

MAYBRIDGE KEYSTONE CLUB

England & Wales · Charity number 290520

Details

Other names	MAYBRIDGE BOYS' CLUB
Status	Registered
Legal form	Other
Registered	1984-11-06
Register	View on the Charity Commission register

Contact

Address	51 High Street Tarring Worthing BN14 7NR
Phone	01903201299
Email	information.mkc@gmail.com
Website	https://maybridgekeystonecentre.org.uk

Activities

Objects: TO HELP EDUCATE YOUNG PEOPLE THROUGH THEIR LEISURE TIME ACTIVITIES; TO DEVELOP THEIR PHYSICAL, EMOTIONAL, SOCIAL AND SPIRITUAL CAPACITIES AND GENERAL WELL BEING SO THAT THEY MAY HAVE THE OPPORTUNITY TO MATURE INTO WELL INFORMED INDIVIDUALS AND MEMBERS OF SOCIETY.

Activities: Structured and informal Youth activities for 8- 12 yr olds ,and 12 - 19 yrs olds evening. Children's activities including Alternative School provision, adult activities e.g Healthy exercise, Pilates, Short Mat Bowls Inclusive meeting place for the local community, Sussex Autism, Breathing Spaces, Sussex Community Transport, children with additional needs,young people and Carers

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty, Accommodation/housing, Arts/culture/heritage/science, Amateur Sport, Animals, Environment/conservation/heritage, Economic/community Development/employment, Recreation, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£55,958	£40,527	-	-
2024-03-31	£43,492	£46,260	-	-
2023-03-31	£46,528	£42,552	-	-
2022-03-31	£44,013	£33,985	-	-
2021-03-31	£44,626	£35,976	-	-

Trustees

Name	Role	Appointed
ROBIN ROGERS	Chair	
CLLR HAZEL I THORPE MA		
CLLR Richard Edward NOWAK		2025-05-15
John Gunner A.C.I.I.		2018-11-14
Kingsley HARTE		2022-11-30
SHIRLEY ROBINSON - VINEY		2023-05-25
TREVOR ENGLAND		2016-10-18

MAYBRIDGE KEYSTONE CLUB

England & Wales - Charity number 290520

Accounts



Raleigh Way, Goring-By-Sea, Worthing. West Sussex BN12 6JD



MAYBRIDGE KEYSTONE CLUB & CENTRE ANNUAL REPORT

AGM 2025

Thursday 28th August 7.30_{pm}

WELCOME

Maybridge Keystone Club AGM April 1st 2023 / March 31st 2024



Maybridge Keystone Centre AGM

Thursday 5th December 2024

MKC 7.15pm

Present – John Gunner, (MKC) Kingsley Harte, (MKC) Iona Harte, Trevor England, (MKC) Shirley Robinson-Viney, (MKC) Robin Rogers, Chair (MKC) Hazel Thorpe, (MKC) Richard Rodrigues, (maintenance MKC) Lee Gander, (Sussex Community Transport) Maisie McCabe, (Sid Youth) Lisa Leach, (Breathing Spaces) Claire Hunt, (Breathing Spaces) Nick Wiltshire, Cam Cox, YP (MKC) Lucy Thrower, YP (MKC) Anne Romer (Field Place Community Association)

Apologies – Hayley & Charlie van Nimwegen, Myra Jasper (MKC)

Chairs report –

Our experienced and strong team of trustees have continued to make the Maybridge Keystone Centre (MKC) a great success, especially for the hirers who use the centre and who fund our Youth Club.

We are fortunate in having a modern building with excellent facilities that attracts a wide range of hirers. Our Facilities Officer handles all the bookings through to regular hires such as Ultimate Pilates, Direct Defence, Russell Martin Foundation and the Dogs Trust to name just a few. He is also responsible for all the maintenance and cleaning issues.

Hazel Thorpe, as secretary, is efficient in ensuring that meetings, agendas and the various responsibilities happen.

Trevor England serves as our vice chair, and he assists me in a wide number of roles including helpful advice.

John Gunner is our treasurer, and he works exceptionally hard to ensure our income is healthy, and our money is well spent, especially on maintenance issues. He has a wide experience in that role.

We have a total of 7 trustees. Shirley Robinson-Viney has been involved in youth activities for many years, looking after the Youth Mayor for approx. 20+ years, and has been a trustee with Sussex Clubs for Young People. Kingsley Harte has a young family and is a qualified electrician. Lastly, we have Myra Jasper who has wide experience in fundraising. We are fortunate to have such a talented team!

We are pleased to have several regular hirers who do seem to appreciate the facilities we offer and give MKC a regular income which helps us control our expenditure.

Maybridge Keystone Club AGM April 1st 2023 / March 31st 2024

We firmly believe that the MKC offers hirers and out local youth a quality, clean environment that is both safe and friendly. Now a special mention for Sussex Community Transport who are major contributors to MKC, and they can be relied on to help us in many ways.

All trustees are unpaid volunteers who give up their time to ensure the youth club works well within our community. We contract out to SID Youth who run a junior club on Friday afternoons.

I would like to say e big 'THANK YOU' to all involved in MKC and I look forward to an interesting and exciting future. Robin Rogers. Chair MKC

Treasurers Report – See attached report

Youth Leaders Report –

Maisie McCabe informed the trustees and those present that they have 3 adults working on Friday at MKC, they have 14 regular young people , mostly high SEND, this is a very positive group and they enjoy attending and their parent appreciate everything the club does.

They have 2 young people (Yr11) who volunteer to help with the club

The group enjoy craft sessions and seasonal activities.

Hazel Thorpe thanked the workers for their hard work, and said she will be popping in on Friday with Christmas presents for the young people, curtesy of Lions. There is a constant need for more funding to ensure the sustainability of the group but both Hazel and Ryan (group leader) work tirelessly to ensure this happens.

Cam who was a participant of the youth group told the group of his experiences of Talls Ships he had, and how he was presented with a Ship Shape Award. There were inspirational people on board and Cam enjoyed sharing his knowledge and helping young people to try/do things they were unable to do without this sharing. He said it was character building for him and helped him to understand others.

7.50pm Cam, Lucy and Maisie left the meeting

Transition Town Worthing report - Previously known as Breathing Spaces, Lisa and Claire have a weekly group. They are also trying to manage in a more sustainable way the flowers which they grow in the polytunnel – using seeds and then donating the bunches to food banks enabling those users to have a little luxury otherwise not able to afford.

They also facilitate wellness session in the Yurt but due to recent break ins this will not continue until solutions are found, including the installation of a battery camera in the Yurt.

Both Breathing Spaces and Trustees are working on this, requesting that ALL incidents are reported to the Trustees as well as the Police and these incidents logged with details. This will also enable John Gunner to pass this information to the insurers.

Community Transport Report – Lee Gander updated those present that West Sussex now have 5 depots, MKC being one of them, and a new one in Bognor.

The work that CTS is vital to the local members of the Community, we are in the middle of a five year contract to help reduce social isolation. We continue to help transport people with Disabilities, those who suffer from social isolation, those who have no access to pubic transport .We supply transport for people to access medical appointments,visit family and friends, travel to local shops. We also have our Travel Buddy service, where we take up engagement and find volunteers that are willing to be travel buddies . 2

Maybridge Keystone Club AGM April 1st 2023 / March 31st 2024

We assist West Sussex County Council transporting SEND children from Home to School, transporting members of Age UK to their various venues. Without the help from the MKC Club none of this would be possible and a lot of people would simply not be able to get out and about. MKC depot is very busy, with approx. 12,000 people per month using the service. In the last 12 months we have facilitated in the transport of 33839 passengers from in and around Worthing and the surrounding parishes. The aim is to reduce social isolation. Due to costs increasing the service is being restructured and there have been some redundancies. They will be taking delivery of their first EV vehicle in the coming week, MKC have been offered a donation of some electric mobility scooters and the Trustees wondered if these could be useful to the Community Transport. Lee will enquire and report back. **L Gander Head of Operations Transport**

Election of Officers / Election of Management Committee The information about Trustees has been circulated in public and all the persons stated in these papers have agreed to stand as a Trustee for the incoming year, with separate roles as shown on the agenda. It is, therefore proposed that the Trustees are elected en bloc. Previous Trustees to be thanked for their contribution. Representatives for community organisations also to be agreed en bloc. Should additional representation or trusteeship arise. eg. Youth Rep, this is to be agreed by the person wishing to join the Governance team and the Management committee either at this AGM or a Management meeting. All these positions below including Trustees were agreed by the nominees, proposed then voted upon en bloc by those present and voted for unanimously

Motion proposed – Lee Gander (CT) Seconded - Kingsley Harte

The election of officers for the next year duly elected are as follows: Trustee (T)

Chair: Robin Rogers (T)

Vice Chair: Trevor England (T)

Hon Treasurer: John Gunner (T)

Minutes Secretary: Shirley Robinson -Viney (T)

Charity Commission contact secretary / Fundraiser Hazel Thorpe (T)

Maintenance / Energy Advisor Kingsley Harte (T)

Safeguarding Officer Shirley Robinson – Viney (T) Other Committee members duly agreed and elected by those present.

Youth Leaders' Representative – tbc - Maisie McCabe (Sid Youth)

Young Person Representative tbc – Cam Cox

Bookings & Maintenance – Richard Rodrigues

Website / IT - tbc

Environmental / Breathing Spaces/ Transition Town. - Claire hunt / Lisa Leach

Hirers Rep. Lee Gander Sussex Community Transport

Invoices - Bookkeeping - Rachel Murray

Coopted member – Community / parents – tbc Nick Wiltshire

Observer – WBC tbc

Non-Voting Advisor – tbc

Hon Auditors Lisa DGLISH

Hon Solicitors tbc

AOB MKC would like a stall please Seed Swop event – March 1st 2025

Maybridge Keystone Club

Chair's Report - 2024-2025

Our experienced and strong Team of Trustees have continued to make the Maybridge Keystone Club (MKC) a great success, especially for the hirers who use the Centre that fund our Youth Club.

We have a modern building with excellent facilities that attracts a wide range of Hirers. Our Facilities Officer, Richard Rodrigues, handles all the bookings through to regular hirers such as Gaile's Pilates, the Russell Martin Foundation, Community Transport Sussex and Adam's Direct Defence, to name just a few. Richard is also responsible for all the general maintenance and cleaning issues.

Hazel Thorpe, as the Secretary, is really efficient in ensuring that Meetings, Agendas, and the various responsibilities happen. Trevor England serves as our Vice Chair, and he assists me in a wide number of roles including giving me helpful advice. John Gunner is our amazing Treasurer, and he works really hard to ensure that our income is healthy, and our money is well spent especially on maintenance issues. He has wide experience in that role. We have a total of seven Trustees. Shirley Robinson-Viney has been involved with Youth activities for many years, looking after the Youth Mayors for around 20 years and has been a Trustee with (SCYP) Sussex Clubs for Young People. Kingsley Harte has a young family and is a qualified electrician. Recently, Richard Nowak has joined us and he has wide experience Chairing Worthing Community Chest and as a Rotary member. We are fortunate to have such a talented team!

We are pleased to have a number of regular hirers who do seem to appreciate the facilities that we offer and give the MKC a regular income which helps us control our expenditure. We firmly believe that the MKC offers hirers and our local youth a quality clean environment that is both safe and friendly. Now a special mention for Sussex Community Transport, namely Lee, Steve and Chris who are major contributors to the MKC and they can be relied upon to help us in many ways.

All Trustees are unpaid volunteers who give up their time to ensure the Youth Club works well within our community. We contract out to the SID Youth who run a Juniors Club on Friday afternoons.

I would like to say a 'big thank you' to all involved with the MKC. I look forward to an interesting and exciting future.

Robin Rogers. Chair MKC

MAYBRIDGE KEYSTONE CLUB AND CENTRE

Treasurer's report to the Trustees and members for the Annual General Meeting to be held on Thursday 28th.August 2025

The audited report for the Financial Year from 1st.April 2024 to 31st.March 2025 was signed off 24th.June 2025 by the honorary auditor and presented to the meeting of Trustees on the 3rd. July 2025'

In summary;-

INCOME increased by over £12,000 from the previous year to £56,000 largely due to receipt of two grants totalling £6,715 (Worthing Borough Council and Worthing Community) and with donations £1780.98. Receipts from other charities and organisations for the use of the facilities of the Centre increased by £5,000 to £35,600 over the past 12 months.

EXPENDITURE was down by over £6,000 from the 2023/24 year mainly from the reduction in maintenance costs and a substantial rebate from the previous supplier of gas/electricity (EDF) following the change to BG Lite. There was an increase in the cost of providing service to the young persons sessions to £6,100 from £3,300. The water account was far higher than earlier years following the water leak from the main supply pipe leading from the street mains. All other costs were within budget requiring no comment other than the electricity account from BG Lite. They have claimed that MKC operate as a business as a result are charging VAT at a rate of 20%. This has been challenged and is still in dispute. Currently it is estimated MKC has been overcharged by £50 -£60 per month.

MKC have therefore produced a very healthy surplus for year 24/25 of £15,400 compared to a loss of £2,800 for year 23/24. However it was necessary to maintain a healthy surplus to meet the expected substantial increases during the current 25/26 year in costs for power and water charges, wage costs following the April increased NI charges, and the necessary refurbishment of the kitchen at an estimated cost of £10,500. MKC have lost the support of one user which accounted for 8% of its revenue during year 24/25.

YEAR 2025 to date;-

Without doubt the year 2025 -2026 will be a challenging year financially with the substantial increase in overall wages, gas and electricity charges, water supply and the continual maintenance and refurbishments necessary, coupled with the loss of one of the users of the premises. Trustees will be

looking at ways to increase revenue and also to use some of the reserve funds for essential refurbishments and repairs.

Income for the first 4 months of the year has held firm and stands at £16,738 whilst expenditure (ignoring refurbishment costs) has come to £16,732 and covers insurance £1233, youth service £5254, wages £3641, water £1330, gas and electricity £1879, telecom £797, cleaning £325, council tax £300, and with general maintenance and other small charges making up the balance..

