

**Southgate Community Partnership**  
(a company limited by guarantee)

**Report and Financial Statements**  
**For the year ended 31 March 2021**

**Company registration number: 7469255**  
**Charity number: 1142873**

Southgate Community Partnership is a charity not for profit, incorporated on 14 October 2010, and registered as a charity on 14 July 2011. The company was established under a Memorandum of Association which established the objects and powers of a charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are treated in accordance with the Companies Act 2006. The company's registered charity number is 1142873 and its company registration number is 7469255.

Southgate Community Partnership has a Board of Trustees with four members elected from each of the Community Area of which are currently vacant and Southgate Church, one from Walsby, Suffolk Council, one from Suffolk County Council and two co-opted, one of which is vacant. The Trustees meet five times during the year plus the Annual General Meeting. A chairman, vice chairman and secretary are elected. A Treasurer is appointed by Trustees on an annual basis, but is currently vacant as a professional bookkeeper is now engaged by the charity on a part time basis. Meetings of the Board take place regularly. Two sub-committees have been established, business development and finance and general purposes.

**Southgate Community Partnership  
Trustees' Report for the year ended 31 March 2021**

The trustees present their report and financial statements for the period ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

**Trustees**

Andy Abbott - Chairman - Southgate Community  
Bob Jones - Vice Chairman and Secretary - Southgate Church  
Cllr Richard Rout - Suffolk County Council  
Terry Ball - Southgate Church  
Cllr Patrick Chung - St Edmundsbury Borough Council  
Bob Heavisides - co-opted - Chair of Governors of Hardwick Primary School  
Ann Williamson - Southgate Community - Town Councillor  
David Dutton - Southgate Church  
David Rogers - Southgate Church

**Company Secretary:**

R H Jones

**Principal address:**

Southgate Community Centre, Caie Walk, Bury St Edmunds, Suffolk, IP33 2PJ

Registered charity number: 1142873

Registered company number: 7469255

**Independent Examiner:**

Andrew Prentice FFA, 5 Market Place, Stowmarket, Suffolk, IP14 1DT.

**Structure, Governance and Management**

Southgate Community Partnership is a charitable company limited by guarantee incorporated on 14 December 2010, and registered as a charity on 14 July 2011. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1. From 1st October 2011 the charitable company has undertaken the activities previously undertaken by the unincorporated charity, number 265996.

Southgate Community Partnership has a Board of twelve Trustees with four members elected from each of the Community, two of which are currently vacant, and Southgate Church; one from West Suffolk Council; one from Suffolk County Council; and two co-opted, one of which is vacant. The Trustees met five times during the period plus the Annual General Meeting. A chairman, vice chairman and secretary are elected. A treasurer is appointed by Trustees on an annual basis, but is currently vacant as a professional bookkeeper is now engaged by the charity on a part time basis. Meetings of the Board take place regularly. Two sub committees have been established: business development and finance and general purposes.

## **Southgate Community Partnership Trustees' Report for the year ended 31 March 2021**

The Board may admit to membership any person resident in the Area of Benefit and any local authority, firm, corporate body or unincorporated association working or with an interest in the Area of Benefit who applies to the Charity in the form required by the Trustees. Members are entitled to attend and vote at general meetings either personally or (in the case of a member organisation) by an authorised representative. They elect Trustees as prescribed in the governing document. A general meeting of members is held at least annually. Trustees ensure that a comprehensive insurance policy is in place covering the buildings and contents as well as trustee indemnity liability.

All groups regularly hiring the centre are able to apply for affiliation on the payment of an annual fee determined by the Board.

The Trustees review the major risks to which the charity is exposed on a regular basis and, where appropriate, establish systems or procedures to manage those risks.

### **Objectives and activities**

The objects of the Charity are to further or benefit the residents of the Southgate area of Bury St Edmunds and its environs, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for the residents. In furtherance of these objects but not otherwise, the trustees shall have power: to establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above.

### **Covid-19**

In March 2020, as part of the national lockdown, the Community Centre closed for over four months, with staff joining the HMRC Coronavirus Job Retention furlough scheme. Although, some groups returned in July and August following Central Government guidelines for re-opening, the social distancing restrictions prevented many hirers re-joining. Indeed from Christmas the Centre was once again closed for a further five months with the instigation of the second lockdown.

The impact of the pandemic inevitably had a major effect on the year's income and financial performance, however Trustees were grateful for West Suffolk Council Covid-19 Business Support grants which minimised the consequences of an unprecedented exceptional period. Trustees continued to keep in regular contact and meet using online technology when possible, the Chairman regularly providing Covid updates.



