1,373	£ 1,700.00	£1,914.30
Travel	£0	£121	£36	£35	£ 100.00	£0.00
Expenses	£46,907	£45,071	£56,422	£64,889	£ 66,100.00	£68,875.93
Staffing Costs	£6,546	£3,390	£2,283	£8,434	£ 8,100.00	£9,525.78
Repairs & Maintenance	£0	£25,180	£7,639	£27,468	£ 20,000.00	£21,994.14
Modernisation/Reserves	£412	£560	£377	£611	£ 2,800.00	£1,861.28
Furnishings & Equipment	£34	£775	£526	£1,185	£ 1,000.00	£620.31
Inspections, Health & Safety	£374	£460	£0	£1,233	£ -	£8.95
Computer Hardware	£0	£2,339	£1,253	£1,350	£ 1,400.00	£1,438.06
Cleaning	£268	£158	£20	£0	£ 200.00	£0.00
Garden Centre	£7,634	£32,862	£12,098	£40,281	£ 33,500.00	£35,448.52
Upkeep	£1,512	£1,487	£2,130	£1,302	£ -	£1,685.23
Insurance	£79	£154	£409	£189	£ 1,800.00	£163.17
Business Rates	£1,049	£1,604	£731	£2,454	£ 200.00	£3,550.61
Electricity	£2,827	£4,029	£5,088	£5,823	£ 3,600.00	£5,618.92
Gas	£717	£617	£1,249	£1,907	£ 6,000.00	£2,671.40
Water	£633	£632	£663	£798	£ 1,400.00	£737.71
Phones	£0	£8,377	£849	£818	£ 700.00	£935.86
& Wifi	£6,817	£16,899	£11,120	£13,292	£ 2,800.00	£15,362.90
Web site	£1,740	£856	£644	£709	£ 16,500.00	£919.05
Operating	£22	£49	£86	£104	£ 750.00	£130.52
Costs			£98	£183	£ 100.00	£183.06
Printing and Advertising			£0	£0	£ 250.00	£117.07
Stationery & Postage	£0	£0	£531	£0	£ -	£0.00
Software (Zoom & Antivirus)	£0	£0	£1,227	£444	£ -	£364.03
50th Event	£128	£194	£81	£69	£ 500.00	£60.00
Costs	£106	£96	£1,268	£1,520	£ 100.00	£1,762.56
Refreshments	£0	£726	£0	£50	£ 1,400.00	£112.50
Professional Services	£208	£0	£50	£38	£ 100.00	£27.53
Bank Charges	£40	£0	£14	£3	£ 50.00	£0.00
Stripe/Sumup Fees	£50	£23			£ -	
Training						
Gifts						
Health & Safety						
Purchases						
Total Spend	£63,865	£97,146	£83,640	£121,581	£119,400	£123,363.67

Income	2020	2021	2022	2023	Budget	2024
Adult Education Courses	£35,145	£45,627	£56,622	£68,113	£ 58,000.00	£73,174.18
User Group Room Hire	£8,444	£11,618	£18,353	£13,813	£ 12,500.00	£11,866.00
Single Let Room Hire	£215	£3,675	£6,725	£5,218	£ 5,000.00	£5,102.50
Special Education Events	£0	£280	£2,094	£2,142	£ 1,500.00	£4,192.20
Non-Education Events	£0	£0	£0	£0	£ 500.00	£676.52
Apple Tree Nursery			£0	£20,625	£ 20,625.00	£21,314.00
Refreshments	£633	£72	£551	£573	£ 450.00	£1,034.98
Photocopy Fees	£0	£40	£0	£0	£ -	£0.00
Village Fair	£0	£0	£970	£436	£ 1,000.00	£1,174.26
Donations	£1,750	£0	£0	£13	£ -	£312.50
Other	£0	£0	£0	£179	£ -	£0.00
Interest	£0	£0	£22	£51	£ 50.00	£37.76
Covid-19 Grant & Payroll	£18,377	£28,032	£0	£0	£ -	£0.00
Total Income	£64,777	£89,713	£85,998	£111,163	£99,625	£118,884.90
Income less spend	£913	£-7,433	£2,359	£-10,417	£-19,775	£-4,478.77

Accounts Balance

	End 2020	End 2021	End 2022	End 2023	31 December 2024
CAF Current	67,233.29	27,581.85	29,940.77	19,523.40	33,034.63 *
Savings Accounts					
CAF Gold Account	**	32,221.26	32,344.44	32,951.5	15,471.33 *
COIF Short Duration Bond	31,538.17	30,078.60	25,298.41	7	28,182.05
COIF Investment (R)	43,142.84	46,752.08	46,217.42	27,132.8	54,837.30
COIF Deposit (C)	2,534.49	3,379.97	4,156.48	5,498.029	5,949.00
Total Savings	77,215.50	112,431.91	108,016.75	116,882.13	104,439.68
Grand Total	144,448.79	140,013.76	137,957.52	136,375.53	137,474.31

**Moved to current acct

*£18000 transferred from Gold acct



CHARITY COMMISSION
FOR ENGLAND AND WALES

**Independent examiner's
report on the accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of** Rottingdean Whiteway Centre

**On accounts for the year
ended** 31 December 2024

**Charity no
(if any)** 264853

Set out on pages

(remember to include the page numbers of additional sheets)

**Responsibilities and
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 12 / 2024.

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").

**Independent
examiner's statement**

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.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) 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: *Ewan Wilkie*

Date: 3 March 2025

Name: Ewan Wilkie

Relevant professional qualification(s) or body (if any): Chartered accountant, member of ICAEW

Address: 9 Rottingdean Place, Falmer Road

Rottingdean

BN2 7FS

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.

No matters to note in this section

ROTTINGDEAN WHITEWAY CENTRE

England & Wales - Charity number 264853

Accounts

ROTTINGDEAN WHITEWAY CENTRE

ANNUAL REPORT



AGM THURSDAY 21
MARCH 2024 AT 7.30PM
@WHITEWAY CENTRE

ROTTINGDEAN WHITEWAY CENTRE
CELEBRATING 50 YEARS IN THE COMMUNITY IN 2024

CHAIR'S REPORT - LYNN HUTCHINSON

As Rottingdean Whiteway Centre celebrates its 50th anniversary year, this AGM provides the opportunity to look back over the most recent of those years, 2023. As you will see within these reports, management committee members share what has been going on at the Centre in the last year.

As Chair it gives me the chance to thank all those who contributed to another successful year: the volunteers on the committee who give their time and effort to see that all aspects of the charity run smoothly; the caretakers who ensure the rooms are ready for classes, meetings, or hire; the volunteers who help with special events or provide technical expertise; the tutors who run interesting classes that attract many students. Equally, groups who support RWC with regular meetings, participants who attend classes or talks, or those who hire halls and rooms all deserve thanks, everyone plays a part in keeping the Centre running for its intended purposes.

Rottingdean Whiteway Centre constitution tasks the management committee with ensuring the Centre is a place for residents to meet, attend classes and events, or to pursue their interests. You will see how this has been achieved successfully in the reports from individual committee members. I would like, however, to highlight a few things: -

- After losing the preschool during 2022 we have been lucky enough to secure a regular nursery that operates in the youth hall all day, Monday to Friday. The longer hours have brought some challenges and changes to previous usage of the room, but the income from the nursery, when added to individual and regular room hire, has increased total room hire takings by over 150%.
- In keeping with RWC's commitment to the community, a fully automatic defibrillator for both children and adults was installed in the kitchen in early 2023. All users of the Centre were invited to watch YouTube videos in the Main Hall, showing demonstrations of how it operates.
- In the same spirit, the village fair was moved into the Centre (as well as the Church and village hall) when bad weather prevented the event from being held on the Green.
- Regular visitors to the building will have noticed a few changes over 2023: Fire doors upgraded to comply with the current fire risk assessment, automatic lights along the corridor, the kitchen hatch and bifold doors into the GB room replaced with insulated stud walls which should help with the perennial noise issues in that room. These upgrades have been well received by visitors to the Centre.

No report would be complete with a mention of changes to the Management Committee. Volunteers have, since 1974, been essential to RWC. Ensuring all the various aspects of the Centre run smoothly with volunteers in place to support them can be a challenge. We have been lucky enough to have some management committee members onboard for a few years, even so, there have been changes in the last year.

Amy Barker covered the website and social media from 2022, and Jackie Greer who joined as building manager in early 2023, found they were unable to balance work commitments with volunteering and retired from the committee. I would like to thank them both for their excellent work whilst they were with us.

Peter Hewetson-Brown who retired at the last AGM kindly came back to cover when his replacement Dean Burke was unable to take up the role.

Two new volunteers joined the management committee in 2023. Katie Storey has taken on the website and social media postings. Wendy Swift, publicity. Having a volunteer to concentrate on publicity has helped create a consistent and regular message that is spread through posters, social media, and emailed newsletters. Both Wendy and Katie work well together to get the message across and we are lucky that they have joined us.

The sections that you see within these reports cover most volunteer roles. You will hear tonight from some of those volunteers, but that does not cover everything the volunteers on the management committee do. Roles such as a volunteer dealing with enrolment enquiries, or ensuring that the tutors get paid, or our secretary, Mike, who prepares the minutes of our regular meetings, keeps agenda items up to date, as well as organising the AGMs. As I've said previously, all roles are important, and without everyone doing their bit the Centre wouldn't be as successful.

I'll now ask our treasurer, Claire, to present for adoption the annual accounts to 31/12/23 and to share her report.

TREASURER'S FINANCIAL REPORT - CLAIRE JOHNSON

Year End 2023

Expenditure

Running costs for 2023 totalled £121,580. This was over budget by £2,230. In particular, the Repairs and Maintenance budget of £4,000 was over budget by £4,850, mainly due to an unexpected problem with the flat roof, which cost £4,140.

The lack of a building manager in 2022 meant that there was work put on hold until 2023 and the underspending on repairs in 2022 was spent last year.

The budgeted modernisation of £25,000 to upgrade the fire doors, emergency lighting and subsequent decoration cost £24,243, the upgrade of the heating system in the main hall costing another £2,130. The addition of the defibrillator at £1,095, which was agreed by the trustees in 2022 but didn't quite make the 2022 accounts, left us overspent by £2,468.

