



Pippa Auger <deputy.clerk@haslemeretc.org>

Fwd: CIL Money

██████████ <██████████@haslemere.com> Tue, Feb 7, 2023 at 10:01 AM
To: Pippa Auger <deputy.clerk@haslemeretc.org>
Cc: ██████████@haslemere.com, ██████████ <██████████1405@gmail.com>, Jacquie Keen <jacquie.keen@haslemeretc.org>

Pippa,

Thank you for your e-mail and on behalf of the Board of Trustees of Haslewey, I am forwarding you a formal application for the CIL money previously mentioned.

You will find attached, our formal letter of application, which will hopefully give everyone a full understanding of where we are coming from and just what we will be able to achieve if we are successful in our application. I have also attached a copy of our last audited accounts and the quotation from Raven Renewables for the installation of the work. In addition and to demonstrate the role of Haslewey in the community, you will also find a list of the current community activates that take place at the centre. We are also home to the Community Meals Service, the Community Café, the Community Post Office and free to attend counselling services.

This collective information should answer all possible questions, but if not, then please do hesitate to contact me.

For completeness, I have copied the Haslemere Town Clerk and Haslemere Town Mayor into this e-mail.

I look forward to hearing from you.

[Quoted text hidden]

4 attachments

-  **Solar panel CIL application.docx**
21K
-  **Haslemere Community Centre 2022.doc**
294K
-  **Solar PV Quotation - ██████████ (Haslewey Community Centre) - 19.1.2....pdf**
392K
-  **Haslewey Activities.docx**
21K

Haslemere and District Community Centre (“Haslewey”) application for CIL funding Solar Panel installation

Summary of our application

Haslewey is a charity that provides a community centre, room hire, café and community meals services to a wide spectrum of the elderly and vulnerable in the Haslemere community. Haslewey operates on a non-profit basis, largely staffed by volunteers, and our business model is to provide services to the community at low or subsidised prices, supported by fundraising activities and for some services, by ongoing grants.

Haslewey would like to request Community Infrastructure Levy (“CIL”) funding to support the installation of a substantial solar panel installation. This is projected to generate approximately 28 mWh per year of electricity, or almost exactly half of our annual consumption.

The cost of this project is expected to be £60,000. We have raised £15,000 and are asking for CIL funding of £45,000 to cover the remaining cost.

We believe that a solar panel installation will benefit Haslewey and the community in three ways:

- It will substantially increase the resilience of the centre, isolating it from the vagaries of the energy market and allowing us to provide services to the community in difficult times. We have seen that the demand from the community increases in times of economic difficulties and cold weather; for example, we are a ‘warm hub’ and have seen a substantial take up over the last few months. However, we are also heavily affected by changes in energy prices (our electricity bill is now circa £4,000 per month) and this means we are least able to offer or expand our services at exactly the time they are most needed. We believe a solar panel installation will reduce this exposure and so make us more resilient in difficult times.
- It will make a substantial contribution towards Haslemere’s net-zero commitment. A solar panel installation of this size will reduce CO₂ production by seven tonnes per annum compared to using fossil fuels (equivalent to planting 300 trees). Furthermore, by being visible on one of the pillars of the Haslemere community it makes a very public statement that the town is taking the Climate Emergency seriously.
- It increases the value of Haslewey to the community in the long term. By generating our own power, we free up resources to use to elsewhere within Haslewey to support our users. Solar panels have a useful lifetime of at least 25 years, and because we have a long-term lease upon our building every penny of savings generated over that time will go directly to the community. At current energy prices

this project has a calculated payback period of five years and a rate of return of 21%, which is an exceptional investment.

We also believe that this project fits very well with CIL funding. It is clearly a community infrastructure project consistent with the CIL legislation and it will provide long term benefit to the community. It is a significant investment in Green infrastructure and its benefits will accrue mainly to the elderly and the vulnerable. These are both aims we know the Town Council has been keen to pursue but has been stymied by budget constraints and a lack of viable projects.

Finally, we believe that there would be significant community support for this project given that it directly benefits the community provision that Haslewey provides and Haslemere's net-zero obligations.

The remainder of this document provides more detail on Haslewey and upon the proposal. You will see that the project is ready to go at short notice, and that there is a natural window to complete the installation before summer, so that Haslewey can benefit immediately from higher energy production that occurs during the season. We ask that the Town Council approves this application before the end of this council's term so that we can meet that deadline.

Basic details of the charity

Haslewey is a registered charity. Our objectives were originally to raise funds and build a community centre. Subsequently they are to manage and administer the centre for the benefit of the community of Haslemere and the surrounding district, and in particular for the advancement of education, the relief of elderly people, the protection of health and the relief of poverty, sickness and distress. A copy of our current activities list is attached to illustrate the breadth of services provided.

Full name and address: Haslemere and District Community Centre, Lion Green, Haslemere, Surrey, GU27 1LD

Registered office: Suite 1, Haslemere House, Lower Street, Haslemere, Surrey, GU27 2PE

Registered charity number: 1077316

Main contact: [REDACTED], Chairman, [REDACTED]@haslemere.com

Financial details of the charity

A copy of the latest accounts, for the year ending 31 July 2022 are attached.

In brief the charity had a turnover of £301 thousand and made a loss for the financial year of £42 thousand. We aim to break even on a day to day basis, with fundraising activities supporting specific charitable activities and capital improvements. However, the impact of covid and the recent cost of living crisis means are not currently meeting this aim. We are

acting to address this, and the solar panel project would make a significant contribution to this.

At the same date the charity has total funds of £993 thousand. However, £910 thousand of this are restricted and can only be used for specific purposes, of which £793 thousand represent the value of the lease on the building. The charity's unrestricted funds, which we are free to use for general purposes, stood at only £43 thousand (excluding fixed assets). Haslewey's Board feels it is important to maintain this level of general reserves to meet unforeseen circumstances, and so cannot meet the solar panel project from available funds, hence the application for CIL funding.

Haslewey is registered for VAT. Charity accounting is complicated and in general we can only reclaim VAT incurred for trading purposes. However, we understand that the solar panel project will not be subject to VAT, and all costs are shown with no VAT included.

Details of the solar panel project

A copy of a quotation for the solar panel installation is attached.

In summary, the proposal is to install in the order of 79 solar panels on six roof areas at the Haslewey community centre to generate 28 mWh of electricity per year. This is sufficient to meet almost exactly half of Haslewey's annual electricity consumption.

As a community centre Haslewey is particularly suitable for a solar panel installation, as it tends to use electricity during the day when solar generation is most efficient. This contrasts with most domestic installations where usage tends to peak in the morning and evening, requiring expensive battery packs for maximum efficiency. The suggested installation only requires a relatively small battery to optimise usage. This will have the addition benefit of protecting the centre from power outages.

For the majority of the year, it is expected that Haslewey will use all of the electricity generated. However, as the amount of sunlight varies throughout the year, in the summer months generation may exceed usage and the excess will be sold back to the grid.

Overall, we expect the centre to directly consume 18 mWh (3 mWh via battery storage) and sell 10 mWh to the grid each year, so we will directly consume 65% of all power generated.

In considering the size of the installation we have weighed up cost, the amount of electricity generated, and the amount that Haslewey can consume directly. A smaller installation allows the centre to use a greater proportion of the energy generated, which is more efficient, while a larger installation will have a bigger impact on our energy costs. We believe that the projected five-year payback period, 21% IRR, and the ability to meet half of the centre's energy needs show that the suggested project is a good compromise. In practice, it is also close to the largest installation practical on the site.

Our analysis to date includes not only the possible power production given the site details but preliminary structural and wind loading. There are no indications of any issues. As we

hold a long-term lease on the building, we need the freeholder's (Waverly) permission to proceed. We have started the application procedure and do not expect any opposition. We understand that the installation will not require planning permission.

