

Registered number
1165351

The Meeting Room (Surrey)
Report and Unaudited Accounts
31 October 2020

The Meeting Room (Surrey)
Report and accounts
Contents

	Page
Charity Information	1
Trustees' Report	2 - 7
Independent Examiner's Report	8
Statement of Financial Activities	9
Balance sheet	10
Notes to the accounts	11 - 13

The Meeting Room (Surrey) Charity Information

Trustees

Mr Graham Peddie
Mrs Harriet Edgley - resigned 28 February 2020
Mrs Vera Parekh
Mr Paul Adair
Mrs Fran Kane - appointed 28 February 2020

Independent Examiner

Mr M S Caldicott ACA FCCA CTA
for and on behalf of White Hart Associates (London) Limited
2nd Floor, Nucleus House
2 Lower Mortlake Road
Richmond
TW9 2JA

Bankers

Barclays Bank UK PLC
5 Church Street
Leatherhead
Surrey
KT22 8DW

Principal address

252 Cobham Road
Fetcham
Leatherhead
KT22 9JF

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The Meeting Room (Surrey)

Registered number: 1165351

Report of the Trustees

Introduction

The Board of Trustees are pleased to present their annual report and accounts for the year ended 31 October 2020.

The Board are satisfied with the performance of the charity during the year and the position at 31 October 2020 and consider that the charity is in a strong position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations.

Name, registered office and constitution of the charity

The full name of the charity is The Meeting Room (Surrey).

Date of formation: 1 October 2014
Principal Office: 252 Cobham Road, Fetcham, Leatherhead, KT22 9JF
Charity Registration Number: 1165351

Objectives and activities

The objectives of the charity are the relief and prevention of poverty and the relief of need, with a view to helping people identify and meet their own needs, in particular by: providing a day centre or centres that provide a welcoming space and relief to people such as refreshments, social interaction, support, advice and advocacy.

The charity aims to fulfil these objectives with the help of their team of experienced volunteers.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities.

Structure, governance and management

Governing document

The charity is governed by a Constitution dated 30 October 2015. The charity is registered with the Charity Commission under number 1165351.

Trustee appointment

At the end of February 2020 Harriet Edgley resigned as a trustee. We thank Harriet for her hard work and committed support in setting up and establishing the charity, coordinating the Trustee meetings, cooking amazing roast dinners, speaking at various forums about the charity and fundraising. We are delighted that Harriet has agreed to continue volunteering for the charity, both as cook and facilitator of regular supervision sessions for staff. We appreciate her continued involvement and willingness to share her experience and wisdom.

New Trustees may be appointed by existing Trustees by the passing of a majority resolution of the Trustees. We have been very pleased to welcome Fran Kane to the Trustee Board. Fran has volunteered with the charity for some time, runs her own catering business and brings new ideas and experience in the area of fundraising.

The Meeting Room (Surrey)

Registered number: 1165351

Report of the Trustees

Trustees' responsibilities

The Charities Act 1993 requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Trust and of the surplus or deficit of the Trust for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Trust will continue in existence.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Trust. They are also responsible for safeguarding the assets of the Trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Achievements and performance

Just like all charities and all businesses, The Meeting Room has had to adapt and change in response to Covid 19. From November 2019 until mid-March 2020 we were able to offer our full weekly schedule of daily drop-in sessions, where clients enjoyed tea, coffee, biscuits, a hot lunch and dessert, the opportunity to socialise together with access to help, advice and signposting from our support workers. Our weekly schedule was as follows:

Monday	The Grove, Leatherhead Football Club
Tuesday	Baptist Church, Ashted
Wednesday	St Barnabas, Epsom
Thursday	Kings Church, Epsom
Thursday	St. Mary's Church, Fetcham
Friday	Our Lady of Sorrows, Effingham

We are extremely grateful to all the churches who offer their premises free of charge.

We also thank Leatherhead Football Club for renting their premises to us.

Once lockdown began, our aim was to continue to support our clients through this difficult period. Meeting Room clients are all vulnerable people. Some have underlying health conditions, many do not have a strong immune system due to years of poor health care and diet and most have mental health difficulties. It was essential that our clients knew that we had not deserted them at a time when they needed us, perhaps more than ever.

