

Trustees' Annual Report for the period

From

Period start date

To

Period end date

1

A

2

31

Ma

20

p

0

rch

24

ri

2

l

3

Section A

Reference and administration details

Charity name

Claygate Youth and Community Hub (The 'Hub')

Other names charity is known by

Registered charity number (if any)

1193361

Charity's principal address

Elm Road

Claygate

United Kingdom

Postcode

KT10 0EH

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

	Trustee name	Office (if any)	Dates acted if not for whole year	
1	Susannah Moffat	Chair	2 February 2021 (appointed)	
2	Victoria Schmidt	Secretary	2 February 2021 (appointed)	
3	Sandra Dowling	Treasurer	2 February 2021 (appointed)	
5	Helen Hatton	Trustee	16 November 2022 (appointed)	
6	Nicki Leaper	Trustee	16 November 2022 (appointed)	
7	Emily Bere	Trustee	16 November 2022 (appointed)	
8	Rob Read	Trustee	19 April 2023 (appointed)	

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

Section B Structure, governance and management

Description of the charity's trusts

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

Additional governance issues (Optional information)

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

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

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

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

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

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

Section C Objectives and activities

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

The objectives of the CIO are:

- (1) To advance in life and help young people aged 10 to 19 from Claygate and its immediate neighbourhoods by the provision of recreational and leisure time activities in the interest of education and social welfare, designed to improve their conditions of life so that they may participate in society as independent, mature and responsible individuals in such ways as the charity trustees think fit.
- (2) To promote for the benefit of residents of Claygate and its immediate neighbourhoods the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at

large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

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

During the year, the charity has delivered a wide range of recreational and leisure activities for young people aged 10 to 19 from Claygate and its immediate neighbourhoods. These activities were designed to help equip participants with the skills and confidence to engage in society as independent, mature, and responsible individuals. In addition, the charity has provided facilities and opportunities for recreation and leisure to residents of Claygate and nearby areas. These programs have been implemented in the interests of social welfare, with the overarching goal of improving opportunities and quality of life for all beneficiaries.

The trustees are committed to ensuring that these activities and facilities remain accessible and inclusive, aligning with the charity's objectives and delivering clear and measurable public benefit to the local community.

The main activities are the youth club sessions held on Tuesday and Thursday evenings and include a wide selection of pursuits such as pool table, air hockey, basketball, arts & crafts, sumo wrestling suits, occasional trips to bowling, a quiet room for 1:1 mentoring and access to books and computers, and food is provided during the sessions which the young people help prepare. These activities provide the young people of the community with the opportunity to come together in a safe environment and develop their self-confidence and life/social skills.

A third weekly youth session, the 'Wednesday Night Project' gives young people the opportunity to take part in a variety of sports, led by trained sports coaches. This session is funded through a collaboration with Active Surrey and has been run by Platform Sports with the help of additional Hub staff / volunteers. Young people are asked to contribute a small £2 session fee to help with running costs; this fee is waived for children from lower income families on the free school meal register.

Activity for the secondary objective - providing opportunities for the wider community and integration between young people and the adults they live amongst - has been various. The provision of a community facility to hire continues to grow in popularity. Integration of youth and community is seen as an essential part of the charity's work; young people have engaged in local events and initiatives. Help has been provided by the youth at community litter picks, and they take part in local environmental days, community celebrations and occasions including Christmas and Remembrance services.

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

Additional details of objectives and activities (Optional information)

Claygate Youth & Community Hub benefits from a strong volunteer youth-worker group who provide activities and support during sessions. Volunteers have also helped with the refurbishment of the building and improvements to the outside space. They continue to be the backbone of the organisation.

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

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

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Activities and Achievements

This year our growing youth provision has seen The Hub deliver well in excess of 100 youth sessions. This has included our twice weekly open access youth sessions on Tuesdays and Thursdays; our 'Wednesday Night Project' sports coaching sessions; as well as full-day summer holiday sessions as part of the government's HAF (Holiday Activities and Food) programme.

Nearly 200 different young people, aged from 11-19 have participated in sessions with most of these coming from Claygate but also Hinchley Wood, Esher, Chessington and neighbouring areas. Attendance at open access youth sessions has increased this year with our sessions now averaging 30 young people for each open access night. Busy evenings and special youth events will see 50 young people in attendance. Our summer holiday HAF provision proved exceptionally popular, with sessions booked to maximum capacity.

In addition to our youth sessions, we have increased our ability to help individual young people through one-to-one mentoring sessions and family support. Working with our police youth engagement officers has also been instrumental in supporting those more vulnerable as well as those engaging in anti-social behaviour. We have been pleased to take part in a Restorative Justice programme to work with two young people in particular. For wider youth engagement, we have enjoyed offering opportunities for young people to develop their independence and skills through work experience programmes and Duke of Edinburgh's Award Scheme volunteering.