Subject to funding and final approval from our freeholder we are ready to commence this project immediately. Our aim is to have the installation complete and generating power before the start of the summer.

For a project of this size, we will obtain competitive quotations before proceeding. The figures in this proposal are based on a quotation provided by Raven Renewables, and we are attracted to using them both for their experience and because they are a charity. Raven Renewables are a subsidiary of the Raven Housing Trust based in Redhill. They partner with local authorities and others, to improve the thermal efficiency of thousands of homes and support the UK's drive towards carbon neutrality. Their business is built around the foundation of social good, with all profits reinvested to grow their social housing offer. Profits are not recycled to shareholders

Financing the project

Haslewey is applying to the Haslemere Town Council for £45,000 towards the cost of the project. The remainder will be met from a specific donation from the Hazlehurst trust. Haslewey has sufficient general reserves to provide a buffer against overruns and other unexpected costs but not to finance the project out of reserves. It is able to meet ongoing maintenance costs. Should this project go ahead it will significantly improve Haslewey's financial strength.

Haslewey has not sought or received any significant funding from the Town Council or from CIL for other projects. However, the Town Council did make a generous grant of £10,000 to us to help tide us through the Covid epidemic, as it did to other pillars of the Haslemere community.

Appendices

Activities List 2023.

Report of the Trustees and Financial Statements for the Year Ended 31 July 2022.

Raven Renewables quotation.

Solar PV Quotation

Raven Repairs LTD T/A Raven Renewables
Raven House
29 Linkfield Lane
Redhill
Surrey
RH1 1SS
0300 123 3399
ravenrenewables@ravenht.org.uk

Customer Name:	██████████ (Haslewey Community Centre)	Project Reference:	GU27 1LD
Installation Address:	Lion Green, Haslemere GU27 1LD		
Quotation issued by:	Mark Gardiner	Date issued:	19/01/2023

Solar PV Quotation

Description of Goods	Qty.	Unit Price	Total Price
Longi All Black 400W Mono Panels	79	£189	£14,892
Huawei 20 KTL3-X Three Phase with dual MPPT String inverter(s)	1	£2,539	£2,539
Optimisers	0	£0	£0
On-roof Renusol VS Mounting System	1	£2,934	£2,934
Solar PV cabling	2	£413	£826
Galvanised Bird Mesh Kit	9	£330	£2,972
Hot water immersion element & timer	1	£1,651	£1,651
Huawei 3 phase 8kW DC 10kWh Battery	1	£8,861	£8,861
Other Kit	1	£440	£440
Commissioning costs	1	£2,614	£2,614
Scaffolding & access	1	£5,843	£5,843
Export meter/CT clamp (for consumption monitoring)	1	£76	£76
Goods Total			£43,648
Description of Goods	Qty.	Unit Price	Total Price
Roofer installation of solar panels			£ 13,375
Electrician installation of solar panels and associated electrical equipment			£ 2,972
Services Total:			£16,347
Goods & Services Sub Total:			£59,995
VAT:			£0
Total:			£59,995
<p>Our intention is to give you a full and clear cost for the installation of the system. Providing nothing unforeseen should occur the only additional costs would be those associated with the Energy Performance Certificate (if not included above) and any planning related issues should they be required.</p>			

Solar PV Quotation

Description	Included/ Excluded
Extras	
Hot water immersion element & timer	✓
Bird mesh	✓
Optimisers	✗
Export meter/CT (for consumption monitoring)	✓
Scaffolding & access	✓
Panel by panel monitoring	✗
Battery	
Huawei 3 phase 8kW DC 10kWh	✓
Other Kit	
AC Isolators	✓
DC Isolators	✓
MC4s	✓
Solar PV DC & AC cabling	✓
MCS Labels	✓
Delivery	✓
Generation meter	✓
Other Services	
MCS Certificate	✓
Commissioning	✓
EPC	✗
Grid application	✓
On site storage & access equipment	✗

Solar PV Quotation

Guarantees and Warranties		
Workmanship Warranty	2	Years
Solar Panels – Product Warranty	10	Years
Solar Panels – Performance Warranty	25	Years
Inverter Warranty	5	Years
Renusol Mounting System Warranty	10	Years

Your equipment is guaranteed by its manufacturer, but you should contact us in the first instance if anything appears to be operating incorrectly.

In addition to the product guarantees, our work will be covered by a workmanship warranty. This workmanship warranty will be transferable to the new legal owner of the property if it is sold during the warranty period.

As members of RECC we are required to ensure that should we cease trading, due to receivership, administration or bankruptcy, that the workmanship warranty that we have in place for your installation will still be honoured.

When you confirm the order and we have received any requested deposit, we will register your name, address and the total value of the contract with the Independent Warranty Assurance scheme (IWA). A leaflet explaining the scheme is enclosed. If you are not content for us to register your details in this way, please let us know. The insurance provider will send the policy documents direct to you. This policy will be at no additional cost to you.

Should we cause any damage, either to installed equipment or to your property we will rectify such damage without charge to you.

Payment Terms	
Deposit: Deposit (Maximum 25% of the total sum inc VAT) payable on confirmation of order	£14,998.75
Advance Payment: Further advance payment payable on (no more than 3 weeks before delivery date. Deposit and advance payments together will not exceed 60% of the total sum inc VAT)	£14,998.75
Balance: Balance payable following final commissioning	£29,997.50

It is important that this quotation is read in conjunction with the full performance estimate that accompanies it. If you require clarification on any point please do not hesitate to contact us

Solar PV Quotation

Customer Confirmation

We/I agree to the Quotation and confirm the order for the products and installation services specified.

We/I agree to the total cost and payment terms set out above.

We/I have read and agree to abide by the Terms and Conditions of the Contract provided with this Quotation.

By signing this form, you are also confirming that you have received Planning Permission or a Building Warrant for the proposed installation or ascertained that these are not required. We cannot be held responsible for any installations where Planning Permission or a Building Warrant was required but not obtained, and no refunds will be offered.

We can accept payment by Bank Transfer only. We do not currently accept payment over the phone or via credit card

Name:	
Signature:	
Date:	

All information can be supplied in a large text if required

Please make payable to Raven Repairs Ltd, quoting your name as the account reference

BACS payments to:

Sort code: 20-00-00

Account number:13721051

Account name: Raven Repairs Ltd

Quotation valid for 30 days

Solar PV Quotation

Important notes concerning this quotation

Costing

This quotation has been based on us being able to install your system as described without interruption. Should there be circumstances beyond our control which cause an interruption to the installation process we will discuss with you the implications of such a delay.

Should you decide to make any changes to the agreed installation within your cancellation period, we will produce another full quotation which takes into account these changes. You will be given a further cancellation period to consider this quotation.

Should you wish to make any changes to the agreed installation after your cancellation period has expired, again we will prepare a new quotation for you, but we reserve the right to charge for any reasonable costs we have incurred in working towards the original installation details.

If, during the installation process, we come across any situation that we could not reasonably be expected to foresee, for example, remedial electrical or building work, we will discuss with you the implications and costs involved in rectifying the problem.

Should you request any changes after the installation process has begun that involve additional cost we will provide you with a quotation based on the daily or hourly rate of our installers. The rate that would apply would be £50 per hour or £ 350 per day.

Registering for Smart Export Guarantee (SEG)

The smart export guarantee (SEG) is an obligation set by the government for licensed electricity suppliers to offer a tariff and make payment to small-scale low-carbon generators for electricity exported to the National Grid, providing certain criteria are met.

The SEG is an opportunity for anyone who has installed Solar PV up to a capacity of 5MW.

The SEG Licensee is required to put processes in place to pay for the electricity exported by the eligible installation and to report to Ofgem on installations under the SEG arrangements. SEG Licensees determine the rate they will pay, contract length and other terms.

However, whilst wholesale electricity prices can sometimes fall below zero, SEG Licensees must always offer a tariff that remains above zero. SEG payments must be calculated by SEG Licensees using Export Meter Readings.

