

THE MAYBURY CENTRE – APPLICATION FOR FINANCIAL ASSISTANCE

Executive Summary

The Maybury Centre was established in 1993 and registered as a charity in 1994. The Centre provides facilities for social and business events, health, education, welfare and general recreation. During this time, the Group has provided a valued service to its users, which amount to over eighty different organisations and a number of individuals.

The Maybury Centre has applied to extend its revenue funding for 2018/19 financial year, requesting the sum of £43,683 in 2018/19, requesting an increase of £1,000 on the previous year, as set out below:

- Core costs of the Maybury Centre Trust (£4,683)
- Management and maintenance of the Arch Centre (£10,000)
- Coordinator's salary and room rental for the Schoolhouse Project (£13,000)
- Support Worker's salary and volunteer expenses at the Liaise Women's Centre (£15,000)

In past annual grant reports received by the Executive, the Maybury Centre was advised that the Council was considering the option of a new provider to manage the Alpha Road Community Hall. For the 2018/19 financial year a Group has come forward with the offer to manage the Hall and implement a wide ranging community programme which would be of significant benefit to local residents. The Council intends to work with the Group – the Woking Asian Business Forum – to establish how the Hall could be utilised to take advantage of this opportunity.

Noting the good work undertaken by the Maybury Centre as management of the Hall for several years, it is proposed that the Council adopt the Woking Asian Business Forum as the manager of the Hall from April 2018. Accordingly, the sum of £10,000 previously provided to the Maybury Centre for management of the Arch facility as part of its annual grant is to be set aside in the community grants budget and ringfenced for the new arrangements. It is noted that two years ago the Hall experienced some flooding at that the Centre is liaising with the Council's Building Services regarding a new floor.

The Centre has requested an additional sum of £1,000 in its grant application for 2018/19 towards work-based pensions and small staff salary increases. In its application, the Centre reports that it operates the Arch at a loss requiring contributions from hire income, and so removing the management of the Arch could contribute towards a saving for the Centre. It is accordingly recommended that the level of revenue support for the Maybury Centre is approved for the coming year on the same basis as 2017/18, with the exception of £10,000 for the Arch facility, as set out below:

- Core costs of the Maybury Centre Trust (£4,683)
- Coordinators salary and room rental for the Schoolhouse Project (£13,000)
- Support Worker's salary and volunteer expenses at the Liaise Women's Centre (£15,000)

The total funding awarded to the Maybury Centre is therefore set at £32,683 for the 2018/19 Municipal Year.

Recommendations

Reasons for Decision	To enable the Centre to continue in providing its services, including the management of the Schoolhouse Project.
----------------------	--

The Maybury Centre – Application For Financial Assistance

Legal Authority	S132 Local Government Act 1972 S19 (Misc. Provisions) Local Government Act 1976
The Executive is requested to:	RESOLVE That a grant of £32,683 be awarded the following ringfenced amounts: £4,683 towards the running costs of the Maybury Centre, £15,000 towards the Liaise Women's Support Centre, and £13,000 towards the running costs of the Schoolhouse Project.
Conditions	<p>Accounts. The Organisation must submit audited accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p>Monitoring Information. The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p>Publicity. Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p>Payments. Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p>Payment Period. Final quarter claims must be made by the second week in March. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p>Joint Working. WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p>Venue Hire. Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> • Basic details should be recorded to include speakers address, mobile phone number & organisation details. • Has the identity of the speaker been confirmed & is their organisation bona fide? Are they known to you? • Is the speaker from the area? Are they UK citizens or from overseas & will they travel specifically for this event? • Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites. <p>How many people are likely to attend (check previous or similar events either locally or online).</p>
Performance Indicators	Users. The Organisation to provide a breakdown of the users in the

The Maybury Centre – Application For Financial Assistance

	<p>past quarter.</p> <p>Activities. The Organisation to provide details of activities and events held during the last quarter.</p> <p>Publicity. The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p>Statement of Use. The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.</p>

The Executive has authority to determine the above recommendations.

Background Papers:

2018/19 Application Form.

