

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 sixty different organisations and a number of individuals.

Based at the Maybury Centre are the Schoolhouse Project and the Liaise Women's Centre. The Schoolhouse Project is a multi-cultural drop-in Centre for the over 50s, which has been well attended with a number of sessions such as art classes being held. The Liaise Women's Centre provides a safe and supportive environment for women to network, learn new skills or access advice and information on a range of issues.

The Centre continues to be severely affected by Covid-19 and the two lockdown periods, resulting in closure between May and September 2020, and again in November 2020. The Centre is remaining accessible for Woking ESOL students until their end of term, and will then be closed until the New Year. The Centre does not currently employ a Centre Manager. The Family and Community Services Manager will be seconding an existing Council member of staff as the Manager for the next 6 – 12 months, which will assist the Centre both with its day to day operations and also the cost saving for the salary cost. The situation will then be reviewed at the end of the period.

Lettings is the main income generator for the Centre and so a significant deficit has been incurred due to the lockdown periods, with the Centre using its reserves to pay its ongoing bills. The level of reserves at the time of application was low at circa £13,000 against an annual expenditure of circa £90,000. An application was made to the Surrey County Council Hardship Fund for £10,000, which was successful and awarded on a match funding of £5,000 between the County Council and the Borough Council in August 2020.

The Maybury Centre has applied to extend its revenue funding for the 2020/21 financial year, requesting a revenue grant of £35,000 (revenue):

- Core costs of the Maybury Centre Trust (£5,000)
- Coordinator's salary and room rental for the Schoolhouse Project (£15,000)
- Support Worker's salary and volunteer expenses at the Liaise Women's Centre (£15,000)

It is proposed that the revenue support for the Maybury Centre be set at the same level as last year, equating to a total of £33,683. A breakdown is set out below:

- Core costs of the Maybury Centre Trust (£4,683)
- Coordinator's salary and room rental for the Schoolhouse Project (£14,000)
- Support Worker's salary and volunteer expenses at the Liaise Women's Centre (£15,000)

To assist the Centre re-build its income base post Covid-19, it is felt that there is an opportunity to enable the Centre to become more sustainable going forward. The Council's Senior Policy Officer and Family and Community Services Manager have indicated that a way to achieve this would be by creating a new Café at the Centre, which would enable new users to be attracted whilst enhancing services for existing users, such as the Schoolhouse Project. The work would be project managed and paid for by the Council. A site visit took place towards the end of November with the contractor and a quotation is awaited.

The Council would undertake the work directly, as opposed to providing the capital portion of the grant to the Maybury Centre, and it is currently estimated that a maximum sum of £25,000 would be required. There are similar facilities at other community centres in the Borough which

The Maybury Centre – Application For Financial Assistance

operate successfully such as St. Mary’s Community Centre in Byfleet.

It is recommended that the decision on the proposed Café be deferred for consideration as part of the Council’s Investment Programme, to be received by the Executive at its meeting on 4 February 2021, with the sum of £25,000 set aside from the Community Fund for the new Café and any associated refurbishment, to be project managed by the Council.

| Recommendations | |
|--------------------------------|--|
| The Executive is requested to: | <p>RESOLVE That, subject to the outcome of the Council’s budgetary process,</p> <p>(i) a revenue grant of £33,683 be awarded from the Community Grants Budget towards the costs of the Maybury Centre (£4,683), the Liaise Women’s Centre (£15,000), and the Schoolhouse Project (£14,000); and</p> <p>(ii) the decision on the proposed Café and any associated refurbishment to the sum of £25,000, project managed by the Council, be deferred for consideration as part of the Council’s Investment Programme, to be received by the Executive at its meeting on 4 February 2021.</p> |
| Reason for Decision | To enable the Centre to continue in providing its services, including the management of the Schoolhouse Project and the Liaise Women’s Centre. |
| Legal Authority | <p>S142 Local Government Act 1972</p> <p>S19 (Misc. Provisions) Local Government Act 1976</p> |
| Confirmation of funding | <p>This award is provisionally made on the expectation that the Council’s budgets for revenue and capital projects remain at the same level allocated for the current financial year. The Council’s overall budget, including the sums allocated for community grants, will be determined by Council at its meeting on 11 February 2021. In the event the grant budgets are set at the anticipated levels, confirmation of the Council’s support will be sent to successful applicants. Groups should not plan for the 2021/22 funding until this confirmation has been received.</p> <p>Should the budgets be reduced as part of the Council’s efforts to achieve savings to offset the impact of Covid on the Council’s financial position, a special meeting of the Executive will be held to review the provisional awards and allocate the funds available on a priority basis.</p> |
| 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</p> |