We will register your installation on the MCS Installation database and send you the MCS Certificate. You must send your MCS certificate to your chosen licensed electricity supplier in order to receive SEG payments.

Cancellation Rights

Your cancellation rights will vary depending on whether the contract you agree with us is considered to have been agreed on

Solar PV Quotation

For contracts considered to have been agreed on trade premises you will be given a fourteen day cancellation period from the day that the contract was signed.

For contracts considered to have been agreed away from trade premises, your cancellation rights are as set out in the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations. These regulations give you the right to cancel from the time that the contract is signed until fourteen days after the delivery of the last of the goods.

If you wish us to begin work within the cancellation period you must give us express permission, in writing, to do so.

You can find full details of your cancellation rights within the contract we will ask you to sign and also on the Cancellation Form we will issue to you.

Contract Terms

We have enclosed a copy of our contract with this quotation. Please read this carefully, and as always, please contact us if you require further clarification.

Timetable for works

If you decide to accept our quotation, we will contact you and arrange a mutually agreeable date to begin the installation. We will confirm this with you in writing.

It usually takes us 36 - 37 days to carry out an installation.

Your installation will usually take place within **6 weeks** of receiving your order, subject to workload and availability of materials. We will contact you at the earliest opportunity should there be any delay in obtaining the goods or services required.

Planning permission

If your property is a listed building or you are in a conservation area you may need planning permission. We will assist you in gaining any permission but you are responsible for contacting your local planning authority to obtain confirmation that planning permission is not required.

We cannot be held responsible for any installations carried out where planning permission was required but not obtained. No refunds will be given in such cases.

Requirements regarding planning permission can vary from area to area.

By signing the contract, you are confirming that you have received Planning Permission or a Building Warrant for the proposed installation, or ascertained that these are not required. We cannot be held responsible for any installations where Planning Permission or a Building Warrant was required but not obtained, and no refunds will be offered.

By signing and returning the Order Form, you are confirming the order for the products and installation services specified on this Quotation. This order will become binding when we notify you of its acceptance and will be governed by our installation terms and conditions.

Solar PV Quotation

We are a member of the RECC and this document is prepared in accordance with its Consumer Code, a copy of which is available on request.

Deposits and advance payments

We will never ask for more than a 25% deposit, including VAT, on signing of the contract. If we require you to make any advance payments, these will be communicated to you, in writing, with the dates that they are due to us. These advance payments will never, when added to the deposit, exceed 60% of the total agreed contracted price. We will not ask for any advance payments more than 21 days from the agreed delivery or installation date.

Your deposit and any further advance payments requested will be insured with IWA under their Independent Warranty Assurance scheme so that you can get the work completed or your money back if we cannot deliver your equipment because we have gone out of business.

When you confirm the order and we receive any requested deposit, we will register your name, address and the total value of the contract with IWA. You will be sent your insurance policy documents directly from IWA. A leaflet explaining the scheme is enclosed. If you are not content for us to register your details in this way, please let us know.

Agreed payments are valid for 30 days from the day you received the quotation

Metering

You'll need to have a smart meter or a meter capable of reporting exports on a half-hourly basis.

Insurance

It is recommended that you inform your property insurers about the proposed installation to check if it will increase your buildings insurance premium.

As members of the Renewable Energy Consumer Code, we must have appropriate insurance to cover possible third-party damage, which may be caused by any of our activities. We are insured by **Aviva**.

Data protection

We will keep information about individuals in accordance with data protection legislation. We will not pass information to any third party without your permission. Information about you may be passed to the Renewable Energy Consumer Code administrator and its auditors as part of the Code administrators monitoring of their compliance with the Code. The Code administrator may contact you directly.

Commissioning the system

The installation will be commissioned according to MCS installation standards to ensure that the system is safe, has been installed in accordance with documented procedures and manufacturer's requirements and is operating correctly in accordance with the system design.

Solar PV Quotation

Following the testing and commissioning of the system, we will give you a Handover Certificate. This certificate confirms that we have met the requirements of the MCS and it details key information about the installation.

We will also, at this time, provide to you a Handover Pack containing information about the installed equipment and system performance.

We will also explain the operation and maintenance requirements of the system.

A detailed operating manual will be provided to you within 7 days.

We will register the installation on the MCS Installation Database (MID) and will provide to you, within 10 working days, the MCS Certificate. This certificate should be retained in your Handover Pack.

After sales support and maintenance

If, following installation, the system does not appear to be operating correctly please refer to the operating instructions. We will explain to you, at the handover stage, the safe operation of the system.

If you are still in doubt as to any aspect of the systems operation, please contact us.

We will issue to you at handover information as to any maintenance requirements.

We can, should you require it, provide servicing and/or maintenance contracts at additional cost.

RECC and the Renewable Energy Consumer Code

We are a member of RECC, membership number 00072358 and this document is prepared in accordance with the Renewable Energy Consumer Code.

A leaflet describing the Renewable Energy Consumer Code is enclosed with this quotation. The Code can be viewed in full at www.recc.org.uk/scheme/consumer-code

Complaints

We hope you won't have any reason to complain about any aspect of our service. But if you do, please contact us.

You may contact us by telephone, letter or e mail, and you will find our contact details on this quotation. We will acknowledge and attempt to resolve your complaint promptly. Where we need to investigate the complaint, we will report to you our progress on any investigation within seven working days.

If we are unable resolve your complaint, you may be able to complain to RECC. You can read about this here: <http://www.recc.org.uk/consumers/how-to-complain>.

Solar PV Quotation

If you wish to accept the quotation

If you wish to accept the quotation, please read the Contract carefully. If you are in agreement with our terms and conditions, please complete the Customer Confirmation and return it to us together with the signed Contract and your deposit payment if we have requested one. We will then contact you to arrange the date for the installation.

If you have any questions on any aspect of this quotation, the contract or any other related issue please do not hesitate to contact us.

Contract of Sale – for contracts agreed away from trade premises

Should you require either this Contract or any other information we have supplied to you in large print, please contact us.

This Contract has been prepared to comply with all our obligations under the Renewable Energy Consumer Code (RECC) and the Microgeneration Certification Scheme (MCS).

This contract details our obligations to you, and your obligations to us, if there is any point that we can clarify for you, please contact us.

Our main obligation to you is to do the work with all reasonable skill and care according to the standards set by the Microgeneration Certification Scheme (MCS) and according to the timetable set out in the Quote. Under the MCS, only certified companies can enter into a contract with a customer for the sale and installation of a system. **Our MCS Certification number is: NIC600197**

1. The Quotation

The quotation we have given you (**provided separately**) is valid for 30 days from the date of issue. To confirm your order, you will need to sign both copies of this contract; you should keep one copy for your records and return the other copy to us at the address on the quotation. No contract will be in place until we confirm the order with you.

Please read these terms carefully before signing them. If you need any explanations about them, please contact us using the address or telephone number provided.

The quotation will document all goods and services we propose to supply, along with the total price for these goods and services including VAT.

We will provide you with a timetable for supplying the goods and carrying out the installation.

The quotation will include information as to the performance of the technology we have proposed to install. These performance estimates will be calculated according to the requirements of the appropriate MCS Standard.

We will discuss with you and provide you with information as to the location of key components. You will be given the opportunity to approve the site designs before work commences.

Where we are unable to supply the main energy generator that was specified in the quotation, we will inform you of this in writing and you will have the right to cancel this contract.

We will advise you on approvals and permissions that may be required for the work; however, it will be your responsibility to ensure that such approvals and permissions are in place. If we require evidence of those permissions (and related drawings and/or specifications) you must make those available.

Additional Payments

If there are additional payments that you may have to make, such as planning costs or if you need to consult a Structural Engineer, we will offer assistance and advice, but you will be responsible for these costs.

Contract of Sale – for contracts agreed away from trade premises

If there is a particular service or item of equipment that would normally be considered as part of the installation and you have requested that this not be included, then we will have documented this on the quotation.