Costs incurred during August for the kitchen refurbishment have come to £10,200.

J A Gunner
Trustee
Maybridge Keystone Club and Centre

27/08/2025

Breathing Spaces, a TTW project Report for AGM Aug 2025

1. Breathing Spaces (BS) is a volunteer-led community gardening group under the Transition Town Worthing (TTW) CIC umbrella. We created and have tended for over 10 years the Woodland Garden at MKC and more recently the flower/veg patch, which is listed on the Worthing Wildflower Trail. We hold gardening sessions at MKC on Thursday mornings. The number of volunteers each week varies between 4 and 10, ages range from people in their 20s to 70s, and people volunteer for their health and wellbeing and to support our environmental aims to sustainably grow food and flowers. MKC kindly hosts our yurt in the Woodland Garden and we hire this to a therapist Sian Jones. whose clients benefit from this peaceful and therapeutic garden. Richard Knowles and about 6 Shared Lives volunteers also visit occasionally on Tuesdays and we are grateful for their help in the Woodland Garden and with the path behind the building from the car park to the flower area. We give fresh cut-flowers each week to Broadwater Community Support Hub, volunteers take home some produce and we sell our dried flowers at various events.
2. We gave 30% of the funds we generated last year from yurt hire to MKC (this has now changed to a fixed amount about the same percentage). The rest of our income covered materials and expenses for our project (including a camera alert system for security), contributed to the running costs of TTW and created a reserve for essential repairs and maintenance, some of which we used to replace the cover of the yurt which was leaking. We do not have any paid workers. We are very grateful to a skilled volunteer who repaired the ramp up to the yurt. We also refreshed the bird signs in the garden , originally made by pupils at Oak Grove College.
3. We are pleased to say that the incidents of young people breaking into the yurt have stopped since an arrest in December 2024.
4. We had a very successful Seed Swap, Sow & Grow at MKC in March and would like to repeat next year. We have made an Expression of Interest in running a food waste project at MKC in 2025/26, in collaboration with other users of the centre especially Russell Martin Foundation and would like to discuss this at the AGM.

MAYBRIDGE KEYSTONE CLUB AND CENTRE

Treasurer's report to the Trustees and members for the Annual General Meeting to be held on Thursday 28th.August 2025

The audited report for the Financial Year from 1st.April 2024 to 31st.March 2025 was signed off 24th.June 2025 by the honorary auditor and presented to the meeting of Trustees on the 3rd. July 2025'

In summary;-

INCOME increased by over £12,000 from the previous year to £56,000 largely due to receipt of two grants totalling £6,715 (Worthing Borough Council and Worthing Community) and with donations £1780.98. Receipts from other charities and organisations for the use of the facilities of the Centre increased by £5,000 to £35,600 over the past 12 months.

EXPENDITURE was down by over £6,000 from the 2023/24 year mainly from the reduction in maintenance costs and a substantial rebate from the previous supplier of gas/electricity (EDF) following the change to BG Lite. There was an increase in the cost of providing service to the young persons sessions to £6,100 from £3,300. The water account was far higher than earlier years following the water leak from the main supply pipe leading from the street mains. All other costs were within budget requiring no comment other than the electricity account from BG Lite. They have claimed that MKC operate as a business as a result are charging VAT at a rate of 20%. This has been challenged and is still in dispute. Currently it is estimated MKC has been overcharged by £50 -£60 per month.

MKC have therefore produced a very healthy surplus for year 24/25 of £15,400 compared to a loss of £2,800 for year 23/24. However it was necessary to maintain a healthy surplus to meet the expected substantial increases during the current 25/26 year in costs for power and water charges, wage costs following the April increased NI charges, and the necessary refurbishment of the kitchen at an estimated cost of £10,500. MKC have lost the support of one user which accounted for 8% of its revenue during year 24/25.

YEAR 2025 to date;-

Without doubt the year 2025 -2026 will be a challenging year financially with the substantial increase in overall wages, gas and electricity charges, water supply and the continual maintenance and refurbishments necessary, coupled with the loss of one of the users of the premises. Trustees will be

looking at ways to increase revenue and also to use some of the reserve funds for essential refurbishments and repairs.

Income for the first 4 months of the year has held firm and stands at £16,738 whilst expenditure (ignoring refurbishment costs) has come to £16,732 and covers insurance £1233, youth service £5254, wages £3641, water £1330, gas and electricity £1879, telecom £797, cleaning £325, council tax £300, and with general maintenance and other small charges making up the balance..

Costs incurred during August for the kitchen refurbishment have come to £10,200.

J A Gunner
Trustee
Maybridge Keystone Club and Centre

27/08/2025

TREASURER

**INDEPENDENT EXAMINERS REPORT TO TRUSTEES OF
MAYBRIDGE KEYSTONE CLUB AND CENTRE
1 APRIL 2024 TO 31 MARCH 2025**

I report to the Trustees of MAYBRIDGE KEYSTONE CLUB AND CENTRE (*the Charity*) I have completed my examination of *the Charity's* accounts for the twelve months to 31 March 2025. In such examination all applicable directions of the Charities Commission have been followed.

Under the provision of the Charity Act 2011 Trustees of *the Charity* are responsible for the preparation of the annual accounts.

- 1). I can confirm that following the examination of the accounts no material matters have been identified that may give me any rise of concern;
- 2). Full accounting records are maintained and are fully supported by the necessary documentation;
- 3). Samples of monthly accounts were taken and as a result there were no signs of unusual activities or entries that could be found without full support evidence;
- 4). In the carrying out of the examination I was provided with full and open co-operation and access to records;
- 5). All information and documents provided gave full answers to my questions and included all bank statements;
- 6). There is no evidence of misuse or incorrect or fraudulent use of funds and all transactions have been correctly stated on the accounts and are showing on the bank statements;
- 7). No Trustee has received any form of remuneration, reward, or benefit from the funds of *the Charity*;
- 8) No cash receipts have been accepted and all transactions are by electronic means save one client who pays monthly by cheque designated use of hall (2);
- 9). It was noted £10,000 was transferred in July 2024 from the active business account into *the Charity's* interest-bearing reserve account for future essential repair and maintenance work.

Having completed my examination of the accounts I am satisfied there are no matters for me to draw your attention to enable you a proper understanding to be reached.

Also, I declare I have no connection or relationship with *the Charity* nor receive any reward or remuneration from *the Charity*.

Lisa Dalglish
Independent Examiner



Date

24/6/25

**MAYBRIDGE KEYSTONE CLUB AND CENTRE
YEARLY ACCOUNTS FOR 1ST. APRIL 2024 TO 31ST. MARCH 2025**

	2024/25	2023/24
INCOME		
Grants	6,715.00	0,00
Donations	1,780.98	2,675.00
Interest on account no3422	488.78	226.22
Refunds	0.00	217.20
Use of facilities and hall	35,611.71	30,303.62
Cheques for use of facilities and hall	2,191.50	1,811.50
Community Transport Sussex	9,170.00	7,650.00
Sussex Clubs for Young Persons	0.00	608.33
TOTAL INCOME	55,958.22	43,491.87
EXPENDITURE		
Wages to MKC staff	10,352.91	9,057.38
Bookkeeper services	346.50	427.50
Services provided by Sid Youth	6,139.33	3,372.76
Energy costs (Gas and electricity)	5,637.64	6,313.00
Water	5,518.66	3,072.00
Telecom	1,466.15	1,435.22
Bank charges	70.90	69.60
Insurance premiums	1,106.74	1,165.01
IT Web	0.00	0.00
Cleaning	908.25	956.07
Consumables	241.44	255.61
Maintenance	7,304.37	12,022.31
Council	748.60	701.80
Music Licence (PPL/PRS)	384.20	0.00
TV Licence	169.50	159.00
Administration costs	132.45	196.45
Storage	0.00	2,184.00
TOTAL EXPENDITURE	40,527.46	46,260.27
SURPLUS (LOSS)	15,430.76	(2,768.40)

BANK RECONCILIATION

ACCOUNT NUMBER	3414		
Opening balance at 01/04/2024		24,517.65	
Transfer out 11/07/2024 to account	3422	-10,000.00	
Closing balance at 31/03/2025		29,459.63	
Surplus			4,941.98
ACCOUNT NUMBER	3422		
Opening balance at 01/04/2024		18,824.94	
Transfer in 11/07/2024 from account	3414	10,000.00	
Closing balance at 31/03/2025		29,313.32	
Surplus			10,488.78
Overall 2024/2025 Surplus			15,430.76

COMMENTS

- 1). Income comprised of grants £6715.00, donations £1780.98, and income from like minded charities and other organisations for the use of facilities and services provided by MKC at their premises £46,973.46 and with interest from account ..3422 £488.78
- 2). The cost of employing direct staff and sub-contracted staff to provide service totalled £16,838.74. The management of MKC is by 7 Trustees who provide their services as volunteers with no financial award or benefit..
- 3). Overall expenses were down mainly due to the cost of repairs and maintenance being less than anticipated although there was a substantial increase in labour costs. All other expenses were held within reasonable limits.
- 4). £10,000 was transferred to the reserve account....3422 to cover future high cost necessary maintenance work.
- 5). Outstanding disputes with Scottish Water and PPL/PRS (music licence) have been resolved to satisfaction. There are no developments in payment of outstanding sums due from Sussex Clubs for Young Persons following their liquidation in 2023.



J A Gunner
Trustee
Maybridge Keystone Club and Centre

Dated 18.06.25

MAYBRIDGE KEYSTONE CLUB

England & Wales - Charity number 290520

Accounts



Raleigh Way, Goring-By-Sea, Worthing. West Sussex BN12 6JD

WELCOME TO OUR 2023/24

ANNUAL GENERAL MEETING

Thursday 5th December 2024

7pm for 7.15pm





Raleigh Way, Goring-By-Sea, Worthing, West Sussex BN12 6JD

Welcome: A very warm welcome was given to everyone able to be present, including our four representatives from the local community.

Present: Alan Cook (Parent), Trevor England (MKC), John Gunner (MKC), Kingsley Harte (MKC), Claire Hunt (Transition Town /Breathing Spaces), Lisa Leach (Transition Town/ Breathing Spaces), Penny Last (Parent), Hannah Padwick (Parent), Shirley Robinson- Viney (MKC), Anne Romer, (Field Place Community Association), Richard Rodriguez (MKC), Hazel Thorpe (MKC), Robin Rogers, (MKC). Martin Walker (MKC/ resident)

Apologies; Gaile Dean (Ultimate Pilates) Lee Gander (Sussex Community Transport), Myra Jasper (MKC) Gaye Jackson (Maybridge Community Church)

Matters arising from the last Minutes November 30th, 2022, agreed / signed and to be scanned in for the Charity Commission.

Correspondence: nothing of note,

Election of Management Committee

All these positions below were agreed by the nominees, proposed then voted upon by those present and voted for unanimously

The election of officers for the next year duly elected are as follows: Trustee (T)

Chair: Robin Rogers (T) Proposer Trevor England, Seconder Shirley Robinson -Viney

Trustees en bloc Proposer Robin Rogers, Seconder Hannah Padwick

Vice Chair: Trevor England (T)

Hon Treasurer: John Gunner (T)

Secretary: Cllr Hazel Thorpe (T)

Fundraiser Mayra Jasper (T)

Maintenance / Energy Advisor Kingsley Harte (T)

Safeguarding Officer Shirley Robinson - Viney (T)

Other Committee members duly agreed and elected by those present.

Community Representative - Penny Last

Youth Leaders' Representative - tbc (Sid Youth)

Young Person Representative tbc

Bookings & Maintenance - Richard Rodrigues

Website / IT - Martin Walker

Environmental / Breathing Spaces/ Transition Town. - Claire hunt / Lisa Leach

Hirers Rep. Lee Sussex Community Transport

Invoices - Bookkeeping - Rachel Murray

Coopted member - Community / parents - Hannah Padwick

Observer - WBC tbc

Non-Voting Advisor - tbc

Hon Auditors Lisa Daghish

Hon Solicitors tbc

Chair's Report as laid out in the report. Many thanks were expressed by Robin on behalf of the committee, for the challenging work and commitment given by the volunteers and trustees. We are very pleased to have the involvement of Transition Town / Breathing Spaces, Sussex Community Transport and our regular hirers such as Ultimate Pilates, and the Dogs Trust. Robin explained the background to the club for the new attendees. We will need to carefully consider the funding of the new afternoon club which supports several children with SEND as this is commissioned at full recovery costs. Our partnership with SCYP has ended due to SCYP going into liquidation. Martin was asked to start crowd funding. Various ideas for funding were discussed and noted for follow ups.

Treasurers Report covering the period 31st March 2022 – 1st April 2023 as laid out in the report. The Treasurers report noted that income was £46,527.57 and expenditure £42,551.61 and a small surplus to run the home of the Club – the centre was £3,975.96. We have a 19% increase in energy costs and essential maintenance expenses. This means that at this time, the Club could not afford any extra staffing for the new afternoon club. This would be reviewed as soon as more funds were available and a signed contract on both sides in place. An audited account to be ready for the Charity Commission by the end of the year.

Youth Work ongoing – Please see the attached information in the Annual report as to the success of the new afternoon club.

Hirers.

- We have reviewed the hiring costs in the New Year to offset energy costs and the rise in the cost of living - a small increase in fees.
- We also need to take a tougher stance on debtors.

Energy and Cost of Living

- Solar panels (Government grants £10 towards the project,) Sensors and a review of the building in terms of energy. (Trevor, Myra, and Kingsley to work together on this for bids). Rampion Community Benefit Fund might be a pathway. Ongoing
- Energy usage – match funding (Matt CTS) – suggested we talk to him.
- Electric Charging points were discussed with respect to Sussex Community Transport – they have a grant and Kingsley can help with the installation. Ongoing
- Social media –. Pleased to note that Martin has returned to the club and has agreed to promote the club and centre for us.
- Constitution and CIO proposal – need to have a meeting and independent advice sourced in process – on hold due to the need to address the youth club solutions.