The impact of having a full board of trustees this year has seen improvements in governance processes and strategic focus. A full safeguarding audit, and a policy audit were carried out with new systems / checks then put in place regarding working with external partners to provide youth work (in line with national safeguarding safer recruitment updates). A full analysis of our risks as a charity was also conducted and is in place for regular review. Trustees were able to push forward advances in specific operational areas: in particular engagement with local businesses for financial and material support; improving relationships with local primary schools in order to introduce our offering to those graduating at Year 6; a new website went live, and our comms improved with a social media interaction plan.

Another area of significant improvement this year has been a focus on staff and volunteer training. Equipping already able and experienced people to extend specific skills and also gain formal qualifications has been a strategic goal. Our Hub Manager started on the National Youth Agency's accredited Level 2 and 3 Youth Work qualification programme.

A new administrative assistant was employed, and first aid training was brought up to date with 4 volunteers now receiving full 'first aid at work' training. We have now developed a volunteer handbook, and a termly volunteer training programme, delivering specific training to support volunteers working with young people with Special Educational Needs, as well as strategies for managing behavioural issues.

Significant progress was made in building improvements to improve our provision for both the youth and the community with two long-standing objectives being achieved: completing the refurbishment of the games room and holding a flagship community fundraising event 'Hubfest'.

The refurbishment of our games room was a youth-voice initiative, started after feedback about what further activities and facilities our young people needed. It was completed in October 2023 in memory of Teddy Read, a much-loved young member who passed away suddenly at the end of 2022 and funded with generous donations from his family and friends, as well as local businesses. This included new flooring, re-painting, blinds, together with two new integrated gaming stations and equipment.

'Hubfest', our new community fundraising music evening, was timed to celebrate the official opening of the games room. The event was extremely well-attended by nearly 120 people and is now intended to run as an annual event.

Our community profile has continued to grow with increased use of the hall by local organisations, classes and individuals, thereby also improving our income stream. Engagement with local businesses has been a focus for us this year and has been a strong source of additional funding. It also offers the potential for practical help with outreach or volunteering days, so is an area for continued development within our longer-term strategic objectives.

The Hub's success in providing for local young people and its value in the local community is in no small part due to the commitment of its volunteers and leaders. We were honoured in June 2023, that Katie Holmes, Hub Manager, was awarded the Bryan Rhodes Community Cup for her 'outstanding contribution to Claygate' in the last 12 months.

Summary of achievements

- *Youth*
 - 2 Weekly open access youth sessions on Tuesday & Thursday.
 - Wednesday Night Project sports night in conjunction with Active Surrey continues successfully for a further year.
 - Offered six local schools an activity morning each of 'Year 6 taster sessions' to introduce all pupils to The Hub's provision.
 - Varied arts and crafts, cooking and baking, sports, games and competitions form the mainstay of our youth activities.
 - Eikon hired the hall over the summer for their primary to secondary school transition programme.
 - Our first holiday programme working in conjunction with HAF.

- Hub bowling trip.
- Beach-themed party in February with surfboard simulator.
- Police cadets' involvement and police dogs visit.
- Volleyball and dodgeball tournaments.
- Chelsea FC Foundation football training.
- Special 'one year on' youth session in memory of our young member, Teddy Read.
- Active involvement in the 'Elmbridge Young Persons of Honour Awards'.
- Christmas presents for 73 of our regular Hub members.
- Ongoing work experience for young people and supporting young people doing Duke of Edinburgh volunteering.

- *Community*

- Bryan Rhodes Community Cup award to Katie Holmes - Hub Manager.
- Community radio broadcast - invited onto Woman's Hour at Brooklands Radio Station.
- Increased hall hire since July 2023, particularly through better community awareness with exercise classes throughout the week and children's party hire at weekends.
- Our first ever 'Hub Fest' community fundraising party.
- Youth collaboration with community in Claygate Clean Up and Environmental days.
- Stalls at Claygate Primary School summer fete, Claygate Christmas Lights and two stalls at Claygate Flower Show.
- Claygate's Remembrance Day parade - 4 of our young people and our lead volunteer were invited to lay a wreath.
- Local business partner support for The Hub: The Coop, Healix, Media Minds, Garsons etc.

- *Building Improvements*

- CCTV installed around the outside of the building.
- The installation of the division net in the main hall.
- The finished revamp of the games room with new gaming area.

Challenges

There are sometimes challenges when working with young people, especially in a small charity which is heavily volunteer-reliant. However, we are extremely fortunate to have a strong and resourceful team and a supportive wider community to draw on. Our main challenges this year have been as follows:

- Youth - Anti-social behaviour from a small group of four young people presented us with challenges this year. We had to date, spent considerable time working with their families, social services and our very supportive youth engagement police officers, however their behaviour became unsustainable in youth sessions, damaging the building and affecting the wider community during sessions and school holidays. We took the hard decision to ban

Section D

Achievements and performance

them from attending Hub sessions due to the negative impact on our other members. However, behind the scenes, we continued to work collaboratively with the individuals, their school(s) and the police on a structured Restorative Justice programme which had some immediate impact on 2/4 young people with much more positive relationships ensuing.