Operating costs

Operating costs, especially gas, electricity and water have seen unavoidable rises which were budgeted for.

Income

Altogether, total income was £111,163, 12% over the budget of £99,450.

Education course income surpassed pre-covid levels. Gross income was £68,113, 24% above the budget of £55,000.

Usergroup income was £13,813, just below the budget of £15,000. The budget hadn't considered the loss of the Youth Hall in the daytime by the Appletree Nursery, which is coded separately and had a income of £20,650.

Single let room hire was £5,218, 13% below the budget of £6,000.

Special Educational events raised £2,142, 43% above the budget of £1,500.

Surplus/Deficit

Due to the modernisation, we were budgeted to have a deficit of £19,000 which would come out of reserves but ended the year with a deficit of only £10,417.

Financial Stability and Reserves

Rottingdean Whiteway Centre is financially stable with a healthy surplus in reserves. We have reserves of £ 116,872 and an agreed policy that we should keep reserves at a level of approximately 9 months at £87,500.

A summary of the Accounts can be found in Appendix 1.



RWC
FOR THE COMMUNITY

ROOM LETTINGS REPORT - JO NEWMAN

Single lets were quite busy in 2023.

We were unable to use the Centre for two of the holiday periods due to essential works. Unfortunately, this included the summer holidays so we missed out on Artpod doing a fabulous installation and a Children in Care Holiday Club. We also had to cancel two regular bookings over the summer and we need to think about how we plan this sort of work.

We hired out the whole Centre for the making of an independent film, in which certain local people had roles. The Main Hall was used over the Christmas Holidays for a holiday drama group. This was a commercial enterprise. We gained the vets for 10 bookings to educate people about their pet care. These were very popular. There was one Inspirational Breathing session and a seaweed Identification course. We have also had a good number of bookings for a performing group, who are preparing a play for the Brighton Fringe Festival in 2025.

Mick Bensley's Memorial was held at the Centre – there was no charge for the room hire. We also offered a freebie to someone conducting research interviews on behalf of Rise.

We had one booking for vaccines from the NHS – they were offered very good rates for a series of bookings from which only one materialised and the same for Greene King for their training for the re-furbished White Horse. Great rates for a series of bookings and they ended up using the Round Room once.

We did manage to squeeze a couple of parties in during the week in the holidays when the Centre was available

We lost the Karate and Yoga from the Youth Hall as they both had a better offer: one got a room for free and one got a room in a building with showers.

We also lost long-term users: Camera Club and Cottage Bridge due to lack of members.

Cancellations and non-bookings

1 Commercial – meditation – ran two classes and didn't pay or reply about the rest

Sound Bath

1 party – booked for a year later

5 parties – just didn't pay or reply

1 party because of family differences!

A church group well-known to the Centre did have one meeting but they have booked a few which have not happened.

Not paid and not cancelled.

Single Lets

53 completed bookings

7 AGMs, a Church concert, making a film - 5 meetings, a vaccine session, a seaweed identification course, 2 wakes/memorials, 2 training days and 33 parties

Total income: £5,426

User Groups

16 Regular User Groups

Total income: £10,350.80

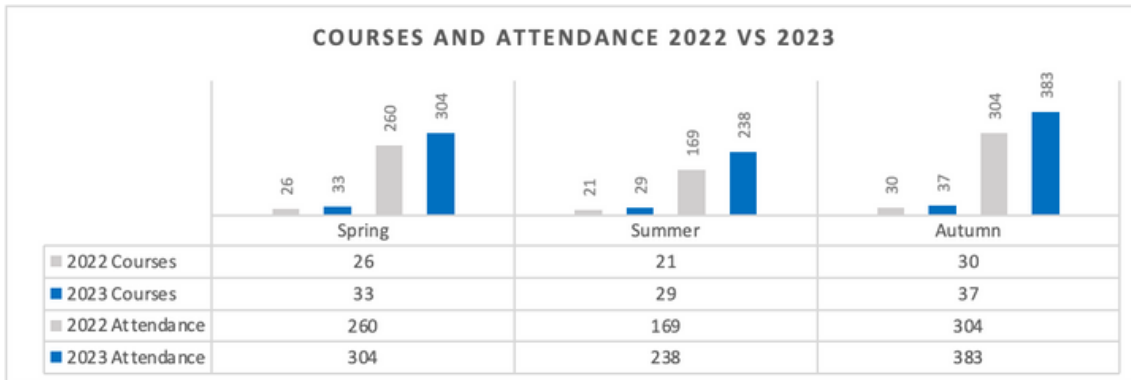
Commercial & for Profit

7 Regular Users and 2 single lets

Nursery for 9 months

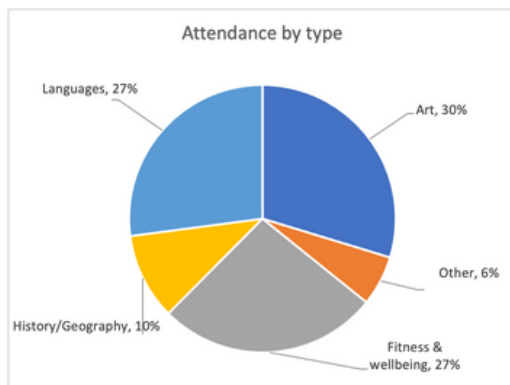
Total income: £2,6254.36

Course organisation and enrolments



Following on from a more stable 2022, 2023 was a more active year in terms of course provision and student attendance. There were more five-week courses and we also set up 'taster sessions' for singing and meditation (12 with 87 attendees) which lead to new courses being run. To meet demand, we arranged some single sessions of our existing courses (7 with 59 attendees).

In 2023 a total of 95 (77 in 2022) courses were run with 925 attendees (773 in 2022), most were face to face, but some were via Zoom.



Other includes creative writing, music and current affairs

In terms of student engagement, in 2023 we provided courses/taster/sessions for 429 individuals and approximately 60% attended two or more courses during the year.

The standard fee for a 10-week course was increased to £90 and the bursary scheme, to help those who might have difficulty paying course fees, is still available.

Publicity

Courses and Special Events were promoted via the Rottingdean Village News and The Deans Magazine and more latterly Seaford Scene. In addition, we include details of the courses and Special Events in the Brighton & Hove Arts Council publications and, where appropriate, on the TV screens in the Rottingdean and Woodingdean libraries.

We also continued our monthly newsletter, increased our social media posting and have increased the posters and signage at the Centre.



New Noticeboard

BUILDING REPORT - STEWART HUTCHINSON

2023 was a busy year.

For part of the year we did not have a volunteer building manager, and I agreed to look after any maintenance schedules/issues that arose.

Throughout the year the following was done:

- New fire doors were fitted throughout the building in compliance with our fire risk assessment.
- Two new soundproof stud walls were built in the GB room, replacing the old bi-fold doors. This along with new lighting should ensure better conditions for those using the room.
- The doors and corridor were painted.
- New motors and filters were fitted to the large fan blowers in the main hall.
- The fire alarm, fire extinguishers and heating boiler have been tested and serviced. New emergency lights were fitted.
- New sensor lighting was fitted in the corridor and toilets.
- Portable appliances have been inspected.
- A length of the corridor roof has been repaired, following an area of water pooling.



BURSAR REPORT - STEWART HUTCHINSON

The Centre continues to operate efficiently, with the three part time caretakers doing daily cleaning and setting up. Any issues are dealt with promptly.

- Our senior caretaker, Terry Woodley, retired after many years loyal service, and we have employed a new caretaker, Tom Welfare, who has settled into the role.
- External windows are cleaned and leaves cleared from the gutters.
- Hand sanitiser continues to be supplied throughout the building.
- The wearing of face masks continues at the discretion of the individual.
- The Camera Club disbanded after many years at the Whiteway Centre, and generously donated digital projectors and other equipment to the Centre.
- A new fridge was purchased for the youth hall. A new printer and vacuum cleaner were purchased replacing defective items.
- Damaged chairs were repaired.
- The fire drill was satisfactory, including full support from Appletree Nursery.

A profit of £573 was made from the supply of refreshments.

WEBSITE ADMINISTRATION REPORT - AMY BARKER

The Rottingdean Whiteway Centre website continues to operate well as both a source of information and a booking system for centre users.

A few small adjustments were made throughout the year in order to improve usability for website visitors with the help of Ian at Design Web, our website developer. Ian provides excellent maintenance and support for the website and has quickly addressed several small bugs and glitches in the past year, with his help the website functions smoothly.

Additionally, this year RWC welcomed Katie Storey as our new Website Administrator. Katie has a great deal of knowledge and experience in this area and is a great addition to the management committee.

A brief website training session was provided for RWC trustees who wanted to learn more about the website's basic functionality. The session was successful in providing a broad overview of the website, but also proved useful in identifying further areas for improvement in the year to come.

A Personal View from a Representative Member of the Management Committee

I had been a regular user of the Whiteway Centre for many years when three years ago I joined the Centre's Management Committee as a representative member from a user group, in my case the Round Room Ramblers. I had always appreciated the welcoming atmosphere and cleanliness of the Centre, the well-maintained building and facilities, the efficient organisation of room bookings, and the quick response to any any technical or other problems. Once on the Management Committee I was able to appreciate how all this and so much more is achieved.

The Management Committee consists of up to 16 unpaid volunteers and it is responsible for all aspects of the management of the Centre. Although not a requirement, most of the members of the Management Committee take on a specific responsibility, for example as Chair, Course Organiser or Lettings Officer. I took on responsibility for Health and Safety. The ten Management Committee meetings a year are always serious but good-humoured.

I have not found membership of the Management Committee to be onerous or time-consuming – working with other community-minded people of differing backgrounds for the benefit of the community has been enjoyable, interesting and rewarding. Volunteers are vital to the running of the charity and I would urge anyone who might be interested to contact our excellent Chair, Lynn Hutchinson.

Andy Wilson

SPECIAL EVENTS - PETER HEWETSON-BROWN

It's been a good year for Special events. Between 1 April 2023 and 2 March 2024 there have been eight events.

Unfortunately, four others had to be cancelled through illness or lack of numbers. Average attendance was 34. They have covered subjects of general, scientific, local and artistic interest and we have been fortunate to have the support of presenters who have served the Whiteway so well for many years, particularly Dr Geoff Mead and Dr Judie English.

