

GODALMING TOWN COUNCIL

Application for Grant Aid

1. Name of Voluntary Organisation - The Cellar Café
2. Contact Name, Address and Telephone Number – Mrs Jacky Beale, 1 Mary Vale, Godalming, Surrey GU71SW
3. Details of Organisation - Charity no. 277631
4. What are the aims and objectives of the Organisation?

Established in 1979, The Cellar is a café open to everyone in the area, but with the principle objective of providing an affordable and friendly meeting place for vulnerable and disadvantaged people in the community. We cater particularly for the needs of those with mental health problems, learning difficulties, and the isolated, vulnerable, or emotionally stressed. At The Cellar people can meet socially and if necessary we have staff available to ensure that someone can listen and advise. We have close contact with other groups such as Social Services, Rethink (Surrey Mental Health Centre), the Meath Epilepsy Trust, the CAB, and local medical practices and churches. Prices of food and drink are kept low, to provide affordable food, and emergency food parcels and occasional help with accommodation and clothing are available.

5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity?

Yes. The Cellar Café is open 6 days a week, providing drinks, light meals and cakes. It is run by 3 part-time staff and several volunteers. Because prices are kept low the café runs at a loss. Funds are raised through donations from individuals, churches and local community groups, grants from charities and fundraising events. The budget is monitored tightly, as obtaining sufficient funds is not easy.

6. Please state size of membership and annual subscription levels of Organisation. n/a

7. Please enclose the following information as applicable to your Organisation:-

- a) Constitution or aims
- b) Copy of accounts (these will not be required for a new organisation)
- c) Copy of budget for current financial year
- d) Copy of last annual report to members (this will not be required for a new organisation)

8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.

The day-to-day running of the café continues and is detailed above. In August 2017 45 people of every age enjoyed a very successful day trip by coach to Worthing, funded by a Godalming Town Council grant and donations. The upper room is be offered to counsellors free of charge so that they can provide affordable low-cost or free counselling, and is also used for private discussion and meetings of groups. Social fundraising events in 2017 included an Open Gardens weekend event, a dance, carol singing and selling of Christmas wreaths. The manager of The Cellar also sells ice cream, drinks and snacks at the Godalming Bandstand concerts throughout the year. The seating was refurbished and the café redecorated by volunteers with donated paint. The requests for food parcels is increasing, and these are available all year. In addition, at Christmas 2017 51

Christmas food and gift parcels for families and individuals and 17 Christmas parcels for teenagers were distributed, plus Christmas treats for patients at Farnham Road hospital and Busbridge Halfway House.

9. a) For what specific project are you now seeking financial assistance from the Town Council;

For one or two trips (depending on numbers) by coach to the coast for Cellar customers and their families and individuals who cannot afford a holiday or a day out, including a simple meal such as fish and chips and icecream.

b) Specify - Total Estimated Cost: £875

- Amount already available: £50

- Amount expected to be available at commencement: £875

- Dates scheduled to commence and finish: August 2018

10. Are you applying for or have you already received other financial assistance for this project?

No other grants have been applied specifically for the day trips, but there is a collecting box at The Cellar for donations to the day trips, and an appeal to Friends of The Cellar.

11. What level of financial assistance are you seeking from Godalming Town Council?

a) £825

b) Whether you have received a previous grant from the Town Council

£825 in June 2017 for Cellar day trips (Also grants 2004 – 2015 for Cellar holiday and trips)

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

The day trips provide a social experience for individuals and families which they would not otherwise be able to afford. The sense of belonging to The Cellar "family" is strengthened, and for many it is an opportunity for those who may be socially isolated to mix with others in an atmosphere of acceptance, and for friendships to be fostered. People gain self-esteem and a feeling of security which can allow them to participate with more confidence in the Godalming community. Families living under stress are able to relax and enjoy each other's company.

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Signed J Beale

Date 22 April 2018

Capacity in which signed: Trustee

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HR.

Please note that financial information provided may be discussed in a public forum.

Please state who the cheque should be made payable to should your application be successful:

Cheques should be made payable to The Cellar Café .