Breathing Spaces Update

Report as shown in the Annual Report – progressing well with links to the community - thanks.

Website and IT Junction This has restarted every Friday morning for the community IT support.

Our Record of Thanks

Hayley van Nimwegen and Charlie Van Nimwegen have retired after many years of supporting the club. A gift and card to thank them and wish them well in the future will be delivered. Our grateful thanks also to our new independent auditor Lisa Daghish and to all our supporters especially those who attended on person.

AOB.

Meeting ended at 8.30pm Dates for the diary; Management for everyone; Monday 15th January 2024 7pm for 7.15pm Trustees meeting tbc

Typed by Hazel Thorpe for Robin Rogers 24/11/23.

Maybridge Keystone Club

Chairman's Report - 2023-2024

Our experienced and strong Team of Trustees have continued to make the Maybridge Keystone Club (MKC) a great success, especially for the hirers who use the Centre that fund our Youth Club.

We are fortunate in having a modern building with excellent facilities that attracts a wide range of Hirers. Our Facilities Officer, handles all the bookings through to regular hirers such as Ultimate Pilates, Direct Defence, the Russell Martin Foundation and the Dogs Trust to name just a few. He is also responsible for all the maintenance and cleaning issues.

Hazel Thorpe, as the Secretary, is really efficient in ensuring that Meetings, Agendas, and the various responsibilities happen. Trevor England serves as our Vice Chair, and he assists me in a wide number of roles including giving me helpful advice. John Gunner is our Treasurer, and he works really hard to ensure that our income is healthy, and our money is well spent especially on maintenance issues. He has wide experience in that role. We have a total of seven Trustees. Shirley Robinson-Viney has been involved with Youth activities for many years, looking after the Youth Mayors for around 20 years and has been a Trustee with (SCYP) Sussex Clubs for Young People. Kingsley Harte has a young family and is a qualified electrician. Lastly, we have Myra Jasper who has wide experience in fund raising. We are fortunate to have such a talented team!

We are pleased to have a number of regular hirers who do seem to appreciate the facilities that we offer and give the MKC a regular income which helps us control our expenditure. We firmly believe that the MKC offers hirers and our local youth a quality clean environment that is both safe and friendly. Now a special mention for Sussex Community Transport, who are major contributors to the MKC and they can be relied upon to help us in many ways.

All Trustees are unpaid volunteers who give up their time to ensure the Youth Club works well within our community. We contract out to the SID Youth who run a Juniors Club on Friday afternoons.

I would like to say a 'big thank you' to all involved with the MKC. I look forward to an interesting and exciting future.

Robin Rogers. Chair MKC

MAYBRIDGE KEYSTONE CLUB

Maybridge Keystone Club and Centre
RALEIGH WAY, GORING BY SEA,
WORTHING,
WEST SUSSEX,
BN12 6JD

TREASURER'S REPORT TO TRUSTEES OF MKC FOR THE ANNUAL GENERAL MEETING TO BE HELD 5TH.DECEMBER 2024.

- 1). The audited report for the account year 2023/2024 was prepared and signed by the independent examiner 18 May 2024 and presented to trustees on 29 May 2024
- 2). Attached to this report is the financial activity of MKC for the period 1 April 2024 to the 31 December 2024 and I report:-
 - a). the bank balance held in the day to day business account3414 stands at £31,981.97
 - b). the bank balance held on the savings account....3422 stood at £29,137.06, with interest earned from April to November totalling £251.09, £10,000 was transferred into the savings account from account3414 on 11 July 2024.
- 3). The item against Gas and Electricity includes a rebate of £2619 received from EDF during September as the result of overcharging over the previous 2 years. MKC's supplier is now British Gas who provided a lower rate than EDF.
- 4). The grant received from WBC during November £5215 is on the understanding MKC will provide funding for 3 persons to supervise the club for young persons managed by Sid Youth.
- 5). Payments made to PPL/PRS cover the past 3 years fees plus the first half year fees for the current year following settlement of the dispute on the correct charge levied on MKC.
- 6). No water bills have been paid for the past 3 months following the cancellation of the DDM to Business Stream who increased the monthly charge to more than £1,900 per month. We are in current dispute with BS (trading arm of Scottish Water) regarding the sum due to them following the bad water leakage at MKC's premises in the first half of 2023.
- 7). All accounts received have been paid other than to Sid Youth which is scheduled for payment next week.
- 8). It is to be noted that as the result of the latest government budget our wage bill will be increased by £558 per annum.

MAYBRIDGE KEYSTONE CLUB AND CENTRE

2014 ACCOUNTS FROM 01 APRIL 2024 TO 30 NOVEMBER 2024

	NOVEMBER	YEAR TO DATE
LIST OF INCOME		
Grants	5215.00	6715.00
Donations	150.00	1150.00
Hire of Hall	2474.40	22641.39
Cash and cheque Hire of Hall	185.00	1636.75
Services to Community Transport Sussex	0.00	5970.00
TOTAL INCOME	8024.40	38113.14
LIST OF EXPENDITURE		
Council	72.86	582.88
TV licence	0.00	0.00
Sid Youth	0.00	2411.25
Wages and fees	857.01	6849.87
Book Keeping Fees	27.00	202.50
PPL/PRS	126.60	303.56
Gas and Electricity	517.35	2640.52
Water supply	00	1024.00
Telecom/admin	122.95	976.53
IT/Web	0.00	0.00
Insurance	0,00	1106.74
Maintenance	2336.40	4282.65
Groceries/refreshments	0.00	343.11
Cleaning Materials	0.00	580.00
Administration costs	0.00	0,00
Bank Charges	5.80	48.10
TOTAL EXPENDITURE	4065.37	21352.01
SURPLUS	3959.03	16761.13

[Handwritten signature]
4/12

**INDEPENDENT EXAMINERS REPORT TO TRUSTEES OF
MAYBRIDGE KEYSTONE CLUB AND CENTRE
1 APRIL 2023 TO 31 MARCH 2024**

I report to the Trustees of MAYBRIDGE KEYSTONE CLUB AND CENTRE (*the Charity*) I have completed my examination of *the Charity's* accounts for the twelve months to 31 March 2024. In such examination all applicable directions of the Charities Commission have been followed.

Under the provision of the Charity Act 2011 Trustees of *the Charity* are responsible for the preparation of the annual accounts.

- 1). I can confirm that following the examination of the accounts no material matters have been identified that may give me any rise of concern;
- 2). Full accounting records are maintained and are fully supported by the necessary documentation;
- 3). Samples of monthly accounts were taken and as a result there were no signs of unusual activities or entries that could be found without full support evidence;
- 4). In the carrying out of the examination I was provided with full and open co-operation and access to records;
- 5). All information and documents provided gave full answers to my questions and included all bank statements;
- 6). There is no evidence of misuse or incorrect or fraudulent use of funds and all transactions have been correctly stated on the accounts and are showing on the bank statements;
- 7). No Trustee has received any form of remuneration, reward, or benefit from the funds of *the Charity*;
- 8) No cash receipts have been accepted and all transactions are by electronic means save one client who pays monthly by cheque;
- 9). It was noted £10,000 was transferred from the active business account into *the Charity's* interest-bearing reserve account.

Having completed my examination of the accounts I am satisfied there are no matters for me to draw your attention to enable you a proper understanding to be reached.

Also, I declare I have no connection or relationship with *the Charity* nor receive any reward or remuneration from *the Charity*.



Lisa Daghish
Independent Examiner

18 May 2024

MAYBRIDGE KEYSTONE CLUB AND CENTRE
YEARLY ACCOUNTS FOR 1ST APRIL 2023 TO 31ST MARCH 2024

	2023/4	2022/23
LIST OF INCOME		
Grants	0.00	0,00
interest on HSBC account3422	226.22	34.94
Hire of Hall	30,303.62	31,100.00
Cash and cheque Hire of Hall	1,811.50	2,186.00
Donations	2,675.00	270.00
Refunds	217.200	0.00
Services to D.A.R and SCYP	nb1	12,936.63
SCYP.	608.33	0.00
Community Transport Sussex	7,650.00	0.00
TOTAL INCOME	43,491.87	46,527.57
LIST OF EXPENDITURE		
Council	701.80	519.76
TV licence	159,00	159.00
Sid Youth	3,372.76	0,00
Wages and fees	9,057.38	8,880.65
Book Keeping Fees	427.50	427.50
Services from SCYP	4,872.07	11,456.86
Gas and Electricity	6,313.00	6,600.60
Water supply	3,072.00	1,044.00
Telecom/admin	1,435.52	1,263.33
IT/Web	0.00	0.00
Storage of Equipment	2,184.00	580.80
Insurance	1,165.01	1,105.16
Maintenance	12,022.31	8,239.13
Groceries/refreshments	255.61	1,683.62
Cleaning Materials	956.07	520.00
Administration costs	196.45	0,00
Bank Charges	69.60	71,20
TOTAL EXPENDITURE	46,260.27	42,551.61
SURPLUS (LOSS)	(2,768.40)	3,975.96

NB 1 For year 2022/2023 the income from rents received from both Sussex Clubs for Young Persons and for Dial a Ride (now Community Transport Sussex) was reported as one sum for accounting purposes.

BANK RECONCILIATION

ACCOUNT..91853414

Opening balance 01/04/2023	37,512.27	
Transfer 24/10/2023 to account 91853422	- 10,000.00	
Closing balance 31/03/2024	24,517.65	
Loss	-	12,944.62

ACCOUNT 91853422

Opening balance 01/04/2023	8,598.72	
Transfer from account 91853414	10,000.00	
Closing balance 31/03/2024	18,824.94	
Surplus		10,226.22

Overall loss 2,768.40

COMMENTS

INCOME for 2023/24 was down by £3000 as the result of loss of rent following the demise of SCYP (estimate loss of income £6000) and a small reduction in income from hire of hall.

MKC received £2,400 more in donations than in the previous year.

EXPENDITURE was £3,700 more than the previous year including the following:

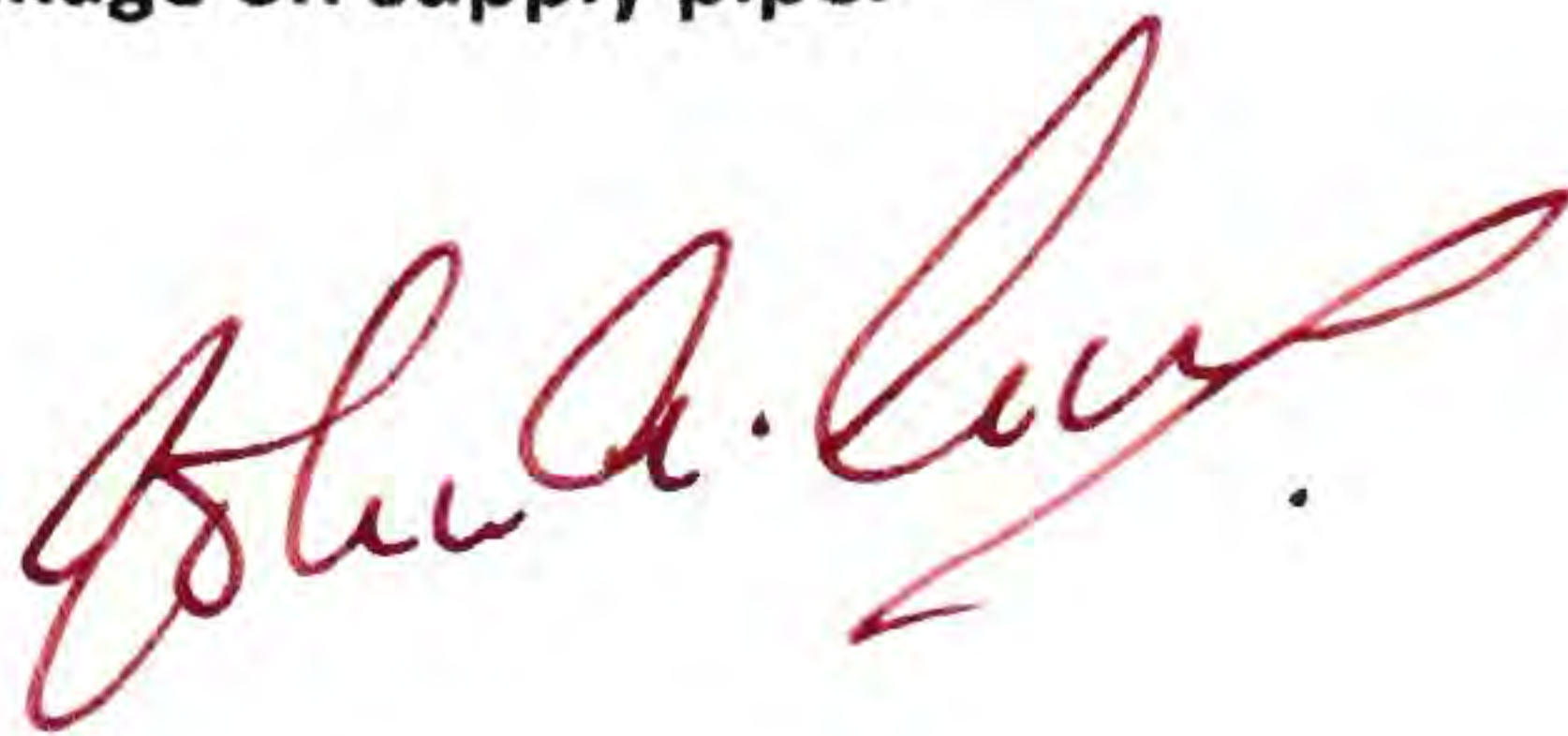
- a) the purchase of the storage container (£1920) shown under heading storage of equipment;
- b) repairs to the water supply pipe to the premises and the subsequent repair to the driveway (£3902 as part of maintenance expenditure);
- c) the installation of the new LCD tube lighting (£3565 as part of maintenance expenditure).