The Maybury Centre – Application For Financial Assistance

| | |
|------------------------|---|
| | <p>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>Invoices / Receipts. In order to claim an element of the funding, the Organisation must submit paid invoices or receipts relating to equipment purchased or services provided.</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. • How many people are likely to attend (check previous or similar events either locally or online). |
| Performance Indicators | <p>Users. The Organisation to provide a breakdown of the users in the 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>Due to the impact of Covid-19, the financial pressure on the Council's budgets is higher than ever and is expected to continue in the coming years. 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 2021/22 does not imply that a similar application in 2022/23 would be supported. In particular, it is emphasised that the Council is extremely unlikely to be in a position to</p> |

The Maybury Centre – Application For Financial Assistance

award any sums above the 2021/22 levels.

In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2022/23 have been drawn up in the event that the Council is unable to continue its support beyond April 2022. 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.

The Executive has authority to determine the above recommendations.

Background Papers:

2021/22 Application Form.

Reporting Person:

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 Simon Ashall
Email: cllrsimon.ashall@woking.gov.uk

Shadow Portfolio Holder:

Cllr Will Forster
Email: cllrwill.forster@woking.gov.uk

Date Published:

2 December 2020

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 (37.5 hours per week – currently vacant), the 2 x Centre Assistant (20 hours per week – currently vacant, 19.5 hours per week), the Office Assistant (18 hours per week), the Liaise Support Worker (17 hours per week), the Liaise Cleaner (2 hours per week), the Schoolhouse Project Coordinator (19 hours per week), Centre Cleaner (flexible working hours, vacant). |
| 1.3 Volunteers | 29, including Trustees of The Maybury Centre, Liaise Women’s Centre Management Committee Volunteers, Liaise Women’s Centre Volunteers and Schoolhouse Project Volunteers. |
| 1.4 Clients/Users | <p>The Maybury Centre has provided its performance monitoring information for October 2020. There were a total of 13 groups which made use of the Centre during October, with approximately 94 users, excluding visitors to the Community Advice Forum and Everyone Active Ltd whose visitors vary from day to day.</p> <p>Each year the Centre submits its User Classification of Regular Bookers at October 2019. 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 or community organisation; ethnicity, approximate numbers of attendees, the percentage of attendees being disabled, and the number of under 20s and over 60s. In a normal year there are around 60 regular bookers included in the list.</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 | £35,000 (Revenue) and up to £25,000 (Capital) |
| 1.7 Project | <p>The Revenue Grant is being applied for so that the Maybury Centre can continue its current role in the Borough of Woking. Although its hire usually increased 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 Schoolhouse Project is the continuation of a 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 Project is now running an additional session on Thursday mornings, and so an increase of £1,000 is being requested.</p> <p>The Centre is also applying for the Liaise Women’s Centre which has been funded for the last two years by WBC and is used towards the</p> |