The Cellar Café, 42 High Street, Crown Court, Godalming. Surrey GU7 1DY

Please reply to:
1 Mary Vale
Godalming,
Surrey,
GU7 1SW

01483 423768

jackybeale@hotmail.com

22 April 2018

Andy Jeffrey
Town Clerk
Godalming Town Council

Dear Andy

In 2017 Godalming Town Council generously donated a grant of £825 towards social outreach activities at The Cellar. The grant was used to fund a Summer day trip by coach to Worthing for Cellar customers who could not afford a holiday or day trip.

The coach trip for about forty-five people to Worthing in August 2017 was greatly enjoyed by a varied group of individuals and families. Several vulnerable people particularly benefited from the companionship of others which allowed them to experience a fun day out with this support. Worthing is an ideal resort for the trip as it has a variety of facilities in a compact area. For many families who would not otherwise have had a day out at the seaside, it was an opportunity to relax together and befriend others. Some members of the Art Club also visited an art gallery, which widened their experience. The trip was a topic of discussion at the Cellar for some time afterwards and for all a great day to remember.

The Cellar would like to apply to Godalming Town Council for a grant for a trip in 2018, and I have attached an application form, together with the objects of the constitution, the audited accounts for 2016 and the 2018 budget forecast.

Please get in touch if you require any further information.

Kind Regards



Jacky Beale (Cellar trustee)

signed

Warehouse Christian Trust
Report and Financial Statements
Year ended: 31 December 2016

Charity no: 277631

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Reference and Administration Information

Chairman: Dr C Jagger

Trustees: J Beale
R Bennett
K Benny
L Brown
R Brown
S Crowther
G Gammell
S Godwin
N Harris (appointed 6 July 2016)
D Hart
V Hicks
V Hinde
J Hindley
S Marshall
K Powell
P Powell

Address: 42 High Street
Godalming
GU7 1DY

Registered Charity number: 277631

Independent examiner: A J Bennewith
FCA, FCPA, FFA, FFTA, DChA, FRSA
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

Report of the Trustees for the Year ended 31st December 2016

Reserves policy and risk management:

The Warehouse Christian Trust's operations are divided into two separate parts The Cellar and Skillway.

With regard to The Cellar during the year the Trustees continued to try to maximise income from as many different sources as possible but it proved difficult to get as many repeat grants and donations so consequently a small loss was incurred for the year. However, funds in excess of £5,000 were still available to meet the day to day running costs for the start of the New Year.

Skillway continues with its pioneering work regarding the education of disadvantaged young people. This part of the Trust aims to carry reserves equivalent to approximately two terms running costs, which is felt essential to ensure the continuity of the service for the young people who attend.

Objectives and Activities

The short and long term objectives are for the Cellar to remain a focal point of serving presence and love, with an openness to receive all those who are lonely or distressed, and for Skillway to provide manual skills training for disadvantaged young people in a variety of craft and technical skills, together with exceptional pastoral support.

Both the Cellar and Skillway are grateful to the local Churches for their support and to the many altruistic individual benefactors, several of whom make regular monthly contributions gift-aided. This predictable income is most welcomed and very gratefully received.

The Cellar would like to gratefully acknowledge the tremendous support in the form of grants/donations from: the Community Foundation for Surrey, who administered grants from Bishop of Guildford Community Fund and the Dora Fedoruk Memorial Fund; Waverley Voluntary Partnership; Erica Leonard Trust; Godalming Town Council; The M J Hindley Trust; Loseley Christian Trust; Lloyds Bank Foundation; Wilmott Dixon and Prime Place; Godalming GoLo Lottery; Godalming Lions Club; Bueknill Masonic Lodge; Waitrose Community Matters; without which the Cellar would not have been able to function as it did during the year. Thanks are also due to Rae Barnaby for hosting a fundraising party, and the generosity of those who assisted and donated is very much appreciated. The Cellar is very grateful for the help that volunteers give in running the cafe and providing cakes and soup, all of which is essential for the cafe to function.