£10,000 was transferred from the business account to the interest bearing reserve account of MKC.

SCYP went into liquidation in June 2023 owing MKC in excess of £2700 in unpaid rents plus the payment for the provision of MKC's service to Young Carers. MKC withheld payment of £1700 for the last 2 months of service provided by SCYP, as, in the view of Trustees of MKC, SCYP had failed to deliver service and also they were in arrears of their payments to MKC. Trustees held several meetings with the CEO of SCYP on this subject before SCYP went into administration.

NO INVOICES have been raised by the licencing authorities for public music during 2023/24, the last communication received was in August 2022.

MKC ARE IN DISPUTE with Scottish Water regarding outstanding account for water charges following water leakage on supply pipe.



J A GUNNER
Trustee
Maybridge Keystone Club and Centre

Dated 15th.May 2024

MAYBRIDGE KEYSTONE CLUB

Maybridge Keystone Club and Centre
RALEIGH WAY, GORING BY SEA,
WORTHING,
WEST SUSSEX,
BN12 6JD

TREASURER'S REPORT TO TRUSTEES OF MKC FOR THE ANNUAL GENERAL MEETING TO BE HELD 5TH.DECEMBER 2024.

- 1). The audited report for the account year 2023/2024 was prepared and signed by the independent examiner 18 May 2024 and presented to trustees on 29 May 2024
- 2). Attached to this report is the financial activity of MKC for the period 1 April 2024 to the 31 December 2024 and I report:-
 - a). the bank balance held in the day to day business account3414 stands at £31,981.97
 - b). the bank balance held on the savings account....3422 stood at £29,137.06, with interest earned from April to November totalling £251.09, £10,000 was transferred into the savings account from account3414 on 11 July 2024.
- 3). The item against Gas and Electricity includes a rebate of £2619 received from EDF during September as the result of overcharging over the previous 2 years. MKC's supplier is now British Gas who provided a lower rate than EDF.
- 4). The grant received from WBC during November £5215 is on the understanding MKC will provide funding for 3 persons to supervise the club for young persons managed by Sid Youth.
- 5). Payments made to PPL/PRS cover the past 3 years fees plus the first half year fees for the current year following settlement of the dispute on the correct charge levied on MKC.
- 6). No water bills have been paid for the past 3 months following the cancellation of the DDM to Business Stream who increased the monthly charge to more than £1,900 per month. We are in current dispute with BS (trading arm of Scottish Water) regarding the sum due to them following the bad water leakage at MKC's premises in the first half of 2023.
- 7). All accounts received have been paid other than to Sid Youth which is scheduled for payment next week.
- 8). It is to be noted that as the result of the latest government budget our wage bill will be increased by £558 per annum.

MAYBRIDGE KEYSTONE CLUB AND CENTRE

2014 ACCOUNTS FROM 01 APRIL 2024 TO 30 NOVEMBER 2024

	NOVEMBER	YEAR TO DATE
LIST OF INCOME		
Grants	5215.00	6715.00
Donations	150.00	1150.00
Hire of Hall	2474.40	22641.39
Cash and cheque Hire of Hall	185.00	1636.75
Services to Community Transport Sussex	0.00	5970.00
TOTAL INCOME	8024.40	38113.14
LIST OF EXPENDITURE		
Council	72.86	582.88
TV licence	0.00	0.00
Sid Youth	0.00	2411.25
Wages and fees	857.01	6849.87
Book Keeping Fees	27.00	202.50
PPL/PRS	126.60	303.56
Gas and Electricity	517.35	2640.52
Water supply	00	1024.00
Telecom/admin	122.95	976.53
IT/Web	0.00	0.00
Insurance	0,00	1106.74
Maintenance	2336.40	4282.65
Groceries/refreshments	0.00	343.11
Cleaning Materials	0.00	580.00
Administration costs	0.00	0,00
Bank Charges	5.80	48.10
TOTAL EXPENDITURE	4065.37	21352.01
SURPLUS	3959.03	16761.13

[Handwritten signature]
4/12

**INDEPENDENT EXAMINERS REPORT TO TRUSTEES OF
MAYBRIDGE KEYSTONE CLUB AND CENTRE
1 APRIL 2023 TO 31 MARCH 2024**

I report to the Trustees of MAYBRIDGE KEYSTONE CLUB AND CENTRE (*the Charity*) I have completed my examination of *the Charity's* accounts for the twelve months to 31 March 2024. In such examination all applicable directions of the Charities Commission have been followed.

Under the provision of the Charity Act 2011 Trustees of *the Charity* are responsible for the preparation of the annual accounts.

- 1). I can confirm that following the examination of the accounts no material matters have been identified that may give me any rise of concern;
- 2). Full accounting records are maintained and are fully supported by the necessary documentation;
- 3). Samples of monthly accounts were taken and as a result there were no signs of unusual activities or entries that could be found without full support evidence;
- 4). In the carrying out of the examination I was provided with full and open co-operation and access to records;
- 5). All information and documents provided gave full answers to my questions and included all bank statements;
- 6). There is no evidence of misuse or incorrect or fraudulent use of funds and all transactions have been correctly stated on the accounts and are showing on the bank statements;
- 7). No Trustee has received any form of remuneration, reward, or benefit from the funds of *the Charity*;
- 8) No cash receipts have been accepted and all transactions are by electronic means save one client who pays monthly by cheque;
- 9). It was noted £10,000 was transferred from the active business account into *the Charity's* interest-bearing reserve account.

Having completed my examination of the accounts I am satisfied there are no matters for me to draw your attention to enable you a proper understanding to be reached.

Also, I declare I have no connection or relationship with *the Charity* nor receive any reward or remuneration from *the Charity*.



Lisa Daghish
Independent Examiner

18 May 2024

MAYBRIDGE KEYSTONE CLUB AND CENTRE
YEARLY ACCOUNTS FOR 1ST APRIL 2023 TO 31ST MARCH 2024

	2023/4	2022/23
LIST OF INCOME		
Grants	0.00	0,00
interest on HSBC account3422	226.22	34.94
Hire of Hall	30,303.62	31,100.00
Cash and cheque Hire of Hall	1,811.50	2,186.00
Donations	2,675.00	270.00
Refunds	217.200	0.00
Services to D.A.R and SCYP	nb1	12,936.63
SCYP.	608.33	0.00
Community Transport Sussex	7,650.00	0.00
TOTAL INCOME	43,491.87	46,527.57
LIST OF EXPENDITURE		
Council	701.80	519.76
TV licence	159,00	159.00
Sid Youth	3,372.76	0,00
Wages and fees	9,057.38	8,880.65
Book Keeping Fees	427.50	427.50
Services from SCYP	4,872.07	11,456.86
Gas and Electricity	6,313.00	6,600.60
Water supply	3,072.00	1,044.00
Telecom/admin	1,435.52	1,263.33
IT/Web	0.00	0.00
Storage of Equipment	2,184.00	580.80
Insurance	1,165.01	1,105.16
Maintenance	12,022.31	8,239.13
Groceries/refreshments	255.61	1,683.62
Cleaning Materials	956.07	520.00
Administration costs	196.45	0,00
Bank Charges	69.60	71,20
TOTAL EXPENDITURE	46,260.27	42,551.61
SURPLUS (LOSS)	(2,768.40)	3,975.96

NB 1 For year 2022/2023 the income from rents received from both Sussex Clubs for Young Persons and for Dial a Ride (now Community Transport Sussex) was reported as one sum for accounting purposes.

BANK RECONCILIATION

ACCOUNT..91853414

Opening balance 01/04/2023	37,512.27	
Transfer 24/10/2023 to account 91853422	- 10,000.00	
Closing balance 31/03/2024	24,517.65	
Loss	-	12,944.62

ACCOUNT 91853422

Opening balance 01/04/2023	8,598.72	
Transfer from account 91853414	10,000.00	
Closing balance 31/03/2024	18,824.94	
Surplus		10,226.22

Overall loss 2,768.40

COMMENTS

INCOME for 2023/24 was down by £3000 as the result of loss of rent following the demise of SCYP (estimate loss of income £6000) and a small reduction in income from hire of hall.

MKC received £2,400 more in donations than in the previous year.

EXPENDITURE was £3,700 more than the previous year including the following:

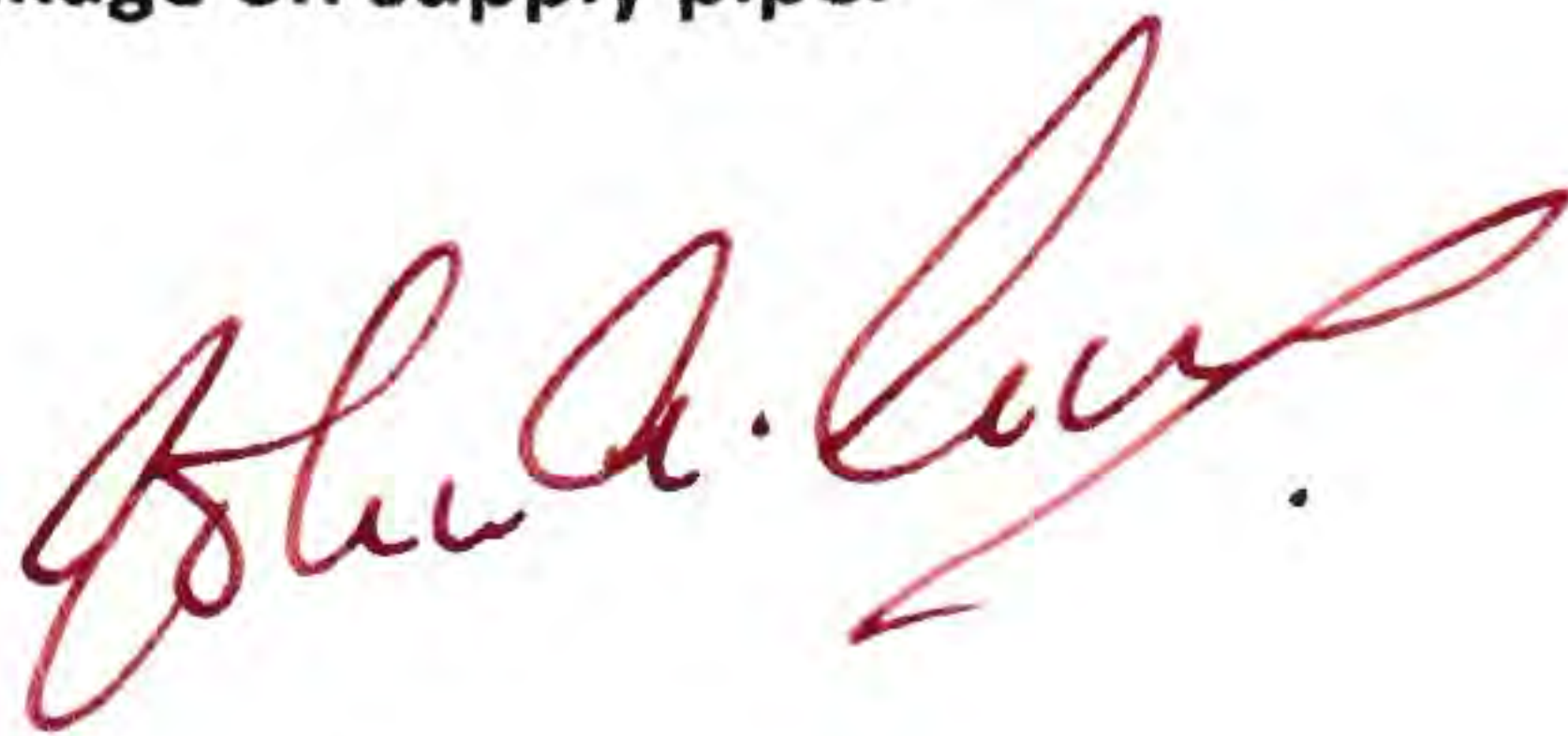
- a) the purchase of the storage container (£1920) shown under heading storage of equipment;
- b) repairs to the water supply pipe to the premises and the subsequent repair to the driveway (£3902 as part of maintenance expenditure);
- c) the installation of the new LCD tube lighting (£3565 as part of maintenance expenditure).

£10,000 was transferred from the business account to the interest bearing reserve account of MKC.

SCYP went into liquidation in June 2023 owing MKC in excess of £2700 in unpaid rents plus the payment for the provision of MKC's service to Young Carers. MKC withheld payment of £1700 for the last 2 months of service provided by SCYP, as, in the view of Trustees of MKC, SCYP had failed to deliver service and also they were in arrears of their payments to MKC. Trustees held several meetings with the CEO of SCYP on this subject before SCYP went into administration.

NO INVOICES have been raised by the licencing authorities for public music during 2023/24, the last communication received was in August 2022.

MKC ARE IN DISPUTE with Scottish Water regarding outstanding account for water charges following water leakage on supply pipe.



J A GUNNER
Trustee
Maybridge Keystone Club and Centre

Dated 15th.May 2024

MAYBRIDGE KEYSTONE CLUB

England & Wales - Charity number 290520

Accounts



Raleigh Way, Goring-By-Sea, Worthing. West Sussex BN12 6JD

MAYBRIDGE KEYSTONE CLUB & CENTRE AGM 2022/23



The winner of the LIONS SE district **finals "Young Ambassador"** shown here with MKC Chair Robin Rogers and Lion President Tony Holley. Cam was one of our Young Youth Leaders.



Our Young Carers group completed the project based on their experience of Covid with Russ Iden, our artist in residence.



Raleigh Way, Goring-By-Sea, Worthing, West Sussex BN12 6JD

Welcome: A very warm welcome was given to everyone able to be present, including our two new Trustees.

Present: Chris Cook (SCYP), Trevor England, Lee (Sussex Community Transport), Kingsley Harte, Myra Jasper, Richard Rodriguez (MKC), Hazel Thorpe (MKC), Robin Rogers, (MKC).