- The installation of CCTV cameras to cover all outside areas of the building has also been instrumental in supporting our behaviour management and general security. We now have the ability to call to account any problematic activities which do not follow our organisational rule of 'Respect' towards individuals and the premises.
- Staffing - This year, our key goal of appointing an additional qualified youth worker has proved challenging. There are acknowledged shortages nationally in recruiting for this position, particularly when it is part-time, and we found it impossible to recruit an appropriate additional person to lead sessions. As a result, we decided to re-structure the role, giving more support hours to an administrative assistant, as well as training our existing highly experienced Hub Manager to gain nationally recognised accredited youth work qualifications. Grant-funding enabled us to provide her with extra study hours and the National Youth Agency approved the fully funded Level 2 and 3 course. We will, in 2023-25, continue to look at expanding our staffing to enable us to extend our youth provision and ensure coverage and continuity.

Section E

Financial review

Brief statement of the charity's policy on reserves

Cash at bank as at 31 March 2024 was £84,252 which consisted of £51,377 of unrestricted funds and £32,875 of restricted funds. The main risk to the Hub is a loss of funding from external organisations and donors. The restricted funds are intended to be used for the purpose they have been received during the next financial year and the unrestricted funds are held to cover future youth and operational costs expected to be incurred.

Details of any funds materially in deficit

Not applicable.

Further financial review details (Optional information)

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

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;

We are very grateful for the support of the community, individual giving and the grants we received to fund our youth activities - we have been supported by the Community Foundation for Surrey, the Walton Charity, the National Lottery, Surrey County Council, Active Surrey, the local Coop, all of our hall hirers, local companies, individual giving and many volunteers' time working with the youth and/or donating time to improve the premises for our young people and the community. We would not have been able to deliver what we have without all these contributions.

- investment policy and objectives including any ethical investment policy adopted.

--

Section F Other optional information

Future Plans

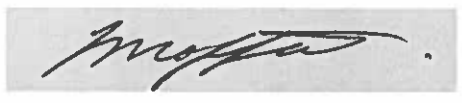
- Explore possibilities of developing the building to provide better facilities for the youth and community, in particular:
 - Refurbishment of the toilets.
 - Upgrading the outside playground to a dedicated outside sports area.
 - Development of the brick sheds and storage areas to create new useable activity / workspaces for the youth, staff, or community members.
- Improve our recruitment of volunteers and retention / expansion of our staff body.
- Continue to diversify and strengthen our income streams, using business connections, individual donors, fundraising events and new grant sources.
- Develop youth support through further mental health or life-skills opportunities.
- Further engagement with the community to support youth offerings.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

	
---	--

Full name(s)

Susannah Louise Moffat	
------------------------	--

Position (eg Secretary, Chair, etc)

Chair	
-------	--

Date

16 November 2024

Claygate Youth and Community Hub		193,336.1	
Receipts and payments accounts			
For the period from	1 April 2023	To	31 March 2024

CC16a

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Grants	2,267	38,652	-	40,919	-
Donations and events	25,005	-	-	25,005	-
Hall Hire	10,213	601	-	10,814	-
Corporate donations	5,000	-	-	5,000	-
Wednesday Night Project	88	2,318	-	2,406	-
Tuck shop sales	744	-	-	744	-
	-	-	-	-	-
Sub total (Gross income for AR)	43,317	41,571	-	84,888	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	43,317	41,571	-	84,888	-
A3 Payments					
Salary Costs	270	24,681	-	24,951	-
Youth Club Activities	6,001	6,148	-	12,149	-
Building Refurbishment Expenditure	5,901	1,116	-	7,017	-
Equipment	611	1,899	-	2,510	-
Training	893	0	-	893	-
IT and Communications Expenditure	4,745	144	-	4,889	-
Events Expenditure	2,516	0	-	2,516	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	20,937	33,988	-	54,925	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
tal payments	20,937	33,988	-	54,925	-
s/(payments)	22,379	7,584	-	29,963	-
A5 Transfers to	-	-	-	-	-
A6 Cash funds	28,898	25,292	-	54,290	-

this year end 51,377

32,876

-

84,253

-

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at Bank	51,377	32,876	-
		-	-	-
		-	-	-
	Total cash funds	51,377	32,876	-
(agree balances with receipts and payments account(s))		OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
		Sandra Dowling, Treasurer Susannah Moffat, Chair		16/11/2024 16/11/2024



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

CLAYGATE YOUTH AND COMMUNITY HUB

On accounts for the year
ended

MARCH 31 2024

Charity no
(if any)

1833361

Set out on pages

1 AND 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended 31/03/2024

Responsibilities and
basis of report

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

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

Independent
examiner's statement

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

- ~~accounting records were not kept in accordance with section 130 of
the Act or~~
- ~~the accounts do not accord with the accounting records~~

I have no concerns and have come across no other matters in connection
with the examination to which attention should be drawn in order to enable a
proper understanding of the accounts to be reached.