It has also been very good to welcome presenters who have not been to the Whiteway before.

There was one event – a talk on Burne-Jones on 24th February partnered with Rottingdean Heritage - where the number who attended was 50. Only a week before, the number of tickets sold was just seven and the talk was perilously close to being cancelled. In the event, thirty tickets were sold online and a further twenty on the door. So, to avoid disappointment, it is always as well to book ahead online. This also helps the caretakers know what furniture to put out. Another two talks partnered with Rottingdean Heritage are planned for the summer.

The financial contribution of the Special Events to RWC during that period was £2,588.



APPENDIX 1

Summary as of 31st December 2023

Spend	2019	2020	2021	2022	2023		
					Budget	Spend	
Tutors Wages	£30,034	£28,315	£24,287	£32,537	£	42,000.00	£38,453.14
Tutors Tax and NIC	£4,767	£1,268	£4,239	£3,144	£	3,700.00	£3,831.76
Staff Wages	£14,419	£14,564	£12,504	£17,383	£	18,000.00	£18,664.65
Staff Tax and NIC	£4,754	£1,050	£2,468	£2,482	£	2,500.00	£2,531.40
Payroll Services	£1,296	£1,710	£1,452	£840	£	1,700.00	£1,372.80
Travel Expenses	£190	£0	£121	£36	£	100.00	£35.00
Staffing Costs	£55,460	£46,907	£45,071	£56,422	£	68,000.00	£64,888.75
Repairs & Maintenance	£4,730	£6,546	£3,390	£2,283	£	4,000.00	£8,851.65
Modernisation/ Reserves	£0	£0	£25,180	£7,639	£	25,000.00	£27,467.55
Furnishings & Equipment	£1,201	£412	£560	£377	£	800.00	£610.85
Inspections, Health & Safety	£1,025	£34	£775	£526	£	1,000.00	£767.31
Computer Hardware	£0	£374	£460	£0	£	-	£1,232.93
Cleaning	£1,494	£0	£2,339	£1,253	£	1,600.00	£1,350.24
Garden	£158	£268	£158	£20	£	250.00	£0.00
Centre Upkeep	£8,608	£7,634	£32,862	£12,098	£	32,650.00	£40,280.53
Insurance	£1,552	£1,512	£1,487	£2,130	£	2,400.00	£1,301.52
Business Rates	£784	£79	£154	£409	£	600.00	£189.40
Electricity	£1,087	£1,049	£1,604	£731	£	3,600.00	£2,454.12
Gas	£2,643	£2,827	£4,029	£5,088	£	5,600.00	£5,823.27
Water	£1,057	£717	£617	£1,249	£	1,000.00	£1,907.18
Phones & Wifi	£667	£633	£632	£663	£	700.00	£797.89
Website	£0	£0	£8,377	£849	£	800.00	£818.24
Operating Costs	£7,790	£6,817	£16,899	£11,120	£	14,700.00	£13,291.62
Printing and Advertising	£1,825	£1,740	£856	£644	£	1,000.00	£708.69
Stationery & Postage	£26	£22	£49	£86	£	100.00	£103.72
Software (Zoom & Antivirus)	£0	£0	£0	£98	£	500.00	£183.48
Event Costs	£0	£0	£0	£0	£	-	£0.00
Refreshments	£0	£0	£0	£531	£	-	£0.00
Professional Services	£125	£128	£194	£1,227	£	200.00	£444.26
Bank Charges	£128	£106	£96	£81	£	100.00	£69.17
Stripe/Sumup Fees	£0	£0	£726	£1,268	£	1,500.00	£1,519.80
Training	£0	£208	£0	£0	£	500.00	£50.00
Gifts	£0	£40	£0	£50	£	50.00	£37.55
Health & Safety Purchases	£0	£50	£23	£14	£	50.00	£2.95
Service Costs	£2,104	£2,507	£2,314	£4,000	£	4,000.00	£3,119.62
Total Spend	£73,961	£63,865	£97,146	£83,640	£	£119,350	£121,580.52
Income	2019	2020	2021	2022	Budget	2023	
Adult Education Courses	£66,397	£35,145	£45,627	£56,622	£	55,000.00	£68,112.94
User Group Room Hire	£19,134	£8,444	£11,618	£18,353	£	15,000.00	£13,813.38
Single Let Room Hire	£4,998	£215	£3,675	£6,725	£	6,000.00	£5,218.31
Special Education Events	£836	£0	£280	£2,094	£	1,500.00	£2,142.00
Non-Education Events	£405	£0	£0	£0	£	100.00	£0.00
Apple Tree Nursery	£0	£0	£0	£0	£	20,500.00	£20,625.00
Refreshments	£1,246	£633	£72	£551	£	300.00	£572.73
Photocopy Fees	£0	£0	£40	£0	£	-	£0.00
Village Fair	£878	£0	£0	£970	£	1,000.00	£435.78
Donations	£0	£1,750	£0	£0	£	-	£13.00
Other	£0	£0	£0	£0	£	-	£178.81
Interest	£0	£0	£0	£22	£	50.00	£51.20
Covid 19 Grant & Payroll	£0	£18,377	£28,032	£0	£	-	£0.00
Total Income	£94,553	£64,777	£89,713	£85,998	£	£99,450	£111,163.15
Income less spend	£19,934	£913	-£7,433	£2,359	£	-£19,900	-£10,417.37

Accounts Balance

	End 2019	End 2020	End 2021	End 2022	31-December-23
CAF Current	34,060.09	67,233.29	27,581.85	29,940.77	19,523.40
Savings Accounts					
CAF Gold Account	* 32,067.97	**	32,221.26	32,344.44	32,951.57
COIF Short Duration Bond	30,442.38	31,538.17	30,078.60	25,298.41	27,132.85
COIF Investment (R)	39,208.50	43,142.84	46,752.08	46,217.42	51,787.42
COIF Deposit (C)	1,545.18	2,534.49	3,379.97	4,156.48	5,000.69
Total Savings	103,264.03	77,215.50	112,431.91	108,016.75	116,872.53
Grand Total	137,324.12	144,448.79	140,013.76	137,957.52	136,395.93

*Virgin **Moved to current acct



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Rottingdean Whiteway Centre

**On accounts for the year
ended**

31 December 2023	Charity no (if any)	264853
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Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 12 / 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 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 (~~other than that disclosed below*~~) 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: 21/03/2024
--	-------------------------

Name:

Ewan Wilkie

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

Chartered accountant, member of ICAEW

Address:

9 Rottingdean Place, Falmer Road

Rottingdean

BN2 7FS

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.

No matters to note in this section

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to provide details of items for disclosure, as indicated by the text on the left.

ROTTINGDEAN WHITEWAY CENTRE

England & Wales - Charity number 264853

Accounts

Reports for Rottingdean Whiteway Centre AGM 23rd March 2023

CHAIR'S REPORT – LYNN HUTCHINSON

Since the opening ceremony on 20th April 1974 Rottingdean Whiteway Centre has been serving the local community. As early as December 1969 volunteers organised fundraising and obtained grants to build the Centre on land donated by the Church. It is this charitable spirit that continues today and nearly 50 years from opening RWC is still run by a management committee of volunteers. As in the early days, a programme of adult educational and leisure courses is offered throughout the year, events are organised, halls and rooms hired for parties, receptions, meetings of local groups, clubs and societies and other social events.

Tonight's AGM is an opportunity to reflect on the year to 31st December 2022. During the year we finally emerged from the restrictions placed by the COVID pandemic. January started with the compulsory face coverings of Plan B, but by 27th January 2022 Plan A lifted that requirement, and on 24th February the Government lifted Plan A restrictions completely. In keeping with the tradition of 'Hope for the best, prepare for the worst' we still have a COVID 19 section on our website, and maintain sanitiser stations and signage throughout the building. Perhaps 2023 will see us dispense with these entirely.

A less welcome change in 2022 was the loss of the Pre-School. Starting as an under-fives play group, later renamed Whiteway Pre-School, the group had been renting the youth hall during weekdays since 1979.

Tonight, we can also consider all of those involved with RWC. Special thanks go to our hardworking caretakers who keep the Centre running on a day-to-day basis. Also thank you to the tutors who teach, and participants who attend, whether on courses or one-off events. Local groups who meet at RWC deserve thanks; some clubs have been affiliated since the 1970s.

A mention is needed of the volunteers on the management committee, as each have a role to play in running RWC. All are equally important, and without the dedication of every member of the management committee we would not be able to run. You will hear from some of the volunteers tonight, but thanks go to everyone involved for their time and commitment.

As with any longstanding organisation members come and go. We are lucky to have our newest volunteers here tonight. We still have a few roles to be filled and if anyone is considering volunteering or knows of someone who may be interested, please get in touch with me.

During 2022 a few of our volunteers decided to finish. Some, like Joy Rogers, had been involved for several years. Others such as Mike Pocock, and Andrew Carson, were not able to stay long, we do, however, thank them for volunteering.

At the end of 2022 Stephanie Sheppard resigned as she was moving away from the village with her family. As secretary and deputy chair, she played an essential role in the smooth running of RWC. As she was involved in several key roles within Rottingdean her absence is felt throughout the village. Mike Gregory has kindly returned to the management committee and taken on the secretary role.

I'd like to say a special thanks to Peter Hewetson-Brown who is finishing tonight. Peter has been involved at RWC since early 2015. First as Secretary, then Chair, and more recently organising Special Events. He has been more than those roles imply, he has been our legal eagle, and a source of information of lots of subjects. We will miss him on the committee, although he will still be around on various courses and intends to update the Matt cartoons found in the toilets. Peter will give his report on the events that he organised in 2022 later.

Along with Peter, some other committee members will share their reports with you, and outline how aspects of their roles have helped make 2022 a successful year. First up is number 6 on our Agenda, to receive and adopt our annual accounts for the year ending 31st December 2022. I'll ask our Treasurer, Claire, to present these to you, and at the same time she will share her report.

TREASURER'S FINANCIAL REPORT - CLAIRE JOHNSON

Expenditure

Running costs for 2022 totalled £83,639.57. This figure was under budget by £18,040.43.

