



Trustees' Annual Report for the year ended 31 March 2024

Section A

Reference and administration details

Charity name **Hurst Green (Surrey) Community Association**

Other names charity is known by

Registered charity number (if any) **272789**

Charity's principal address **4 Oak Close**

Hurst Green

Surrey

Postcode

RH8 0BA

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|---|-----------------------|-----------------|------------------------------------|---|
| 1 | James Leonard Kent | Treasurer | Until 15 February 2024 | |
| 2 | Carmen Lambert Singer | | | |
| 3 | Robin Lambert Singer | | Until 27 February 2024 | |
| 4 | Stephen Hugh Marsden | Chair | From 5 July 2023 | |
| 5 | Karen Joy Sorensen | | From 5 July 2023 until 5 June 2024 | |
| 6 | Tara Thomas | | | |

Names of the officers of the charity

| Name | Office and dates acted if not for whole year |
|------|--|
| | |
| | |

Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document **Constitution**

How the charity is constituted **Unincorporated Association**

Trustee selection methods **Appointed by the Trustees**

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

- promote the benefit of the inhabitants of Hurst Green and the neighbourhood without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the inhabitants and local authorities, voluntary and other organisations in a common effort to provide facilities for recreation and leisure-time occupation.
- maintain and manage the community centre (the centre) in furtherance of these objects.
- promote such other charitable purposes as may from time to time be determined.

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

The Association occupies and manages land and a community centre under a repairing lease from Tandridge District Council expiring on 19 August 2029 at a nominal rent.

The centre provides a safe, flexible and welcoming space for use and hire by local people, facilitating a wide and affordable range of community activities with social and educational benefit. A pre-school and youth club, both registered charities themselves, operate within the centre and the centre is hired by local groups and individuals for their activities including exercise, sports, hobbies, parties, meetings, music festivals, shows and social events.

People of all ages and backgrounds are thus enabled to connect with their community for recreation, developing new skills, talking to and meeting others. This reduces social isolation and loneliness amongst local residents and promotes inclusion, a sense of belonging, community spirit and engagement. Individuals make physical and mental health gains as a result. Fostering a greater sense of community makes Hurst Green a safer and enjoyable place to live for its residents.

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

The centre continues to provide weekday accommodation for Little Oaks Pre-School, which has been using the hall for over 40 years, and Mighty Oaks Youth Club, which offers social and networking benefits to younger people at a critical stage in their development.

The hall is regularly hired by local groups for such activities as zumba, badminton, boostfit, taekwondo, and pickleball. It is a popular venue for wedding receptions, wakes, parties and social events of many kinds. It is also a local polling station. The hall's size and domed roof enable it to accommodate larger activities than most other facilities in the area. The adjoining Harling Room is used for meetings, craft and other activities of smaller scope.

Land leased by the Association permits a local charity to maintain an active and well used community garden, providing an attractive and welcoming space for local people, especially those without their own gardens, to visit and use.

During the year the Association's Trustees, other volunteers and staff spent an estimated several hundred hours planning improvements to the centre. £4,080 arising from past legacies was also expended in this connection. A grant of £6,000 was gratefully received from Tandridge District Council which enabled architects to produce a redevelopment feasibility study. Further local authority grants have been agreed or are being sought to permit this project to progress in the near future.

A Charitable Incorporated Organisation was registered on 22 March 2024 with the intention that it will acquire the Association's assets, liabilities, contracts and commitments during 2024-25 and advance the improvement of the centre under a modern charitable structure.

A successful partnership was established with The Rotary Club of Titsey & District, whose members have been generous of their time and donations in assisting the Association with its fundraising.

The Association worked with local authorities to install closed circuit television at the centre to increase its security and that of the surrounding area.

During the year, the Trustees reviewed existing and introduced new policies, procedures and governance arrangements.

Section E

Financial review

Brief statement of the charity's policy on reserves

- The Trustees regularly review the amounts of unrestricted funds which they have designated and of the charity's reserves, using management accounts and business plans.
- The principal designated, unrestricted fund which the Trustees maintain is for improvements to the centre.
- The Trustees will maintain reserves at a level which they judge sufficient but not excessive, taking into account designated, unrestricted funds and any restricted funds which may be of relevance. Such reserves are intended to deal with unforeseen interruptions or reductions in income, unforeseen repairs and maintenance and any other event which in the absence of the reserves would threaten the financial position of the charity or the services which it provides. The Trustees have regard to any information available to them to determine and monitor the level of reserves but, in the absence of such information, target reserves in a range representing 9 to 18 months of normal estimated outgoings. At 31 March 2024 bank balances representing reserves amounted to approximately 11 months of such outgoings.

Details of any funds materially in deficit

All funds were in surplus.

Further financial review details

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

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

2023-24 was the first full year in which the Association employed a part-time Centre Manager and retained the services of a part-time Bookkeeper. The resulting higher administration and bookkeeping costs are shown in the accompanying receipts and payments accounts. No trustee or officer received remuneration from the Association.

