

THE MAYBURY CENTRE TRUST – 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 2019/20 financial year, requesting the sum of £8,000 (capital) and £33,683 (revenue) in 2019/20, breakdown is set out below:

- Management and maintenance of the Centre (£8,000)
- 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)

The Woking Asian Business Forum was appointed as the manager of the Hall from April 2018, and the sum of £10,000 that 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 management.

The Centre has requested an additional sum of £1,000 in its grant application for 2019/20 towards work-based pensions and small staff salary increases. The Centre has also applied for a capital grant of £8,000 towards the cost of 2 interactive screens, which would improve the services offered by the Centre, and the replacement of other equipment to benefit those using the Centre. The Council would normally limit any capital support to 50% of the costs. However, in view of the financial position of the Centre and the level of its investment in new equipment over the past year, it is recommended that the request for capital funding is fully supported.

The total funding awarded to the Maybury Centre is therefore the sum of £8,000 (capital) and £33,683 (revenue) for the 2019/20 Municipal Year.

Recommendations

The Executive is requested to:

RESOLVE That

- (i) a one-off capital grant of up to a maximum of £8,000 be awarded towards the costs of 2 interactive screens and the replacement of other equipment to benefit those using the Centre from the Community Fund; and
- (ii) a revenue grant of £33,683 be awarded towards the costs of the Maybury Centre (£4,683), the Liaise Women's Support Centre (£15,000), and the Schoolhouse Project (£14,000).

Reason for Decision

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

Legal Authority

S142 Local Government Act 1972

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	S19 (Misc. Provisions) Local Government Act 1976
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. • 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</p>

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	the use to which the grant money has been put.
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 2019/20 does not imply that a similar application in 2020/21 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2019/20 levels.</p> <p>In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2020/21 have been drawn up in the event that the Council is unable to continue its support beyond April 2020. 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:

2019/20 Application Form.

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Date Published:

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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 (15 hours per week), two 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 1st April – 30th June 2018. 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 74 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	<p>£8,000 (Capital)</p> <p>£33,683 (Revenue)</p>
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 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 pensions and a small salary increase it is not fully covering its costs</p>

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	<p>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>Capital total £33,683:</p> <p>This is broken down into:</p> <p>£4,683 - for the Maybury Centre Trust</p> <p>£14,000 - for the Schoolhouse Project</p> <p>£15,000 - for Liaise Womens Centre</p> <p>Revenue total £8,000:</p> <p>2x £3,000 GLS Genee Touch Interactive Screens for ESOL classes conducted by Woking College and other groups that run courses in English and Maths.</p> <p>£2,000 for various other equipment including chairs.</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>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>Liaise Women's 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 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</p>

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	<p>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.</p>
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2.0 Financial Background	
2.1 Budget	<p>At the time of the application, the Group held £24,000 in the bank.</p> <p>The Group has submitted a budget for 2019/20 which shows an anticipated income of £127,000 against an anticipated expenditure of £159,000, resulting in an anticipated deficit of £32,800.</p> <p>Anticipated income includes letting (£118,000) and other income (£9,000). Items of expenditure include administrative costs (£95,100), selling (£200), financial and professional costs (£1,100), the School House Tearooms (£14,000) and Liaise Women's Centre (£15,000).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2017/18 which show an income of £183,331 (£166,140 in 2016/17) against expenditure of £179,222 (£159,354 in 2016/17), resulting in a surplus of £4,109 (a surplus of £6,786 in 2016/17). The sum of £23,283 was carried forward at the end of the 2017/18 year.</p>
2.3 Support over the past five years	<p>2018/19 – £32,683, comprising the Maybury Centre (£4,683), the Schoolhouse Project (£13,000) and the Liaise Women's Centre (£15,000).</p> <p>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).</p> <p>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).</p> <p>2015/16 – £31,683, comprising the Maybury Centre (£8,683), ARCH (£10,000) and the Schoolhouse Project (£13,000).</p> <p>2014/15 – £31,683, comprising the Maybury Centre (£8,683), ARCH (£10,000) and the Schoolhouse Project (£13,000).</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 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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	<ul style="list-style-type: none"> ○ 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>	<p>No</p> <p>Yes</p> <p>Yes*</p> <p>No</p> <p>Yes</p> <p>Yes</p>
<p>3.2 Consultee Comments</p>	<p><u>Sylvie Marshall, Community Development Manager</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, utilized by a range of business and voluntary groups with is reflected in the hire arrangements.</p> <p>The Maybury Centre Trust are requesting a total of £8,000 in Capital Funding to cover the costs of equipment notably new chairs which need 'urgently' addressing and also interactive whiteboards in order to continue their hire for Woking College in particular. I would recommend that this funding be agreed in order for The Maybury Centre to continue and attract new venue booking essential to their income.</p> <p>The Maybury Centre Trust has requested a total of £33,683 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 again recommended that this requested be approved to continue the services offered to the community from the 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 funding of £8,000 (capital) and £33,683 (revenue) for the 2019/20 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 - Coordinators 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 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.</p> <p>The Centre provides one to one advice, support and counselling</p>	

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

The Woking Asian Business Forum was appointed as the manager of the Hall from April 2018, and the sum of £10,000 that 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 management.

The Centre has requested an additional sum of £1,000 towards work-based pensions and small staff salary increases. The request is supported and it is accordingly recommended that the level of revenue support for the Maybury Centre is approved for the coming year 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)

The request for capital funding is supported. The Council would normally limit any capital support to 50% of the costs. However, in view of the financial position of the Centre and the level of its investment in new equipment over the past year, it is recommended that the request for capital funding is fully supported up to a maximum

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of £8,000.

The total funding awarded to the Maybury Centre is therefore £8,000 (capital) and £33,683 (revenue) for the 2019/20 Municipal Year.

REPORT ENDS