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

Signed:

Date:

19-11-2024

Name:

BARRY JOHN FITZPATRICK

Relevant professional
qualification(s) or body
(if any):

CHARTERED ACCOUNTANT

Address:

HOLMWOOD

CRAN DRIVE

CLAYGATE BURREY KT10 0DL

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A



Claygate Youth & Community Hub

Registered Charity no. 1193361

Grant Monitoring Report for The Walton Charity

January 2024 - December 2024

What have you achieved since the last report and are you on track to achieve the objectives from your original proposal?

The initial proposal was to fund the salary of an experienced youth worker. However, as outlined in our previous monitoring report and with your agreement, we have adapted our staffing structure to better address both our evolving needs and the national shortage of qualified youth workers. Thanks to the Walton Charity's flexibility and trust, we have been able to implement creative solutions that have not only stretched the grant further but also resulted in more impactful outcomes.

Our dedicated Centre Manager, Katie, has now achieved her youth work qualifications, supported by additional paid study time provided through this grant, as well as a National Youth Agency bursary for her courses. This investment has enabled us to redistribute responsibilities within the team. We have employed a new administrative assistant on increased weekly hours, allowing Katie to focus more on strategic youth work planning and provision, using her skills and experience more effectively.

Additionally, we have formed a mutually beneficial partnership with Kingston University, where we have hosted a placement student who has worked with our young people to develop an imaginative, skills-based arts and crafts program. This initiative has been delivered at no significant cost, providing valuable learning opportunities for the student while enriching our youth programming.

To further strengthen our team, we are building up a group of student volunteers who assist with basic tasks during youth sessions, ensuring that operations run smoothly. We also continue to benefit from our caretaker's support, who works two hours a week, allowing Katie to focus on more impactful youth work activities. This 'caretaker' role is a key opportunity for us to develop a previous (or current) Hub member, giving them paid work experience and the first step on the ladder in the world of work. These changes have helped us maximize our resources and deliver more meaningful outcomes for the young people we serve.

Impact and Achievements at Claygate Youth & Community Hub - Year in Review

2024 has been another highly successful year for the Claygate Youth & Community Hub, marked by strong participation, impactful collaborations, and significant community engagement.

Cont'd...

YOUTH ACTIVITIES

Number of regular sessions delivered per week	3
Total number of youth sessions delivered	122
Number of different young people young people who have participated	277
Number of contacts (total number of times young people have attended)	1724
Number of young people by gender	G - 148 B - 129
Number of young people by age	Yr 6 - 86 Yr 7 - 41 Yr 8 - 59 Yr 9 - 31 Yr 10 - 12 Yr 11 - 10 Yr 12 - 26 Yr 13 - 12

Open Access Weekly Youth Sessions

Our open access youth sessions have seen consistently high attendance, with typical sessions seeing a steady average of around 30 young people. Attendance has surged to more than 50 during some summer sessions or special events. We continue to provide a range of sports; games - board games, table games or computer games; arts and crafts activities or special 'themed' activities. There is always a hot meal if needed and our kitchen team works every session with young people to teach them new and varied food skills. One to one youth work is essential during youth nights and will either be planned if we are working with or mentoring a specific young person, or as often occurs, our volunteers or youth leader will make time to talk to anyone needing it or to sort out difficulties as they arise.

Our youth sessions this year were enhanced by a series of special events and outings including:

- A visit by Brooklands Museum, where young people were encouraged to explore 'diversity stories' of people in their local area.
- An exciting Inflatable Pillow Bash event, providing a fun activity for participants.
- A Christmas silent disco (inclusive for our SEND young people sensitive to noise)
- A Hub bowling trip, allowing our youth to enjoy a relaxed, sociable outing together.

Wednesday Night Project in Partnership with Active Surrey

Our Wednesday Night Project, a collaborative initiative with Active Surrey, and staffed for us with the help of local sports coaching company Platform Sports, continues to serve as a cornerstone of our offering. We were delighted in October 2024 to secure another year of funding with the support of the Deputy Police and Crime Commissioner who had previously visited to see our work. This program is designed to promote physical and social well-being, and its continued success is a

testament to the partnership's effectiveness in meeting local youth needs.

Restorative Justice Program

In collaboration with Surrey Police and Youth Engagement Officers, we introduced a Restorative Justice program aimed at supporting a young person who had been involved in significant anti-social behaviour. This program provided an opportunity for the young person to take responsibility for their actions while also working towards making amends within the community. The initiative reflects our commitment to providing holistic support to all young people, promoting accountability, understanding, and positive behavioural change.