Skillway would also like to express its sincere thanks to all those in the decision making process leading to donations from two generous private individuals and some grants administered through the Community Foundation for Surrey. These enabled the installation of a mezzanine floor in one of the workshops, and the provision of relevant furniture and equipment. Skillway can now offer more courses and has improved space and storage for the existing courses, as well as much needed welfare and office facilities. As well as the capital costs of installing the mezzanine, Skillway was very blessed to have received significant donations from Parsons Brinckerhoff, The Three Lions Pub, Community Foundation for Surrey, The Cutler Trust, two different family Trusts, a parent of an ex-Skillway student, the 29th May Trustees, Haslemere Waitrose green tokens, donations in memoriam for a previous supporter, the High Sheriff Youth Award, and some significant sums raised through Godalming Town Council courtesy of the Town Mayor, Cllr David Hunter, who nominated Skillway as his Charity for the year. The David Williamson Trust, the Dan Eley Foundation and the Geoff Herrington Foundation have each made donations to support specific students so that they may benefit from at least one year at Skillway. We are immensely grateful to them and offer our thanks on behalf of the students who have benefitted. We sincerely acknowledge the support of individual Trustees, the many Volunteer Tutors who give so freely of their time and expertise, and the very dedicated small number of staff who all contribute so much, often in quite challenging circumstances.

Achievements and Performance

The Charity fulfilled its obligations during the year and continued to provide a high standard of professional service to the local community and beyond.

Financial Review


The Trustees and Management Committee for the Cellar are well aware of the task ahead to fundraise sufficiently to meet the running costs for 2017 and have already planned a number of fundraising events, and strenuous efforts will be made to increase the income from existing known grant givers and donors as well as exploring other avenues.

Skillway is aware that its financial situation has improved in the current year, and is very grateful to the volunteer fund-raising assistant. However there remain severe economic threats to the third sector in general, and these are being closely monitored for potential effects on Skillway's income and expenditure.

Plans for Future Periods

The Charity intends to continue to carry out the objectives for the foreseeable future. There are sufficient reserves to allow this to be done and the Trustees do not see any reason why the Charity would not be able to fulfil this role.

On behalf of the Trustees;


R Brown
Date: 28.4.17

Report of the Independent Examiner

I report on the accounts of the charity for the year to 31 December 2016 which are set out on pages 4 to 9.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (Under Section 144(2) of the Charities Act 2011) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

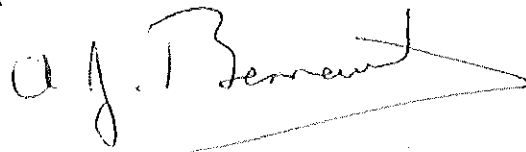
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

A J Bennewith FCA, FCPA, FFA, FFTA, DChA, FRSA
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU



Date: 12 May 2017

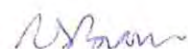
Statement of Financial Activities
for the Year Ended 31 December 2016

	<u>Notes</u>	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Incoming resources:					
Voluntary income:					
Grants and donations		104,004	17,500	121,504	68,107
Fundraising		10,450	-	10,450	8,905
Social outreach income		2,703	-	2,703	2,850
Tax refunded		4,503	-	4,503	5,559
Activities for generating funds:					
Cellar takings		27,194	-	27,194	25,000
Skillway school fees		37,040	-	37,040	40,063
Investment activity:					
Interest received		31	-	31	42
Total incoming resources		<u>185,926</u>	<u>17,500</u>	<u>203,426</u>	<u>150,526</u>
Resources expended:					
Charitable activity:					
Cellar expenditure	2	77,378	-	77,378	71,529
Skillway expenditure	3	95,607	2,917	98,524	90,234
Governance activity:					
Accountancy		2,760	-	2,760	1,540
Total resources expended		<u>175,745</u>	<u>2,917</u>	<u>178,662</u>	<u>163,302</u>
Net incoming/(outgoing) resources		10,181	14,583	24,764	(12,776)
Total funds brought forward		49,809	-	49,809	62,585
Total funds carried forward		<u>£ 59,990</u>	<u>£ 14,583</u>	<u>£ 74,573</u>	<u>£ 49,809</u>

Balance Sheet as at 31 December 2016

	<u>Notes</u>	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Fixed assets	4	10,056	14,583	24,639	4,689
Current assets:					
Stock		280	-	280	300
Debtors and prepayments	8	1,729	-	1,729	-
Cash at bank and in hand		50,097	-	50,097	46,392
		<u>52,106</u>	<u>-</u>	<u>52,106</u>	<u>46,692</u>
Creditors: amounts falling due within one year	9	(2,160)	-	(2,160)	(1,560)
Net current assets		<u>49,946</u>	<u>-</u>	<u>49,946</u>	<u>45,132</u>
Total assets less current liabilities		<u>60,002</u>	<u>14,583</u>	<u>74,585</u>	<u>49,821</u>
Net assets		<u>60,002</u>	<u>14,583</u>	<u>74,585</u>	<u>49,821</u>
Funds				59,990	49,809
Unrestricted funds				14,583	-
Restricted funds				74,573	49,809
Trustees' deposits				12	12
Total funds				<u>74,585</u>	<u>49,821</u>