In particular, the Repairs and Maintenance budget of £5,000 was under budget at £2,283.07, the Modernisation and Reserves spending budget of £14,000 was under budget at £7,638.66 and the Inspections, Health & Safety budget of £5,100 was under budget at £526.14.

Not having a buildings manager last year meant that non-essential maintenance and improvements were put on hold.

Trustees approved a couple of projects including upgrading the fire alarm system, reconfiguration of the heating in the youth hall and replacement of defective areas of the vinyl flooring in the GB Room and storage areas.

Income

Total income was optimistically budgeted to be back in line with 2019 and, although the income was better than the Covid months, we did not reach pre-pandemic levels.

Education course income was £56,621 against a budget of £67,000 but nearly £11,000 above 2021 figures.

User Group income was slightly below budget. This was due to the Whiteway Pre-School closing suddenly in March 2022.

Single let room hire income was above budget at £6,724 and higher than in pre-Covid years.

Special Education Events income was double the budget at £2,093.

Surplus

We were budgeted to have a deficit of £6,280 but ended 2022 with a surplus of £2,358.92.

Financial Stability and Reserves

RWC is financially stable with a healthy surplus in reserves. We have reserves of £108,016 and an agreed policy that we should keep reserves at a level of approximately 9 months expenditure of £65,000.

LETTINGS REPORT – JO NEWMAN

In September 2022 the New Nursery finally opened.

The Centre continued to be used by our regular users: Wine Club, Saturday Quilters, 3 Bridge Groups, Camera Club, U3A, Art Club, Table Tennis, the Parish Council and the Round Room Ramblers. We have 3 regular commercial users running classes in Ballet, Fitness Training and Yoga.

We sadly lost a cancer support group who lost their space and times when the new nursery opened for longer hours. Other spaces and times were offered but they have gone elsewhere but took time to let us know how much they had enjoyed using the Centre and to thank us. We now have a new Men's Group meeting fortnightly.

A sample of the single lets show us that we had a Holiday Art Club for children, a massive project from Art Pod which looked fabulous, Mindfulness, a Pre-Loved Clothing sale, a Vaccination Clinic, many Church meetings and AGMs, a Book Group, training for Saltdean Lido volunteers, someone using the Round Room for music practice because they couldn't do it at home, rehearsals, and we were the Green Room for the filming of "Grace" in St Margaret's Church.

This is the first year that the report has been generated by the website. Some people have found room booking on the website much easier – it certainly works for single lets as people can now pay by card. For some of the regular User Groups it is less user friendly and many have found it very complicated. We are currently undertaking a review of the booking process on the website and hope to improve the user experience.

For this reason, the report is very different and so difficult to compare to previous years.

Parties and non-profit

46 Bookings – Approximately £3,410

Commercial & for profit

25 Bookings - £3,471

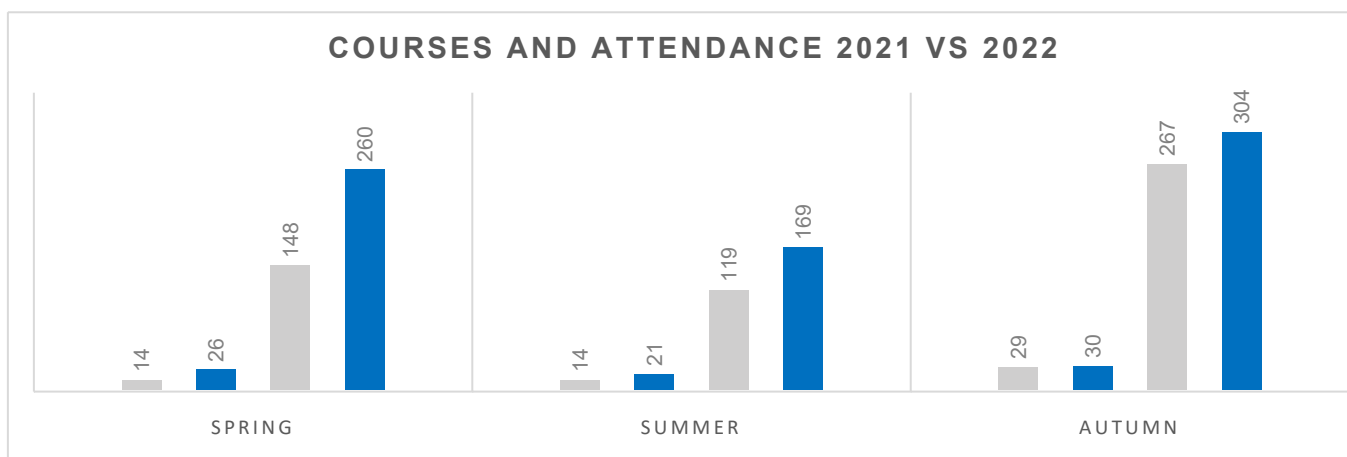
User Group

89 Bookings- £6,710

N.B. This includes multiple bookings so one booking for 6 sessions is recorded as one booking.

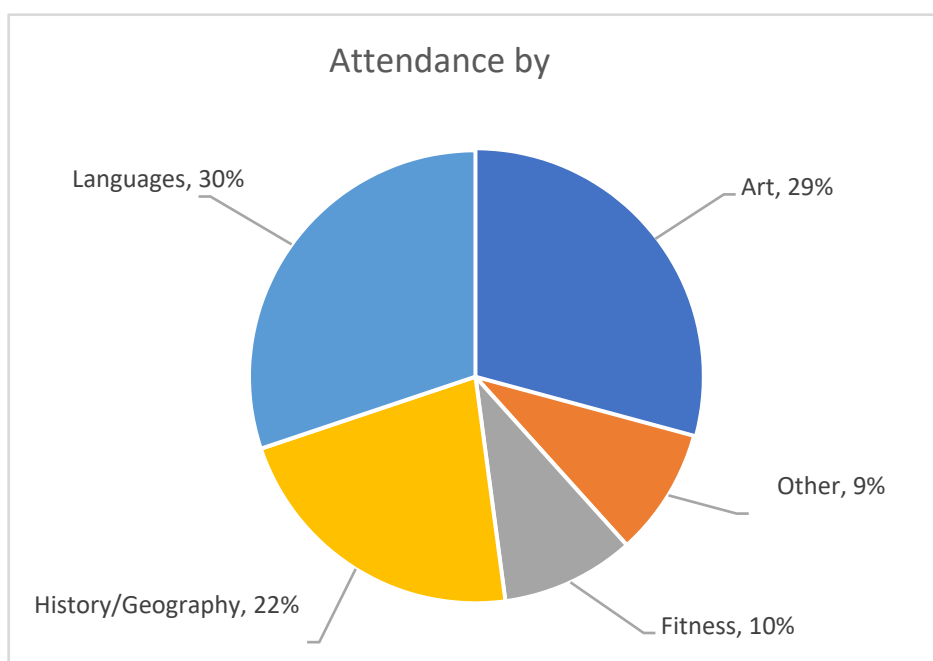
EDUCATION REPORT – ANGELA HOOLE

Course organisation and enrolments



After the challenging conditions of 2021, 2022 was a much more stable year in terms of course provision and student attendance.

In 2022 a total of 77 (57 in 2021) Courses were run with 733 attendees (534 in 2021), most were face to face, but some were via Zoom.



In terms of student engagement, in 2022 we provided courses for nearly 400 individuals and approximately half attended two or more courses during the year.

The standard fee for a 10-week course was increased to £87 and the bursary scheme, to help those who might have difficulty paying course fees, is still available.

Courses were promoted via the Rottingdean Village News, The Deans Magazine, Peacehaven Directory and Seaford Scene. We launched a monthly newsletter, increased our social media postings and have increased the posters and signage at the Centre.

SPECIAL EVENTS REPORT – PETER HEWETSON-BROWN

The programme of Special Events has been successfully restored after the gap caused by COVID. It restarted in November 2021 and since the last AGM on 31 March 2022 there have been ten events, the most recent on 25th February, with over thirty attendees. Three others have unfortunately had to be cancelled because of the illness of the presenters. The subjects of the talks have covered a wide range consistent, I believe, with the charitable aims in our constitution which are for “meetings lectures and classes and for other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the [village] inhabitants” and which follow on from the excellent series of talks established by Veronica Carter and Mike Gregory during their time on the committee. I have tried to include one talk each year on a medical theme with others covering science, archaeology, history and subjects of general interest so as to complement the more arts and languages leaning in the main ten week term course programme. Financially, every talk has brought some income to the Centre.

I have enjoyed doing this Special Events role enormously but I am retiring from it now. I am handing it over to Dean Hescott-Burke who I know has many good ideas which will bring some valuable fresh thinking to the programme. Publicity for them has always been awkward because of the lead in period to the Rottingdean Village News which is published only on alternate months. Accordingly, I hope everyone will keep looking at the web site from time to time to see what new talks have been arranged.

BUILDING REPORT – STEWART HUTCHINSON

For most of 2022 we did not have a volunteer building manager. I agreed to look after any maintenance schedules/issues that arose.

The fire alarm was assessed as not being fit for purpose and a new fire alarm system has been installed. It has been tested and serviced.

In order to overcome problems with poor radiator performance, new pipework was fitted to the radiators in the main hall and youth hall. This has improved the efficiency of the radiators.

Floor tiles containing asbestos, in the store room and youth hall kitchen cupboards, were covered with sheet vinyl floor covering. Asbestos warning signs were left in situ.

The heating boiler has been tested and serviced.

Portable appliances have been inspected and tested.

The ridge along the full length of the roof from the Round Room to the youth hall was damaged during the storms. This has been repaired.

BURSAR REPORT – STEWART HUTCHINSON

The Centre continues to operate efficiently, with the three part-time caretakers doing daily cleaning and setting up. Any issues are dealt with promptly.

We have employed a window cleaner who does the external cleaning twice a year.

Leaves from the gutters are cleared regularly by the caretaker.

As a result of Covid, hand sanitiser continues to be supplied throughout the building. The wearing of face masks is at the discretion of the individual.

A profit of £552 was made from the supply of refreshments.

