

Registered number
1165351

The Meeting Room (Surrey)
Report and Unaudited Accounts
31 October 2018

The Meeting Room (Surrey)
Report and accounts
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The Meeting Room (Surrey)

Charity Information

Trustees

Mr Graham Peddie
Mrs Lisa Cullen - resigned 7 August 2018
Mrs Joanna Sherring
Mrs Harriet Edgley
Mrs Vera Parekh - appointed 10 August 2018

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

National Westminster Bank Plc
1 Bridge Street
Leatherhead
Surrey
KT22 8BT

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 2018.

The Board are satisfied with the performance of the charity during the year and the position at 31 October 2018 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 is 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, in planning future activities and setting grant making policy for the year.

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

New Trustees may be appointed by existing Trustees by the passing of a majority resolution 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.

The Meeting Room (Surrey)

Registered number: 1165351

Report of the Trustees

Achievements and performance

The past 12 months have been a busy time for the charity. It has also been a difficult time due to health and family circumstances of trustees and staff. We are pleased that despite this The Meeting Room has, throughout the year, continued to offer our full weekly schedule of daily drop-in centres. This is due to the commitment, friendship, support and teamwork between the organising team and our volunteers.

Our current weekly schedule is as follows:

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

We employ 2 Support Workers. Gayle Scrivens works 22 hours a week.

Lisa Cullen was funded by the Waitrose Golden Jubilee Fund to work 3 days from February 2018 until August 2018. Her work with our clients has been excellent and highly valued by the clients so the trustees made the decision to employ her for 10 hours a week so we continue to benefit from her skills and commitment.

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.

Our main achievement is providing a safe friendly environment for anyone to drop-in knowing they will be warmly welcomed, respected and helped if needed. A free hot lunch, dessert, tea coffee and biscuits are offered to everyone. Over time our staff and volunteers get to know the regular clients; trust and mutual respect are built up. The support staff offer honest advice when asked for and keep up to date with changes that may affect the clients. If more specialised support is needed clients are signposted to appropriate agencies.

Our support workers are busy helping clients with what seems like increasingly lengthy and complicated government forms. Also when there are issues with accommodation they assist when clients have difficulty getting through to the appropriate person.

Clients are encouraged to be independent and first try themselves. When needed staff or trustees accompany clients to meetings, and appointments in an advocacy role or to give moral support.

Clients are encouraged to help run the sessions by setting up, serving, washing up and clearing up. They also share experiences and knowledge to help each other. We greatly appreciate the work of our clients who having completed the required food hygiene course and regularly cook for us.

We are very grateful to our qualified counsellor Gill Nichols who sees clients two days a week at our drop-in centre. Some of our clients have very difficult experiences to process and choices to make. Gill's professional skills are an essential part of their personal development.

We have had some new volunteers. Staff and trustees offer guidance and support to them. Each volunteer has something different to offer and clients benefit from a variety of characters and personalities.

The Meeting Room (Surrey)

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Report of the Trustees

Activities

Scrabble, crosswords, colouring, newspapers and magazines are available each day. Table tennis is enjoyed by clients at Ashted Baptist Church & King's Church.

A table tennis group also meet at Leatherhead Leisure Centre each Monday afternoon.

Despite challenging health issues Graham Peddie leads Saturday morning walks for those who enjoy walking. This improves the health of those attending and breaks up what might be a lonely weekend.

Monthly outings run through Spring, Summer and Autumn organised by Graham. Clients who have passed the Surrey Mini-bus Driving Test drive the minibus hired from the council.

These are popular days and attended by up to 16 people.

In 2018 Graham accompanied 8 clients for an outdoor activity week in Derbyshire.

The July barge trip was enjoyed by all who went. 2 Successful short camping trips to Bothy took place in April and September at the serene and calming venue of Gumber Bothy in Sussex.

Partnerships

We continue to work alongside local partners to support our clients: Leatherhead Start; ESOS (East Surrey Outreach services); Besom (furniture provision).

Epsom and Ewell Food Bank has been a great help to our clients several of whom have had recent difficulties with benefit changes which cause enormous stress.

We are now developing partnership with CAP (Christians Against Poverty) and the Citizens Advice Bureau.

Marketing, Fundraising and Financial Support

2018 was a big fundraising year for us. We are very grateful that Simon Ling, Chairman of Mole Valley Council, selected The Meeting Room as one of his 2 chosen charities for his year in office. There were various events through the year culminating in a Sponsored Walk in May. Graham organised the route and staff, trustees and clients helped organise the day manning check-points, serving refreshments etc. About 15 clients took part along with members from our local community completing either the 5 or 10 mile route.

This was a great opportunity for clients to 'give back' and experience the satisfying feeling of achieving a challenge and contributing to something worthwhile.

Along with Simon Ling's other events through the year a fabulous total of £7,000 was raised.

Our trustees have given talks to local organisations, churches and community groups which have resulted in donations. Some of our clients have also spoken at some of the talks which increased their self-confidence and they gain the respect of the wider community. We also continue to benefit from regular private donations and individuals taking part in sponsored events.

Planning for the future

Over the next year we aim to make plans for the future to ensure the on-going continuation of The Meeting Room. There is clearly a need in the community for what we offer.