On behalf of the trustees:


 R Brown

Date:

28 4 17

Notes Forming Part of the Financial Statements
for the Year Ended 31 December 2016

1 Principal accounting policies

a. Accounting convention

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing the accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The accounts have been prepared under the historical cost convention.

b. Incoming resources

Voluntary income is received in cash by way of donations and is included in full in the statement of financial activities as soon as it is received. Tax reclaimable in respect of gifts and donations is included in the same period as the underlying donations to which it relates.

c. Resources expended

Items of expenditure are included in the Statement of Financial Activities on an accruals basis.

d. Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life: equipment: 25% on reducing balance, workshop: 20% on reducing balance.

e. Taxation

The charity is exempt from tax on its charitable activities.

f. Fund accounting

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

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

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

Warehouse Christian Trust

2 The Cellar				
	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Incoming resources				
Sales	27,193	-	27,193	25,000
Donations received	35,826	-	35,826	32,401
Fundraising	6,674	-	6,674	8,905
Social outreach income	2,703	-	2,703	2,850
Tax refunded	2,181	-	2,181	3,983
Interest received	1	-	1	3
	<u>74,578</u>	<u>-</u>	<u>74,578</u>	<u>73,142</u>
Resources expended				
Cost of sales				
Opening stock	300	-	300	281
Purchases	19,720	-	19,720	17,804
Closing stock	(280)	-	(280)	(300)
	<u>19,740</u>	<u>-</u>	<u>19,740</u>	<u>17,785</u>
Light and heat	1,448	-	1,448	1,477
Licence fees	349	-	349	422
Rent, rates and insurance	14,877	-	14,877	15,289
Shop items and equipment	1,197	-	1,197	2,242
Telephone, post & stationery	667	-	667	930
Travel & subsistence	80	-	80	156
Wages	26,997	-	26,997	25,630
Social outreach expenditure	4,887	-	4,887	4,643
Property maintenance	2,259	-	2,259	2,335
Equipment depreciation	133	-	133	166
Fund raising	4,620	-	4,620	-
Sundry expenses	124	-	124	454
	<u>77,378</u>	<u>-</u>	<u>77,378</u>	<u>71,529</u>
Total Cellar expenses				
Share of governance costs	1,380	-	1,380	780
Net surplus/(deficit)	<u>£(4,180)</u>	<u>-</u>	<u>£(4,180)</u>	<u>£833</u>
3 Skillway				
	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Incoming resources				
Grants and donations	68,179	17,500	85,679	35,706
Fundraising	3,776	-	3,776	-
School fees	37,040	-	37,040	40,063
Tax refunded	2,322	-	2,322	1,576
Interest received	30	-	30	39
	<u>111,347</u>	<u>17,500</u>	<u>128,847</u>	<u>77,384</u>
Resources expended				
Advertising and publicity	454	-	454	102
Bank charges	162	-	162	122
Heat and light	1,500	-	1,500	893
Insurance	275	-	275	1,579
Office expenses	2,858	-	2,858	978
Rent and rates	5,832	-	5,832	5,826
Repairs and renewals	3,895	-	3,895	-
Telephone	598	-	598	451
Training	-	-	-	600
Travel	978	-	978	1,007
Wages	71,674	-	71,674	72,755
Workshop depreciation	477	-	477	596
Mezzanine depreciation	1,270	2,917	4,187	190
Go Karts depreciation	176	-	176	220
Fund raising	328	-	328	-
Workshop materials and tools	5,130	-	5,130	4,915
	<u>95,607</u>	<u>2,917</u>	<u>98,524</u>	<u>90,234</u>
Total Skillway expenses				
Share of governance costs	1,380	-	1,380	760
Net surplus/(deficit)	<u>£ 14,360</u>	<u>£ 14,583</u>	<u>£ 28,943</u>	<u>£(13,609)</u>