Engaging Local Schools and Expanding Holiday Programs

The Year 6 taster sessions with local primary schools have been a resounding success, introducing younger students to the Hub and its offerings. In addition, for the second consecutive year, we collaborated with the HAF Programme to deliver four free Summer holiday workshops + lunch days for young people aged 11-14. These sessions were over-booked with waiting lists - extremely well-received, they provide opportunities for fun, skill-building, and social interaction during the school break.

Youth Leadership and Volunteerism

A particularly notable achievement this year has been the increased involvement of our older Hub members in the operational side of The Hub. Many have taken on leadership roles, contributing to the success of various programs. This includes volunteering at our summer holiday program, assisting during youth sessions, and helping with maintenance and improvements around the facility. We are also proud to highlight that four of our young people have participated in the Duke of Edinburgh Award, further developing their leadership and community service skills.

Inaugural Hub Summer Fair

A major highlight this year was our first-ever Hub Summer Fair, entirely organized by our young people. They took the lead in choosing the stalls and activities, including a car wash and a Vinted clothing sale, to raise funds for future youth activities. This event not only showcased their creativity and entrepreneurial skills but also demonstrated their growing capacity for helping to organise community-focused events.

Recognizing Exceptional Youth Achievement

We are proud to have nominated two of our young members for the prestigious Elmbridge Young People of Honour Awards, recognizing their outstanding contributions in the categories of Role Model and Personal Adversity. Youth manager, Katie, and volunteer youth leader, Andy, attended the ceremony to support the nominees and deliver speeches highlighting their achievements.

Volunteer Support

Our dedicated volunteers have been instrumental in ensuring the success of our open access youth sessions. We have focused on developing our training programme for them to ensure that they feel confident in complying with health and safety, first aid and safeguarding requirements. We have also

provided them with additional training such as sessions on behaviour management, the adolescent brain and mental health.

Volunteers generously give their time to provide young people with a safe, supportive space to socialize and engage in activities. Their contributions extend to event preparation and management, particularly during major community events like 'HubFest' and the Hub Summer Fair, where they helped create memorable experiences for all involved.

COMMUNITY ENGAGEMENT AND ACTIVITIES

The Claygate Youth & Community Hub has continued to thrive as a community-centered space, fostering meaningful connections between local residents, organisations, businesses, and young people.

Community Events and Fundraising

The community continues to show strong support for the Hub in numerous ways, from donations of both funds and resources to attending our events. One of the key highlights was the second 'HubFest' community fundraising music festival, held in October. The event was a great success, bringing together local residents for a night of music, entertainment, and fundraising, all in support of the youth programs at the Hub, and staffed by our older young people. These events not only raised vital funds but also demonstrated the depth of community spirit and engagement surrounding the Hub's work.

Collaboration with Local Groups and Businesses

We have worked closely with local groups to enhance the Hub's offerings and foster community connections. For example, Platform Sports Coaching took over the running of our Wednesday Night Project, providing young people with quality sports coaching, and The Thames Valley Morris group continue to support us through hall hire and in leading a youth session of traditional folk dancing! We have also supported Research Assistant from the Department of Psychology of Royal Holloway, University of London running a scientific study at The Hub on young people aged 11-15 on how they hear pitch and rhythm in music and language.

The Coop, Healix, and Media Minds have been valuable partners, supporting the Hub through donations and other contributions. The local 'Cook' franchise donated meals for our youth sessions, and the Claygate Gardening Society generously provided tomato plants, helping us create a welcoming space for young people to engage with the community.

Community Space - a Hall to Hire

Our hall hire services have continued to grow in 2024, with a wide variety of local groups and organizations utilizing the space for various events. We now host several yoga classes, including a course for new yoga teachers, and continue to accommodate pilates classes four times a week, a French lesson course for seniors, and a cooking class. In December, our pilates instructor also ran a charity session for 30 members, raising funds for the Hub. The Claygate "Gypsy Churches" (self-named) have been hiring the hall every Monday evening, helping us reach a wider audience. We've also been able to host the charity Eikon for the second year running, as they use the hall to run their transition school for Year 6 students heading to high school during the summer holidays. Additionally, children's private parties have proven to be a successful revenue stream, directly supporting our youth sessions and operational costs, and making the Hub more financially self-reliant.

Creative and Sustainability Projects

This year has seen exciting initiatives that bring the community together in creative and sustainable ways. For one of our Summer Mondays, in collaboration with the Haf Programme, we ran a Graffiti workshop for young people. When we needed 64 A3-sized boards for the event, the local community stepped in, donating a large piece of ply and helping to prepare the boards for the workshop. This display of generosity highlights the strong sense of community support that surrounds the Hub's programs.

In addition, we've recently teamed up with the new Claygate Eco Sustainability volunteer team. This partnership is set to provide a new opportunity for young people in the form of a bike repair project, which will take place on Saturday mornings. This project will not only offer valuable skills to our youth but will also contribute to promoting sustainable practices in the community.