Hall hire income rose by 18% on 2022-23, largely attributable to the work of the Centre Manager and also to increases in hire rates.

2023-24 maintenance, repairs & renewals expenditure significantly exceeded that of the previous year, reflecting the ageing of the building. It included costs totalling £4,051 for roof, floor and door repairs & renewals not expected to recur in the near future and which were a major factor in the overall reduction in reserves during the year of £4,101.

Expenditure on architects' and surveyors' services to advance the centre improvement project amounted to £10,080, with £6,000 funded by a restricted local authority grant and £4,080 provided from the Association's unrestricted designated funds. A £1,000

contribution to the installation of closed circuit television was also charged to unrestricted designated funds.

During the year, bank balances reduced from £72,492 to £63,363.

Section F Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

SH Marsoen

Full name(s)

STEPHEN HUGH MARSOEN

Position (eg Secretary, Chair, etc)

CHAIR

Date

16/1/25



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Independent Examiner's Report

Report to the trustees/
members of

Hurst Green (Surrey) Community Association

On accounts for the year
ended

31 March 2024

Charity no
(if any)

272789

Set out on pages

7

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 March 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").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's
statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving 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.

Signed:

Mary E. Ryan

Date:

15/1/25

Name:

MARY ELIZABETH RYAN

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

FCIA

Address:

31 CHEAM ROAD, WELL

LEP10M

WELL REEF 16X

HURST GREEN (SURREY) COMMUNITY ASSOCIATION - Registered Charity 272789

RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

| 2023-24 | | | | | | |
|--------------------------------------|--------------------|-------------|--------------------|-------------|--------------|--------------|
| Unrestricted funds | | | Restricted funds | Total funds | | |
| Reserves | Centre Improvement | Total | Centre Improvement | 2023-24 | 2022-23 | |
| Bank balances at 1 April 2023 | 48316 | 24176 | 72492 | 0 | 72492 | 73692 |
| Receipts and payments 2023-24 | | | | | | |
| Receipts: | | | | | | |
| Hall hire | 41241 | | 41241 | | 41241 | 34898 |
| Hall hire deposits received | 2174 | | 2174 | | 2174 | 2300 |
| Grants | 2250 | | 2250 | 6000 | 8250 | 640 |
| Donations | 469 | | 469 | | 469 | 148 |
| Fundraising | 2118 | | 2118 | | 2118 | 651 |
| Interest | 511 | 52 | 563 | | 563 | 173 |
| Miscellaneous | 1011 | | 1011 | | 1011 | |
| Total | 49774 | 52 | 49826 | 6000 | 55826 | 38810 |
| Payments: | | | | | | |
| Rent | 50 | | 50 | | 50 | 50 |
| Hall hire refunds | 854 | | 854 | | 854 | |
| Hall hire deposits repaid | 1650 | | 1650 | | 1650 | 2430 |
| Utilities, website, communications | 6294 | | 6294 | | 6294 | 5287 |
| Insurance | 1480 | | 1480 | | 1480 | 1671 |
| Maintenance, repairs & renewals | 11509 | | 11509 | | 11509 | 6286 |
| Cleaning & waste removal | 8735 | | 8735 | | 8735 | 11863 |
| Licences & legal | 1684 | | 1684 | | 1684 | 1071 |
| Administration & bookkeeping | 19267 | | 19267 | | 19267 | 9750 |
| Bank charges | 14 | | 14 | | 14 | |
| Architects and surveyors fees | | 4080 | 4080 | 6000 | 10080 | |
| Asset and investment purchases | | 1000 | 1000 | | 1000 | |
| Miscellaneous | 2338 | | 2338 | | 2338 | 1602 |
| Total | 53875 | 5080 | 58955 | 6000 | 64955 | 40010 |
| Excess of payments over receipts | -4101 | -5028 | -9129 | 0 | -9129 | -1200 |
| Bank balances at 31 March 2024 | 44215 | 19148 | 63363 | 0 | 63363 | 72492 |

STATEMENT OF ASSETS AND LIABILITIES AT 31 MARCH 2024

| | | | | | | |
|-------------------------------|--------------|--------------|--------------|----------|--------------|--------------|
| Assets: | | | | | | |
| Bank balances | 44215 | 19148 | 63363 | | 63363 | 72492 |
| Hire fees due | 5212 | | 5212 | | 5212 | 4573 |
| Closed circuit TV cameras | | 1000 | 1000 | | 1000 | 0 |
| Other furniture and equipment | 12800 | | 12800 | | 12800 | 11500 |
| | 62227 | 20148 | 82375 | 0 | 82375 | 88565 |
| Liabilities: | | | | | | |
| Refundable deposits held | 750 | | 750 | | 750 | 550 |
| Other | 3000 | | 3000 | | 3000 | 5515 |
| | 3750 | 0 | 3750 | 0 | 3750 | 6065 |

The unrestricted Centre Improvement Fund is designated from the Porter, Foster & Mann legacies.

Signed on behalf of all Trustees:

SH Marsden

SH Marsden

Chair of Trustees

Date of approval:

16/1/25