From March 2020 Gayle Scrivens and Lisa Cullen, our two support workers, have been in regular contact with around 60 clients by telephone. Clients know that they can ring The Meeting Room and have a chat or leave a message and someone will get back to them. Free counselling sessions with a qualified counsellor and a weekly Life Skills course have also continued. In addition, our volunteer cooks have prepared lunches every Monday and Friday and these have been delivered to the doorsteps of our most vulnerable clients together with bags of groceries to those in need.

The Meeting Room (Surrey)

Registered number: 1165351

Report of the Trustees

Achievements and performance continued

Once government guidelines allowed, clients have been eager to meet in person either 1 to 1 or in small organised groups at a coffee shop or on a walk. The safety of clients, staff and volunteers has always been a priority and all guidelines have been followed. Due to an increase in workload, at the end of January 2020, the Trustees agreed that The Meeting Room needed to increase the number of support staff hours. We were very thankful that Lisa was able to increase her hours from 10 to 22 per week. This decision proved to be very timely since, otherwise, we would not have been able to provide clients with the strong support needed during the pandemic.

Gayle and Lisa have continued to liaise with different agencies on behalf of clients who need help with benefits, accommodation and appointments. Clients know that they are not alone but support is there and we are proud of how incredibly well they have coped and helped one another. Their resilience has certainly shone through. It has also been a time when some previous clients have been back in touch needing extra support and when new clients have sought help. Some of our volunteers have needed to shield for their own health or due to family commitments, but many have been able to continue cooking and preparing food for us as well as delivering the meals. We are very grateful to all the volunteers who have helped us over this time.

During the year the core team of our two staff members, four trustees and our administrator have worked extremely closely under the leadership of Graham Peddie. There has been a strong sense of unity and a shared respect for each other's different and complimentary skills and talents. This has enabled us to cope with the challenges of the year and indeed grow and develop as a charity.

We believe our greatest achievement has been the stability of our clients through this incredibly lonely and difficult time. Several clients have gone through the loss of loved ones, two have had to face cancer diagnoses followed by chemotherapy. Several have felt at breaking point at various times. Through the Life Skills courses and their own experience, they know to monitor their own mental health and to reach out for help from our support workers. This has also been a time when the friendship and support networks the clients have made through The Meeting Room have been important in maintaining well-being. Clients have looked out for each other, encouraging and cajoling each other in times of trouble. In this way, we believe, The Meeting Room has helped the national effort in coping with Covid-19 and lessened the strain on already stretched local authority resources.

Another major achievement is that a client who has been homeless for many years is now in a flat. Achieving this needed a lot of patience and time given by our support staff and continued support will be needed in helping the client manage and adapt to a different lifestyle.

Our greatest assets are our support workers. None of these achievements would have happened without their dedication and exceptional hard work, going 'above and beyond' to be available for clients.

The Meeting Room (Surrey)

Registered number: 1165351

Report of the Trustees

Activities

Until lockdown, clients at our drop-in sessions enjoyed playing Scrabble, dominoes and card games, doing crosswords, colouring, and reading newspapers and magazines. Table tennis was available at some venues. The number of clients attending on Fridays increased and we are grateful to a donor who funded a taxi to bring clients from Leatherhead to the Effingham session each week. At Leatherhead FC clients had the opportunity to learn knitting, use a sewing machine and try silk painting under the guidance of experienced and patient volunteers. This also gave clients the chance to teach and help each other which was a very positive experience.

At Christmas 2019, all volunteers were invited to the Christmas party as a thank you. We are proud of the clients who successfully completed their Level 1 Food Hygiene Course and helped plan, organise, prepare and serve the food to our volunteers. Christmas Day itself was a great success. Helped by many local volunteers, around 100 guests who otherwise would have spent Christmas alone, had a wonderful sumptuous lunch at Fetcham Village Hall, which was fully decorated, warm and welcoming, with elves giving out cards and gifts, mince pies and other treats. Lunch was followed by a short Christmas message and carol singing. One of our guests from SeeAbility bravely joined the choir on stage and gave his rendition of a couple of popular songs. Guests could take home a takeaway box with food for the evening and a bag of goodies. Transport was provided for anyone who needed it.

Counselling continued to be offered to whoever needed it and this was particularly important given issues raised by loneliness.

Partnerships

Links with Leatherhead Start (Night Hostel), the Epsom and Ewell Food Bank, ESOS, Besom, Christians Against Poverty and the CAB have continued. We have also worked with the local Coronavirus Community Care team, Sunny Bank Trust, Love Me Love My Mind, the Mary Francis Trust and Bookham Community Fridge. It has been extremely heartening to see the level of community spirit and generosity we have met on all sides.