WEBSITE ADMINISTRATION REPORT – Amy Barker

The new website was launched in August 2021 and continues to be used successfully by users to book on to courses, special events and to hire rooms. As we continue to use the website, small issues with the day-to-day functionality and user-experience have become apparent. Ian, our website developer, has assisted with making some useful tweaks in order to get things running even more smoothly.

There have been both front-end and back-end changes, so that the website is easier to use for students, users and the management committee. For example, making price information more readily accessible on the Special Events page, or giving us more functionality when seeing data relating to the site's user base.

We have also had some bugs rear their heads but with Ian's help we've been able to squash them. We're keeping a keen eye out for future problems, but we've been through 5 terms worth of bookings, more than a full annual cycle, so hopefully we've encountered the worst of it!

The website has also proved its worth when it comes to marketing online by giving potential students an easy, clickable link to our booking system. This has sped up the process for all users as well as allowing us to market to a wider audience.

We are currently undertaking a full website review and we are confident this will further improve the experience for all concerned. We are grateful to users of the Centre for adapting to this new way of booking and, of course, welcome any suggestions for ways to improve the site. Thank you to the rest of the management committee for their website feedback. Special thanks also to Lynn, Angela and our erstwhile secretary Stephanie for their support, patience and guidance with website administration over the past year.

Summary as of 31st December 2022

Spend	2018	2019	2020	2021	2022	
					Budget	Spend
Tutors Wages	£30,809	£30,034	£28,315	£24,287	£32,000	£32,537.00
Tutors Tax and NIC	£2,075	£4,767	£1,268	£4,239	£4,250	£3,143.96
Staff Wages	£14,680	£14,419	£14,564	£12,504	£17,000	£17,383.39
Staff Tax and NIC	£4,064	£4,754	£1,050	£2,468	£3,000	£2,481.60
Payroll Services	£1,296	£1,296	£1,710	£1,452	£1,500	£840.30
Travel Expenses	£67	£190	£0	£121	£190	£35.60
Staffing Costs	£52,991	£55,460	£46,907	£45,071	£57,940	£56,422
Repairs & Maintenance	£5,040	£4,730	£6,546	£3,390	£5,000	£2,283.07
Modernisation/ Reserves	£9,320	£0	£0	£25,180	£14,000	£7,638.66
Furnishings & Equipment	£7,835	£1,201	£412	£560	£1,200	£376.87
Inspections, Health & Safety	£213	£1,025	£34	£775	£5,100	£526.14
Computers	£0	£0	£374	£460	£0	£0.00
Cleaning	£1,459	£1,494	£0	£2,339	£1,500	£1,253.15
Garden	£0	£158	£268	£158	£300	£20.00
Centre Upkeep	£23,867	£8,608	£7,634	£32,862	£27,100	£12,098
Insurance	£1,482	£1,552	£1,512	£1,487	£1,630	£2,129.63
Business Rates	£752	£784	£79	£154	£800	£409.36
Electricity	£902	£1,087	£1,049	£1,604	£1,600	£731.18
Gas	£3,312	£2,643	£2,827	£4,029	£5,600	£5,087.71
Water	£922	£1,057	£717	£617	£1,110	£1,249.05
Phones & Wifi	£796	£667	£633	£632	£900	£663.37
Website	£0	£0	£0	£8,377	£800	£849.46
Operating Costs	£8,166	£7,790	£6,817	£16,899	£12,440	£11,120
Printing and Advertising	£1,724	£1,825	£1,740	£856	£1,000	£644.30
Stationery & Postage	£243	£26	£22	£49	£50	£86.36
Zoom & Antivirus					£500	£98.16
Event Costs	£336	£0	£0	£20	£50	£0.00
Refreshments	£629	£659	£213	£349	£700	£530.75
Professional Services	£52	£125	£128	£194	£200	£1,227.24
Bank Charges	£325	£128	£106	£96	£100	£81.00
STRIPE Fees	£0	£0	£0	£726	£1,500	£1,268.49
Training	£0	£0	£208	£0	£0	£0.00
Gifts	£0	£0	£40	£0	£0	£50.00
Health & Safety Purchases	£0	£0	£50	£23	£100	£13.77
Service Costs	£3,310	£2,762	£2,507	£2,314	£4,200	£4,000
Total Spend	£88,334	£74,619	£63,865	£97,146	£101,680	£83,639.57

Income	2018	2019	2020	2021	Budget	Income
Adult Education Courses	£70,053	£66,397	£35,145	£45,627	£67,000	£56,621.58
User Group Room Hire	£19,538	£19,134	£8,444	£11,618	£20,000	£18,352.65
Single Let Room Hire	£4,359	£4,998	£215	£3,675	£5,000	£6,724.75
Special Education Events	£2,569	£836	£0	£300	£1,000	£2,093.80
Non-Education Events	£12	£405	£0	£0	£400	£0.00
Refreshments	£1,493	£1,905	£846	£421	£1,000	£1,082.30
Photocopy Fees	£109	£0	£0	£40	£0	£0.00
Village Fair	£339	£878	£0	£0	£1,000	£969.93
Donations	£1,000	£0	£1,750	£0	£0	£131.00
Interest	£0	£0	£0	£0	£0	£22.48
Covid 19 Grant & Payroll	£0	£0	£18,377	£28,032	£0	£0.00
Total Income	£99,473	£94,553	£64,777	£89,713	£95,400	£85,998.49
Income less spend	£11,139	£19,934	£913	-£7,433	-£6,280	2,358.92

Accounts Balance

	End 2021	31-December-22
CAF Current	27,581.85	29,940.77
Savings Accounts		
CAF Gold Account	32,221.26	32,344.44
COIF Fixed Interest (B)	30,078.60	25,298.41
COIF Investment (R)	46,752.08	46,217.42
COIF Deposit (C)	3,379.97	4,156.48
Total Savings	112,032.47	108,016.75
Grand Total	139,614.32	137,957.52



Section A

Independent Examiner's Report

Report to the trustees/ members of

ROSSINGDEAN WHITEWAT CENTRE

On accounts for the year ended

31 DECEMBER 2022

Charity no (if any)

264853

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the 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:

John Bryant

Date:

7/3/23

Name:

JOHN BRYANT

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

N/A

ROTTINGDEAN WHITEWAY CENTRE

England & Wales - Charity number 264853

Accounts

Reports for Rottingdean Whiteway Centre AGM to be held at Rottingdean Whiteway Centre on Thursday, 31st March 2022.

CHAIR'S REPORT – LYNN HUTCHINSON

Thank you all for coming along this evening. After two years of virtual AGM's, it's good to be back in the Centre again.

I'd like to start by thanking everyone who has been involved in the running of Rottingdean Whiteway Centre during the last year, the Committee Members, and our hardworking Caretakers and Tutors. You have all helped the Centre to continue to fulfil its charitable purpose, albeit recently in a wider way from that envisaged by the charity founders. As we respond to challenges as a charity, I'm pleased that we have a strong management committee and potential new members that, we hope, will join and help us to continue to grow. I'd like to also thank the groups that use our facilities, and the students who return on a regular basis and continue to support us.

As always, the AGM is our opportunity look back on last year and towards the future.

2020 had ended with a glimmer of hope, we had Tier 2, a reopened building and plans for in-centre classes for spring 2021.

January 2021, however, brought lockdown 3, the Centre closed for all but the preschool, courses moved onto zoom, and two of our caretakers were furloughed. From March to May we went through the Government's Steps 1, 2, and 3, from 'stay at home' to the 'rule of six' Spring term gave way to summer term, still on zoom.

Step 4, in July, lifted the lockdown and we were open for business again, although face coverings were still required in centre. By autumn term face coverings could be removed whilst seated, and by December they were compulsory again. Our RA has had to be amended with each and every change in government legislation and I'd like to give a special thank you to Stephanie for her attention to detail and dedication in ensuring that we complied with government requirements throughout.

The traditionally quieter summer months gave us the opportunity to have the Centre redecorated and a major improvement last year was the resurfacing of the courtyard. August also saw the launch of a new website. You will hear further details from the committee members involved in these improvements shortly.

2021, saw some further changes to our MC:-

1. Our treasurer, Gersha Newnham, felt that she needed to focus on her business and family and was replaced by Claire Johnson in April 2021.
2. George Bradbury, our Course Coordinator, decided it was time to leave in October 2021.
3. Our building officer, David Wilson, after many years in the role, decided to retire at the end of 2021 and he has subsequently been replaced by Mike Pocock.
4. Our publicity officer, Nikki Cameron has moved on in February this year.
5. Brian Knight is not putting his name forward for re-election tonight and will be leaving after more than 10 years on the committee.

These changes have created vacancies but luckily, we have had recently a number of responses to our advertising, and we are in the process of filling our vacancies with several volunteers, some of whom are in the audience tonight.

Next on the Agenda is to receive and adopt our annual accounts for the year ending 31st December 2021, and so I'll now hand you over to our Treasurer, Claire, to present these to you with her report.

TREASURER'S FINANCIAL REPORT - CLAIRE JOHNSON

YEAR END 2021

Expenditure

Running costs for 2021 totalled £97,145 this figure was under budget by only £184.

Planned modernisation costs was only slightly over the budget of £25,000, at £25,180. The biggest expenses were the resurfacing of the patio, painting and decorating the entire Centre, new blinds and a new fence.

Having lost one of the caretakers, we used an external company for the last 4 months of the year which, reduced the Staff wages, but put the cleaning budget over by £838

The gas company, CNG went under in December and was taken over by Pozitive Energy. This led to a larger than normal gas bill for 3 weeks until we managed to sign a new 2-year contract with British Gas

Business rates lower than normal because of a discount by Brighton & Hove Council due to Covid19. This is likely to go back to normal in April.

The new website was over budget by £1477 at £8377 but we saved on printing & advertising as we chose not to pay for the door-to-door leaflets.

Paying online by credit/debit card has led to a new expense in fees by Stripe, which takes a commission for every card payment. This was £726 in 2021

Income

Total income was budgeted to be low in line with 2020 but total income exceeding expectations. Total income was £89,713 exceeding the budget by £39,813. In particular, education course income was at £46,689, well above the target of £35,000. This was despite having cancelled courses at the start of 2021 and a lot of courses remaining online. Usergroup and Single let room hire were both above budget despite the Centre openings being restricted.

Covid grants and furlough gave us an extra £28,000, well above what was expected.