Apologies; Cameron Cox (YP), (MKC), John Gunner (MKC), Claire Hunt (Breathing Spaces), (Lisa Leach (Breathing Spaces), Charlie and Hayley van- Nimwegen, Anne Romer, (Field Place Community Association), Stephanie Powell (SCYP),

Matters arising from the last Minutes November 3rd, 2021, agreed / signed and to be scanned in for the Charity Commission.

Correspondence: nothing of note,

Election of Management Committee

All these positions below were agreed by the nominees, proposed then voted upon by those present and voted for unanimously

The election of officers for the next year duly elected are as follows: Trustee (T)

Chair: Robin Rogers (T)

Vice Chair: Trevor England (T)

Hon Treasurer: John Gunner (T)

Secretary: Cllr Hazel Thorpe (T)

Fundraiser Mayra Jasper (T)

Maintenance / Energy Advisor Kingsley Harte (T)

Community Representative - Charlie van Nimwegen

Other Committee members duly elected.

Youth Leaders' Representative - Sheri Birch tbc

Young Person Representative - Lilley Kirk and Cameron Cox tbc

Sussex Clubs for Young People - Chris Cook CEO SCYP

Bookings & Maintenance - Richard Rodrigues

Website / IT - tbc

Environmental / Breathing Spaces/ Transition Town. - Claire hunt / Lisa Leach

Hirers Rep. Lee Sussex Community Transport

Invoices - Bookkeeping - Rachel Murray

Coopted member - Community / parents -

Observer - WBC tbc

Non-Voting Advisor - tbc

Hon Auditors Hayley Van Nimwegen

Hon Solicitors tbc

Chair's Report as laid out in the report. Many thanks were expressed by Robin on behalf of the committee, for the challenging work and commitment given by the volunteers and trustees. We are incredibly pleased to have more funding for improved IT facilities, the involvement of Transition Town / Breathing Spaces, Sussex Community Transport and SCYP. The centre and club are still doing well, with hirers returning on a regular basis. Nothing more to add to his report.

Treasurers Report covering the period 31st March 2021 – 1st April 2022 as laid out in the report. The Leadership and management of the youth Leaders was transferred to SCYP on October 1st, 2020. The Treasurers report noted that income was £44,012.69 and expenditure £33,985.34 and a small surplus to run the home of the Club – the centre was £10,027.35 . This means that at this time, the Club could not afford any rise in fees to Sussex Clubs for Young People who want to expand their activities. This would be reviewed as soon as more funds were available and a signed contract on both sides in place. An audited account to be ready for the Charity Commission by the end of the year.

Youth Leader's Report & Sussex Clubs for Young People Update

Cameron entered the International Lions Ambassador Award which is a national competition and won at regional level. He is organising an art project involving an artist in residence – on the theme of Young People and their views on Mental health impacted upon by Covid. Hazel is mentoring him for the Lions, as his SCYP leader Stephanie left, and it is a large undertaking.

The young people have also been working alongside Breathing Spaces, who have an ethos of working with vulnerable people and making their lives better through wellbeing.

Grace and Sam run the Clubs, the young Carer groups are working well, and, in the future, they hope to have the Duke of Edinburgh awards scheme at the centre as they are now licensed for that, and more sports coaching.

Hirers.

- We are expecting to have a Young Army cadet squadron training at the centre in 2023 supported by Worthing Lions.
- We will have to review the hiring costs in the New Year to offset energy costs and the rise in the cost of living.

Energy and Cost of Living

- Solar panels (Government grants £10 towards the project,) Sensors and a review of the building in terms of energy. (Trevor, Myra, and Kingsley to work together on this for bids). Rampion Community Benefit Fund might be a pathway.
- Energy usage – match funding (Matt CTS) – suggested we talk to him.
- Electric Charging points were discussed with respect to Sussex Community Transport – they have a grant and Kingsley can help with the installation.
- Social media – we need someone to take on the responsibility for the promotion of the Club and Centre.
- Constitution and CIO proposal – need to have a meeting and independent advice sourced

Breathing Spaces Update

Unfortunately, both Claire and Lisa were unwell and unable to attend. Report as shown in the Annual Report

Website and IT Junction unfortunately this has not been active due to covid, and other family matters related to our volunteers.

Record of Thanks

One of our Life Presidents Derek Northeast has passed way after an illness. Our sincere condolences to the family and our grateful thanks for his long and committed service to the Club. He will be much missed.

AOB.

Meeting ended at 8.40pm

Dates for the diary; Management; Wednesday 8th February 6.30pm Trustees meeting tbc

Thanks to all concerned. Typed by Hazel Thorpe for Robin Rogers 16.12 .22

Maybridge Keystone Club

Chairman's Report - 2022-2023

Our experienced and strong Team have continued to make the Maybridge Keystone Club (MKC) a great success, especially for the hirers who use the Centre that fund our Youth Club.

We are fortunate in having a modern building with excellent facilities that attracts a wide range of Hirers. Our Facilities Officer, Richard Rodrigues, handles all the bookings through to regular hirers such as Pilates, Direct Defence, the Russell Martin Foundation and the Dogs Trust to name just a few. Richard is also responsible for all the maintenance and cleaning issues.

Hazel Thorpe as the Secretary is really efficient in ensuring that Meetings, Agendas, and the various responsibilities happen. Trevor England serves as our Vice Chair and he assists me in a wide number of roles. John Gunner is our Treasurer and he works really hard to ensure that our income is healthy, and our money is well spent especially on maintenance issues. He has wide experience in that role. We have a total of seven Trustees. Shirley Robinson-Viney has been involved with Youth activities for many years, looking after the Youth Mayors for around 20 years and was a Trustee with (SCYP) Sussex Clubs for Young People. Kingsley Harte has a young family and is an electrician. Very Useful! Finally, our newest Trustee is Myra Jasper has wide experience in fund raising. We are fortunate to have such a great team!

Claire and Lisa from Transition Town Worthing look after the Woodland Garden in the east side of the grounds and they contribute to the running of the MKC. They also look after a small number of disadvantaged adults who enjoy the peace and tranquillity our garden offers.

We are pleased to have a number of regular hirers who do seem to appreciate the facilities that we offer and give the MKC a regular income which helps us control our expenditure. We firmly believe that the MKC offers hirers and our local youth a quality environment that is both safe and friendly. Now a special mention to Sussex Community Transport. SCT, namely Lee, Steve and Mark are a major contributor to the MKC and they can be relied upon to help us in many ways.

At the start of the Summer, we were let down badly by SCYP who used to run our Youth Club. Without any prior notice, they went into liquidation which ended our Youth Club for the Summer. However, we now have the SID Youth running a Juniors Club on Friday afternoons.

I would like to say a 'big thank you' to all involved with the MKC. I look forward to an interesting and exciting future.

Robin Rogers. Chair MKC

Breathing Spaces, a TTW project Report for AGM 23.11.23

1. Breathing Spaces (BS) is in its second year of being a volunteer-led community gardening group under the Transition Town Worthing (TTW) CIC umbrella. The funds we generated last year from flower sales and yurt hire covered materials and expenses for our project, contributed to the running costs of TTW, and have created a reserve for essential repairs and maintenance. We do not have any paid workers.
2. The agreement between MKC and TTW relating to MKC hosting BS activities, was revised in October 2023. It has been agreed that regular BS gardening sessions and exclusive hire of the yurt/garden by two therapists, Sian and Gina, will be scheduled on two days of the week (Mondays and Thursdays). Any additional sessions will be subject to approval by MKC. Also, MKC will invoice TTW for a small percentage of the income earned by BS from rental of the yurt/garden and flower sales, effective from November 2023.
3. BS/TTW Volunteer gardening sessions at MKC are on Thursday mornings although some volunteers come in to do watering on other days throughout the driest months. The number of volunteers each week varies between 4 and 10, ages range from people in their 20s to 70s, and people volunteer for their health and wellbeing and to support our environmental aims to sustainably grow flowers. We are growing more perennials and drought-tolerant plants and increasing our composting/mulching to reduce any mains water usage (we collect about 5000 litres of rainwater from the roof). We always garden without chemicals, with no extra heat and with respect for nature. This site is also part of the Worthing Wildflower Trail
4. This year, since July, we have given fresh cut-flowers each week to Broadwater Community Support Hub, and from October also to SHOUT WSK. We will be selling our dried flowers via HISBE supermarket in Portland Road for the second year.
5. We replaced the raised beds in the Woodland Garden last year thanks to an amazing fund-raising effort by volunteer Lynnette Cash who did a sponsored sky-dive. We have repaired the archway at the entrance to the Woodland Garden with found pieces of wood. The waterproofing of the yurt is failing and the cover must be replaced and the ramp up to the yurt will also be in need of repair soon. Before we investigate using funds for a new yurt cover we would like to discuss a pruning programme for the trees that block the light and encourage moss to grow on the cover, compromising its waterproofness. There has been quite a few breakages and damage of garden furniture this year when we are not present.
6. Richard Knowles and about 6 Shared Lives volunteers have reduced their volunteer time in the garden and now visit once a month. We are grateful for their help in the Woodland Garden and for improving the path behind the building from the car park to the flower area.
7. Sian and Gina continue to rent the yurt and garden for counselling sessions and we are delighted their clients benefit from this peaceful and therapeutic garden.
8. Sian is also part of Wild Gathering Nature CIC and ran some therapeutic sessions in the garden. They have requested some dates for November/Dec 2023 and Jan 2024 on Friday mornings til 2pm, which will be additional income for TTW and MKC.
9. We have been pleased to have occasional visits to the garden from a teacher and some pupils on Thursdays and we hope there will be more interaction in future. We hope that other people will use the garden when we are not present and if an adult wants to use the pizza oven with a group we are happy to show them how. We would appreciate people taking away any plastic with them, not introducing any chemicals, not turning on the water taps (!), and treating the gardens with respect.



Raleigh Way, Goring-By-Sea, Worthing. West Sussex BN12 6JD

MAYBRIDGE KEYSTONE CLUB & CENTRE AGM 2022/23 Finance Report



The winner of the LIONS SE district **finals "Young Ambassador"** shown here with MKC Chair Robin Rogers and Lion President Tony Holley. Cam was one of our Young Youth Leaders.



Our Young Carers group completed the project based on their experience of Covid with Russ Iden, our artist in residence.

MAYBRIDGE KEYSTONE CLUB AND CENTRE

Treasurer's report to Trustees for the Annual General Meeting to be held
13th.November 2023 → postponed to 30th NOV *

The year 1st.April 2022 to 31st.March 2023 will show the bank balances of the two accounts held by MAYBRIDGE KEYSTONE CLUB AND CENTRE as:-

Account	3414	01/04/2022	£33,571.25	31/03/2023	£37,512.27	
						Surplus £3941.02
Account.....	3422	01/04/2022	£8,653.78	31/03/2023	£8,598.72	
						Interest £34.94

The accounts for the club and centre will show a revenue income of £46,527.57 and expenditure as £42,551.61, producing an increase in funds held as £3,975.96'

Donations totalled £270 and the club and centre did not receive any grants.

Income received from Dial a Ride (now Community Transport Sussex) for the rental of their accommodation came to £5725 and from Sussex Clubs for Young Persons £7,211.63 for the accommodation, (overall £12,936.63),

The income from the hire of the halls totalled £33,286 of which £2,186 was paid by cheques. Interest of £434.94 was earned on the savers account.

The major items of expenditure was payment for services provided by SCYP of £11,456.86; wages £8880.13 including fees paid to West Sussex County Council for managing the payroll account; maintenance £8239.13, which included £5,900 for urgent repairs to the sports hall ceiling, and replacement cost of a new boiler, essential electrical work, and other minor maintenance work as could be expected of a building reaching 14 years of age.

The club and centre also saw substantial increases in most other areas including the three utilities suppliers (gas, electricity and water), insurance, supplying refreshments and cleaning materials including capital purchases of equipment and in additional extra costs in cleaning the centre following the sickness of an employee.

Overall, the total expenditure was £8,566 more than the previous year whereas the income was increased by £2,515. Nevertheless, there is a surplus produced on the year's result.

It must be reported that there is one bad debt incurred over the year as the result of SCYP failing to pay their office accommodation costs for August 2022 of £608.33. Timely reminders were sent and two meetings held with the manager of SCYP to try to resolve the situation where promises were made for the matter to be resolved. SCYP ceased trading in June 2023 and are in liquidation. It is exceptionally unlikely this sum can be recovered.

In 2023 the club and centre have increased the hourly hire rate for the halls by 12.5% and has adopted a tougher stance on outstanding payments.

J A Gunner

17/10/23

MAYBRIDGE KEYSTONE CLUB AND CENTRE
YEARLY ACCOUNTS FOR 1ST APRIL 2022 TO 31ST MARCH 2023

	2022/23	2021/22
LIST OF INCOME		
Grants	0.00	0,00
interest on HSBC account3422	34.94	0.93
Hire of Hall	31,100.00	25,563.00
Cash and cheque Hire of Hall	2,186.00	490.00
Donations	270.00	5,330.00
Refunds	0,00	0.00
Services to D.A.R and SCYP	12,936.63	12,464.97
Youth Club	0.00	163.79
TOTAL INCOME	46,527.57	44,012.69
LIST OF EXPENDITURE		
Council	519.76	521.10
TV licence	159,00	159.00
PRS/PPL licences	NB4	178.11
Wages and fees	8,880.65	8,471.96
Book Keeping Fees	427.50	657.00
Services from SCYP	11,456.86	8,646.49
Gas and Electricity	6,600.60	5042.71
Water supply	1,044.00	926.00
Telecom/admin	1,263.33	1,183.02
IT/Web	0.00	2,776.80
Storage of Equipment	580.80	739.20
Insurance	1,105.16	936.08
Maintenance	8,239.13	2,019.00
Cleaning	NB2	NB1
Groceries/refreshments	1,683.62	1,376.87
Cleaning Services (NB3)	520.00	0.00
Advance of Petty Cash Float	0.00	20.00
HSBC Bank Charges	71.20	22.00
Zoom set up fee	0.00	70.00
Refund of overpayment	0.00	240.00
TOTAL EXPENDITURE	42,551.61	33,985.34
SURPLUS	3,975.96	10,027.35

NB 1 and 2 Due to several Booker payments claimed via signed expense claim forms not being supported by invoices showing the breakdown between refreshments and miscellaneous other items the Treasurer was unable to apportion costs against cleaning etc materials and groceries/refreshments for the year currently under review.