Please take time to acquaint yourself with this contract, if there is anything you do not understand, or if you require clarification on any point, please contact us.

2. Right to cancel

Your rights under this contract

You have the right to cancel this contract during the 'cancellation period' without giving any reason.

The cancellation period lasts 14 days and will start on the day the last part of the goods relating to the contract is delivered to you. You can also cancel the contract without penalty before any of the goods are delivered.

To exercise the right to cancel, you must inform us of your decision to cancel this contract by a clear statement (e.g. a letter sent by post, fax or e-mail). You may use the Cancellation Form we have supplied but it is not obligatory.

To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of the right to cancel before the cancellation period has expired.

You may also cancel this contract if there is an unreasonable delay in the installation being carried out, if this has not been caused by you. You would also be entitled to a full refund if that delay has been caused by something outside of our direct control but not caused by you.

If you cancel this contract outside the cancellation period you may have to pay to us reasonable costs for any losses we may have incurred. We will attempt to keep these costs to a minimum. If you have paid us a deposit or any advance payments we may retain all or part of these payments as a contribution.

You will be entitled to cancel this contract if there is a serious delay in our ability to carry out the agreed work that is outside of your control, but within our control. You will be entitled to a full refund.

If the final design or the main Energy Generator differs from what is outlined in the quotation, you are entitled to cancel the contract.

If we are in serious breach of our obligations as detailed in this contract then you will be entitled to cancel this contract, request a repair or replacement or you may be entitled to request compensation.

3. Effects of cancellation

If you cancel this contract, we will reimburse to you all payments received, including the costs of delivery (except for the supplementary costs arising if you chose a type of delivery other than the least expensive type of standard delivery offered by us).

We may make a deduction from the reimbursement for loss in value of any goods supplied, if the loss is a result of unnecessary handling by you.

Contract of Sale – for contracts agreed away from trade premises

We will make the reimbursement without undue delay, and not later than:

- a) 14 days after the day we receive back from you any goods supplied, or
- b) (if earlier) 14 days after the day you provide evidence that you have returned the goods, or
- c) If there were no goods supplied, 14 days after the day on which we are informed about your decision to cancel this contract.

We will make the reimbursement using the same means of payment as you used for the initial transaction, unless you have expressly agreed otherwise; in any event, you will not incur any fees as a result of the reimbursement.

We will collect the goods at our expense. You are only liable for any diminished value of the goods resulting from the handling other than what is necessary to establish the nature, characteristics and functioning of the goods.

4. Work begun prior to the expiry of the cancellation period

If you have agreed in writing that installation work will commence before the cancellation period expires, and you subsequently cancel in accordance with your rights, you are advised that reasonable payment may be due for any work carried out. You must confirm in writing that work may commence before your cancellation period expires.

You will be entitled to cancel this contract if there is a serious delay in our ability to carry out the agreed work that is outside of your control, but within our control. You will be entitled to a full refund.

If we are in serious breach of our obligations as detailed in this contract then you will be entitled to cancel this contract, request a repair or replacement or you may be entitled to request compensation.

You can only recourse to these actions if the goods or services are incorrectly described or not fit for purpose. You will not be entitled to seek these remedies if you have changed your mind about the goods and services agreed to outside of any required cancellation periods.

5. Related credit and other agreements

If you decide to cancel your contract for our goods and services, then any credit agreement and any other ancillary contracts related to the main contract will be automatically cancelled.

6. Our rights under this contract

If, within fourteen days of us informing you in writing of a serious breach of your obligations to us you have failed to rectify this breach, we will have the right to cancel this contract.

Should we suffer any losses due to a breach of this contract then we will be entitled to reasonable compensation to cover these losses. We are required to attempt to keep all losses to a minimum.

7. Timetable for works

We will have agreed with you a timetable for carrying out the installation. By signing this contract, you are confirming that you agree with this timetable.

Contract of Sale – for contracts agreed away from trade premises

There can be occasions that this timetable may need to be varied, due to, for example, poor weather or unavailability of goods and services. We will inform you of any delay we become aware of at the earliest possible opportunity. We would then arrange a new mutually agreeable timetable.

In the case of severe delays to the delivery of goods then you may be offered different products of equivalent specification, value and quality, so long as they are MCS certified. You can either accept that offer, wait for the products you ordered or choose to cancel the contract without penalty.

Should the delay be caused by us, or by our suppliers, and that delay could be considered as severe by a reasonable person, you would be entitled to cancel this contract without penalty to you.

Should the delay be caused by you, we will attempt to accommodate that delay without cost to you. However, if the delay incurs us in extra costs, for example scaffolding, we will require that you cover these costs.

8. The Installation

The installation will be carried out strictly in line with the MIS Standard relevant to the technology, and to any document referred to within that standard. In addition, we will ensure at all times that we meet all our obligations under the RECC Consumer Code.

The goods we supply will be of satisfactory quality and fit for the purpose. They will operate as we have described to you. We will have insurances in place which will cover any loss or damage caused by us or our agents.

You will be required to supply to us normal services free of charge; this would include toilet, washing, water facilities and electricity. You should also ensure we have safe and easy access to the installation area.

Any work to prepare for the installation, carried out by you or a third party that you employ should be carried out in line with the agreed start date for the installation. If this work has not been completed and a consequent delay is caused you may be liable for any costs incurred by us for such a delay.

The work will be carried out by personnel trained in each of the tasks they are assigned.

You will be given warranties for both the installation itself and for the installed goods. The terms of these warranties will be given to you in writing and we will explain them to you verbally.

Within seven days of the completion of the installation we will hand over to you all documentation required as set out within the appropriate Microgeneration Installation Standard.

9. Deposits, advance payments and goods purchased with deposits and advance payments

Any deposits and advance payments that you make to us can only be used to carry out work under this contract.

We are required under the Renewable Energy Consumer Code to protect any deposits and advance payments you make to us, as well as the Workmanship Warranty, with an insurance policy. We will give to you the name and contact details of this insurance company with the quotation. You will be entitled to claim on this policy should we fall into receivership, bankruptcy or administration.

Contract of Sale – for contracts agreed away from trade premises

When we purchase goods for use under this contract the legal title to those goods or the proportion of which you have paid us for will pass to you. We will either deliver them to you or we will store them for you and mark them as your property. They will be kept separate from other goods. We will ensure that these goods are insured until they are delivered to you. You may make arrangements to inspect the goods or to remove them from our premises if you wish.

If we have requested a deposit, then this deposit will not exceed 25% of the total contract price set out in the quotation. Should you decide to cancel this contract within the cancellation period, then this deposit will be returned to you promptly.

If we have requested advance payments in addition to a deposit, the total of all advance payments and deposits will not exceed 60% of the total contract price.

We will not request advance payments to be made any more than 3 weeks from the agreed delivery or installation date.

If we have requested a deposit before a full technical assessment of your property has been made, and we are unable to proceed because of something discovered during that technical inspection, then any deposits or advance payments will be returned.

The quotation will set out in detail when invoices will be sent and the amounts due for each payment.

10. Goods belonging to us

Any goods belonging to us that have been delivered to you should remain clearly identifiable as our property. Until the title to the goods is transferred to you the goods should be stored in such a way as they are protected from damage. They should be kept in their original packaging. Should you fear for the safety of the goods in any way, or you feel that the goods are causing any form of hazard you should contact us.

Where products and materials are delivered to, or stored at, the installation site you, the customer, shall not be liable for inspection, storage or handling of those goods. This does not preclude us asking you to check the goods received for any visible damage, and to ensure they are correct.

Should you terminate the contract for any reason, then we will make arrangements with you to collect the goods. If this happens then we will reimburse you if any of your money was used to purchase a proportion of the goods. If you do not make adequate and reasonable arrangements with us to allow the goods to be collected, we retain the right to take legal proceedings to recover the goods or their value. The amount of any reimbursement may be reduced by any reasonable costs we may have incurred.