We continue to look out for more volunteers who can offer a regular commitment to join our team and also additional trustees.

Finally our thanks and appreciation to all the volunteers, cooks and supporters without whom The Meeting Room could not run.

The Meeting Room (Surrey)

Registered number: 1165351

Report of the Trustees

Financial review

Reserves policy

We continue to retain a £15,000 reserve at all times to ensure we can meet our short term needs.

Transactions and financial position

The financial statements are set out on pages 7 to 11. 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 net incoming resources of a revenue nature for the year of £13,391.

Unrestricted funds at 31 October 2018 amounted to £62,548. Restricted funds at 31 October 2018 amounted to £18,165.

This report was approved by the Board of Trustees on 21 March 2019 and signed on its behalf by:

Mrs Joanna Sherring
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 2018 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

21 March 2019

The Meeting Room (Surrey)
Profit and Loss Account
for the year ended 31 October 2018

		Total Funds	Total Funds
	Notes	2018 £	2017 £
Incoming resources			
<i>Incoming resources from generated funds:</i>			
Voluntary income	2	70,492	78,976
Investment income	3	-	-
Total incoming resources		<u>70,492</u>	<u>78,976</u>
Resources expended			
Costs of charitable activities	4	56,150	49,444
Governance costs	5	690	660
Insurance costs	6	261	261
Total resources expended		<u>57,101</u>	<u>50,365</u>
Net incoming resources before transfers between funds		13,391	28,611
Gross transfers between funds		-	-
Net incoming resources before other recognised gains and losses		<u>13,391</u>	<u>28,611</u>
Other recognised gains and losses		-	-
Net movement in funds		<u>13,391</u>	<u>28,611</u>
Total funds brought forward		67,322	38,711
Profit for the financial year		<u>80,713</u>	<u>67,322</u>

The Meeting Room (Surrey)**Registered number: 1165351****Balance Sheet****as at 31 October 2018**

	Notes	2018 £	2017 £
Current assets			
Cash at bank and in hand		81,403	67,982
		<u>81,403</u>	<u>67,982</u>
Creditors: amounts falling due within one year	8	(690)	(660)
Net current assets		<u>80,713</u>	<u>67,322</u>
Net assets		<u>80,713</u>	<u>67,322</u>
The funds of the charity:			
Unrestricted revenue accumulated funds	9	62,548	49,209
Restricted revenue accumulated funds	10	18,165	18,113
Total charity funds		<u>80,713</u>	<u>67,322</u>

Mrs Joanna Sherring

Trustee

Approved by the board on 21 March 2019

The Meeting Room (Surrey)
Notes to the Accounts
for the year ended 31 October 2018

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 tax 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

	2018	2017
	£	£
Private donations	24,869	25,565
Donations by organisations	21,023	13,014
Restricted funds	23,500	39,590
Gift aid income	1,100	807
Total voluntary income	<u>70,492</u>	<u>78,976</u>

Included in Restricted Funds income above is a grant of £720 received from Comic Relief in respect of supporting our Emotional Wellbeing classes. A total of £660 has been expended to 31 October 2018, leaving a balance held at this date of £60. This is included within the Restricted Revenue Accumulated Funds at 31 October 2018.

3 Investment income

	2018	2017
	£	£
Bank interest		
Total investment income	<u>-</u>	<u>-</u>

The Meeting Room (Surrey)
Notes to the Accounts
for the year ended 31 October 2018

4	Costs of charitable activities	2018	2017
		£	£
	Food	3,948	5,276
	Outings and trips	7,131	9,411
	Christmas	764	539
	Rent	12,557	13,324
	Support worker costs	15,494	14,543
	Other general administration costs	3,946	3,164
	Storage Area repairs	3,000	-
	Mole Valley contribution	3,555	-
	Cleaning Hit Squad	1,065	-
	Courses	1,060	1,147
	Counselling	3,630	2,040
		56,150	49,444
	Paid by restricted funds	23,448	28,957
	Paid by non-restricted funds	32,702	20,487
	Total costs of charitable activities	56,150	49,444
5	Governance costs	2018	2017
		£	£
	Independent examiner's fee	690	660
	Total governance costs	690	660
6	Insurance costs	2018	2017
		£	£
	Insurance fee	261	261
	Total Insurance fee	261	261
7	Taxation		
	The charity is exempt from tax on its charitable activities.		
8	Creditors: amounts falling due within one year	2018	2017
		£	£
	Creditors and accruals	690	660
		690	660

The Meeting Room (Surrey)
Notes to the Accounts
for the year ended 31 October 2018

9 Unrestricted Funds	2018	2017
	£	£
Balance at 1 November 2017	49,209	31,231
Incoming resources	46,992	39,386
Outgoing resources	(33,653)	(21,408)
	<hr/>	<hr/>
Balance at 31 October 2018	62,548	49,209
	<hr/>	<hr/>
10 Restricted Funds	2018	2017
	£	£
Balance at 1 November 2017	18,113	7,480
Incoming resources	23,500	39,590
Outgoing resources	(23,448)	(28,957)
	<hr/>	<hr/>
Balance at 31 October 2018	18,165	18,113
	<hr/>	<hr/>