NB 3 Cleaning Services was for casual employment for the cleaning of the Centre following the absence of the Centre Manager due to 3 months sick leave.

NB4 No payment to PRS/PPL has been made for 2022/2023 year of account as the fee charged to the Club has been challenged and is currently under review (no developments from August 2022).

STATEMENT OF POSITION

Assets at 31/03/2023

HSBC account 91853414	37,571.25	
HSBC account 91853422	8,598.72)

BANK RECONCILIATION

ACCOUNT 91853414

Opening balance 01/04/2022	33,571.25	
Closing balance 31/03/2023	37,512.27	
Surplus on year		3,941.02

ACCOUNT 91853422

Opening balance 01/04/2022	8,563.78	
Closing balance 31/03/2023	8,598.72	
Interest on year		34.94
Increase in reserves in bank		3,975.96

J A GUNNER

15/05/23

**INDEPENDENT EXAMINER'S REPORT TO TRUSTEES OF
MAYBRIDGE KEYSTONE CLUB**

I report to the Trustees of Maybridge Keystone Club following completion of the examination of the Charity's accounts for the year 1st.April 2022 and the 31st.March 2023. In the examination of the accounts all applicable directions of the Charities Committee have been followed.

Under the provisions of the Charity Act 2011 Trustees of Maybridge Keystone Club (the Charity) are responsible for the preparation of the annual accounts.

- 1). I can confirm that following the completion of my examination no material matters have been identified that may give rise to concern;
- 2). Full accounting records are maintained and are supported by the necessary documentation;
- 3) A sample of monthly checks were taken, as a result no signs of unusual activity or entry could be found without support evidence;
- 4). In carrying out my examination I was given full and open co-operation. All information and documents provided, including all bank statements, gave full answers to my queries;
- 5). There is no evidence of misuse or incorrect or fraudulent use of funds and all transactions are showing on the bank statements as income and expenditure;
- 6). I have been provided with full explanation of transactions and there is no concern of unusual transactions;
- 7). No Trustee has received any form of reward, or benefit from the Charity's funds. Two of the Trustees are related by marriage;
- 8). The Youth Club was transferred to the management of Sussex Clubs for Young People who assumed all responsibility of maintaining funds and for which the Charity paid a fixed monthly fee for such service;
- 9) No cheques were issued by the Charity during the period under review, all payments made were by electronic means;
- 10) Several items marked NB2 on the statement of account did not provide a breakdown of consumer items purchased and will need correction for the future;
- 11) NB3 was for the services of a cleaner employed during the absence of the centre's caretaker for 3 months due to ill health;
- 12). NB 4 on the statement indicates the amount invoiced by the licence authority was disputed and remained unpaid.

Having completed my examination of the accounts I am satisfied that there no matters to which your attention should be drawn to enable you a proper understanding of the accounts to be reached. I also declare that I have no connection or relationship with the Charity nor receive any benefit or remuneration from the Charity

MRS LISA DAGLISH

INDEPENDENT EXAMINER

DATED 14/10/2023

SIGNED



**INDEPENDENT EXAMINER'S REPORT TO TRUSTEES OF
MAYBRIDGE KEYSTONE CLUB**

I report to the Trustees of Maybridge Keystone Club following completion of the examination of the Charity's accounts for the year 1st.April 2022 and the 31st.March 2023.In the examination of the accounts all applicable directions of the Charities Committee have been followed.

Under the provisions of the Charity Act 2011 Trustees of Maybridge Keystone Club (the Charity) are responsible for the preparation of the annual accounts.

- 1). I can confirm that following the completion of my examination no material matters have been identified that may give rise to concern;
- 2). Full accounting records are maintained and are supported by the necessary documentation;
- 3) A sample of monthly checks were taken, as a result no signs of unusual activity or entry could be found without support evidence;
- 4). In carrying out my examination I was given full and open co-operation. All information and documents provided, including all bank statements, gave full answers to my queries;
- 5). There is no evidence of misuse or incorrect or fraudulent use of funds and all transactions are showing on the bank statements as income and expenditure;
- 6). I have been provided with full explanation of transactions and there is no concern of unusual transactions;
- 7). No Trustee has received any form of reward, or benefit from the Charity's funds. Two of the Trustees are related by marriage;
- 8). The Youth Club was transferred to the management of Sussex Clubs for Young People who assumed all responsibility of maintaining funds and for which the Charity paid a fixed monthly fee for such service;
- 9) No cheques were issued by the Charity during the period under review, all payments made were by electronic means;
- 10) Several items marked NB2 on the statement of account did not provide a breakdown of consumer items purchased and will need correction for the future;
- 11) NB3 was for the services of a cleaner employed during the absence of the centre's caretaker for 3 months due to ill health;
- 12). NB 4 on the statement indicates the amount invoiced by the licence authority was disputed and remained unpaid.

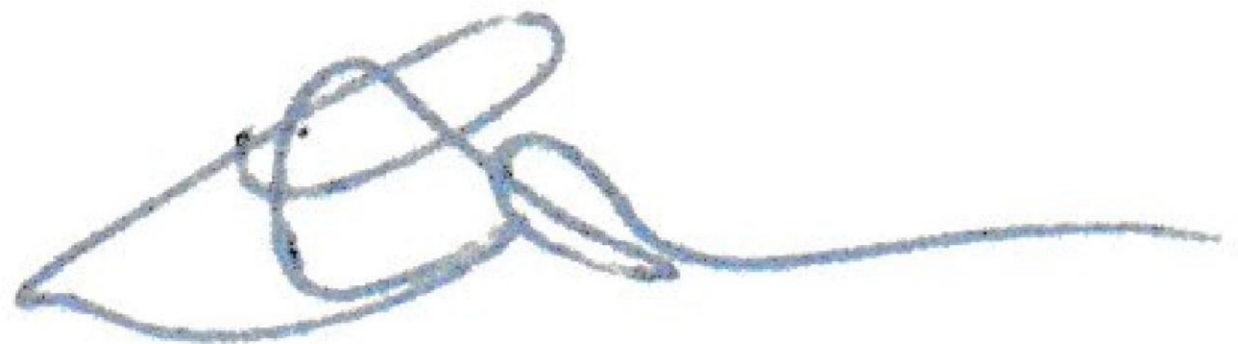
Having completed my examination of the accounts I am satisfied that there no matters to which your attention should be drawn to enable you a proper understanding of the accounts to be reached. I also declare that I have no connection or relationship with the Charity nor receive any benefit or remuneration from the Charity

MRS LISA DAGLISH

INDEPENDENT EXAMINER

DATED 14/10/2023

SIGNED



MAYBRIDGE KEYSTONE CLUB

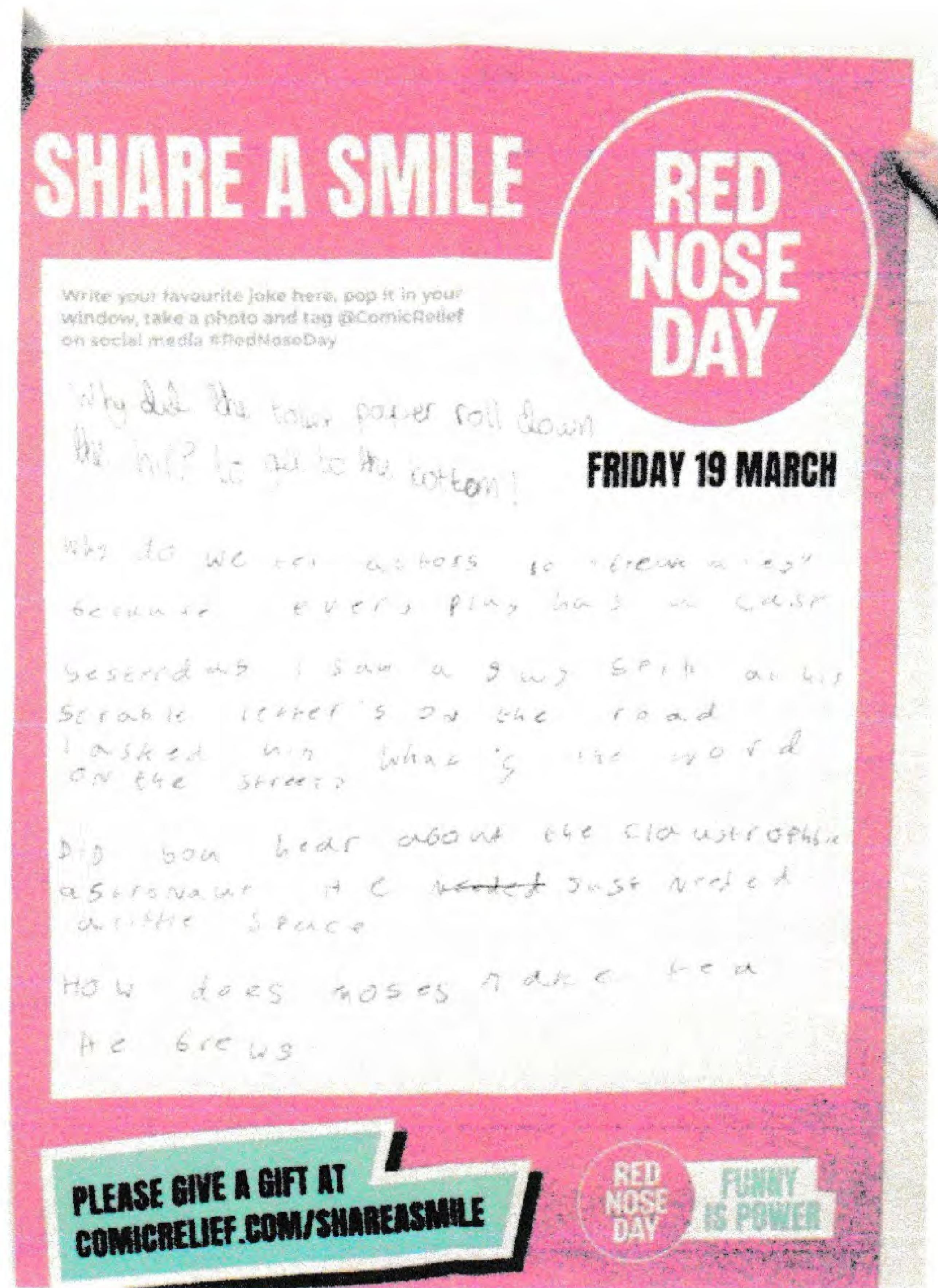
England & Wales - Charity number 290520

Accounts

MAYBRIDGE KEYSTONE CLUB & CENTRE AGM ANNUAL REPORT

March 31ST 2020 – APRIL 1ST 2021

Fun with dodgeball 12.03.21



Fun on Red Nose Day/Comic Relief 19.03.21



Maybridge Keystone Club & Centre AGM

Chair's Report March 31st 2020- April 1st 2021

This is my report as Chair of the MKC for the year up to April 2021. I'm pleased to say that despite all the problems that Covid 19 presented us with, we are now placed in a good position for the forthcoming year.

As soon as the lockdown measures were announced, the MKC was closed to hirers, with Sussex Clubs for Young People (SCYP) and Sussex Community Transport (SCT) both having offices at the Club, mainly working from home. Following guidance from the NHS, Richard (Caretaker) was very thorough in maintaining all precautionary measures required. We were very fortunate to receive several grants from central government via Worthing Borough Council to cover the salaries and the cost of utilities to keep the building running. We took advantage of the lockdown to decorate and maintain several areas of the club and the whole building now looks warm and inviting.

The IT was looked at and found to be quite out of date. I discussed with Chris Cook from SCYP measures that we could take to update the whole system from the broadband service to the CCTV system. A bid for around £10k was worked out and ultimately was successful, so all users of the MKC now have access to ultra-fast broadband and up to date IT equipment.

We, the Trustees, felt that it was time to move forward to develop the activities for the members of the Youth Club. Discussions were held for SCYP to take over all the youth work and the Trustees would concentrate on looking after the hirers and the running of the building. The Youth Leader in post ultimately decided to stand down at a date later in the year.

I am pleased to report that a number of hirers have been in discussion to restart their activities at the Club. These include NHS, Alternative Provision for Education, Dogs Trust, Pilates, Aspens and the Worthing Lions organisation. Richard tells me that he has had a number of enquiries from local residents who would like to book birthday parties for young people, a local church group and a several others.

To sum up I'd like to thank Hazel for her work with all the admin, help with submitting bids and general organisation including organising me at times. Robin for helping out with the unusual tasks that occur. John, our Treasurer, who works really hard looking after invoicing and chasing up clients who can be slow at paying bills. It is worth noting that John has a keen eye on controlling expenditure and has successfully saved the MKC considerable sums of money through his negotiating skills. Finally, to Richard who works tirelessly to look after the day to day running of the MKC Thank you.

Trevor England (Chair MKC)



Welcome: A warm welcome was given to everyone present via virtual zoom.

Present: Chris Cook (SCYP), Trevor England (MKC), John Gunner (MKC) Claire Hunt (Breathing Spaces) (MKC), Charlie and Hayley van- Nimwegen,) Linda Randall (MKC/ IT Junction), Robin Rogers, Hazel Thorpe (Mayor)

Apologies; Isobel (ASPEN)NHS Community Trust, Lisa Leach (Breathing Spaces), Ruth James (MKC), Sam Maitland,(WS Children's Services), Rachel Murray (Bookings) Ruth Pollard (Worthing Homes), Richard Rodriguez (MKC), Anne Romer, (FRARA) Nicola Sheeran, Martin Walker(MKC), Gemma Whitlaw (Dogs Trust)

Matters arising from the last Minutes 24th 2019 none – agreed / signed and to be scanned in for the Charity Commission

Correspondence; Apart from HSBC ongoing internet banking issues with and COVID advice (Covid Related Risk Assessments and protocols are in place and are updated as required) there is nothing else to report at this time.