Marketing, Fundraising and Financial Support

With the help of clients we took part in successful fundraising events in December 2019 at Manor House School and in Leatherhead Town Centre.

Since March 2020 no fundraising events have taken place so we have been totally dependent on donations. We are extremely grateful to all our donors of both money and food including Sainsbury's, Waitrose, Tesco, Welcome Ashted, Blakemore (Spar), Toyota, Fine and Country, Mole Valley District Council, The Wisley Foundation, Leatherhead United Charities, Epsom Rotary, Leatherhead Lions, Fetcham Hawks, Our Lady of Sorrows Church (Effingham), St. Mary's Church (Fetcham), Ashted Baptist Church, St. Barnabas Church, Kings Church, Christ Church (Epsom), St. Michael's Catholic Church, St Mary's Church (Headley), St. Andrew's Church (Boxhill), St. Peter's Church (Walton-on-the-Hill), the Anchor Pub (Bookham), Dovecote, Manor House School, City of London Freeman's School, Bookham Community Fridge, residents of Monks Green and the many individuals who have supported both financially and in many other ways.

The Meeting Room (Surrey)

Registered number: 1165351

Report of the Trustees

Planning for the future

This year the need in the community for what we offer has been even greater and none of us can be sure what 2021 will hold and what new needs may emerge. Clearly Christmas 2020 will be very different and, by the time this report is published, we will have delivered lunches to many who would otherwise be alone.

The Meeting Room tries to help clients in whatever ways they are struggling. We are usually supporting a number of clients with young families. They cannot attend drop-in sessions but our support workers keep in touch with them. Parenting is a difficult and at times lonely experience, so we are glad to offer a listening ear, encouragement and advice and sign-posting to other agencies. Since Covid-19 the number of families we support in this way has increased. If resources allow, we would like to do more in this area in 2021.

Planning for the future is extremely difficult in the current circumstances but the core team will continue to meet regularly, seek out emerging needs that we might be able to address and be ready to resume our normal activities as soon as regulations allow.

Financial review

Reserves policy

Given the potential volatility of income, we aim to retain a reserve representing 6 months expenditure at all times to ensure we can meet our needs. Currently additional reserves are held to cover new needs which may emerge following the pandemic to allow us to act swiftly when necessary.

Transactions and financial position

The financial statements are set out on pages 9 to 13. The financial statements have been prepared implementing the 2005 Revision of the Statement of Recommended Practice for Accounting and Reporting by Charities issued by the Charity Commission of England and Wales (revised in June 2008) and in accordance with the Financial Reporting Standard for Smaller Entities (effective Jan 2015). As stated in the introduction to this report, the Trustees consider the financial performance by the charity during the year to be satisfactory.

The Statement of Financial Activities shows a surplus for the year of £6,290. Despite the lack of ability to fundraise, we have been overwhelmed with the generosity of many trusts, companies, churches and local community organisations as well as individuals. This has meant that income has actually increased by £9,563 on last year.

Expenditure on salaries and related costs has increased due to the planned increase in support worker hours but with Covid-19 meaning that we could not undertake all our normal activities, spending on rent and trips and outings decreased significantly. In addition, though we delivered meals twice a week, so much food has been donated during the year that food costs were also down. This meant that overall expenditure was down £10,923 on last year.

Unrestricted funds at 31 October 2020 amounted to £70,609. Restricted funds at 31 October 2020 amounted to £2,197. During the year most donations were Unrestricted and the majority of the Restricted funds received in the year were also spent. This means that we go into the new financial year in a good financial position. But, of course, we cannot assume that all those who supported us during the pandemic can continue to do so and so the Trustees remain committed to making fundraising an important focus so that we are able to meet a potential increase in costs.