Reporting Person:

Sue Barham, Strategic Director
Extn: 3810, Email: sue.barham@woking.gov.uk

Ray Morgan, Chief Executive
Extn: 3333, Email: ray.morgan@woking.gov.uk

Contact Person:

Frank Jeffrey, Democratic Services Manager
Extn: 3012, Email: frank.jeffrey@woking.gov.uk

Doug Davern, Democratic Services Officer
Extn: 3018, Email: doug.davern@woking.gov.uk

Portfolio Holder:

Cllr Ayesha Azad
Email: Cllrayesha.azad@woking.gov.uk

Shadow Portfolio Holder:

Cllr Ian Eastwood
Email: cllrian.eastwood@woking.gov.uk

The Maybury Centre – Application For Financial Assistance

Date Published:

6 December 2017

The Maybury Centre – Application For Financial Assistance

1.0 Summary of Application	
1.1 Status and Aims	The Centre officially opened in February 1994. It is a multi-cultural community centre whose aims and objectives are to provide facilities for social and business events, health, welfare, general recreation and education for the people of the Borough of Woking.
1.2 Employees	8, including the Centre Manager (40 hours per week), the Centre Supervisor (25 hours per week), the Centre Assistant (20 hours per week), the Manager's Assistant (20 hours per week), the Weekend Centre Assistant (18 hours per week), the Centre Cleaner (10 hours per week), the Liaise Support Worker (20 hours per week) and the Schoolhouse Project Coordinator (15.5 hours per week).
1.3 Volunteers	29, including eight Trustees of The Maybury Centre, eight Liaise Womens Centre Management Committee Volunteers - assisting in running the project, meeting bi-monthly and reporting to the Maybury Centre Trust, eight Liaise Women's Centre Volunteers - assisting the Support Worker in running the project and manning the Centre and five Schoolhouse Project Volunteers - assisting the Coordinator in running activities and preparing refreshments.
1.4 Clients/Users	<p>The Maybury Centre has submitted its User Classification of Regular Bookers for August 2017. The document set out a list of the groups which regularly book rooms at the Centre along with a brief description of activities; whether the booker is an individual, business of community organisation; ethnicity, approximate numbers of attendees, the percentage of attendees being disabled, and the number of under 20s and over 60s. There are over 90 regular bookers included in the list and the Centre has on average 20,000 visitors each quarter.</p> <p>The rental rates are reviewed annually and are compared with those levied by other community buildings and halls for hire. Block bookers, registered charities and community groups are invited to apply for discounts.</p>
1.5 Members	None.
1.6 Sum Requested	£43,683 (Revenue)
1.7 Project	<p>To allow the Maybury Centre to continue its current role in the Borough of Woking. Although its hire is increasing each year, the lettings income does not meet the full running costs of the Centre. The majority of users are non-profit organisations or registered charities and so a full commercial approach cannot always be implemented.</p> <p>The Centre is also applying for the continuation of the Arch Funding and the Schoolhouse Project. The Arch grant covers the cost of the management and maintenance of the Centre with the shortfall being made up from the hire income.</p> <p>The Schoolhouse Project is for the continuation of the project set up by the Council and now line managed by the Maybury Centre. The grant is used to cover the Co-ordinator's salary and room hire. The Group is applying for an increase of £1,000 on the current grant rate which has been the same since 2009, stating that due to work-based</p>

The Maybury Centre – Application For Financial Assistance

	<p>pensions and a small salary increase it is not fully covering its costs and so the Maybury Centre has to make up the shortfall.</p> <p>The Centre is also applying for the Liaise Womens Centre which has been funded for the last two years by WBC and is used towards the Support Worker's Salary and Volunteer costs.</p>
<p>1.8 Cost breakdown:</p>	<p>Total amount is £43,683</p> <p>This is broken down into:</p> <p>£4,683 - for the Maybury Centre Trust</p> <p>£10,000 - for the Arch Centre, Alpha Road Community Hall</p> <p>£14,000 - for the Schoolhouse Project</p> <p>£15,000 - for Liaise Womens Centre</p>
<p>1.9 Community Benefit</p>	<p>The Maybury Centre is a multi-cultural community centre based in the heart of the Canalside Ward of Woking. The Centre has been operating since 1993 and since that time has encouraged its use by the community and aimed to ensure its accessibility to all.</p> <p>The Centre notes that the building is well maintained and kept in good decorative order. The toilet refurbishment carried out earlier this year has brought the facilities up to a good standard. In time the Centre would like to modernise its kitchen due to it being 25 years old and used by many groups.</p> <p>The Centre would like to start working with the Council's Health and Wellbeing team and be included in the information it produces. This year it was featured in the Living Well Week brochure to promote its facilities and the local groups which book its rooms.</p> <p>Over the past few years, the Centre has continued to maintain and manage The Alpha Road Community Hall on behalf of the Council. It notes that the flooring in the building would need to be replaced soon as it is over 20 years old.</p> <p>The Schoolhouse Project – a multi-cultural drop-in Centre for the over 50's – is managed by the Centre. The attendance for each group has continued to be exceptional and well supported, with new ways being implemented of making more income to allow for day trips or the purchase of new equipment.</p> <p>Since the closure of Window on Woking, the Group has purchased its own domain name and set up a new website, which enabled bookings to be made, images of the facilities made available and details of the activities lined up.</p> <p>Liaise Womens Centre has had a successful year with over 1,500 visits to the Centre. An average of six new women / girls access the Centre each month, all are vulnerable and going through some personal trauma, with many victims of domestic abuse. Regular activities include ESOL classes, Arabic and Portuguese classes, art and craft activities, exercise/dance, counselling and drop-in sessions. Health workshops have included a cancer workshop and raising awareness of hepatitis. Workshops on domestic abuse and safeguarding have taken place in partnership with SMEF and SHIFA. Following a request from the women a series of workshops were run on making your own natural beauty products. Three women took part</p>