Chair's Report as laid out in the report.

Many thanks were expressed by Trevor on behalf of the committee, for the hard work and commitment given by the volunteers and trustees. We are incredibly pleased to have more funding for improved IT facilities. The centre and club are still doing well, with hirers returning on a regular basis. Nothing more to add to his report except that it the club would need a new Chair next year under our constitution.

Treasurers Report as laid out in the report. We have a healthy £6,345 surplus at this moment in time, with £17.30 interest on our savings account. Our thanks to Hayley van Nimwegen, our Independent auditor who is very thorough. The accounts do not include the Youth accounts as these will be addressed by the Sussex Club for Young People (SYCP) and our leaders are now being managed by them. The Leadership and management of the youth Leaders was transferred to SCYP on October 1st, 2020.

Youth Leaders Report &

Sussex Clubs for Young People Update

The report with an addition from Chris (SYCP) was read to those present. Chris and Trevor (MKC) are working together, and emergency funds will be applied for, due to covid lockdowns ABCOM have been very helpful and are installing interactive white boards etc. to help us address the needs of the community. The height of the IT tabletop may need to be lowered to suit the news ways of working.

Welcome Woodland Garden Update

Claire spoke on behalf of Breathing Spaces about their activities with people living with Dementia and people learning disabilities, and also Women escaping domestic violence (Safe in Sussex)- and Women recovering from Trauma and also holiday groups

The new veggie patch and other parts of the grounds have been greatly improved and they are working towards making themselves more sustainable via selling flowers grown on site. They are having a change of direction as this has proven to be unsustainable so whilst they are continuing to support the charity "Independent Live" they have switched to hiring the Yurt to another user – e.g. psychological therapists.

They also took part in a consultation in involving 75 people with the Borough council for a sensory garden at High Down Gardens, Worthing. They are also providing work experience of young people

including asylum seekers. Another aspect their work is making the Centre part of a wildflower trail.

Website and IT Junction Report

Martin has done great job on the website. The website is attracting more hits albeit that it has been affected by the covid pandemic situation. Hirers are accessing the information and we have a core group of people who are loyal to the centre thank you Martin. The IT junction has stopped for the time being, but we hope to reinstate it in some form for older people in the future. More insurance will be needed to cover the new equipment. ABCOM should be able to assist with the apprentice scheme.

Chatty Café Report

This initiative has been popular with women especially and efforts are being made to keep it going through zoom and virtual meeting, What's - app and still in contact with professionals.

the election of officers duly elected are as follows: Trustee (T)

Chair: Trevor England (T) proposed by Robin Rogers, seconded by John Gunner

Vice Chair: Robin Rogers (T) proposed by Hayley Van Nimwegen, seconded by John Gunner,

Hon Treasurer: John Gunner (T) proposed by Hazel Thorpe, seconded by Linda Randall

Secretary: Cllr Hazel Thorpe (T) proposed by Robin Rogers, seconded by Trevor England

These posts were voted upon end bloc unanimously by those present.

Other Committee members duly elected.

Youth Leaders' Representative – Stephanie Powell tbc

Young Person Representative – tbc

Sussex Clubs for Young People – Chris Cook

Bookings & Maintenance – Richard Rodrigues

Community Representative - Linda Randall (T)

Website / IT - Martin Walker

Environmental – Welcome Woodland Gdn. - Claire hunt / Lisa Leach

Hirers Rep. tbc

Invoices - Bookkeeping - Rachel Murray

Coopted member – Community / parents - Charlie Van Nimwegen

Observer – WBC tbc

Non-Voting Advisor – Worthing Homes tbc

Hon Auditors Hayley Van Nimwegen

Hon Solicitors tbc

All of these positions were then voted upon by those present and voted for unanimously

Dates for diaries are as follows: If need arises beforehand, we will arrange a meeting.

Meetings - ALL TUESDAYS; 2021 JANUARY 19th, MARCH 16th, MAY 25TH,

(AGM) JULY 20TH SEPTEMBER 21ST and NOVEMBER 16th

AOB.

Rachel is doing a great job and hirers' payments are on track. John updated us regarding the current finances £16,392 balance to include the latest £10k grant. We are considering changing from Capita for our member of staff payments as they have been problematic, especially with regards to furlong monies. Trevor to request a report from MHRC and investigate business interruption insurance. Hayley and John to communicate via email to enable us to keep up to speed with COVID impacts.

Meting ended at 8.35pm

Thanks to all concerned. Typed Hazel Thorpe for Trevor England 20.11.20

TERMMLY REPORT

Project / Activity	Maybridge Youth Club
Location	Raleigh Way, Goring by Sea
Date from / to	1 st Jan 2021 to 15 th April 2021
Prepared by	Nikki Sheeran

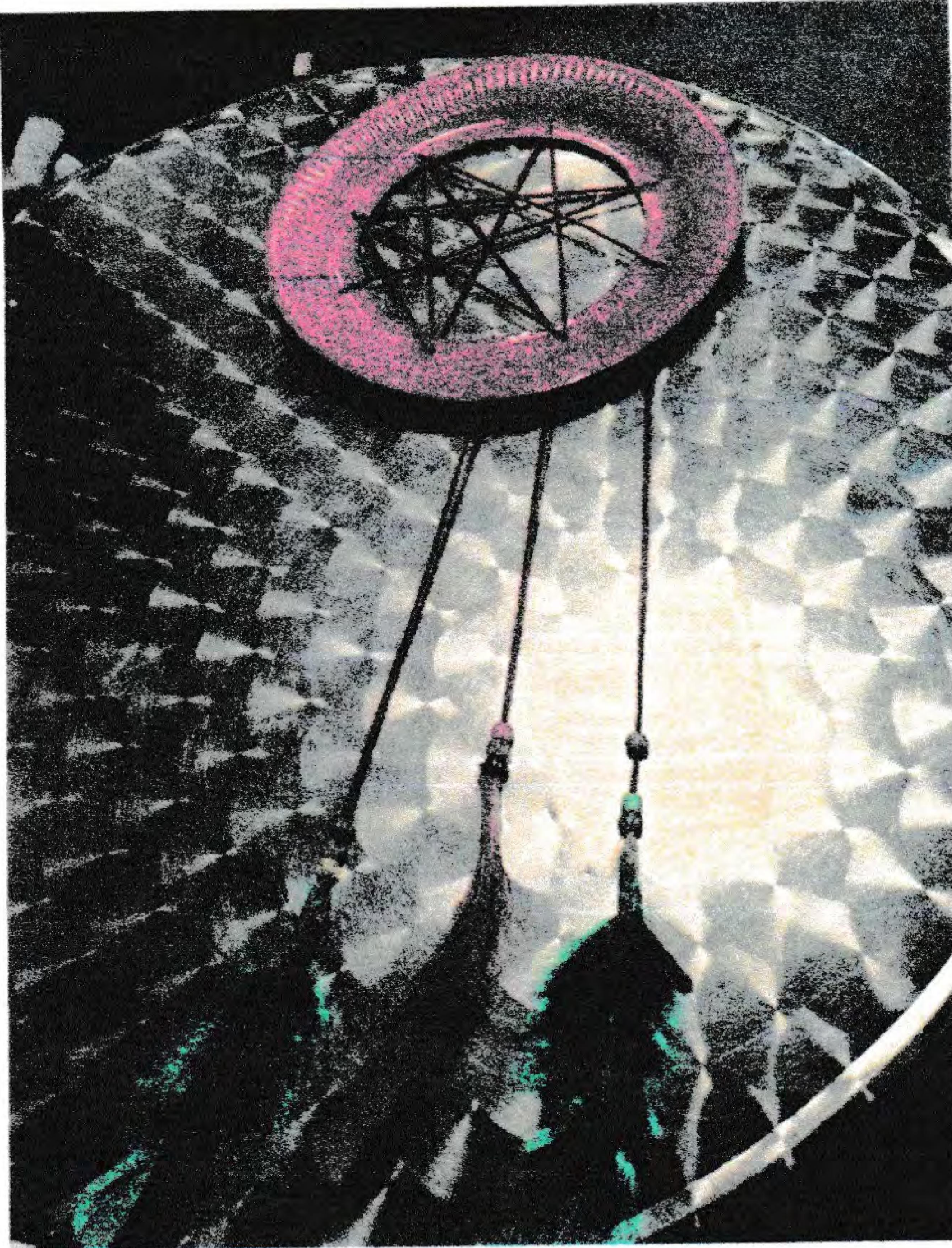
Project Outcomes List the project aims or outputs here. Refer to these in your report below. Did we achieve these?	To provide a safe space for young people with a range of fun and positive activities. Planned activities: Welcome back (again!) Comic Relief – Wear Something Red, make a dream catcher; Easter Egg Hunt, Easter Bingo, egg and spoon race.
Session Highlights / what went well Attach pictures at the end of the report or store in a pictures sub-folder for the project.	Young people happy to be back together in their bubble at Maybridge after the third lockdown. Comic relief and wear something red – most young people made an effort to wear a red item of clothing and had jam tarts for red noses – some had never had a jam tart before! A few took part in making dreamcatchers, but mostly they wanted to chat to each other. Easter activities have been postponed until 16 th April due to closures and staff training.
Feedback from Young People Attach pictures of any evidence such as flipcharts at the end of the report	YP are willing to participate in activities set for them, but like to sit to chat among themselves and with volunteers and staff. Some of the youngest males enjoy playing football in the hall. Most popular activity is dodge ball in the hall before the end of the session, with the young people selecting captains and sorting out the teams amongst themselves.
Issues or concerns Any challenges? What is preventing us meeting the outcomes?	Keeping young people safe during lockdown Checking on YP mental health by informal conversations at each session
Future plans A bulleted summary of key programme plans.	Future plans are a bit limited, due to lockdown and social distancing. We are still hoping to hire the small cinema at the Dome for a bespoke evening when restrictions are listed, as YP have missed out on their annual pantomime trip. Possibility of a bowling evening. Hoping to engage with Breathing Spaces in their garden for another pizza evening. Very much looking forward to being open and outside once again.

TERMLY REPORT (contd.)

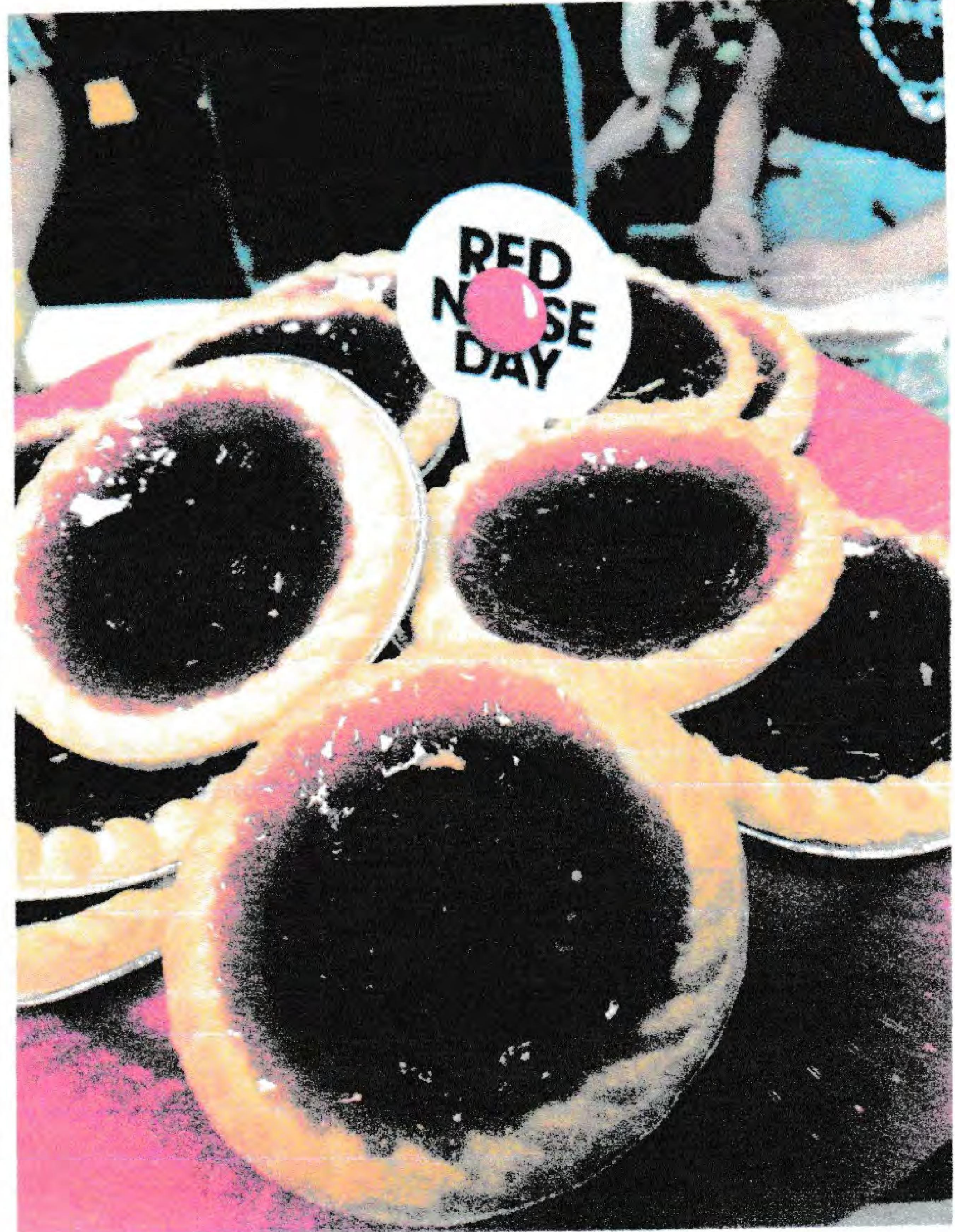
Review of Attendance

Number engaged in SCYP programmes	Young Leaders		UK Youth Awards	Bronze: Silver:	Young Ambassadors	
Observations on Attendances Summarise any observations on attendances	<p>The Junior session is well attended, but there has been a decline in numbers in the Seniors. We hope to recruit from local schools once the Covid restrictions have been eased. It has been decided to increase the session time for the Junior group from 1.5 to 2 hours and Seniors to decrease from 2 hours to 1.5, as the Juniors don't always have time to finish their activities or games of dodge ball, whereas the Seniors tend to play pool or manhunt, and aren't so time limited.</p>					
Referrals / Support follow up Summarise actions to support young people into additional support e.g. Barnardos or Incident Reports.	<p>None required.</p>					
Partnerships and wider perspective Summarise any external actions taken in support of this project	<p>SCYP are offering detached youth services around Goring and Homefield Park funded by the borough council engaging with young people who want a skate park.</p> <p>SCYP are also a delivery partner for Barnardos See Hear Respond offering 1 to 1's, small group work to vulnerable young people.</p> <p>We have been meeting with other partners in Adur and Worthing to develop children's and young people's networks.</p>					

TERMMLY REPORT (contd.)