The Maybury Centre – Application For Financial Assistance

| | |
|------------------------------|---|
| | <p>Support Worker's Salary and Volunteer costs.</p> |
| <p>1.8 Cost breakdown:</p> | <p>Revenue total £35,000: This is broken down into: £5,000 - for the Maybury Centre Trust £15,000 - for the Schoolhouse Project £15,000 - for Liaise Womens Centre Capital total £25,000: This relates to the proposed community Café refurbishment proposed by the Council, to assist the Maybury Centre in recovering and becoming self-managing post Covid-19.</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 was carried out recently to bring the facilities up to a good standard and the Centre is looking to modernise its kitchen due to it being 25 years old and used by many groups.</p> <p>The Schoolhouse Project – a multi-cultural drop-in Centre for the over 50's – is managed by the Centre. Prior to Covid-19, the attendance for each group 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>Liaise Women's Centre had an average of 192 visitors to the Centre per month, prior to lockdown. 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.</p> <p>Regular activities included ESOL classes, homework clubs, counselling, drop-in sessions, art and craft activities, exercise/dance sessions. Health workshops have included mental health and women's health. Since lockdown sessions have continued via zoom, providing a vital lifeline for the women; for many it was their only means of support whilst dealing with issues such as mental health, income reduction and home-schooling. As well as the regular sessions, new projects have included embroidery and art focusing on emotions during lockdown. Since September 1:1 sessions with the support worker have resumed in person.</p> |
| <p>1.10 Covid-19 Impact</p> | <p>Due to the lockdowns and the closure of the Centre, many people have missed out on vital sessions and classes which could not take place. It has not been able to provide the community with a place to access services such as advice sessions, counselling, exercise sessions, ESOL & English classes, etc. There are many elderly and vulnerable users who rely on their weekly sessions at The Maybury Centre.</p> <p>Covid-19 has had a huge financial impact on the Centre, as it has been unable to open it has not received any hire or payment from customers between March 2020 and re-opening in September 2020.</p> |

The Maybury Centre – Application For Financial Assistance

| | |
|--|---|
| | <p>The Centre has had to continue paying bills during the lockdown period, which has resulted in a deficit.</p> <p>The budget submitted by the Group showed that between April 2020 and July 2020 it predicted income of £33,051 from room hire and customers using the facilities. Due to the original lockdown a total of £4,568 was received during this period. The Centre has attempted to reduce its costs by furloughing staff and placing bills on hold, however it has been left with a deficit and has had to spend money to ensure it could re-open the Centre safely in September 2020.</p> |
|--|---|

| | |
|--------------------------------------|--|
| 2.0 Financial Background | |
| 2.1 Budget | <p>At the time of the application, the Group held £13,380 in the bank. The Centre used much of its reserves to pay for services whilst in lockdown and is looking to re-build its reserves now the Centre has re-opened.</p> <p>The Group has submitted a budget for 2021/22 which shows an anticipated income of £90,475 against an anticipated expenditure of £70,013, resulting in an anticipated surplus of £20,461.</p> <p>Anticipated income includes lettings (£71,645). Items of expenditure include utilities and expenses (£21,639), salaries (£35,520) and office administration (£11,594).</p> |
| 2.2 Accounts | <p>The Group has submitted accounts for 2019/20 which show an income of £127,508 (£160,508 in 2018/19) against expenditure of £144,754 (£144,196 in 2018/19), resulting in a deficit of £17,246 (a surplus of £16,312 in 2018/19). The sum of £22,349 was carried forward at the end of the 2019/20 year.</p> |
| 2.3 Support over the past five years | <p>2020/21 – £33,683 revenue and £5,000 capital 2019/20 – £33,683 revenue and £8,000 capital 2018/19 – £32,683 2017/18 – £42,683 revenue and £15,000 capital 2016/17 – £42,683</p> |

| | | |
|--------------------------------------|---|---|
| 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 | <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes *</p> |