11. Changes to the planned work

If you decide to make changes to any planned work after you have signed this contract you should contact us without delay. Wherever possible we will incorporate your changes and if we are not able to do so we will inform you as to why it is not possible for us to do so.

Where we are able to agree to your changes, we will require that you set out, in writing and within fourteen days, confirmation of your request.

Contract of Sale – for contracts agreed away from trade premises

You need to be aware that any changes to the original design may mean an adjustment to the cost of the installation. Any adjustment in the cost, either in addition or subtraction will be dealt with as a Variation of Contract and we will adjust the price by written agreement with you. You are also entitled to cancel the contract if there are changes in the original design or if the main Energy Generator differs to that in the quotation, as outlined in clause 2 of this contract.

There can be occasions when we come across unexpected work. Should this arise, we will discuss this with you. If it is an area of work in which we are competent to operate, we will issue you with a quotation to complete that work. We will have documented on the quotation the normal rate for the work of our installers. If the work is outside our area of competence, we will assist you in finding a suitably qualified contractor to carry out the work. If this unexpected work causes a delay in the installation process, we may need to make reasonable charges for this delay.

12. Late payment

You should make the payments agreed on the quotation as they become due. The final payment will be due on completion of the installation. If you fail to make any agreed payment we may cease work. If you fail to pay the amount specified in an invoice sent to you by the agreed due date, then we reserve the right to charge you interest until you pay the amount due. The interest rate we will charge will be 3% above the Bank of England base rate.

It is not permissible under this contract to withhold any more than a proportionate amount of the outstanding balance for any alleged defect. If you do withhold any amount after a payment has become due, you should give us notice of your intention before the final date on which payment is due. You should also, with that notice, state the reasons for withholding

If we intend to cease work, we will give you notice of this in writing.

If you are in breach of this contract because you have not made a payment that was due to us and we have ceased work, you may have to compensate us for any additional costs we have incurred.

Dependent on the circumstances, we may require that the goods are returned to us. If necessary, we will take legal proceedings to recover the goods or/and any outstanding amounts due to us.

13. Mediation and arbitration

Note: The RECC mediation and arbitration process only covers unresolved disputes arising from issues connected to the sale and installation of small scale renewable technologies.

If at any time a dispute arises between you and us that cannot be resolved you can refer the matter to be handled through RECC's dispute resolution procedure, provided it falls within their remit. We must agree to follow this procedure if that is your wish. RECC is certified through the Chartered Trading Standards Institute as an Alternative Dispute Resolution provider. You can find further information on the RECC website: www.recc.org.uk/consumers/how-to-complain.

If you register a dispute with RECC it will be allocated to a RECC caseworker, who will mediate between both parties in order to resolve the dispute. Mediation aims to reach a non-legal solution to the dispute in a reasonable timescale.

If an agreement is not reached through mediation for any reason, you can refer the matter to RECC's independent arbitration service and we must agree to arbitration if that is your wish. You would have to pay a small fee directly to the arbitration provider which may be refunded to you if the arbitrator finds in your favour.

Contract of Sale – for contracts agreed away from trade premises

You can find more information on the RECC website: www.recc.org.uk/consumers/how-to-complain/independent-arbitration

An award made under the independent arbitration service will be final and legally binding on you and us. You and we may only challenge the award on certain limited grounds under the Arbitration Act 1996.

Disputes that relate to the MCS Installer Standards can be referred to our MCS Certification Body. We will supply their contact details to you on request.

We recommend that you read the Renewable Energy Consumer Code, it is available at www.recc.org.uk

Haslewey Activity List 07/02/2023

Monday		
Surrey & Border NHS Trust	9.00 - 12.00	
Belly Dancing with Mara	10.00 - 11.00	
Pilates with Sandra	10.15 - 11.15	
Silver Swans Ballet Classes with Becky	11.30 - 12.30	
Haslewey Bingo	11.30 - 12.30	
Homestart	12.30 - 15.00	
Surrey & NHS Trust	13.00 - 12.00	
Art with [REDACTED]	15.30 - 17.30	[REDACTED]

Choir and 1-1 singing with Sarah	16.00 – 21.00
Haslemere Performing Arts – 2 – 18 years ([REDACTED])	16.15 – 19.15
Tuesday	
Mum & baby Pilates	9.15-10.00
Yoga for Well-Being ([REDACTED])	9.30 – 10.30
3 Counties Money Advice	10.00 – 16.00
Haslewey Knit-Natter & Craft Club	10.30 – 12.30
Zumba Gold	11.00 – 12.00
Falls prevention	12.15 – 13.00
Perform Classes – 4 – 12 year olds and 7-12 year old (Sam Love)	16.00 – 18.00
Beginners evening Yoga with Nicola	18.30-19.30

Wednesday		
Barre Pilates	9.25-10.15	
Haslewey Counselling Services	9.15 – 15.00	
Haslewey Tai Chi	9.45 – 11.15	
Chair Yoga (Angela)	11.30 – 12.30	
Haslewey Art Class	13.30 – 15.30	
Zumba (Sara Jaye)	18.15 – 19.15	
Thursday		
Hard of Hearing	9.30 – 11.30	
Pilates ([REDACTED])	9.30 – 10.30	
Stretch & Tone Pilates (Kathleen)	10.30 – 11.30	

Haslewey Health & Wellness Project	13.00 – 15.00	
Qigong with Nicky	14.00 – 15.00	
Haslemere Performing Arts – 2 – 18 years ([REDACTED])	15.30 – 20.15	
Karate ([REDACTED])	18.30 – 20.00	
Friday		
Stretch & Restore Pilates	9.30-10.15	
Silver Swans Ballet Classes ON HOLD	10.30 – 11.30	
Macular Society 1st Friday of the month call Tricia	14.00 – 16.00	
Reflexology ([REDACTED])	14.00 – 16.00	

Saturday		
Haslemere Performing Arts - 2 - 18 years ([REDACTED])	9.00 - 15.00	[REDACTED]

REGISTERED COMPANY NUMBER: 03800881 (England and Wales)
REGISTERED CHARITY NUMBER: 1077316

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 July 2022
for
HASLEMERE AND DISTRICT COMMUNITY CENTRE

HASLEMERE AND DISTRICT COMMUNITY CENTRE

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HASLEMERE AND DISTRICT COMMUNITY CENTRE

Report of the Trustees for the Year Ended 31 July 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 July 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The main objectives of the charity were to raise funds for and build a community centre (known as Haslewey) in the town of Haslemere, Surrey and thereafter to manage and administer the said community centre for charitable purposes for the benefit of the community of Haslemere and the surrounding district in accordance with the Charity Commission's guidance on public benefit and, in particular, for the advancement of education, the relief of elderly people, the protection of health and the relief of poverty, sickness and distress. The Trustees confirm that they have had regard for the Charity Commission guidance in respect of Public Benefit when reviewing the Charitable Company's aims and objectives and planning future activities. In particular, they considered how planned activities will contribute to the aims and objectives that have been set.

Public benefit

The charity was established to work in co-operation with other organisations, whether statutory, voluntary or commercial, to establish and manage a community centre at which services to all members of the community could be provided. Haslewey has operated since 2003 as explained above.

ACHIEVEMENT AND PERFORMANCE

The Trustees are satisfied with the achievements and performance of Haslewey and the facilities provided and believe that they are fulfilling the main objectives of the charity. During the year capital expenditure of £30,968 was incurred at the Centre and this is included in the Fixed Assets movements for the year.