Red dream catchers



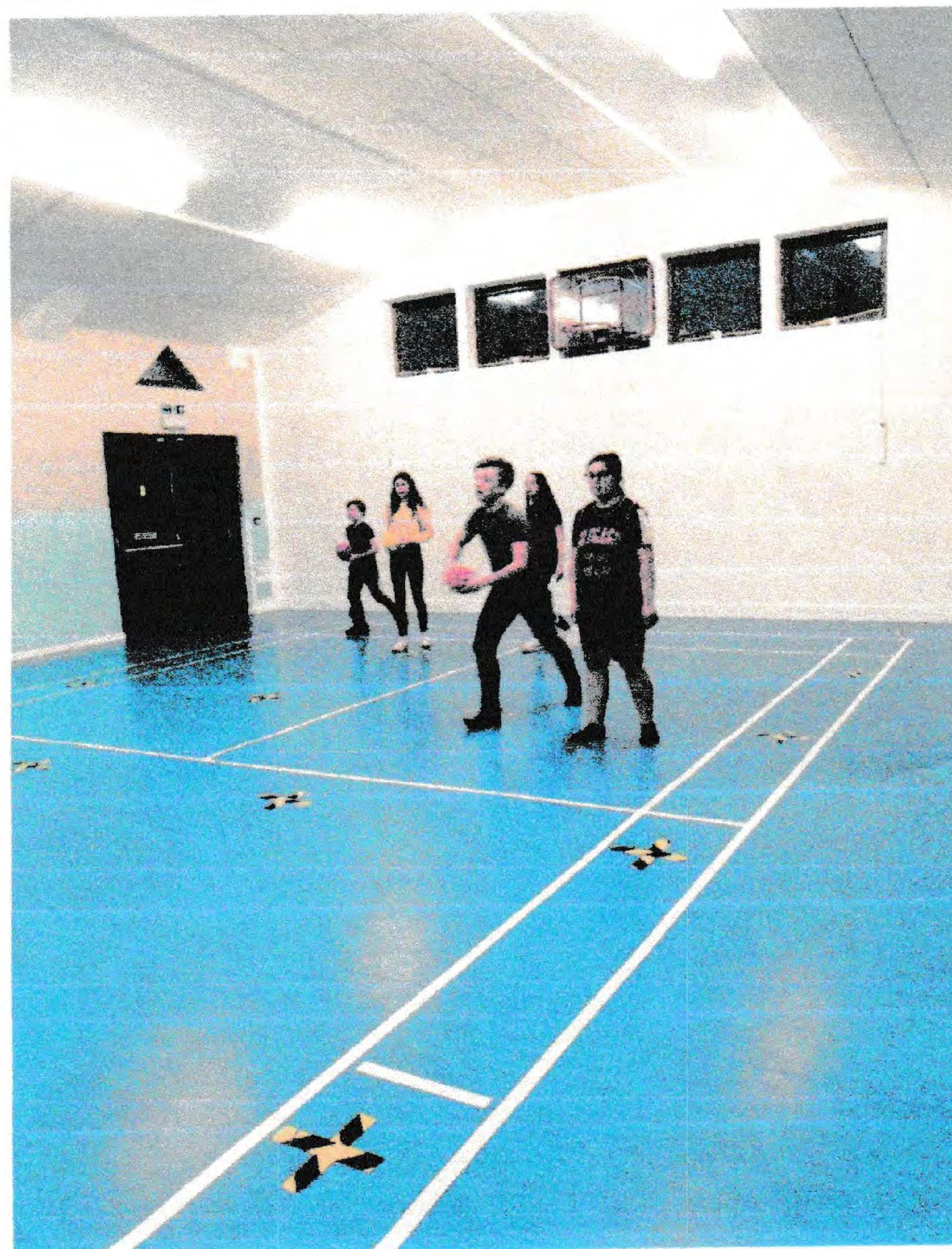
Jam tarts for red noses!



TERMLY REPORT (contd.)



Happy to be back together at Maybridge 12.03.21



Fun with dodgeball 12.03.21

Breathing Spaces at Maybridge Keystone Centre Mar 2020/Mar 2021

With the arrival of the Corona virus pandemic, we had to suspend our Garden Club for people with dementia in the Woodland Garden and regrettably we will not re-open this because it is no longer viable for us to run it.

Lisa and Claire continued to maintain the flower farm area of the field during the early part of lockdown on our own. Happily we were joined by small groups of volunteers from July 2020 following a clear Covid-safe protocol that we updated as circumstances developed. Richard from Shared Lives also returned with Eli and other young men with learning difficulties on Tuesdays to help maintain the woodland garden and with Emily on another day to water. All our activities have remained outside to reduce the risk of infection.

With the help of the volunteers we continued to grow and sell flowers to our subscribers from May through to November (which covers most of our overheads). We also ran a Flower Art Club for women survivors of domestic abuse and sexual violence in September/October and started work experience opportunities for young people interested in horticulture as a career, including some with learning difficulties or asylum-seeking young people recovering from trauma.

We started hiring the yurt/woodland garden to two eco-counsellors who hold sessions there for people who need face-to-face help rather than on zoom. This also contributes to our overheads and means the woodland garden is being used in a therapeutic way.

We have added and repaired water harvesting capability in both gardens and the rain garden is thriving. We have increased the amount of wildflowers growing in both gardens. We are aware that the raised beds are in need of repair and we are considering cost-effective alternatives.

Now more than ever, the calm, holding space of the garden and the productive occupation of running the flower farm are restorative experiences for us and others who join us there. We thank Maybridge Keystone Centre for hosting us and our activities.

Breathing Spaces Keystone Centre Projects contd.



Pictures showing Lisa and Claire's learning about growing flowers and horticulture .



MAYBRIDGE KEYSTONE CLUB AND CENTRE AGM 2020/2021

YEARLY ACCOUNTS 1ST APRIL 2020 TO 31ST MARCH 2021

	2020/21	2019/20
LIST OF INCOME		
Grants	28,566.00	0,00
interest on HSBC account3422	4.32	17.13
Hire of Hall	7,472.50	17,604.80
Cash and cheque Hire of Hall	483.00	4,697.80
Donations	120.00	4,651.89
Refunds	0,00	1,683.00
Services to D.A.R and SCYP	7,980.00	5,930.00
Youth Club	0.00	0,00
TOTAL INCOME	44,625.82	34,584.62
LIST OF EXPENDITURE		
Council	453.40	340.22
TV licence	157.50	154.50
PRS/PPL licences	0.00	486.14
Wages and fees	10,616.07	13,984.46
Book Keeping Fees	220.50	0.00
Services from SCYP	2,882.18	0.00
Gas and Electricity	5,811.73	5,299.44
Water supply	893.00	1,551.00
Telecom/admin	1,159.76	1,052.62
IT/Web	0.00	187,20
Storage of Equipment	686.40	633.60
Insurance	733.66	0.00
Cleaning	499.69	1,189.63
Maintenance	1,309.80	2,353.16
Groceries/refreshments	353.31	867.81
Expenditure by Chatty Café	156.25	139.70
Advance of Petty Cash Float	50.00	0.00
Grant expenditure	9993.01	0.00
TOTAL EXPENDITURE	35,976.26	28,239.58
SURPLUS	8,649.56	6,345.04

STATEMENT OF POSITION

Assets at 31/03/2021

HSBC account 91853414	23,544.87
HSBC account 91853422	8,562.85
Interest on a/c 91853422	4.32
Youth club in hand	1,002.25

BANK RECONCILIATION

a/c 91853414 balance at 01/04/2020	14,899.13	
at 31/03/2021	23,544.87	
Surplus on account		8,645.74
Interest on account 91853422		4.32
Less shortfall from book keeping records		(0.50)
Total surplus on year		8,649.56

MAYBRIDGE YOUTH ACCOUNTS 1ST.APRIL 2020 TO 31ST.MARCH 2021

The Treasurer of the Maybridge Keystone Club and Centre has at the time of preparation of this report been unable to examine the ledgers and records of this account maintained by Nikki but has received termly reports from Sussex Clubs for Young Persons (SCYP). The services of the two youth leaders were transferred to SCYP at the beginning of November.

As at 01/04/20 the youth account held a balance of **£1,460.14 (cash in hand £460.14, deposit in Santander Bank £1,000)** and on the transfer of the youth leaders to the service of SCYP, SCYP reported funds held in the youth account was **£1,169.88**. A further expenditure of **£157.88** was reported for the period to 05/01/21. SCYP have further reported that as 31/03/21 the account held a cash fund of **£2.25** and the bank fund remained at **£1,000**.

As a result. the youth club incurred a net expenditure of **£457.89** during the period under review.

The Treasurer obtained the above information from reports and advices submitted by Chris Cook of SCYP and not from the youth leader.

J A Gunner,

Hon Treasurer, Maybridge Keystone Club and Centre.....
 Dated 31 May 2021

Independent examiner's report to the trustees of Maybridge Keystone Club

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st March 2021.

Responsibilities and basis of report

As the charity Trustees of MKC you are responsible for the preparation of the accounts in accordance with the requirement of the Charities Act 2011 ('the act')

I report in my respect of my examination of the MKC accounts carried out under section 145 of the act. In carrying out my examination I have followed all applicable directions given by the charity commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement- Matter of concern identified

I have completed my examination. I confirm that no material matters have come to my attention (other than those identified in point c) in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept as required by section 130 of the act: or
2. The accounts do not accord with those records

This form of checking is with negative assurance.

- a. In carrying out my examination I was given full co-operation in conducting my examination and the circumstances and information provided to me gave full answers to all my questions and whilst, I am not required to look for fraud, I came across no evidence that led me to believe that fraud has taken place. Having held the position of treasurer for MKC some years past I am aware of expected transactions that are showing on the bank statements as income and expenditure. I confirm that these seem within the norm and I have no concerns about any unusual transactions that have not been explained to me by the Trustees. Two of the trustees are related being Hazel Thorpe (secretary) and Robin Rogers (vice-chairman) being married. They have in no way benefited from the charity's funds.

b. All cheques raised in the 2 company cheque books have been presented for payment. A large value cheque was raised from a grant which was paid to Abcom. The value of a bacs payment would have exceeded the daily limit so a cheque was the alternative option to ensure smooth succession of funds. A significant grant was received from Covid 19 response for the value of gbp 9993.00 during October 2020. The supporting paperwork in respect of this transaction has been approved and authorised by the vice chairman.

- b. Youth club account. A cash reconciliation has been provided by Sussex clubs for young people with a breakdown of carried forward balance from 2020 being gbp 1460.14 which matches the figure from the previous year's accounts. In the accounts reconciliation as the transactions are considered as cash and are not processed through the main bank account. At the end of the financial year 2021 the report concludes a balance of gbp 1169.88 with

Independent examiner's report to the trustees of Maybridge Keystone Club

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st March 2021.

Responsibilities and basis of report

As the charity Trustees of MKC you are responsible for the preparation of the accounts in accordance with the requirement of the Charities Act 2011 ('the act')

I report in my respect of my examination of the MKC accounts carried out under section 145 of the act. In carrying out my examination I have followed all applicable directions given by the charity commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement- Matter of concern identified

I have completed my examination. I confirm that no material matters have come to my attention (other than those identified in point c) in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept as required by section 130 of the act: or
2. The accounts do not accord with those records

This form of checking is with negative assurance.

- a. In carrying out my examination I was given full co-operation in conducting my examination and the circumstances and information provided to me gave full answers to all my questions and whilst, I am not required to look for fraud, I came across no evidence that led me to believe that fraud has taken place. Having held the position of treasurer for MKC some years past I am aware of expected transactions that are showing on the bank statements as income and expenditure. I confirm that these seem within the norm and I have no concerns about any unusual transactions that have not been explained to me by the Trustees. Two of the trustees are related being Hazel Thorpe (secretary) and Robin Rogers (vice-chairman) being married. They have in no way benefited from the charity's funds.

b. All cheques raised in the 2 company cheque books have been presented for payment. A large value cheque was raised from a grant which was paid to Abcom. The value of a bacs payment would have exceeded the daily limit so a cheque was the alternative option to ensure smooth succession of funds. A significant grant was received from Covid 19 response for the value of gbp 9993.00 during October 2020. The supporting paperwork in respect of this transaction has been approved and authorised by the vice chairman.

- b. Youth club account. A cash reconciliation has been provided by Sussex clubs for young people with a breakdown of carried forward balance from 2020 being gbp 1460.14 which matches the figure from the previous year's accounts. In the accounts reconciliation as the transactions are considered as cash and are not processed through the main bank account. At the end of the financial year 2021 the report concludes a balance of gbp 1169.88 with