Workplace Pensions

As no employees have joined a pension scheme and RWC are not required to auto-enrol any member of the payroll as yet, People's Pension is no longer our pension scheme of choice. We are looking at Smart Pension scheme as an alternative

Surplus

We were budged to have a deficit of £47,430 but ended 2021 with a deficit of only £7,433.

We have reserves of £112,032.47, of which the £25,000 spent in modernisation is being kept.

Financial Stability and Reserves

Despite the loss in 2021, RWC is financially stable with a healthy surplus in reserves. We have reserves of £112,032.47 and an agreed policy that we should keep reserves at a level of approximately 9 months expenditure of £65,000.

SECRETARY'S REPORT - STEPHANIE SHEPPARD

Most of the Management Committee meetings in 2021 took place on Zoom, a platform which allowed all of us to participate from our own homes.

We have continued to build our social media presence, using Facebook, Nextdoor and Twitter to promote our courses and Special Events and to send out appeals for new trustees and a caretaker. The safeguarding training has been delivered to new Trustees and the Caretakers.

The risk assessment that aims to reduce the likelihood of transmission of COVID-19 on the Centre premises has been regularly updated in line with Government advice.

LETTINGS REPORT – LYNN HUTCHINSON AND JO NEWMAN

USER GROUP REPORT – LYNN HUTCHINSON

As 2021 started with a lockdown, out of 18 regular users, only the preschool was able to meet in Centre. Restrictions eased, but with COVID infections still high, many groups were hesitant to return, and by July, just 8 of the regulars were back.

As in 2020, we lost some regular User Groups, Safety Net lost funding, Three Pillars of Fitness stayed on zoom, and Rottingdean Art Club have only restarted this month. We did, however, have some new regulars join us, C-Side Cancer Support group moved from St Margaret's cottage in July, a new yoga group started in the Youth Hall on Thursday evenings, and from April last year, the Theatre Workshop rented the whole Centre on Saturdays for 4 months as they couldn't use Roedean School.

Since the launch of our new website in August, regular users are now charged with making their own room bookings and reserving their slots on the calendar. Not every regular has found it easy and we have given and continue to give support with these bookings.

The total income for 2021 from User Group booking was £11,546. An improvement on 2020 but less than we had in pre-COVID times.

Charges for Room hire and setting up were not increased in 2021 and remained at 2020 rates.

SINGLE LETTINGS REPORT – Jo Newman

Starting with a lockdown followed by limited association has meant that bookings for the first half of the year were low: two meetings, two AGMs, a children's party and a wedding.

One meeting and one AGM were postponed to later in the year.

Bookings increased during the second half of the year and total bookings for 2021 were: 7 AGMs, 1 class, 6 meetings, 9 parties, 3 rehearsals, 1 training, 1 wedding and 4 other events. 1 further booking was postponed to 2022.

The total income was £3,819.50.

EDUCATION REPORT – Lynn Hutchinson, Jo Newman and Stephanie Sheppard

Course organisation

2021 was another challenging year as the country grappled with further restrictions due to Covid-19. Throughout the year we offered a wide variety of courses both face-to-face when this was possible and on Zoom.

In the spring term fourteen courses ran covering subjects including art, history, geography and languages. All of these courses took place on Zoom due to the national lockdown at the start of the year.

The summer term usually sees a reduction in the number of courses but in 2021 fourteen courses ran, again all on Zoom. Some tutors suggested offering 10-week courses instead of the traditional 5 weeks in the summer term and we were happy to accommodate this. Take-up and feedback were so positive we have decided to extend this, and more courses will last 10 weeks in future summer terms. We were sorry that we were unable to offer the usual full range of drawing and painting courses, but their practical nature was not possible virtually. We were grateful that we could give furlough support to those tutors affected.

By the autumn term we were able to offer courses in-centre and a total of twenty-nine ran, mostly face-to-face and for various reasons a few remaining on zoom. To keep everybody safe we limited the permitted numbers in each room, allowing tutors and students enough space to feel comfortable as they returned to the centre.

We successfully re-established hosting Special Events in November 2021 and have a varied and exciting programme planned for 2022 and beyond.

We took the decision to continue to promote courses and special events without a prospectus by increasing our presence on social media and advertising in Rottingdean Village News, The Deans Magazine, Peacehaven Directory and Seaford Scene. The launch of our new website gave further opportunities to promote our education programme, providing supporting information about our tutors and more detailed course descriptions.

Enrolments

Given the circumstances, student numbers have been very pleasing. We had 148 students enrolled in the spring term, 119 in the summer term and 267 in the autumn term, giving a total of 534 students across the whole year.

Since the launch of the new website in August, students can now enrol and pay for their courses on-line. We anticipated that this would be difficult for some of our students and we held special 'open days' when individuals could come to the centre and be supported to register on the website and enrol for their chosen courses. We were very pleased that the vast majority of students registered, enrolled and paid for their autumn term courses using the website.

The standard fee for a 10-week course was kept at £84 for another year and the bursary scheme, to help those who might have difficulty paying course fees, is still available.

BUILDING REPORT - DAVID WILSON

A complete internal redecoration of walls, ceilings and all joinery items such as doors has been carried out. All door handles were replaced. Door finger plates and kick plates were installed.

In order to improve the natural ventilation to the Round Room the front window incorporating a single opening fanlight was replaced with another incorporating three opening fanlights.

The patio defective fence was replaced with a timber boarding arrangement to prevent small children from accessing the raised patio.

The patio crazy paving was replaced with a resin surface which has considerably enhanced this external area.

All external rainwater pipes to the patio area have been replaced.

The chain link fence to rear churchyard boundary was replaced with a close boarded fence.

The front gate and adjoining fence has been replaced.

Some of the external lights have been replaced and automatic switching has been provided such that this lighting operates only during the hours of darkness.

All of the portable appliances have been electrically inspected and tested.

Additional wall mounted electrical heaters have been provided within the Youth Hall to supplement the lack of adequate heating.

Investigations have been carried out and quotations obtained for amendments to the central heating system in order to overcome the problems associated with the poor performance of radiators installed within the Main and Youth Halls.

Vertical blinds have been installed to the Main Hall and Round Room windows.

The heating boiler has been tested and serviced.

The Fire Alarm system was assessed as not being fit-for-purpose and has subsequently been completely replaced at the start of 2022

BURSAR'S REPORT - STEWART HUTCHINSON

Coronavirus continued to have an effect on the Centre.

Restrictions altered several times throughout the year, and we changed signs and practices so as to comply.

We were able to remove the one-way system and 2 metre distancing, but many things remained in place. Hand sanitising, mask wearing, and sensible social distancing were recommended.

The caretakers were rotated in their duties during the furlough period and came in as required. They are all now back on their normal duties and continue to sanitise between sessions and keep the Centre clean.

In July our early morning caretaker, Anthony, left the Centre. He has been replaced by Katie Bates, who has settled in well to her role.

The Centre continues to operate efficiently, and any issues are dealt with promptly.

Unfortunately during the time the kitchen was closed, our stock of refreshments became out of date. In September when the kitchen reopened this necessitated a complete restock.

Since then to the end of the year we made a profit of £72.00.

We still have stock in hand, and this will be reflected in next year's report.

WEBSITE ADMINISTRATION REPORT - BRIAN KNIGHT

Through spring and summer, work continued apace on the development of our new website. A concern was - would our users accept having to register an account for online booking, on which premise the website was being built? We went live in early August and found out.

Fortunately, the new site worked well, and hundreds of new accounts were registered. Very rarely is software perfect when launched, and we came across a few bugs - quickly fixed by our Developer. Some things we either hadn't thought about, or not thought through. During the autumn the system was further refined in the light of experience. That will continue. Improvements to the site generally, and the complex booking system, which covers courses, User Group bookings, single hires and Special Events, have bedded in.

Changing site content and coping with system complexities ourselves has also been a big learning curve - my personal thanks to my colleagues who have worked so hard at this.

We are very grateful to all users of the Centre who took to the new system as well as we could have hoped for. And who put up with good grace the problems which inevitably arose. A thank you, too, to Ian Green our site Developer, who implemented changes we wanted, and even the reversal of changes we originally wanted.

Summary as of 31st December 2021

Spend						2021	
	2017	2018	2019	2020	Budget	Spend	
Tutors Wages	£29,482	£30,809	£30,034	£28,315	£29,000	£24,287	
Tutors Tax and NIC	£1,694	£2,075	£4,767	£1,268	£3,500	£4,239	
Staff Wages	£12,711	£14,680	£14,419	£14,564	£15,000	£12,504	
Staff Tax and NIC	£969	£4,064	£4,754	£1,050	£2,700	£2,468	
Payroll Services	£1,296	£1,296	£1,296	£1,710	£1,350	£1,452	
Travel Expenses	£155	£67	£190	£0	£100	£121	
Staffing Costs	£46,307	£52,991	£55,460	£46,907	£51,650	£45,071	
Repairs & Maintenance	£11,099	£5,040	£4,730	£6,546	£5,000	£3,390	
Modernisation/ Reserves	£4,876	£9,320	£0	£0	£25,000	£25,180	
Furnishings & Equipment	£512	£7,835	£1,201	£412	£1,500	£560	
Inspections, Health & Safety	£0	£213	£1,025	£34	£400	£775	
Computers	£0	£0	£0	£374	£960	£460	
Cleaning	£1,280	£1,459	£1,494	£0	£1,500	£2,339	
Garden	£0	£0	£158	£268	£300	£158	
Centre Upkeep	£17,768	£23,867	£8,608	£7,634	£34,660	£32,862	
Insurance	£3,018	£1,482	£1,552	£1,512	£1,550	£1,487	
Business Rates	£741	£752	£784	£79	£850	£154	
Electricity	£1,577	£902	£1,087	£1,049	£1,400	£1,604	
Gas	£3,427	£3,312	£2,643	£2,827	£3,000	£4,029	
Water	£1,128	£922	£1,057	£717	£1,200	£617	
Phones & Wifi	£691	£796	£667	£633	£700	£632	
Website	£0	£0	£0	£0	£6,900	£8,377	
Operating Costs	£10,581	£8,166	£7,790	£6,817	£8,700	£16,899	
Printing and Advertising	£1,327	£1,724	£1,825	£1,740	£1,800	£856	
Stationery & Postage	£43	£243	£26	£22	£50	£49	
Event Costs	£162	£336	£0	£0	£0	£20	
Refreshments	£397	£629	£659	£213	£200	£349	
Professional Services	£157	£52	£125	£128	£150	£194	
Bank Charges	£196	£325	£128	£106	£120	£96	
STRIPE Fees	£0	£0	£0	£0	£0	£726	
Training	£0	£0	£0	£208	£0	£0	
Gifts	£0	£0	£0	£40	£0	£0	
Health & Safety Purchases	£0	£0	£0	£50	£100	£23	
Service Costs	£2,282	£3,310	£2,762	£2,507	£2,320	£2,314	
Total Spend	£76,938	£88,334	£74,619	£63,865	£97,330	£97,146	

