Claygate Youth & Community Hub

Trustees' Annual Report for the period

From	Period start date	To	Period end date
	1 April 2025		31 March 2026

Section A Reference and administration details

Charity name	Claygate Youth and Community Hub ('The Hub')	
Other names charity is known by		
Registered charity number (if any)	1193361	
Charity's principal address	Elm Road	
	Claygate	
	United Kingdom	
	Postcode	**KT10 0EH**

Names of the charity trustees who manage the charity up to the date of this report are provided below. All trustees give their time voluntarily and received no remuneration or other benefits.

	Trustee name	Office (if any)	Dates acted if not for whole year	
1	Susannah Moffat	Chair	2 February 2021 (appointed)	
2	Victoria Schmidt	Secretary	2 February 2021 (appointed)	
3	Sandra Dowling	Treasurer	2 February 2021 (appointed)	
6	Nicki Leaper	Trustee	16 November 2022 (appointed) 10 September 2025 (resigned)	
9	Joseph Mclusky	Trustee	04 November 2024 (appointed)	
10	Tim Jones	Trustee	12 August 2025 (appointed)	
11	Martin Brown	Trustee	20 August 2025 (appointed)	

Name of chief executive or names of senior staff members (Optional information)

Katie Holmes (Hub Manager), Andrew Clifton (Youth Club Leader)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted on 2nd February 2021
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation ('CIO')
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed initially at inception of the CIO and subsequently any new trustees are appointed for a term of 3 years as approved by the standing trustees.

Additional governance issues (Optional information)

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

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Claygate Youth & Community Hub (CYCH / 'The Hub') operates under a leasehold service level agreement with Surrey County Council to provide open access youth work and a community facility. The council continues to own and maintain the premises.

CYCH / The Hub was formed in 2021, following Surrey County Council's Universal Youth Work consultation, taking over and extending the youth work of the previous organisation 'Claygate Village Youth Club Association' (CVYCA). Two of the trustees from the former charity were inaugural board members of CYCH, ensuring appropriate continuity of governance.

A board of trustees now oversees a small team of staff and a larger body of volunteers to ensure the provision of youth services for the community. Key stakeholders are local families; local schools; social and family services; youth support services; the local councils of Claygate, Elmbridge and Surrey; as well as community groups and organisations, particularly those based in the immediate vicinity of Claygate.

Funding is provided in kind through free use of the building by Surrey County Council; and in grants from bodies such as The Community Foundation for Surrey, The Walton Charity, The National Lottery Community Fund and Claygate Parish Council. As the charity has become more established, local donations and corporate funding support are a growing source of valued income. Additional revenue is obtained through hall-hire income, plus regular fundraising efforts by volunteers and the young people themselves.

As with any youth organisation, rigorous safeguarding procedures and recruitment processes are essential to implement and reinforce. The charity's reliance on volunteers and funding sources are the trustees' two other most significant concerns to secure its ongoing growth and success.

Section C Objectives and activities

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

The objectives of the CIO are:

(1) To advance in life and help young people aged 10 to 19 from Claygate and its immediate neighbourhoods by the provision of recreational and leisure time activities in the interest of education and social welfare, designed to improve their conditions of life so that they may participate in society as independent, mature and responsible individuals in such ways as the charity trustees think fit.

(2) To promote for the benefit of residents of Claygate and its immediate neighbourhoods the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

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

Statement on Public Benefit

The trustees have referred to the Charity Commission's guidance on public benefit when reviewing the charity's aims and objectives and planning future activities. In planning activities for the year, the trustees have kept in mind the Charity Commission's guidance on public benefit at board meetings. Youth, and hall user consultations take place on a regular basis to inform our decisions about activities and premises changes.

Chair's Introduction

The charity, Claygate Youth and Community Hub ('The Hub') delivers a wide range of recreational and leisure activities for young people aged 10 to 19 from Claygate and its immediate neighbourhoods. All activities are designed to help equip participants with the skills and confidence to engage in society as independent, mature, and responsible individuals.