**Southgate Community Partnership**  
**Trustees' Report for the year ended 31 March 2021**

**Achievements and performance**

This has been an exceptional, unparalleled time and hugely challenging for the management and running of a strategic community facility. Sadly, popular annual events had to be cancelled, the sell out coach day trips to London, bingo sessions, Community Fun Day and initiatives for local residents. However, the enforced closures and restrictions contributed to many resourceful enterprises taking place behind our sleeping giant's closed shutters.

- 1) Following various closures there was actually an increase in enquiries for new user groups and the number of different groups hiring – we are proud to provide excellent safe facilities for a wide range of community groups as well as provision of health and social care;
- 2) We continue the partnership with a local commercial publisher in supporting a monthly community magazine known as the Southgate Directory informing the local community and beyond of news from the Community Centre.
- 3) Hosting weekly positive steps-based exercise classes as a falls prevention service, these have continued as an essential user group where restrictions allowed.
- 4) Co-operating with Southgate Church which occupies part of the building and has first use of the Community Centre on Sundays; assisting it to provide self distanced services within Central Government guidelines at Christmas and Easter.
- 5) Supporting community initiatives during lock down including Rock Snake, Zoo and Round the World Trail and Christmas Lights event.
- 6) Working with local councillors to receive items for a new Food bank for the benefit of those struggling or in need over Christmas, the New Year and beyond. Co-ordinating the distribution of food parcels to families and individuals.
- 7) Ensuring the Centre was available for the NHS East Anglian Diabetic Eye Screening Service to run two clinics daily throughout restrictions and beyond.
- 8) Liaising with the nearby West Suffolk Hospital and Suffolk Joint Emergency Planning Unit to update the Southgate Community Centre Emergency Rest Centre availability
- 9) Continuing the programme of building improvement during closure to make the facility more attractive for local community groups and Centre users. New environmentally and economically effective LED lighting in main hall, small hall, corridors and committee room. Repainting and new colour scheme throughout the building, new canvas prints for rooms depicting local scenes, and montages updated in corridors. Installation of coloured lighting around the Centre to brighten the Christmas festive period and lock down for the benefit of local residents. Extra diligence ensuring that the building is maintained, cleaned and Covid safe at all times a priority.
- 10) Pioneering an exciting new project with support from local councillors and Trustees in conjunction with environmental specialists Greener Growth to transform the outside of the Centre and local area with the Southgate Community Wildlife and Environmental Project. A unique and innovative initiative to transform the surroundings with high visibility improvements involving local residents, families and school children.

Trustees consider that the range of activities they provide confer public benefit as defined by the Charity Commission to the population they serve.

**Financial Review**

**Property**

The freehold property, which was owned by the former St Edmundsbury Borough Council, was transferred to the Trustees on 30 September 2011.



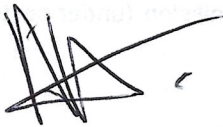
**Southgate Community Partnership**  
**Trustees' Report for the year ended 31 March 2021**

**Results and reserves**

For the year ended to 31st March 2021 there was income of £55,112 and expenditure of £50,071 - with a surplus of £5,041. The surplus was lower compared to the previous year due to impacts of Covid-19. Trustees had a policy of maintaining a reserve to cover three months overheads. Fund balances increased by just over £5,000 in the year. The challenge in the medium term is to grow income to support the existing commitments of the Partnership and to continue to improve the fabric of the Community Centre.

This report was approved by the trustees on 21/9/21 and signed on their behalf by:

Andy Abbott  
Trustee



**Southgate Community Partnership  
Independent Examiner's Report to the Trustees of Southgate Community Partnership  
for the year ended 31 March 2021**

I report on the accounts of the Southgate Community Partnership for the year ended 31 March 2020, which are set out on pages 6 to 11.

**Respective responsibilities of trustees and examiner**

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5) (b) of the 2011 Act).