FINANCIAL REVIEW

Financial review

The Charity recorded Net Outgoing Resources for the year of £39,187 (2021: £41,510). Total funds at the end of the year amounted to £993,215 (2021: £1,032,402) of which £909,640 (2021: £897,425) were for Restricted Purposes. Reserves, representing unrestricted funds excluding fixed assets, amounted to £42,792 (2021: £62,561). The Directors and Trustees consider that the present level of reserves is adequate to support the continuation of the charity and that the financial position of the charity is broadly satisfactory despite the uncertain economic environment at the time of signing these accounts. The cash reserves held gives the Trustees confidence that there are no material uncertainties about the charity's ability to continue as a going concern. Although the charity was reliant on its reserves in the year, we have been fortunate enough to secure the following grants:

Waverley Borough Council £18,000
National Lottery Community Fund £10,000
Surrey Coalition of Disabled People £5,000
Community Foundation for Surrey £4,000
Rotary's Waverley-Wide Covid Support Fund £2,500
Haslemere Town Council £1,000
Tesco Community Grant £500

The charity continues to seek out other grant funding opportunities and, whilst we ourselves were unable to hold fundraising events at the community centre due to social distancing restrictions, this restriction has now been lifted and we are resuming our normal breadth of activities.

HASLEMERE AND DISTRICT COMMUNITY CENTRE

Report of the Trustees for the Year Ended 31 July 2022

FINANCIAL REVIEW

Reserves policy

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately six months of unrestricted charitable expenditure. The trustees consider that this level will provide sufficient funds to keep the community centre operational.

The balance held as unrestricted funds at 31 July was £82,825, of which £42,792 is regarded as free reserves, after allowing for funds tied up in tangible fixed assets. Due to the Covid-19 pandemic, unrestricted funds have fallen well below that target. The charity is in the process of rebuilding reserves over the next four years.

FUTURE PLANS

Due to the high cost of energy, the Charity is exploring ways to reduce those costs with the installation of solar panels. However, this will only be undertaken if sufficient grants can be found to pay for the installation. The Charity will continue to run the Community Meals Service and run a successful café providing nutritional low-cost meals primarily for the elderly. With the aid of a Service Level Agreement from Waverley Borough Council, the Charity will continue to expand the range of activities and clubs available to both the elderly and the wider community in Haslemere.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 5th July 1999 and registered as a charity on 7th September 1999. The company was established under a Memorandum of Association which contained the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up the members are required to contribute an amount not exceeding £10.

Recruitment and appointment of new trustees

The Directors of the company are also charity trustees for the purposes of charity law. Under the requirements of the current Articles of Association one third of the Trustees are required to be re-elected every three years at each Annual General Meeting. The appointment of a new Trustee has to be approved by existing Trustees.

Organisational structure

The Directors and Trustees determine the charity's strategy and govern its activities on a voluntary and unremunerated basis. The day-to-day management of the charity's activities is delegated to the Haslewey Manager. This is a full-time salaried post supported by a Deputy Manager, and other staff and volunteers. The Directors and Trustees hold regular meetings with the Haslewey Manager to oversee the charity's activities and make decisions relating to its strategy and activities. The Articles of Association direct that the number of Trustees must be at least three with no maximum. The Directors and Trustees would like to record their gratitude to all staff and volunteers who have worked extremely hard through what has proved to be a very challenging few years.

Induction and training of new trustees

The Directors and Trustees have sufficient experience within their respective fields to understand the purpose and objectives of the charity and to determine and monitor its strategy. They are encouraged to maintain their knowledge of their legal and professional responsibilities under company and charity law.

Key management remuneration

Trustees do not receive any benefit with regard to the services performed for the company.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03800881 (England and Wales)

HASLEMERE AND DISTRICT COMMUNITY CENTRE

Report of the Trustees for the Year Ended 31 July 2022

Registered Charity number

1077316

Registered office

Office Suite 1, Haslemere House
Lower Street
Haslemere
Surrey
GU27 2PE

Trustees

A M Barrett (resigned 1.8.21)
P Bradley
K E Griffiths
B Howard MBE
J Jeffcoat
E A Piper
W Carroll (resigned 31.7.22)
R A McLusky-Cannings (resigned 31.7.22)
J D Barton
C M Warrington
C James

Independent Examiner

James Holland-Leader FCA
ICAEW
Knox Cropper LLP
Chartered Accountants
Office Suite 1
Haslemere House
Lower Street
Haslemere
Surrey
GU27 2PE

Bankers

Lloyds Bank plc
12 High Street
Haslemere
Surrey
GU27 2JG

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Haslemere and District Community Centre for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

**Report of the Trustees
for the Year Ended 31 July 2022**

STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- 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 charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on and signed on its behalf by:

.....
K E Griffiths - Trustee

Independent Examiner's Report to the Trustees of Haslemere and District Community Centre

Independent examiner's report to the trustees of Haslemere and District Community Centre ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2022.

This report is made to the Trustees, as a body, in accordance with the terms of my engagement. Our work has been undertaken so that we might carry out an Independent Examination of the financial statements in accordance with the General Directions given by the Charity Commissioners. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees, as a body, for our work or for this report.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of ICAEW which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

James Holland-Leader FCA
ICAEW
Knox Cropper LLP
Chartered Accountants
Office Suite 1
Haslemere House
Lower Street
Haslemere
Surrey
GU27 2PE

Date:

HASLEMERE AND DISTRICT COMMUNITY CENTRE

Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 July 2022

	Notes	Unrestricted fund £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		62,991	31,038	94,029	73,271
Charitable activities					
Community Events		204,401	-	204,401	221,264
Other trading activities	3	14,967	34,059	49,026	6,613
Total		<u>282,359</u>	<u>65,097</u>	<u>347,456</u>	<u>301,148</u>
EXPENDITURE ON					
Raising funds		2,434	8	2,442	253
Charitable activities	4				
Community Events		331,327	52,874	384,201	342,961
Total		<u>333,761</u>	<u>52,882</u>	<u>386,643</u>	<u>343,214</u>
NET INCOME/(EXPENDITURE)		(51,402)	12,215	(39,187)	(42,066)
RECONCILIATION OF FUNDS					
Total funds brought forward		134,977	897,425	1,032,402	1,074,468
TOTAL FUNDS CARRIED FORWARD		<u>83,575</u>	<u>909,640</u>	<u>993,215</u>	<u>1,032,402</u>

The notes form part of these financial statements

HASLEMERE AND DISTRICT COMMUNITY CENTRE

Balance Sheet 31 July 2022

	Notes	2022 £	2021 £
FIXED ASSETS			
Tangible assets	11	894,883	929,358
CURRENT ASSETS			
Stocks	12	1,000	1,000
Debtors	13	25,718	13,777
Cash at bank and in hand		<u>93,018</u>	<u>120,884</u>
		119,736	135,661
CREDITORS			
Amounts falling due within one year	14	(21,404)	(32,617)
NET CURRENT ASSETS		<u>98,332</u>	<u>103,044</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>993,215</u>	<u>1,032,402</u>
NET ASSETS		<u><u>993,215</u></u>	<u><u>1,032,402</u></u>
FUNDS	16		
Unrestricted funds		83,575	134,977
Restricted funds		<u>909,640</u>	<u>897,425</u>
TOTAL FUNDS		<u><u>993,215</u></u>	<u><u>1,032,402</u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 July 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

HASLEMERE AND DISTRICT COMMUNITY CENTRE

Balance Sheet - continued
31 July 2022

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

.....
K E Griffiths - Trustee

The notes form part of these financial statements

Notes to the Financial Statements for the Year Ended 31 July 2022

1. GENERAL INFORMATION

Haslemere and District Community Centre is a charitable company incorporated in England and Wales under the Companies Act 2006. A description of the nature of Haslemere and District Community Centre's operations and its principal activity is disclosed in the Report of the Trustees.

The address of Haslemere and District Community Centre is: Haslewey Community Centre, Lion Green, Haslemere, Surrey, GU27 1LD.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Financial reporting standard 102 - reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Group Financial Statements

These financial statements are not consolidated and contain information relating to Haslemere and District Community Centre only. Exemption from the requirement to produce consolidated financial statements has been taken on the grounds that the group qualifies as small in accordance with Appendix 3 of the SORP. The group is also classified as small in accordance with s.383 of the Companies Act 2006.