The main activities of The Hub continue to be the cornerstone open-access youth club sessions held on Tuesday and Thursday evenings. These include a wide selection of free-choice activities, such as arts & crafts, cooking, basketball, football, pool, air hockey, computer games and board games. Food is always provided for those who need an evening meal as well as mentoring and support where needed. Themed nights and outings take place regularly throughout the year. A third weekly youth session, Wednesday 'Sports Drop', gives young people aged between 10 and 13 the opportunity to take part in a variety of sports, led by trained sports coaches from a local company, Platform Sports. Targeted youth work is provided to certain individuals and integrated family support where appropriate. Life-skills courses, mental health support, work experience and training opportunities are also offered to young people up to the age of 24, with a particular focus on those with SEND.

These activities provide the young people of the community with the opportunity to come together in a safe environment and develop their self-confidence, life and social skills as well as receiving guidance when required.

The Hub's secondary objective is delivered primarily through the provision of a low-cost community facility to hire. Groups as diverse as Morris dancers, language lessons, fitness classes and cookery schools regularly enjoy using the premises for the benefit of local people. Individual hall hire for children's parties is a valuable source of revenue for the charity; this is also a way of promoting the space and The Hub's work to younger children and their parents as a valuable future resource. Encouraging a positive relationship between the community and its adolescents is seen as an essential part of the charity's work.

The charity provides accessible and inclusive facilities and opportunities for recreation and leisure to residents of Claygate and the surrounding area in the interests of social welfare. The trustees remain committed to

ensuring these activities continue to improve opportunities and quality of life for beneficiaries.

Additional details of objectives and activities (Optional information)

The Hub relies on a strong volunteer group who provide activities, mentoring and support during youth sessions, as well as vital help at community and fundraising events. Volunteers have also helped with the refurbishment of the building and improvements to the outside space. They continue to be the backbone of the organisation.

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

ACHIEVEMENTS AND PERFORMANCE

Overview

This has been the charity's fifth year of operation and was a year of consolidation. Building on the foundations established in previous years, our services and internal processes have become increasingly efficient, allowing us to focus on delivering high-quality youth provision while responding to the evolving needs of young people and the wider community.

Youth Provision

During the year:
3,000 visits were made by young people;
400 different young people attended activities;
128 youth sessions were delivered across our range of programmes.

These included open-access youth sessions, multi-sports sessions, holiday provision, school taster sessions, financial awareness courses and targeted youth work.

Our core provision continued to be twice-weekly open access youth sessions for young people aged 10–19, together with our additional weekly multi-sports coaching session for 10–13 year olds.
Attendance has continued to grow, with an average of 35 young people attending each open access session, and more than 50 attending on some themed evenings.

Young people were able to access:

- sports and physical activities
- arts and crafts
- board, table and computer games
- life skills activities
- a hot meal
- informal mentoring and one-to-one support.

Special events throughout the year included: a bowling trip; a pool party; a silent disco; Morris dancing: and themed sessions celebrating national awareness events including Down Syndrome Week and LGBT+ History Month.

Additional Programmes and Life Skills

Alongside our regular youth sessions, we continued to expand opportunities for young people through additional programmes.

Working in partnership with NatWest Thrive and The National Youth Agency, we delivered three financial awareness courses covering

budgeting, saving, debt, scams and the cost of living. Around half of participants had SEND and received tailored support.
For the third consecutive year we delivered Holiday Activities and Food (HAF) sessions, providing free activities and healthy meals throughout the summer holidays for 76 young people.

We also introduced regular Bike Repair and Fabric Repair Workshops, enabling young people to develop practical skills while working alongside community volunteers.
The year also saw our first Hub Christmas Dinner, attended by 42 young people and 15 volunteers, together with our youth-led Summer Fair, where over 30 young people developed teamwork, fundraising and customer service skills by organising stalls and activities for the local community.