Income	2017	2018	2019	2020	Targets	Income
Adult Education Courses	£54,430	£70,053	£66,397	£35,145	£35,000	£45,689
User Group Room Hire	£18,965	£19,538	£19,134	£8,444	£7,000	£11,546
Single Let Room Hire	£3,156	£4,359	£4,998	£215	£2,000	£3,685
Education Events	£1,490	£2,569	£836	£0	£500	£300
Non-Education Events	£0	£12	£405	£0	£100	£0
Refreshments	£1,666	£1,493	£1,905	£846	£300	£421
Photocopy Fees	£0	£109	£0	£0	£0	£40
Village Fair	£767	£339	£878	£0	£0	£0
Donations	£0	£1,000	£0	£1,750	£0	£0
Covid 19 Grant & Payroll	£0	£0	£0	£18,377	£5,000	£28,032
Total Income	£80,474	£99,473	£94,553	£64,777	£49,900	£89,713
Income less spend	£3,537	£11,139	£19,934	£913	-£47,430	-£7,433

Accounts Balance

	End 2020	31-December-21	
CAF Current	67,233.29	27,581.85	
Savings Accounts			
CAF Gold Account		32,221.26	Opened in March 2021
COIF Fixed Interest	31,538.17	30,078.60	
COIF Investment	43,142.84	46,752.08	
COIF Deposit	2534.49	2,980.53	
Total Savings	<u>77,215.50</u>	<u>112,032.47</u>	
Grand Total	144,448.79	139,614.32	



Section A Independent Examiner's Report

Report to the trustees/
members of

Charity Name
ROTTINGDEAN WHITEWAY CENTRE

On accounts for the year
ended

31 December 2021

Charity no 264853

Set out on pages

1 of 1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 December 2021**

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**

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:

- 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:

23 February 2022

Name:

John Bryant

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

N/A

Address:

8, The Rotyngs, Rottingdean, Brighton BN2 7DX

ROTTINGDEAN WHITEWAY CENTRE

England & Wales - Charity number 264853

Accounts

Rottingdean Whiteway Centre - Charity 264853

AGM, 25th March 2021 Review of 2020.

CHAIR'S REPORT - LYNN HUTCHINSON

This is our first AGM held on zoom, and I thank those of you who have joined us.

As always, the AGM is our opportunity to review the last year and share the management committee's hopes as we look forward to the future.

2020 has been an eventful year for many, and at Rottingdean Whiteway Centre this has been no exception. Along with other organisations we closed in March when the first lockdown was announced. As restrictions eased, responding to government guidelines brought many challenges for everyone involved with RWC. Our COVID risk assessment was amended with each government announcement. At the Centre we introduced numerous changes to make it COVID secure. Because of these measures the preschool could return, we had some room bookings and the return of a few regular groups, and we were able to hold classes in the Autumn term. Until lockdown 2... All was not lost, however, we held, and continue to hold, many successful courses on zoom as our Education Officer will tell you in his report later.

I would like, at this point, to thank everyone involved in ensuring that the Centre was able to continue, albeit in a unique way. The management committee for adapting to the challenges the year presented; our three hard working caretakers, Terry Woodley, Richard Haynes and Anthony Stunt, all of whom took onboard the changes in the Centre and everything that was asked of them, and the tutors who continued their classes and where necessary onto zoom. It's been an amazing effort and I'm proud to be a part of it.

At last year's AGM you were told that new to the roles were Gersha Newnham as Treasurer, George Bradbury as Education Course Organiser and Jo Newman added Enrolments to her other responsibilities. I don't think that they, or any of us, realised the extra work that each of those roles would face under COVID and I'd like to pass on extra thanks to them all.

As in previous years, we have seen changes to the Management Committee. In July, Peter Hewetson-Brown stepped down after 4 years as Chair. Peter has agreed to stay on, and continues to provide wise counsel to us all.

Other trustee changes have been: -

1. Colin Campbell, Mike Gregory and Philip Sugg, all of whom planned to finish at last year's AGM, kindly stayed on to help out during the early days of COVID. They have now all left, Colin as recently as this month.
2. We have been joined by Stephanie Shephard who, since starting as secretary in May, has taken on the roles of Deputy Chair, COVID risk Assessor, and Safeguarding officer.
3. Nikki Cameron, has taken over the role of publicity officer from Philip Sugg.

Financially we ended the year with a small profit, but more on that from our treasurer, Gersha who will start with her report, and then you will hear from the individual committee members as they tell you about their areas of responsibility.

TREASURER'S FINANCIAL REPORT - GERSHA NEWNHAM

YEAR END 2020

Expenditure

Running costs for 2020 totalled £63,865 this figure was under budget by £13,165.

The difference against budget reflects reduced staff, operating, service and Centre upkeep costs resulting from periods of closure during lockdowns. No major improvement projects were undertaken in the year and none budgeted for. Expenditure on repairs and maintenance was higher than budgeted as external redecoration works were carried out in November 2020 which totalled £2,969 Costs for PAYE tax and NIC were lower than budget for both Tutors and Caretakers but a payment was made in the following year of £1326 which related to 2020. As in 2019 the Centre continued to benefit from an agreed lower rate for gas and electricity. Budgeted Health and Safety checks were undertaken in December 2020 but invoiced early 2021 so appear to be under budget.

Income

Total income was down at £64,777, approximately 74% of budget, under by £22,923. All aspects of income from Education, to Room hire, to refreshments were affected by closures of the Centre during lockdowns. Additionally, this year there was no income from events, either educational or non-educational, or from the Village Fair. We did receive donations of £1750, and COVID 19 Grants of £11,334 which along with Furlough payments of £7042 helped keep us in profit.

Surplus

Despite circumstances we finished 2020 with an overall surplus of £912 and reserves totalling £109,434 (please see the note below)

Workplace Pensions

RWC offer a basic low-cost pension scheme to caretakers and tutors through The People's Pension. Currently, RWC is not required to auto enrol nor contribute to the pension of any member of our payroll. To date none of our employees has joined the pension scheme.

Financial Stability and Reserves

RWC is financially stable and again finished the year within overall budget and with a small surplus. We have reserves of around £109,434 (£32,218 of this reserve amount was held in the bank account while waiting for the bank to open a new savings account) and an agreed policy that we should keep reserves at a level of approximately 6 months expenditure (in a normal year equal to around £50,000) As we continue in lockdown in early 2021 and our income stream is still affected we have budgeted £25,000 to spend on modernisation and will retain the balance in our reserve funds for next year.

SECRETARY'S REPORT - STEPHANIE SHEPPARD

This year RWC have increased their presence on social media with regular postings about forthcoming education courses on their new Twitter and Facebook pages, the latter of which have been shared on community pages in Saltdean, Woodingdean, Peacehaven and Seaford. Postings have also been made on Nextdoor on behalf of RWC using a personal account.

Two Trustees attended a full day's training on safeguarding. This informed a new Safeguarding Policy and dissemination of information to other Trustees at a formal training session. There are plans to present this training to the Caretakers and to offer it to our tutors once face-to face meetings are allowed. A risk assessment was written and regularly updated in line with Government advice to reduce the likelihood of transmission of COVID-19 on the Centre premises. This will be amended further as the Centre reopens. Another risk assessment was written to reduce the likelihood and impact of fire.

LETTINGS REPORT - LYNN HUTCHINSON AND JO NEWMAN

USER GROUP REPORT – LYNN HUTCHINSON

The centre is used on a regular basis by a Preschool, by some commercial users and by local societies. 2020 saw two regular groups close down. After many years Rottingdean and Windmill WI held their last meeting December 2019. The Dean's Orchestra also struggled with membership and announced plans to close March 2020. Of the remaining eighteen regulars, only the preschool was able to continue for most of the year. Some groups met between lockdowns but most have not returned since March.

Total User Group income for 2020 was £11,298. Just over half of the usual income, it reflects the sporadic usage of the Centre in 2020, and that some groups paid in advance for the full year. Whilst most have been refunded, others requested credit against future invoices.

Room hire and setting up charges increased slightly in January 2020, the first increase since September 2017.

ONE OFF LETTINGS – JO NEWMAN

Altogether there were 42 bookings. Only 15 of these went ahead.

There were a large number of enquiries about bookings for parties, weddings, funerals, training etc; all of these had the proviso of 'if it is possible' and none of them have been able to happen.

Income this year was £777.00, compared to last year's total of £3,482.00

On the plus side, and weirdly, the midwife training with the Ecuadorian Doula finally happened. This has been cancelled 3 times in the past as the Doula has been unable to get here from Ecuador.

We have also acquired a new residents' group from Saltdean who I think will come back to us a few more times. There were 24 bookings cancelled due to COVID and 3 other bookings cancelled. It is likely that at least one of these cancellations was COVID related.

We still owe £137. £100 of this to a man stuck in Australia who wanted to do a drop in antiques valuation and did not believe that it would not all be over soon.

The other is from Highcliffe Court: Although they have used us for years and years, this year it has been impossible to find out who is running the show. I am happy to carry out their credit to next year when I finally find out who wants to organise their AGM.

As usual, here is the breakdown of what happened, but it doesn't really seem relevant this year. We could not use the Round Room or the GB Room from March 24th.