The Maybury Centre – Application For Financial Assistance

in the Community Chef cookery course and will be taking their Food Hygiene course to enable them to run demonstrations on preparing healthy food, for other women. A group of women took part in a focus group looking at why women from ethnic minority communities were not accessing fitness and wellbeing services. As a result they have set up a weekly walking group. Members of Liaise took part in the town centre Diwali parade, Refugee Week and Party in the Park. A group of women/girls participated in a workshops looking at acid attacks and over 80 women attended a related production 'A Thousand Faces' at the Rhoda McGaw Theatre.

2.0 Financial Background

2.1 Budget

At the time of the application, the Group held £23,275 in the bank, which is reserved as follows:

- £15,550 reserve running costs including salaries
- £4950 for Liaise Support Worker Redundancy Provision
- £500 Award from Greenoak Housing for Liaise Womens Centre.

The Group has submitted a budget for 2018/19 which shows an anticipated income of £122,300 against an anticipated expenditure of £166,887, resulting in an anticipated deficit of £43,887. The budget does not include the funds applied for from the Council.

Anticipated income includes Letting (£113,000) and Other Income (£9,200). Items of expenditure include Salaries (£85,437), Liaise Women's Centre (£15,000), Schoolhouse Project (£14,000), Arch Centre (£10,000), Light and Heat (£8,700) and Cleaning & Waste Disposal (£4,900).

2.2 Accounts

The Group has submitted accounts for 2016/17 which show an income of £166,140 (£155,532 in 2015/16) against expenditure of £159,354 (£161,654 in 2015/16), resulting in a surplus of £6,786 (a deficit of £6,122 in 2015/16). The sum of £19,174 was carried forward at the end of the 2016/17 year.

2.3 Support over the past five years

- 2017/18 – £42,683, comprising the Maybury Centre (£4,683), ARCH (£10,000), the Schoolhouse Project (£13,000) and the Liaise Women's Centre (£15,000).
- 2016/17 – £42,683, comprising the Maybury Centre (£4,683), ARCH (£10,000), the Schoolhouse Project (£13,000) and the Liaise Women's Centre (£15,000).
- 2015/16 – £31,683, comprising the Maybury Centre (£8,683), ARCH (£10,000) and the Schoolhouse Project (£13,000).
- 2014/15 – £31,683, comprising the Maybury Centre (£8,683), ARCH (£10,000) and the Schoolhouse Project (£13,000).
- 2013/14 – £31,683, comprising the Maybury Centre (£8,683), ARCH (£10,000) and the Schoolhouse Project (£13,000).

The Maybury Centre – Application For Financial Assistance

3.0 Assessment of Application		
3.1 Key Information	<ul style="list-style-type: none"> ○ Constitution ○ Registered Charity ○ VAT Registered ○ Equal Opportunities Policy ○ Safeguarding Policy ○ Reserves Policy ○ Quality Mark ○ Other funding sources pursued ○ Other support by the Council ○ Fundraising ○ Two quotes ○ Regular monitoring provided previously <p>*mandatory rate relief, concessionary rent, electrical and mechanical maintenance via Skanska Facilities Management</p>	<ul style="list-style-type: none"> Yes Yes No Yes Yes Yes No No Yes * Yes N/A Yes
3.2 Consultee Comments	<p><u>Officer Comment</u></p> <p>The Maybury Centre is clearly a well used facility providing letting spaces to over 90 regular hirers from within Woking - attracting on average 20,000 visitors each quarter. Further to maintenance works that have been undertaken over the last few years (front entrance extension and recent refurbishment of toilets) the Centre is presented in a good decorative order.</p> <p>Further to previous requests for the centre to work more closely with the Council on the borough's Health and Wellbeing Plan, I am pleased to say that this has taken place, and included the Centre being featured in the Living Well brochure this year.</p> <p>Whilst historically the Maybury Centre has managed the Arch – predominately as a hall hiring facility, I am pleased to note the possibility that the Woking Asian Business Forum are keen to take on the management of the Arch, so that they can offer enhanced community activity to address the issues particularly of social isolation, which I consider would make better use of the community facilities at a reduced cost to the Maybury Centre themselves.</p> <p>I would be fully supportive of the separate request for funding for the Women's Liaise Centre.</p>	
3.3 Assessment	<p>The Maybury Centre has applied for funding of £43,683 for the 2018/19 financial year, an increase of £1,000 over the previous year due to work-based pensions and a small salary increase for staff. The funding requested will cover the following areas:</p> <ul style="list-style-type: none"> - Core costs of the Maybury Centre Trust - Management and maintenance of the Arch Centre - Coordinators salary and room rental for the Schoolhouse Project 	

The Maybury Centre – Application For Financial Assistance

- Support worker's salary and expenses at Liaise Women's Centre.