The Maybury Centre – Application For Financial Assistance

| | | |
|-------------------------------|--|---------------------------------|
| | <ul style="list-style-type: none"> ○ Fundraising ○ Two quotes ○ Regular monitoring provided previously <p>* mandatory rate relief, concessionary rent, electrical and mechanical maintenance via Skanska Facilities Management, £5,000 match funding grant award from WBC alongside the SCC Hardship Fund</p> | <p>No</p> <p>Yes</p> <p>Yes</p> |
| <p>3.2 Consultee Comments</p> | <p><u>Refeia Zaman, Senior Policy Officer</u></p> <p>The Maybury Centre is a multi-cultural community centre based in the heart of Maybury, Woking. The purpose of the Centre is to provide facilities for education, health, welfare, advice, social, business and general recreation to the Borough of Woking.</p> <p>The centre is a busy hub of the local community, utilised by a range of business and voluntary groups with is reflected in the hire arrangements. It has been hugely impacted by the current Covid-19 crisis and seen its hire income plummet due to closure of the centre. However, the Trust has seen this as an opportunity to update the centre and incorporate a community coffee shop into its offering.</p> <p>The Maybury Centre Trust is requesting a total of £25,000 in Capital Funding to cover the costs of updating the Centre and installing a coffee shop. This expenditure will ensure the Centre will be in a position to meet the changing needs of the local community, enhance the service it offers to existing users, attract new users through the community coffee shop and be in a good position to recover from the effects of the pandemic once re-opened. It is recommended that we pay for the update and installation of the coffee shop.</p> <p>The Maybury Centre Trust has requested a total of £35,000 in Revenue Funding to maintain the running costs of the Centre as the income generated is not adequate to cover all ever rising costs. It is recommended that we agree to pay the same as last year's grant, £33,683, to continue the services offered to the community from the centre, including the valuable services provided by The Schoolhouse and Liaise Women's Centre, and also the affordable venue hire for other local charities and voluntary organisations that the centre offers.</p> | |
| <p>3.3 Assessment</p> | <p>The Maybury Centre has applied for revenue funding of £35,000 (revenue) for the 2021/22 financial year. The funding requested will cover the following areas:</p> <ul style="list-style-type: none"> - Core costs of the Maybury Centre Trust - Coordinator's salary and room rental for the Schoolhouse Project - Support worker's salary and expenses at Liaise Women's Centre <p>The Maybury Centre is a multicultural community centre which provides rooms for hire for social and business events. Over sixty various organisations use the facilities at the Centre, including local voluntary groups, statutory organisations, businesses and individuals.</p> <p>The Centre provides one to one advice, support and counselling sessions, advocacy, formal and informal training courses, discussion groups and workshops. Prior to Covid-19, regular weekly activities</p> | |

The Maybury Centre – Application For Financial Assistance

included 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).

The 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. Before the lockdown period, Liaise ran courses and workshops covering a range of subjects including maths for everyday 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 multi-cultural drop-in centre for the over 50s. Advertising takes place through the Living Well brochure. Arranged trips have been held over the past year prior to lockdown together with an exhibition at the Lightbox.

The Group states that its main target is the continuity of usage through word-of-mouth, supported by its website and brochure, facilitating a high level of enquiries. The level of usage of each of its spaces and the activities of Liaise and The Schoolhouse Project are monitored each month. The usage covers a wide span of the borough's objectives, including Health and Wellbeing (e.g. Dance, Yoga, Pilates etc.), Learning (ESOL especially) and Social Inclusion.

It is recommended that the level of revenue support for the Maybury Centre is approved at the same level of last year as £33,683, as set out below:

- Core costs of the Maybury Centre Trust (£4,683)
- Coordinators salary and room rental for the Schoolhouse Project (£14,000)
- Support Worker's salary and volunteer expenses at the Liaise Women's Centre (£15,000)

To assist the Centre re-build its income base post Covid-19, it is felt that there is an opportunity to enable the Centre to become more sustainable going forward. The Council's Senior Policy Officer and Family and Community Services Manager have indicated that a way to achieve this would be by creating a new Café at the Centre, which would enable new users to be attracted whilst enhancing services for existing users, such as the Schoolhouse Project. The work would be project managed and paid for by the Council. A site visit took place towards the end of November with the contractor and a quotation is awaited.

The Council would undertake the work directly, as opposed to providing the capital portion of the grant to the Maybury Centre, and it is currently estimated that a maximum sum of £25,000 would be required. There are similar facilities at other community centres in the Borough which operate successfully such as St. Mary's Community

The Maybury Centre – Application For Financial Assistance

Centre in Byfleet.

It is recommended that the decision on the proposed Café be deferred for consideration as part of the Council's Investment Programme, to be received by the Executive at its meeting on 4 February 2021, with the sum of £25,000 set aside from the Community Fund for the new Café and any associated refurbishment, to be project managed by the Council.

REPORT ENDS