The Meeting Room (Surrey)
Registered number: 1165351
Report of the Trustees

This report was approved by the Board of Trustees on 14 April 2021 and signed on its behalf by:

Mr Graham Peddie
Trustee

The Meeting Room (Surrey) Independent Examiner's Report

Independent Examiner's Report to the Board of Trustees of The Meeting Room (Surrey)

I report on the accounts of the charity for the year ended 31 October 2020 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiners' statement

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act,have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr M S Caldicott ACA FCCA CTA
for and on behalf of White Hart Associates (London) Limited
Chartered Accountants and Statutory Auditors
2nd Floor, Nucleus House
2 Lower Mortlake Road
Richmond
TW9 2JA

14 April 2021

The Meeting Room (Surrey)
Profit and Loss Account
for the year ended 31 October 2020

		Total Funds	Total Funds
	Notes	2020 £	2019 £
Incoming resources			
<i>Incoming resources from generated funds:</i>			
Voluntary income	2	50,832	41,269
Investment income	3	-	-
Total incoming resources		50,832	41,269
Resources expended			
Costs of charitable activities	4	43,358	54,311
Governance costs	5	750	720
Insurance costs	6	434	434
Total resources expended		44,542	55,465
Net movement in funds		6,290	(14,196)
Total funds brought forward		66,516	80,713
Total funds carried forward		72,806	66,517

The Meeting Room (Surrey)**Registered number: 1165351****Balance Sheet****as at 31 October 2020**

	Notes	2020 £	2019 £
Current assets			
Debtors	8	1,174	2,678
Cash at bank and in hand		73,361	66,456
		<u>74,535</u>	<u>69,134</u>
Creditors: amounts falling due within one year	9	(1,729)	(2,617)
Net current assets		<u>72,806</u>	<u>66,517</u>
Net assets		<u>72,806</u>	<u>66,517</u>
The funds of the charity:			
Unrestricted revenue accumulated funds	10	70,609	65,232
Restricted revenue accumulated funds	11	2,197	1,285
Total charity funds		<u>72,806</u>	<u>66,517</u>

Mr Graham Peddie

Trustee

Approved by the board on 14 April 2021

The Meeting Room (Surrey)
Notes to the Accounts
for the year ended 31 October 2020

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

Incoming resources

Donations

Donations are credited in the year in which they are receivable. Associated gift aid is recognised in the period when the donation is received.

Interest

Interest is credited in the year in which it is receivable.

Resources expended

Expenditure is recognised when a liability is incurred.

2 Voluntary Income	2020	2019
	£	£
Private donations	11,188	9,331
Donations by organisations	17,256	14,323
Restricted funds	21,500	16,195
Gift aid income	888	1,420
Total voluntary income	<u>50,832</u>	<u>41,269</u>
3 Investment income	2020	2019
	£	£
Bank interest		
Total investment income	<u>-</u>	<u>-</u>

The Meeting Room (Surrey)
Notes to the Accounts
for the year ended 31 October 2020

4	Costs of charitable activities	2020	2019
		£	£
	Food	2,484	4,078
	Outings and trips	1,928	7,944
	Christmas	504	168
	Rent	4,046	9,218
	Support worker costs	26,239	22,184
	Other general administration costs	3,270	3,278
	Cleaning	134	289
	Courses	1,033	1,235
	Counselling	3,720	5,917
		<u>43,358</u>	<u>54,311</u>
	Paid by restricted funds	8,588	16,880
	Paid by non-restricted funds	<u>34,770</u>	<u>37,431</u>
	Total costs of charitable activities	<u>43,358</u>	<u>54,311</u>
5	Governance costs	2020	2019
		£	£
	Independent examiner's fee	750	720
	Total governance costs	<u>750</u>	<u>720</u>
6	Insurance costs	2020	2019
		£	£
	Insurance fee	434	434
	Total Insurance costs	<u>434</u>	<u>434</u>
7	Taxation		
	The charity is exempt from tax on its charitable activities.		
8	Debtors	2020	2019
		£	£
	Prepayments and accrued income	1,174	2,678
		<u>1,174</u>	<u>2,678</u>

The Meeting Room (Surrey)
Notes to the Accounts
for the year ended 31 October 2020

9 Creditors: amounts falling due within one year	2020	2019
	£	£
Creditors and accruals	1,729	2,617
	<u>1,729</u>	<u>2,617</u>
10 Unrestricted Funds	2020	2019
	£	£
Balance at 1 November 2019	65,231	62,548
Incoming resources	41,332	41,269
Outgoing resources	(35,954)	(38,585)
	<u>70,609</u>	<u>65,232</u>
Balance at 31 October 2020		
11 Restricted Funds	2020	2019
	£	£
Balance at 1 November 2019	1,285	18,165
Incoming resources	9,500	-
Outgoing resources	(8,588)	(16,880)
	<u>2,197</u>	<u>1,285</u>
Balance at 31 October 2020		