Haslewey Trading Company Limited (England & Wales: 10930077) is a 100% subsidiary of Haslemere and District Community Centre. The registered office is Haslewey, Lion Green, Haslemere, Surrey, GU27 1LD.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably. In particular: grants, donations and gifts are recognised when they are received, interest income is included when received, and trading income is recognised when the goods or services are provided to the customer.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

2. ACCOUNTING POLICIES - continued

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Long leasehold	- in accordance with the property
Fixtures and fittings	- at varying rates on cost

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Deferred Income

Where income is received in advance of meeting any performance related conditions and there is not unconditional entitlement to the income, its recognition is deferred and included in creditors as deferred income until the performance conditions are met.

2. ACCOUNTING POLICIES - continued

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Significant Management Judgements and Estimation Uncertainties

The following are the critical judgements and key sources of estimation uncertainty that the Board has made in the process of applying the charity's accounting policies and that have the most significant effect on the amounts recognised in the financial statements:

Useful lives of depreciable assets

Management reviews its estimate of the useful lives of depreciable assets at each reporting date based on the expected utility of the assets. Uncertainties in these estimates relate to 'technological obsolescence' and wear and tear of the charity's fixtures and fittings.

3. OTHER TRADING ACTIVITIES

	2022	2021
	£	£
Fundraising events	47,677	5,883
Equipment hire	1,349	730
	<u>49,026</u>	<u>6,613</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 5)	Support costs (see note 6)	Totals
	£	£	£
Community Events	<u>351,392</u>	<u>32,809</u>	<u>384,201</u>

5. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2022	2021
	£	£
Staff costs	135,842	134,694
Other operating leases	3,150	3,860
Rates and water	1,124	3,066
Insurance	3,376	3,563
Light and heat	33,890	15,126
Purchases	43,106	38,042
Kitchen equipment maintenance	4,026	6,358
Volunteer expenses	799	1,892
Sundries	1,098	4,573
Repairs and maintenance	26,577	7,441
Cleaning	15,811	12,806
Refuse collection	2,309	1,957
Motor and travel expenditure	1,510	1,342
Counselling	4,771	130
Staff Entertainment	2,097	2,135
Irrecoverable VAT	-	10,078
Pilates	5,067	-
Calligraphy	317	-
Music Licence	1,077	-
Depreciation	<u>65,445</u>	<u>67,764</u>
	<u>351,392</u>	<u>314,827</u>

HASLEMERE AND DISTRICT COMMUNITY CENTRE

Notes to the Financial Statements - continued for the Year Ended 31 July 2022

6. SUPPORT COSTS

	Management £	Finance £	Governance costs £	Totals £
Community Events	<u>30,268</u>	<u>1,081</u>	<u>1,460</u>	<u>32,809</u>

Support costs, included in the above, are as follows:

	2022 Community Events £	2021 Total activities £
Wages	19,274	16,011
Social security	461	54
Pensions	319	640
Computer costs	1,988	2,880
Payroll administration	1,005	735
Professional fees	1,131	2,060
Post & stationery	2,737	980
Telephone	2,633	2,881
Advertising	720	550
Bank charges	1,081	223
Independent examination	<u>1,460</u>	<u>1,120</u>
	<u>32,809</u>	<u>28,134</u>

7. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2022 £	2021 £
Depreciation - owned assets	65,443	67,765
Other operating leases	3,150	3,860
Independent Examination	<u>1,460</u>	<u>1,120</u>

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 July 2022 nor for the year ended 31 July 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 July 2022 nor for the year ended 31 July 2021.

HASLEMERE AND DISTRICT COMMUNITY CENTRE

Notes to the Financial Statements - continued for the Year Ended 31 July 2022

9. STAFF COSTS

	2022	2021
	£	£
Wages and salaries	146,572	140,837
Social security costs	5,647	6,401
Other pension costs	3,677	4,161
	<u>155,896</u>	<u>151,399</u>

The average monthly number of employees during the year was as follows:

	2022	2021
Community Events	7	6
Support	2	2
	<u>9</u>	<u>8</u>

No employees received emoluments in excess of £60,000.

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	16,645	56,626	73,271
Charitable activities			
Community Events	221,264	-	221,264
Other trading activities	<u>6,615</u>	<u>(2)</u>	<u>6,613</u>
Total	<u>244,524</u>	<u>56,624</u>	<u>301,148</u>
EXPENDITURE ON			
Raising funds	253	-	253
Charitable activities			
Community Events	<u>265,323</u>	<u>77,638</u>	<u>342,961</u>
Total	<u>265,576</u>	<u>77,638</u>	<u>343,214</u>
NET INCOME/(EXPENDITURE)	(21,052)	(21,014)	(42,066)
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>156,029</u>	<u>918,439</u>	<u>1,074,468</u>
TOTAL FUNDS CARRIED FORWARD	<u>134,977</u>	<u>897,425</u>	<u>1,032,402</u>

HASLEMERE AND DISTRICT COMMUNITY CENTRE

Notes to the Financial Statements - continued for the Year Ended 31 July 2022

11. TANGIBLE FIXED ASSETS

	Long leasehold £	Fixtures and fittings £	Totals £
COST			
At 1 August 2021	910,446	540,498	1,450,944
Additions	<u>30,968</u>	<u>-</u>	<u>30,968</u>
At 31 July 2022	<u>941,414</u>	<u>540,498</u>	<u>1,481,912</u>
DEPRECIATION			
At 1 August 2021	108,209	413,377	521,586
Charge for year	<u>9,460</u>	<u>55,983</u>	<u>65,443</u>
At 31 July 2022	<u>117,669</u>	<u>469,360</u>	<u>587,029</u>
NET BOOK VALUE			
At 31 July 2022	<u>823,745</u>	<u>71,138</u>	<u>894,883</u>
At 31 July 2021	<u>802,237</u>	<u>127,121</u>	<u>929,358</u>

12. STOCKS

	2022 £	2021 £
Stocks	<u>1,000</u>	<u>1,000</u>

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Trade debtors	3,868	4,565
Other debtors	53	-
VAT	12,150	-
Accrued income	6,594	6,731
Prepayments	<u>3,053</u>	<u>2,481</u>
	<u>25,718</u>	<u>13,777</u>

HASLEMERE AND DISTRICT COMMUNITY CENTRE

Notes to the Financial Statements - continued
for the Year Ended 31 July 2022

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade creditors	2,393	5,614
VAT	-	9,580
Other creditors	7,298	7,182
Deferred income	6,667	7,167
Accrued expenses	5,046	3,074
	<u>21,404</u>	<u>32,617</u>

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund	Restricted funds	2022 Total funds	2021 Total funds
	£	£	£	£
Fixed assets	40,783	854,100	894,883	929,358
Current assets	57,101	62,635	119,736	135,661
Current liabilities	<u>(14,309)</u>	<u>(7,095)</u>	<u>(21,404)</u>	<u>(32,617)</u>
	<u>83,575</u>	<u>909,640</u>	<u>993,215</u>	<u>1,032,402</u>

16. MOVEMENT IN FUNDS

	At 1.8.21	Net movement in funds	At 31.7.22
	£	£	£
Unrestricted funds			
General fund	134,977	(51,402)	83,575
Restricted funds			
Community Events	26,004	(6,462)	19,542
Orchard Bequest Fund	36,400	(21,604)	14,796
Building Fund	802,237	(9,104)	793,133
Post Office Fund	12,566	-	12,566
Waverley Borough Council Grant Fund	7,148	(7,148)	-
Ha'penny Trust	2,442	-	2,442
National Lottery Community Fund	-	-	-
	-	10,000	10,000
Dishwasher	628	-	628
Tablets Fund	10,000	5,000	15,000
Teen Workshop Fund	-	4,539	4,539
Clocktower Fund	-	32,846	32,846
Door Fund	-	3,548	3,548
Fareshare	-	600	600
	<u>897,425</u>	<u>12,215</u>	<u>909,640</u>
TOTAL FUNDS	<u>1,032,402</u>	<u>(39,187)</u>	<u>993,215</u>