CHALLENGES in 2024:

The challenges we were experiencing in 2022 and the start of 2023 with antisocial youth behaviour have significantly improved, probably due to a number of internal and external factors. The immediate impact of the Covid lockdowns on vulnerable families and mental health has perhaps lessened and working with the police on Restorative Justice made it clear that we were proactive in dealing with the problems seen in 2022.

Internally we have simplified our Hub rules / code of conduct to one word: 'Respect': yourself, other young people, volunteers and the building. Setting these clear boundaries has gone down well with young people and helps the volunteers with 'grey' boundary-testing issues. Role-modelling with the involvement of more of our older young people has also had a very positive impact and we are keen to strengthen this further in 2025.

Our most significant challenges this year have come with our staffing and volunteering. We lost three trustees for a variety of personal reasons; the trainee youth session coordinator we employed to support Katie had a poor work-ethic and took more time to manage than she contributed to The Hub; and our previous administrator became very ill, developing septicaemia and then deciding not to return to work, leaving us with a skeleton crew for a short period. Fortunately, the changes we put in place - to increase the administrator role and responsibilities and re-recruit; to use more student volunteers; and also to offer the undergraduate student placement with Kingston University have resulted in a currently fantastic team who are powering through the day-to-day and pushing forward with long-term goals.

We, like many other charities and voluntary organisations, would benefit from further trustees, and need more volunteers for youth sessions and community events. Although we have a good number of youth session volunteers, many of our older volunteers are wanting to commit less frequently. Summer holidays and Christmas periods are particularly hard to staff due to people's personal commitments. A new trustee is now working with Katie specifically on volunteer recruitment and new ideas for 2025 will hopefully bear fruit.

What are the outcomes?

We continue to increase our provision to offer open access youth work to a wider group of young people:

- Sessions = 59% increase in youth offering since 2022
- Individual young people attending Hub sessions - number has doubled since 2022.

- In November, our trustees held a 3-5 year strategic review, supported by The Cranfield Trust who provided consultancy support throughout the process. Stakeholders - parents, community members, young helpers, volunteers and staff were consulted to examine our current strengths, weaknesses and opportunities. Key positive outcomes / feedback from the questionnaire can be seen at a glance in the two slides below.

Stakeholder Questionnaire, November 2025



What do you think The Hub does well?

Stakeholder Questionnaire, November 2025 - for all comments see [Feedback Document](#)

"Offers them a place to go and a wide variety of activities. Staff are all brilliant with the children ."
- Stewart Bailey - Rowan Prep School teacher

Areas for improvement are reflected in our goals for 2025. These are essentially 'to do more where we can' and focus on four key areas:

- Extending our 16-19 year old provision.
- Leading another 8 week 'Be Ok' Mental Health Support Intervention Course.
- Developing our relationships with local secondary schools, 'joining up the dots' for youth
- Improving our building to refurbish toilets and create a new room for quieter youth activities

Do you need any further support from Walton Charity to help you make a success of this grant?

Claygate Youth and Community Hub would like to thank The Walton Charity for the confidence they have placed in us to deliver on our promises. We always aim to go above and beyond our commitments and constantly strive to improve youth provision in our area with ambitious vision, maximum effort and sensible governance.

This grant has allowed us to confidently assure our community, young people, volunteers, and staff that our work will persist. Three years of funding have been incredibly valuable in this respect, and we plan to apply for a new grant in 2025 to secure our ongoing efforts.

- **Attached - Case Study: Charlie Francis's Story**
- **Find below - further testimonials received this year about our work**

For more details, news and pictures, see our recent newsletter: [The Hubbub](#), our website Claygatehub.org.uk or Instagram [@Claygate_YC_Hub](#).

Additional Testimonials / Emails of thanks

Farran Leach - Active Surrey

- After attending Wednesday Night Sports Project with Ellie Vesey, Deputy Police Crime Commissioner.

Email received on: 14 Mar 2024

Good afternoon all,

I just wanted to say a huge thank you to you all for last night and to Ellie Vesey and Alex for coming. It was lovely to see you and that you had the chance to see the amazing work going on in The Hub and how far it has come. Katie you and your team are having such an amazing impact on these young people and I am so proud to say that with the support of Ellie and Alex from the PCC we have been able to help fund this.

I look forward to reading the press release and the Morris dancing evening in November!

Kind regards,

Farran Leach

Active Communities Officer

Active Surrey

Email received Richard and Sandra Coney, parents of Hub member / volunteer, Monday 20th January 2025

Max initially started attending the Youth and Community Hub as part of his Bronze Duke of Edinburgh commitment. During this time Max has gained the trust of the senior Hub team who have in turn entrusted him with managing sales from the Hub's Tuck shop. In addition to this, Max is regularly called upon to help run events at the Hub along with the general running of and setting up of two of the club nights during the week.

There are so many different levels that Max has benefitted from attending the Hub. I believe foremost of which is it has made him realise the benefit of being part of something, being part of a team and having the responsibility entrusted upon him.