Targeted Youth Work

Targeted youth work is an increasingly significant part of the charity's work.
Alongside our open-access provision, staff provide one-to-one mentoring and support both during and outside youth sessions, working closely with families, schools, Surrey Police youth engagement and social care professionals where appropriate.
As the charity has become increasingly established, referrals and requests for support from partner agencies have continued to increase, reflecting growing confidence in the charity's ability to support vulnerable young people.

Developing Young Volunteers

Supporting young people into volunteering and the working world remains an important part of our aims.
During the year:

- 11 young people completed volunteering or work experience placements;
- one Kingston University student undertook a placement with the charity.

Young volunteers aged 18–24 receive ongoing training and mentoring to prepare them for leadership roles within youth sessions and community activities.

Community Engagement

The Hub continues to strengthen its role within the wider Claygate community through projects that bring together residents of all ages.

Regular monthly Bike Repair and Fabric Repair Workshops encourage practical skills, environmental awareness and intergenerational volunteering. Young people also participated in numerous community events throughout the year including:

- Clean Up Claygate

- Claygate Flower and Village Show
- Remembrance Parade
- Christmas Lights Switch-On
- primary school taster sessions.

Alongside this, our premises hosted more than **300 community hall hire sessions,** providing a valuable community resource while generating an important unrestricted income stream for the charity.

Recognition

The work of the charity and its volunteers was recognised through several awards during the year.

These included:

- **The High Sheriff of Surrey Award**, recognising the outstanding contribution of the charity's volunteers, including a long-standing commitment award to Linda Alanko - previous chair of Claygate Village Youth Club Organisation and still a volunteer today;
- **The Elmbridge Young Persons of Honour Award,** presented to one of our young members;
- **The Brian Rhodes Community Cup**, awarded to our Chair of Trustees, reflecting the significant contribution made by The Hub to the local community (note - awarded March 2025 but not reported in previous annual submission).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Charity Structure

The charity is governed by a Board of six trustees.

Day-to-day operations are supported by:

- two key members of staff managing all youth and community provision;
- one part-time caretaker/youth work experience position;
- one undergraduate placement student;
- one ad hoc site manager.

The charity also benefits from around 24 ad-hoc volunteers, whose commitment enables the delivery of youth sessions, community events and operational support. Many volunteers have taken on additional leadership responsibilities including leading youth sessions, catering, technology, media and events. The trustees remain extremely grateful for their continued dedication.

Governance

Four principal governance priorities dominated this financial year:

- progressing building improvement projects delayed through local government and planning protocol changes,
- securing existing promised grants in light of delayed building projects
- negotiating new lease arrangements and service level agreements with Surrey County Council
- strengthening board numbers and members to manage these challenges.

This year, the board said goodbye with thanks to Nicki Leaper, trustee, for her work and dedication to its aims over the last three years. With her departure, and the above priorities in mind, the charity was delighted to welcome two new trustees in August 2025, Martin Brown and Tim Jones, whose experience and commitment strengthens the board's ability to deal more confidently with these challenges. The charity also secured pro bono legal support from Forsters LLP to assist with lease negotiations.

Managing Risk and Responding to Need

The trustees recognise the need to balance open access youth work with the increasing demand for targeted support for vulnerable young people. The Hub's Youth Manager, Katie Holmes, continues to work closely with parents, schools, social workers and Surrey Police as part of multi-agency safeguarding arrangements, ensuring young people receive coordinated support where required. The need to maintain and strengthen our volunteer base, and have additional support from professional services is recognised to ensure that we can deliver our objectives and continue to meet the needs of young people.

Looking ahead, the trustees remain aware of the uncertainties arising from local government reorganisation but are encouraged by opportunities to secure a longer lease and strengthen partnerships with neighbouring community organisations, in particular the Claygate Community Alliance in their development of the Elm Road community centre, and Surrey youth organisations and services.

PLANS FOR THE FUTURE

The trustees have identified the following priorities for the coming year:

Improving our Facilities

Progress the capital improvement programme by delivering:

- improved toilet facilities;
- improved office access;
- redevelopment of the brick sheds to provide additional youth activity and SEND support space.