**Basis of independent examiner's statement**

My examination was carried out in accordance with 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 seeking explanations from the 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- (i) the accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- (ii) the accounts did not accord with the accounting records; or
- (iii) the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- (iv) the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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

*Andrew Prentice FFA*

Andrew M Prentice FFA  
5 Market Place  
STOWMARKET  
Suffolk

23 September 2021



**Southgate Community Partnership  
Statement of Financial Activities  
for the year ended 31 March 2021**

	Note	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
<b>Incoming Resources</b>					
Charitable Activities	2	19,418	67	19,485	88,475
Investment income		2,063	0	2,063	2,322
Other incoming resources	3	29,411	4,153	33,564	250
<b>Total incoming resources</b>		<b>50,892</b>	<b>4,220</b>	<b>55,112</b>	<b>91,047</b>
<b>Resources expended</b>					
Charitable activities	4	35,283	12,759	48,042	69,792
Governance costs	5	2,029	0	2,029	2,500
<b>Total resources expended</b>		<b>37,312</b>	<b>12,759</b>	<b>50,071</b>	<b>72,292</b>
<b>Net income/(outgoing) resources before transfers</b>		<b>13,580</b>	<b>(8,539)</b>	<b>5,041</b>	<b>18,755</b>
<b>Transfers between funds</b>		-	-	-	-
<b>Net incoming resources</b>		<b>13,580</b>	<b>(8,539)</b>	<b>5,041</b>	<b>18,755</b>
<b>Fund balances as at 1 April 2020</b>		<b>137,571</b>	<b>517,713</b>	<b>655,284</b>	<b>636,529</b>
<b>Fund balances as at 31 March 2021</b>	10	<b>151,151</b>	<b>509,174</b>	<b>660,325</b>	<b>655,284</b>

**Southgate Community Partnership**  
**Balance Sheet**  
**as at 31 March 2021**

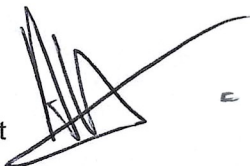
	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	7	502,253	503,735
<b>Current assets</b>			
Debtors and prepayments		6,073	4,100
Cash at bank and in hand		163,026	150,999
		<u>169,099</u>	<u>155,099</u>
<b>Creditors: amounts falling due within one year</b>	9	<u>(11,027)</u>	<u>(3,550)</u>
<b>Net current assets</b>		<b>158,072</b>	<b>151,549</b>
<b>Net assets</b>		<b><u>660,325</u></b>	<b><u>655,284</u></b>
<b>Funds</b>			
Unrestricted	10	151,151	137,571
Restricted	10	<u>509,174</u>	<u>517,713</u>
		<b><u>660,325</u></b>	<b><u>655,284</u></b>

In approving these financial statements as trustees of the charitable company we hereby confirm:

- (i) the company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.
- (ii) the members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- (iii) the directors acknowledge their responsibilities for complying with the requirements of the Companies Act with the respect to accounting records and preparation of accounts.
- (iv) these accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The financial statements were approved by the Board on 21/4/21 and signed on its behalf by:

Andy Abbott  
Chair





**Southgate Community Partnership**  
**Notes to the accounts**  
**as at 31 March 2021**

**1 Accounting policies**

***Basis of preparation***

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement Cash Flows.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

***Fund accounting***

Funds held by the charity are:

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds - comprise unrestricted funds that have been set aside by the trustees for particular purposes.

Restricted funds - these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions apply when specified by the donor or when funds are raised for particular restricted purposes.

***Incoming resources***

Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty. Income is only deferred when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

***Resources expended***

All expenditure is accounted for on an accruals basis and is recognised when there is a legal or constructive obligation to pay. Expenditure has been classified under headings that aggregate all costs related to that category.

Costs of activities in furtherance of the charity's objectives include staff costs. Support costs are those costs incurred indirectly in support of expenditure on the objects of the charity and include the costs of running the office and administration.

Governance costs are those incurred in connection with compliance with constitutional and statutory requirements.

***Tangible fixed assets***

The cost of tangible fixed assets is written off over their expected useful economic lives, on a straight line basis, as follows:

Freehold property	Trustees have agreed not to depreciate as they believe it will not decline in value
Computer and other equipment	over 5 years

***Taxation***

The charity is not liable to tax on its activities for the year.