From our viewpoint as parents, we also see that he has grown in confidence which comes across in his manner of fact, let's do this attitude and that he can't wait to get to the Hub during the week. We hope this is more to do with the escapism and enjoyment that the Hub offers rather than his escaping a night of homework!

Almost two years on from starting his role of assistant, his hard work at the Hub was recognised by the Surrey Police who awarded him Elmbridge Young Person of Honour Award 2024. We are both so proud of him and the young man he is turning into, and with thanks to Katie and her team.

From: Joelle Jimenez, Fri, 26 Jan 2024 at 16:16 - Parent of two young people who attend the Hub

"My 2 daughters both attend the Wednesday night project at the hub and really enjoy it. The staff are great and it's right near where we live so they can even walk there with a group of friends independently.

Before taking part in the club they did not attend any other clubs outside of school. Our eldest daughter Eulalia joined the sessions as she loves sport and wanted to socialise in our local area. Eulalia has always enjoyed participating and enjoys it even more now as there are a wider range of sports offered. Eulalia joined the Hub sessions when she was in year 6 and the extra exercise and sports activities have helped with her confidence when socialising. They have also encouraged her passion for sport and she was even offered a sports scholarship for her chosen high school when she started year 7. I believe attending the Wednesday night sessions at the Hub gave her the opportunity to grow her sports skills and gave her the extra confidence that she needed to successfully pass her sports scholarship trials.

My other daughter Amor is in year 6 and has also recently started attending the Wednesday night project at the hub. Amor is autistic and struggles with socialising in and outside of school. She is very quiet and does not usually enjoy sport or participate in clubs outside of school. Although she was very nervous at first, Amor is thoroughly enjoying the Wednesday night sessions at the hub. She now looks forward to them every week and even on days her sister is unable to attend she asks to participate alone, as she has so much fun that she does not want to miss a session. Amor is not usually into sport so these sessions encourage her to exercise and not to just sit at home every evening. The sessions have also helped with her confidence and she loves attending as she now has many friends at the Hub.

I am also very grateful for the Hub and the activities they offer the young people in our area. We are a large family and the Hub gives our daughters a much needed break from our busy home and a chance to socialise with other children their age. It gives them the opportunity to exercise more often which is also very important.

The cost of local clubs and sports sessions at schools are too much for our family to afford, especially for multiple children. The Hub offers our daughters the chance to access quality mentorship and beneficial activities at a very small fee.

We are extremely lucky to have access to such an amazing space in our local community.”

Report compiled by:

Susannah Moffat
Chair of Trustees and Designated Safeguarding Lead
Claygate Youth and Community Hub
susannah.moffat@claygatehub.org.uk 07763127297



Claygate Parish Council CIL Funding Application Form

caring for Claygate Village

15% of money received through the Community Infrastructure Levy, collected by Elmbridge Borough Council (EBC) from development in Claygate, is paid to Claygate Parish Council. Any CIL monies due are confirmed by EBC at the end of 6 month periods ending in March and September and paid to Claygate Parish Council shortly thereafter. The funds are available to spend on local projects in Claygate. As set out in the CIL Regulations, this local proportion of CIL should be used for:

- The provision, improvement, replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area

The definition of infrastructure is broad and includes amongst other items:

- Roads and other transport infrastructure
- Schools and other educational facilities
- Medical facilities
- Open spaces
- Sporting and recreational facilities
- Flood defences

Please read the Claygate Parish Council CIL funding application form guidance notes before completing this form. To discuss a potential project, or for further guidance, please contact the Parish Clerk at clerk@claygateparishcouncil.gov.uk on 01372 467000.

Please note that if an external organisation has been granted CIL funds for a project it may not apply for further CIL funding, regardless of the project, until twelve months have elapsed since the previous award was granted.

CIL applications will be considered at full meetings of Claygate Parish Council – there are 6 meetings per year and dates of meetings are available on the Claygate Parish Council website – www.claygateparishcouncil.gov.uk and on the noticeboards at the Village Hall, Church Road and Boots on Hare Lane.

Please return the completed application forms and supporting information to:
clerk@claygateparishcouncil.gov.uk **at least 2 weeks prior to a meeting of the full Claygate Parish Council**

Claygate Parish Council CIL Funding Application Form

1. Applicant organisation	Claygate Youth & Community Hub Elm Rd Claygate KT10 0EH
2. Name and position of main contact	Susannah Moffat – Chair, Board of Trustees



3. Applicant contact details (phone no, email and address)	Susannah Moffat susannah.moffat@claygatehub.org.uk 07763 127297 Beaconsfield Gardens Claygate KT10 0PX
4. Type of organisation If a charity, please provide registration number	Charity: Registered Charity no. 1193361
5. Is the organisation able to reclaim VAT?	No
6. Location of project	Claygate Youth & Community Hub Elm Rd Claygate KT10 0EH