Summary		££	MH	YH	GB	RR	Whole Centre/2 rooms
Covid	24 Bookings	2470	13	5	1	4	1
Cancelled	3 Bookings	407	2				1
Happened	15 Bookings	777	7	8	0	0	
TOTALS		3654	22	13	1	4	2

Summary	Meeting	Party	Workshop	Commercial	AGM	Event	Class	Other
Covid	3	3	7	4	1	2	4	
Cancelled		2				1		
Happened	4	2	2		3	2	1	1
TOTALS	7	7	9	4	4	5	5	1

The amount of money taken is never going to be the same as the amount of money banked. People pay for bookings in advance so some of the money for this year's bookings will have been banked last year.

EDUCATION OFFICER'S REPORT - GEORGE BRADBURY

2020 was a varied year for enrolments, with the dominating factor being the COVID-19 virus. Spring term 2020 started very well with 378 enrolments for 35 courses-but unfortunately, they had to finish two weeks early due to the first lockdown.

We were hopeful that some face-to-face teaching could take place during the summer term, but this was not to be and so the teaching of 15 courses was transferred to on-line delivery using Zoom. This was a new venture in the presentation of RWC education courses to which both tutors and students adapted well. -Unfortunately, due to the uncertainty faced regarding whether or not the Centre could open or not, we found ourselves having to cancel some courses that we had either hoped to run face-to face or which were not financially viable when numbers dropped because students were unsure of using Zoom. Hopeful that the Centre would open for the autumn term, significant changes were made internally to make the venue Covid-safe. Rooms were emptied of unnecessary furniture, risk assessments were carried out to ascertain safe numbers and tables were positioned in the Main and Youth Hall to allow for the necessary social distancing. In the autumn term we ran 21 courses, mostly on Zoom with some face-to-face art courses when these were allowed. The Centre had to close again at the start of December for lockdown 2.

Without public buildings open in which to place prospectuses, adverts were placed in the Rottingdean Village News, Deans Magazine, Peacehaven Directory and Seaford Scene,-leaflets were delivered to all households in Saltdean, posters were displayed in our notice board and increased use was made of social media including Facebook, Nextdoor and Twitter.

In past years, paper-based questionnaires have been distributed to students in the spring term. That was not possible this year, so 230 emails were sent out to the current students and, at the time of analysis, we have received 62 responses; this is 26% which is a lower response than in previous years, but we were pleased given the way it had to be distributed. We were delighted that 97% of respondents were either very satisfied or satisfied with both their course's content and the courses mode of delivery.

A very small minority commented on difficulty using Zoom, but others made positive comments for Zoom, for example some-people liked it because they could attend even if not local and also if the time wouldn't suit. We even attracted some S students based in Southampton, The Canary Islands and Canterbury. The future use of Zoom will be considered where appropriate. There are many more comments that will be read and taken note of in due course.

The standard fee for a 10-week course was kept at £84, which is still significantly less than most other adult education providers in the area. Paying straight off for a two term course, which some students did, reduces the fees further to £80 per term. A bursary scheme to help those who might have difficulty paying course fees was introduced from September 2019, and is still available. More students made use of the facility to enrol online, a practise that will be encouraged even more post Covid-19 to avoid volunteers needing to handle cheques. Cash is no longer accepted.

Since the last AGM, Jo Newman has taken over the course enrolment role and has managed this exceptionally given the challenges we have faced this year.

Spring term 2021 commenced with 14 courses running, all on Zoom due to Lockdown 3.

BUILDING REPORT - DAVID WILSON

A complete external redecoration was carried out to external weatherboard cladding, windows, doors, fascias and soffits.

Rainwater gutters and drainpipes were cleared of leaves and accumulated debris.

Where necessary gutters have been realigned, joints checked and replacement brackets provided.

Remedial works have been carried out to the pitched roof areas comprising replacement of missing and damaged tiles.

Rooflight over the rear toilet area has been sealed to prevent ingress of rainwater.

Tree pruning was carried out within car park area and to side / rear boundaries.

The heating boiler has been tested and serviced

The centre's fire alarm has been tested and certified safe by our contractors.

Completion of the five yearly electrical test, inspection and certification carried out.

The emergency lighting installation has been tested and certified.

BURSAR'S REPORT - STEWART HUTCHINSON

Coronavirus put restrictions on the Centre and called for the building to be made COVID secure. This was done by installing hand sanitiser wall units, paper towel dispensers, a one way system was introduced incorporating a new disabled ramp. Various signs relating to the virus were placed throughout the building.

The seating in the main hall was socially distanced and the building was sanitised daily by the caretakers.

When the Centre closed the caretakers were placed on furlough, with one caretaker returning to cater for the pre-school when it reopened.

Profit from refreshments was £633.00 for the first three months, after which the kitchen was closed.

WEBSITE ADMINISTRATION REPORT - BRIAN KNIGHT

As a result of the first CV-19 lockdown causing the Centre's closure, the website became a primary source of information. As many courses as possible were converted to Zoom presentations. To aid students unused to Zoom, notes on how to use the system, and a taster Zoom session video prepared by a tutor, became available on the website. A website questionnaire enabled us to collect feedback from students about their Zoom class experiences.

In conjunction with the course organiser we began what became an extensive search to find a developer to replace our existing website with a new modern responsive version. It would also include a booking system.

Meetings were arranged with potential providers via Zoom and also face to face when CV restrictions were eased.

Eventually the Management Committee chose a preferred developer from a shortlist. Work is now underway and should come to fruition before too long.

Summary as of 31st December 2020

Spend	2016	2017	2018	2019	2020	
					Budget	Spend
Tutors Wages	£28,414	£29,482	£30,809	£30,034	£32,000	£28,314.86
Tutors Tax and NIC	£3,956	£1,694	£2,075	£4,767	£4,000	£1,268.40
Staff Wages	£13,934	£12,711	£14,680	£14,419	£15,000	£14,563.87
Staff Tax and NIC	£2,638	£969	£4,064	£4,754	£2,700	£1,050.12
Payroll Services	£1,080	£1,296	£1,296	£1,296	£1,300	£1,710.00
Travel Expenses	£271	£155	£67	£190	£200	£0.00
Staffing Costs	£50,293	£46,307	£52,991	£55,460	£55,200	£46,907
Repairs & Maintenance	£4,330	£11,099	£5,040	£4,730	£5,000	£8,052.39
Modernisation/ Reserves	£6,055	£4,876	£9,320	£0	£0	£0.00
Furnishings & Equipment	£1,213	£512	£7,835	£1,201	£2,000	£411.50
Inspections, Health & Safety	£0	£0	£213	£1,025	£1,000	£33.62
Computers	£0	£0	£0	£0	£0	£374.12
Cleaning	£1,781	£1,280	£1,459	£1,494	£1,500	£0.00
Garden	£0	£0	£0	£158	£200	£267.91
Centre Upkeep	£13,379	£17,768	£23,867	£8,608	£9,700	£9,140
Insurance	£2,959	£3,018	£1,482	£1,552	£1,600	£1,512.08
Business Rates	£695	£741	£752	£784	£830	£79.00
Electricity	£1,749	£1,577	£902	£1,087	£1,500	£1,048.77
Gas	£3,389	£3,427	£3,312	£2,643	£3,200	£2,826.65
Water	£2,705	£1,128	£922	£1,057	£1,200	£717.37
Phones & Wifi	£1,096	£691	£796	£667	£750	£632.79
Operating Costs	£12,593	£10,581	£8,166	£7,790	£9,080	£6,817
Printing and Advertising	£2,006	£1,327	£1,724	£1,825	£1,900	£1,740.38
Stationery & Postage	£127	£43	£243	£26	£100	£21.50
Event Costs	£1,099	£162	£336	£0	£0	£0.00
Refreshments	£526	£397	£629	£659	£700	£212.73
Professional Services	£104	£157	£52	£125	£150	£128.40
Bank Charges	£257	£196	£325	£128	£200	£106.00
Training	£0	£0	£0	£0	£0	£208.00
Gifts	£0	£0	£0	£0	£0	£40.00
Health & Safety Purchases	£0	£0	£0	£0	£0	£50.34
Service Costs	£4,119	£2,282	£3,310	£2,762	£3,050	£2,507
Total Spend	£80,383	£76,938	£88,334	£74,619	£77,030	£65,370.80

Income	2016	2017	2018 Income	Targets	Income
Adult Education Courses	£50,232	£54,430	£70,053	£66,397	£34,160.41
User Group Room Hire	£22,377	£18,965	£19,538	£19,134	£10,872.00
Single Let Room Hire	£4,095	£3,156	£4,359	£4,998	£278.00
Education Events	£2,933	£1,490	£2,569	£836	£0.00
Non-Education Events	£520	£0	£12	£405	£0.00
Refreshments	£1,193	£1,666	£1,493	£1,905	£846.36
Photocopy Fees	£60	£0	£109	£0	£0.00
Village Fair	£0	£767	£339	£878	£0.00
Donations	£1,500	£0	£1,000	£0	£1,750.00
Covid 19 Grant & Payroll	£0	£0	£0	£0	£18,376.58
Total Income	£82,910	£80,474	£99,473	£94,553	£66,283.35
Income less spend	£2,527	£3,537	£11,139	£19,934	912.55

Accounts Balance

	End 2019	30-Dec-20	
CAF Current	34,060.09	67,233.29	(32,218.65 will be transferred into the new savings account)
Savings Accounts			
Virgin Deposit	32,067.97	0.00	
COIF Fixed Interest	30,442.38	31,538.17	
COIF Investment	39,208.50	43,142.84	

COIF Deposit	1545.18	2,534.49
Total Savings	<u>103,264.03</u>	<u>77,215.50</u>
Grand Total	<u>137,324.12</u>	<u>144,448.79</u>

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Examiners Report 2020 RWC Accounts (Gross revenue less than £250,000)

Independent examiner's report to the trustees of the Rottingdean Whiteway Centre

I report to the trustees on my examination of the accounts of the RWC Trust (the Trust) for the year ended 31 December 2020.

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.

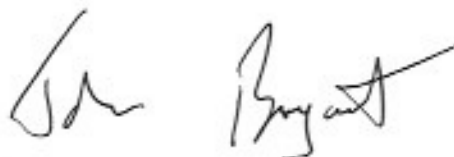
Independent examiner's statement

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; 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.

Signed:



Dated

25/6/21

John Bryant
8, The Rotyngs
Rottingdean
BN2 7DX