**Southgate Community Partnership**  
**Notes to the accounts**  
**as at 31 March 2021**

**2 Incoming resources - Charitable Activities**

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Hirers' Fee Income	17,921	-	17,921	55,543
Miscellaneous income	100	-	100	313
Inspirations	-	-	-	22,542
Community Events	1,397	67	1,464	10,077
	<b>19,418</b>	<b>67</b>	<b>19,485</b>	<b>88,475</b>

**3 Incoming resources - Other**

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Grants and donations	-	4,153	4,153	250
Covid-19 Business Support Grants	19,908	-	19,908	-
HMRC CJRS Grant	9,503	-	9,503	-
	<b>29,411</b>	<b>4,153</b>	<b>33,564</b>	<b>250</b>

**4 Resources expended - Charitable activities**

	2021 £	2020 £
<i>Costs of activities in furtherance of the Charities objects</i>		
Wages	9,646	9,565
Cleaning Supplies	278	796
Maintenance contracts	84	102
Electricity	1,666	2,731
Gas	1,302	1,943
Water	304	1,381
Refuse Collection	196	562
Repairs & Maintenance	15,507	9,924
Inspirations costs	4,539	21,019
Community Event Costs	1,302	7,475
Licenses Fees	702	958
Bad Debt	-	94
	<b>35,526</b>	<b>56,550</b>
<i>Support costs allocated to activities</i>		
Salaries	7,862	7,862
Telephone and internet	480	480
Insurance	1,964	1,909
Postage, Photocopying & Stationery	137	142
Computer Maintenance	60	60
Advertising & Marketing	59	946
Bank Charges	69	60
Miscellaneous	403	301
Depreciation	1,482	1,482
	<b>12,516</b>	<b>13,242</b>
<b>Total cost of Charitable Activities</b>	<b>48,042</b>	<b>69,792</b>



**Southgate Community Partnership**  
**Notes to the accounts**  
**as at 31 March 2021**

**5 Governance costs**

	2021 £	2020 £
Independent Examiner fees and bookkeeping	2,016	2,487
Legal and professional fees	13	13
	<u>2,029</u>	<u>2,500</u>

Governance costs include payments to the Independent Examiner of £816 (2020: £816) for examination fees.

**6 Staff costs**

	2021 £	2020 £
<b>Number of employees</b>		

The average number of employees during the year was:

<u>2</u>	<u>2</u>
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	2021 £	2020 £
Wages and salaries	17,508	17,427
Social security costs	-	-
	<u>17,508</u>	<u>17,427</u>

**7 Trustees Remuneration**

One trustee received remuneration during the year of £9,647 (2020: £7,693).

No trustees (2020: nil) were reimbursed expenses in the year (2020: £nil).

**8 Tangible fixed assets**

	Freehold Property £	Computer and other equipment £	Total £
<b>Cost</b>			
B/fwd	500,000	7,809	507,809
Additions	-	-	-
Disposals	-	-	-
C/fwd	<u>500,000</u>	<u>7,809</u>	<u>507,809</u>
<b>Depreciation</b>			
B/fwd	-	4,074	4,074
Charge for the year	-	1,482	1,482
On disposals	-	-	-
C/fwd	<u>-</u>	<u>5,556</u>	<u>5,556</u>
<b>Net book value</b>			
C/fwd	<u>500,000</u>	<u>2,253</u>	<u>502,253</u>
B/fwd	<u>500,000</u>	<u>3,735</u>	<u>503,735</u>

**Southgate Community Partnership**  
**Notes to the accounts**  
**as at 31 March 2021**

**9 Creditors**

	2021 £	2020 £
Tax and social security	634	657
Creditors and accruals	10,393	2,893
	<u>11,027</u>	<u>3,550</u>

**10 Statement of Funds**

	Fund balances at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Fund balances at 31 March 2021 £
<i>Unrestricted funds</i>					
General	104,015	50,892	(37,312)		117,595
<i>Designated funds</i>					
Building	32,556				32,556
Community garden	1,000				1,000
<i>Restricted funds</i>					
Freehold property	500,000		-		500,000
Inspirations	17,713		(4,539)		13,174
Harry Harpley		100	-		100
Lions Club - Food bank hampers		250	(26)		224
Southgate Community Wildlife & Environmental project		3,003	(7,327)		(4,324)
West Suffolk Council - Rock snake	-	450	(450)		-
Christmas lights		417	(417)		-
	<u>655,284</u>	<u>55,112</u>	<u>(50,071)</u>	<u>-</u>	<u>660,325</u>

**11 Analysis of net assets between funds**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 March 2020 are represented by:						
Tangible assets	2,253	500,000	502,253	3,735	500,000	503,735
Current assets/(liabilities)	148,898	9,174	158,072	133,836	17,713	151,549
	<u>151,151</u>	<u>509,174</u>	<u>660,325</u>	<u>137,571</u>	<u>517,713</u>	<u>655,284</u>

**12 Related party transactions**

There were no related party transactions during either period that require disclosure.