7. Summary of the project proposal	Based on our increasing attendee numbers we would like to update and 'improve' the facilities that are available to our young people, to enable us to offer a wider range and higher level of support to them. Proposal: - Convert the currently underused Brickstores within The Hub grounds into a SEN space (quiet space) and provide an additional storage container onsite, to manage ongoing / increased storage needs WHY? The main issue is a lack of 'quiet space' within The Hub. Many of the regular Hub attendees are young people with special education needs, including autism, behavioural, emotional and social difficulties, speech, language and communication challenges. The Hub is open and welcoming to all young people, however the large communal spaces are bright, busy, often noisy and we know they can be 'overwhelming' for a number of our young people. The Hub is not able, currently, to provide a dedicated quiet space for its young people, which also limits the ability to provide one-to-one specialist support for those who most need it.
8. Estimated project cost Up to £500 – One Quote requested £500 - £1500 – Two Quotes requested £1500 + Three quotes requested	£39,114 in total

9. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme

	Amount	Detail
CIL funding sought	£6,000	
Any other Local authority contribution eg EBC and/or SCC	£33,114	Requested from Your Fund Surrey (Mark Sugden CC)
Third party contribution		
Total cost	£39,114	

10. Detail of additional sources of funding available	Councillor Mark Sugden has been very supportive of our plans and proposals – and the application for the above amount (<i>85% of project cost</i>) is currently with the YFS team for review.
11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	CIL funding is being sought to ensure that the building proposal can be completed this year to enhance the provision for our local young people. The space is available to us to use and will have a significant positive impact on our young people – which provides a wider community benefit. As a charity all of our activities are funded by donations and grants, which are consistently sought out and applied for to cover all running costs and youth provision. The proposed co-funding of this building project, through YFS & CIL funds, will allow a larger scale project to be undertaken than our current funding streams allow for.

12. Please indicate whether the organisation has previously received CIL or other funding sources from either Claygate Parish Council and/or Elmbridge Borough Council. If yes, provide amounts and timings	25th January 2021 - £18,150 CIL monies received - towards the refurbishment of the kitchen and the purchase of grounds equipment to turn the former youth club premises into the new Claygate Youth and Community Hub. 16th June 2022 - £1000 Youth Initiatives grant - to help fund ongoing running costs of youth sessions
13. How does the project help address the demands of development in the area. What evidence is there to support this?	The project helps address the demands of development in the area by: - Providing a dedicated quiet space for young people most in need to feel safe & confident - It will give The Hub the ability to remove young people from 'stressors' in main Hub spaces to SEN space - with dedicated youth support as needed - ensuring all the young people who attend can get the social and support they need. - Increases the different 'types' and 'spaces' for support that The Hub can provide - which means that all attendees will have a space that they can call 'home' within The Hub - Will also increase practical storage areas for The Hub and its community users - providing a 'home' for community use activity support materials - It will show that the Claygate community is one which is welcoming and supportive to all young people. Walton Charity Grant Report attached to email to provide evidence of impact.

14. What evidence is there of support from the community	Walton Charity Grant Report attached to email to provide evidence of community support.
15. How does this project help mitigate climate change?	It makes use of existing structures and repurposes them for better use, rather than requiring build of additional units to support additional youth work.
16. Proposed timescales for the project	Building work to be completed within 6 months of funding being granted. (Within 2025)
17. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed?	Additional spend would be power for lighting / heating – these are currently covered by SCC and there are allowances within the annual budget to cover for these ongoing as needed.

18. If the organisation is not in the public sector please provide details of the organisation's finances Please include a copy of the most recently audited accounts, including details of unrestricted reserves	Latest Annual Report attached to provide details of finances – including unrestricted reserves.
19. Do you need planning permission to carry out the works?	This is a Surrey County Council building. All consents from Surrey County Council's perspective and the SCC Youth Service have been given. For further permissions information for this application, please contact Elaina Phillips, Commissioning Manager; Family Resilience, Adolescent and Youth Justice Services - elaina.phillips@surreycc.gov.uk.
20. If planning permission is required is it in place to carry out the works? If so, please provide the application number	

Section E: Declaration

When you have completed the application, please sign this declaration and submit the application form as directed.

To the best of my knowledge the information I have provided on this application form is correct.

If Claygate Parish Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform Claygate Parish Council via the Parish Clerk of any material changes to the proposals set out above. When requested, I agree to provide Claygate Parish Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise the Parish Council's statutory rights as the designated provider of these CIL funds, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Claygate Parish Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Parish Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Claygate Parish Council's website and in public material for publicity purposes. Personal data will not be disclosed without any prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: www.claygateparishcouncil.gov.uk. Statutory Information, then Privacy Policy.

Signed:  _____

Organisation: Claygate Youth and Community Hub

Date: 14 Feb 2025

All organisations involved with the application will need to sign and date the form.

Signed: _____

Organisation: _____

Date: _____

Adopted March 2021