Securing the Charity's Future

- Agree terms on new lease with Surrey County Council and its successor authority, East Surrey Council.

Section D Achievements and performance

- Finalise a new Service Level Agreement.

Developing our Services

- Expand provision for 16–19 year olds, particularly around employability, training and life skills.
- Continue to strengthen targeted youth support.
- Continue to develop partnerships with local community organisations, local secondary schools and other Surrey youth organisations.

Investing in People

- Recruit additional volunteers.
- Strengthen staff capacity and capability as resources allow.
- Continue developing volunteer training and leadership opportunities.

Financial Sustainability

Continue diversifying income through:

- grant funding;
- business partnerships;
- individual giving;
- fundraising events;
- community use of the building.

Section E Financial review

Brief statement of the charity's policy on reserves	Cash at bank as at 31 March 2026 was £132,875 which consisted of £103,223 of unrestricted funds and £29,652 of restricted funds. The main risks to the Hub are: a loss of funding from external organisations and donors; the over-reliance on key workers / volunteers with specific skill-sets; and the impact of any possible new lease terms. The restricted funds are intended to be used for the purpose they have been received during the next financial year and the unrestricted funds are held to cover future youth and operational costs expected to be incurred.
Details of any funds materially in deficit	Not applicable.

Further financial review details (Optional information)

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

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

We are very grateful for the support of Surrey County Council, The Community Foundation for Surrey, The Walton Charity, Claygate Parish Council, all of our hall hirers, local companies, individual giving and many volunteers' time working with the youth and/or donating time to improve the premises for our young people and the community. We would not have been able to deliver what we have without all these contributions.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s) 

Full name(s) Susannah Louise Moffat

Position (eg Secretary, Chair, etc) Chair

Date 16 September 2026

Claygate Youth and Community Hub			1033381	
Receipts and payments accounts				
For the period from	1 April 2025	**To**	31 March 2026	**CC16a**

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Grants	-	26,730	-	26,730	-
Donations and events	29,548	-	-	29,548	-
Hall Hire	11,639	-	-	11,639	-
Corporate donations	1,680	-	-	1,680	-
Wednesday Night Project	-	148	-	148	-
Tuck shop sales	3,125	-	-	3,125	-
	-	-	-	-	-
Sub total *(Gross income for AR)*	45,992	26,878	-	72,870	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	45,992	26,878	-	72,870	-
A3 Payments					
Salary Costs	185	40,315	-	40,500	-
Youth Club Activities	14,905	5,697	-	20,602	-
Building Refurbishment Expenditure	2,465	-	-	2,465	-
Equipment	86	-	-	86	-
Training	1,196	-	-	1,196	-
IT and Communications Expenditure	5,794	-	-	5,794	-
Events Expenditure	2,898	-	-	2,898	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	27,528	46,012	-	73,540	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	
tal payments	27,528	46,012	-	73,540	-
s/(payments)	18,464	- 19,134	-	- 670	-
A5 Transfers b	-	-	-	-	-
A6 Cash funds	84,759	48,786	-	133,545	-

this year end	103,223	29,652	-	132,875	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at Bank	103,223	29,652	-
		-	-	-
		-	-	-
	Total cash funds	103,223	29,652	-
	(agree balances with receipts and payments account(s))			

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		Susannah Moffat, Chair	16 September 2026
	Sandra Dowling	Sandra Dowling, Treasurer	16 September 2026

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees

Charity Name: Claygate Youth & Community Hub

On accounts for the year ended	March 31 2026	**Charity no (if any)**	1933361

Set out on pages 1 to 2 (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2026

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete* [ ] *if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

** Please delete the words in the brackets if they do not apply.*

Signed: B. Fitzpatrick **Date:** 16 September 2026

Name: Mr B. J Fitzpatrick

Relevant professional qualification(s) or body Chartered Accountant

(if any):	
Address:	Holmwood
	Oaken Drive
	Claygate Surrey KT10 0DL

Section B	Disclosure
	Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).
Give here brief details of any items that the examiner wishes to disclose.	N/A