The Maybury Centre is a multicultural community centre which provides rooms for hire for social and business events. Over 90 various organisations use the facilities at the Centre, including local voluntary groups, statutory organisations, businesses and individuals. There are four tenants housed at the Centre – Virgin Care Health Suite, Pakistan Muslim Welfare Association, the Neighbourhood Advice Centre and, from September 2016, Alive and Kicking which is a children's weight management project commissioned for two years by Surrey County Council.

The Centre provides one to one advice, support and counselling sessions, advocacy, formal and informal training courses, discussion groups and workshops. Regular weekly activities include a Homework Club, Arabic classes, coffee morning and drop in sessions, spoken English classes, counselling and support for women, including women dealing with domestic violence (including a support group set up by Surrey Women's Aid).

LIAISE Women's Centre provides a safe, all female environment for local women to access support, advice and services which are accessible and appropriate for their needs. The Centre works towards empowering women, particularly those from disadvantaged and marginalised communities, to take control and maximise the quality of their lives and that of their families. Liaise also runs courses and workshops covering a range of subjects including maths for every day use, safe internet use, and first aid and art classes. Health related workshops have included dementia and Alzheimer awareness, Vitamin D deficiency amongst the Asian population, yoga and healthy vegetarian cooking.

The Schoolhouse Project has been fully funded by Woking Borough Council since 2003, prior to which it was jointly funded by the Council and the Sheerwater and Maybury Partnership. The Project is a multicultural drop-in centre for the over 50s, with usage stated to be higher than the previous year with a new group being set up for South African women. Advertising takes place through the Living Well brochure. Arranged trips have been held over the past year together with an exhibition at the Lightbox.

The Arch Centre has been managed by the Centre since 2003 when asked to do so by Woking Borough Council. An annual sum of £10,000 has been paid to-date by Woking Borough Council. The Centre was fully redecorated two years ago with new equipment having been purchased. The Centre experienced some flooding and is liaising with Building Services regarding the replacement of the floor.

Every year fundraising takes place including a Quiz Night which tends to be very well supported. Last year some funding was received from Thames Valley Association to purchase new replacement chairs. Small quarterly donations continue to be received from a Charity Clothing bin in the Centre and a Vending/Drinks machine which makes a small surplus each month.

The Group notes that any surplus income is always ploughed back into the Centre. This year it has purchased some new multimedia equipment and is looking to replacing its office IT equipment. All the rooms and corridors have now been re-decorated and have new

The Maybury Centre – Application For Financial Assistance

curtains, with two of the rooms have been re-carpeted. The toilet refurbishment funded by Woking Borough Council and Surrey County Council is complete.

In past annual grant reports received by the Executive, the Maybury Centre was advised that the Council was considering the option of a new provider to manage the Alpha Road Community Hall. For the 2018/19 financial year a Group has come forward with the offer to manage the Hall and implement a wide ranging community programme which would be of significant benefit to local residents. The Council intends to work with the Group – the Woking Asian Business Forum – to establish how the Hall could be utilised to take advantage of this opportunity.

Noting the good work undertaken by the Maybury Centre as management of the Hall for several years, it is proposed that the Council adopt the Woking Asian Business Forum as the manager of the Hall from April 2018. Accordingly, the sum of £10,000 previously provided to the Maybury Centre for management of the Arch facility as part of its annual grant is to be set aside in the community grants budget and ringfenced for the new arrangements.

The Centre has requested an additional sum of £1,000 towards work-based pensions and small staff salary increases. In its application, the Centre reports that it operates the Arch at a loss requiring contributions from hire income, and so removing the management of the Arch could contribute towards a saving for the Centre. It is accordingly recommended that the level of revenue support for the Maybury Centre is approved for the coming year on the same basis as 2017/18, with the exception of £10,000 for the Arch facility, as set out below:

- Core costs of the Maybury Centre Trust (£4,683)
- Coordinators salary and room rental for the Schoolhouse Project (£13,000)
- Support Worker's salary and volunteer expenses at the Liaise Women's Centre (£15,000)

The total funding awarded to the Maybury Centre is therefore set at £32,683 for the 2018/19 Municipal Year.

REPORT ENDS