HASLEMERE AND DISTRICT COMMUNITY CENTRE

Notes to the Financial Statements - continued for the Year Ended 31 July 2022

16. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	282,359	(333,761)	(51,402)
Restricted funds			
Community Events	-	(6,460)	(6,462)
Orchard Bequest Fund	-	(21,604)	(21,604)
Building Fund	-	(9,104)	(9,104)
Waverley Borough Council Grant Fund	-	(7,148)	(7,148)
National Lottery Community Fund	16,000	-	16,000
Tablets Fund	5,000	-	5,000
Rotary Counselling Grant	2,500	(2,500)	-
Teen Workshop Fund	5,007	(468)	4,539
Garden Fund	383	(383)	-
Clocktower Fund	34,059	(1,213)	32,846
Door Fund	7,548	(4,000)	3,548
Fareshare	600	-	600
	<u>65,097</u>	<u>(52,882)</u>	<u>12,215</u>
TOTAL FUNDS	<u>347,456</u>	<u>(386,643)</u>	<u>(39,187)</u>

Comparatives for movement in funds

	At 1.8.20 £	Net movement in funds £	At 31.7.21 £
Unrestricted funds			
General fund	156,029	(21,052)	134,977
Restricted funds			
Community Events	26,004	-	26,004
Orchard Bequest Fund	58,005	(21,605)	36,400
Building Fund	811,342	(9,105)	802,237
Post Office Fund	15,312	(2,746)	12,566
Waverley Borough Council Grant Fund	7,148	-	7,148
Ha'penny Trust	-	2,442	2,442
Dishwasher	628	-	628
Tablets Fund	-	10,000	10,000
	<u>918,439</u>	<u>(21,014)</u>	<u>897,425</u>
TOTAL FUNDS	<u>1,074,468</u>	<u>(42,066)</u>	<u>1,032,402</u>

HASLEMERE AND DISTRICT COMMUNITY CENTRE

Notes to the Financial Statements - continued for the Year Ended 31 July 2022

16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	244,524	(265,576)	(21,052)
Restricted funds			
Orchard Bequest Fund	-	(21,605)	(21,605)
Building Fund	-	(9,105)	(9,105)
Post Office Fund	-	(2,746)	(2,746)
Ha'penny Trust	2,572	(130)	2,442
Community Meals	22,052	(22,052)	-
Surrey Community Coronavirus Fund	20,000	(20,000)	-
Tablets Fund	<u>12,000</u>	<u>(2,000)</u>	<u>10,000</u>
	<u>56,624</u>	<u>(77,638)</u>	<u>(21,014)</u>
TOTAL FUNDS	<u>301,148</u>	<u>(343,214)</u>	<u>(42,066)</u>

The Charity holds the following Restricted Funds:

- 1) **Building Fund** - This represents the investment in the long-leasehold building at Haslewey.
- 2) **Orchard Bequest** - This represents the generous bequest from the Estate of the late E E Orchard for the purpose of funding provision within Haslewey of equipment and facilities for the elderly.
- 3) **Community Events** - This represents community projects such as Brighter Futures, Children's Summer Activities and a Lottery Grant for the Café.
- 4) **Post Office Fund** - This represents funds received for the initiative to provide a Post Office at the Haslewey community centre.
- 5) **Waverley Borough Council Fund** - This fund represents the money received from the council that is required to be used to provide services and aid to the elderly.
- 6) **The Ha'penny Trust Fund** represents the incoming and outgoing resources that relate to the running of a workshop for teens between the ages of 14 to 16.
- 7) **The National Lottery Community Fund** represents a grant received towards 'Project qualification'. The object of the project is to provide help with writing cv's, interviews, and re-employment. There will be also workshop for kids.
- 8) **The Dishwasher Fund** represents donations for the purpose of funding the provision within Haslewey of a dishwasher. The asset was purchased during the preceding year and the cost transferred to unrestricted funds.
- 9) **Tablets Fund** represents grants received for the Haslewey Community Connections initiative in order to provide tablets and digital communication to those in need within the community.
- 10) **Teen Workshop Fund** represents grants received for the running of workshops for teenagers, notably from the Community Foundation for Surrey and Tesco Community Grants.
- 11) **Clocktower Fund** represents funds received for the provision and maintenance of a clocktower at Haslewey Community Centre.
- 12) **Door Fund** - This fund represents grants and donations for the provision of a new doors at Haslewey Community Centre.
- 13) **FareShare Fund** - This fund represents a donation received to subscribe to FareShare, a community foodbank initiative. The donation is to help provide a community fridge.

17. RELATED PARTY DISCLOSURES

During the year, there were no related party transactions. (2021: £Nil).

18. VOLUNTEERS

The Charitable Company is dependent on the valuable contribution of its volunteers who give their considerable time and expertise to make the running of the charity a success. The role of volunteers is to assist in the day to day running of the Community Centre as well as the administration of the Charity.

19. GOING CONCERN

Given the net current asset position of the charitable company and the plans in place to address the deficit in the year, there are no material uncertainties about the charity's ability to continue as a Going Concern.

HASLEMERE AND DISTRICT COMMUNITY CENTRE

Detailed Statement of Financial Activities for the Year Ended 31 July 2022

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	9,358	13,011
Grants	<u>84,671</u>	<u>60,260</u>
	94,029	73,271
Other trading activities		
Fundraising events	47,677	5,883
Equipment hire	<u>1,349</u>	<u>730</u>
	49,026	6,613
Charitable activities		
Cafe takings	50,279	25,533
Community meals service	79,959	85,209
Grants	-	69,936
Room hire	58,263	27,596
Hairdressing	7,710	5,493
Chiropodist	7,910	7,497
Other Activities	<u>280</u>	<u>-</u>
	204,401	221,264
Total incoming resources	347,456	301,148
EXPENDITURE		
Other trading activities		
Fundraising events	2,442	253
Charitable activities		
Wages	127,298	124,826
Social security	5,186	6,347
Pensions	3,358	3,521
Other operating leases	3,150	3,860
Rates and water	1,124	3,066
Insurance	3,376	3,563
Light and heat	33,890	15,126
Purchases	43,106	38,042
Kitchen equipment maintenance	4,026	6,358
Volunteer expenses	799	1,892
Sundries	1,098	4,573
Repairs and maintenance	26,577	7,441
Cleaning	15,811	12,806
Carried forward	268,799	231,421

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HASLEMERE AND DISTRICT COMMUNITY CENTRE

Detailed Statement of Financial Activities for the Year Ended 31 July 2022

	2022 £	2021 £
Charitable activities		
Brought forward	268,799	231,421
Refuse collection	2,309	1,957
Motor and travel expenditure	1,510	1,342
Counselling	4,771	130
Staff Entertainment	2,097	2,135
Irrecoverable VAT	-	10,078
Pilates	5,067	-
Calligraphy	317	-
Music Licence	1,077	-
Depreciation of tangible fixed assets	65,445	67,764
	<u>351,392</u>	<u>314,827</u>
Support costs		
Management		
Wages	19,274	16,011
Social security	461	54
Pensions	319	640
Computer costs	1,988	2,880
Payroll administration	1,005	735
Professional fees	1,131	2,060
Post & stationery	2,737	980
Telephone	2,633	2,881
Advertising	720	550
	<u>30,268</u>	<u>26,791</u>
Finance		
Bank charges	1,081	223
Governance costs		
Independent examination	1,460	1,120
Total resources expended	<u>386,643</u>	<u>343,214</u>
Net expenditure	<u>(39,187)</u>	<u>(42,066)</u>

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