

NEEDHAM MARKET COMMUNITY CENTRE

England & Wales - Charity number 279432

Details

Status Registered

Legal form Other

Registered 1980-03-05

Register [View on the Charity Commission register](#)

Contact

Address Needham Market Community Centre
School Street
Needham Market
Ipswich
IP6 8BB

Phone 01449 722494

Email needhammarket.communitycentre@btinternet.com

Activities

Objects: A COMMUNITY CENTRE FOR THE BENEFIT OF THE INHABITANTS OF THE PARISH OF NEEDHAM MARKET AND THE NEIGHBOURHOOD WITHOUT DISTINCTION OF RACE SEX OR OF POLITICAL RELIGIOUS OR OTHER OPINIONS AND IN PARTICULAR FOR USE FOR AND OLD PEOPLE'S DAY CENTRE FOR THE RELIEF AND BENEFIT OF THE AGED AND FOR MEETING LECTURES AND CLASSES AND FOR ADVANCEMENT OF EDUCATION AND FOR PURPOSES OF PHYSICAL EXERCISE AND TRAINING AND OTHER FORMS OF RECREATION AND LEISURE-TIME OCCUPATION IN THE INTERESTS OF SOCIAL WELFARE WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS.

Activities: Current Classifications - Education - Disability - Arts and Culture - Sport and Recreation - Genreal Charitable Purposes.Provides for - Children/Young people - Elderly/Old People - Disabilities and Special Needs - Other Charities/Voluntary Bodies - General PublicProvides - Buildings - Facilities - Sports Areas - Open Spaces

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Education/training, Disability, Arts/culture/heritage/science, Amateur Sport
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** PARISH OF NEEDHAM MARKET
- Suffolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-06-30	£82,500	£94,412	-	-
2024-06-30	£94,126	£83,093	-	-
2023-06-30	£68,354	£61,774	-	-
2022-06-30	£57,147	£50,153	-	-
2021-06-30	£54,771	£36,374	-	-

Trustees

Name	Role	Appointed
BRIAN EDWARD ANNIS OBE	Chair	
John Andrew Reardon		2025-08-26
Louise Sabina Mills		2018-11-08
Stephen Andrew Phillips		2026-01-27

NEEDHAM MARKET COMMUNITY CENTRE

England & Wales - Charity number 279432

Accounts

Registered Charity Number 279432
BALANCE SHEET For the year ending 30th June 2025

2023/2024		2024-2025
	FIXED ASSETS	
£		£
691,413.62	Fixed Assets as at 30th June 2024	691,413.62
46,074.84	New equipment purchased in year	8,125.35
	Sale of Assets	-59.14
-31,465.14	Grants received	-283.64
<u>706,023.32</u>		<u>699,196.19</u>
	Represented by:-	
503,748.75	Centre Property at cost or valuation	503,748.75
155,657.52	New Sports Courts & Car park	155,657.52
12,979.10	New Sports Toilets	12,979.10
4,418.55	Fixtures & Fittings	4,359.41
	Hall Curtains	
	Lounge end toilets	
	Bar Furniture & Flooring	
14,021.50	New Kitchen	
1,490.02	New Crockery	153.58
1,658.32	Burton Room Curtains	1,658.32
26,555.00	Replacement Boiler	10,447.80
2,350.00	Storage Container	2,350.00
	Burton Room Kitchen	5,146.29
	Waste Compound Creation	2,979.06
-31,465.14	Grants received	-283.64
<u>691,413.62</u>	Revised Centre property at cost or valuation	<u>699,196.19</u>
	NET CURRENT ASSETS	
	CURRENT ASSETS	
106,277.06	Charities Deposit Account	111,323.10
28,857.10	Debtors (& Prepayments)	7,039.01
	Cash at Bank or in hand	
3,206.83	Barclays Current Account	5,927.86
22,067.22	Barclays Deposit Account	20,064.38
600.00	Cash in Hand	600.00
	Stock in hand	
4,352.59	Bar Stock	3,837.20
340.52	Day Centre Stock	911.85
<u>165,701.32</u>		<u>149,703.40</u>
	Deduct: CURRENT LIABILITIES	
-3,495.78	Creditors (Vat only)	-7,192.70
<u>-3,495.78</u>		<u>-7,192.70</u>
<u>162,205.54</u>	NET CURRENT ASSETS	<u>142,510.70</u>
<u>853,619.16</u>	TOTAL NET ASSETS	<u>841,706.89</u>

John King

NEEDHAM MARKET COMMUNITY CENTRE
 (Registered Charity Number 279432)
INCOME & EXPENDITURE Summary for the Year Ending 30th June 2025

2023/2024 £	INCOME	2024/2025 £
	Centre income	
48,719.86	Centre hires	51,707.41
5,415.38	Angel Café Rent	10,452.61
617.14	Centre events	63.13
1,459.64	Net Day Centre Income	2,130.05
6,563.33	Sports Area Bookings	7,115.23
61,541.07		71,468.43
	Net Bar income	
28,768.34	Bar Sales	26,532.09
15,514.11	Bar Purchases & Stock Changes	12,771.78
9,002.22	Bar Staff & Casual Labour	12,515.37
4,252.01		1,244.94
	Other income	
2,500.00	Donations and Grants received	3,068.72
	Darts Fund Raising	78.00
	Wattisham Blades Grant Held	500.00
8,000.00	Decorating Grant	806.94
12,000.00	Consultancy Grant	
5,833.03	Emergency Exit Grant	
28,333.03	Bank & Other interest etc	5,333.04
		9,786.70
94,126.11		82,500.07
	EXPENDITURE	
	Management costs	
19,940.74	Centre Management Staff Costs	20,520.95
1,790.25	Licenses etc	2,103.87
394.13	Bank Charges	362.94
	Bad Debts write off	203.85
22,125.12		23,191.61
13,363.86	Cleaning & Hygiene	14,245.45
	Utilities	
9,689.86	Electricity	8,918.22
6,694.05	Gas	8,519.75
1,827.87	Water	3,646.19
18,211.78		21,084.16
5,885.20	Repairs / Replacements	5,249.97
12,407.21	Emergency Exit Replacement	
1,047.54	Main Kitchen Fridge Replacement	1,708.00
19,339.95	Flood Clearance	20,664.96
		27,622.93
3,510.54	Insurances	3,530.60
	Other expenses	
399.99	Telephone & Broadband	444.87
592.83	Security & Safety	1,998.73
5,241.50	Consultancy	1,756.00
275.00	Examiners Fee	275.00
	Training	18.00
32.51	Advertising & Stationery	244.99
6,541.83		4,737.59
83,093.08	TOTAL EXPENDITURE	94,412.34
11,033.03	Surplus Income over Expenditure for the year	11,912.27



Section A

Independent Examiner's Report

Report to the trustees

Needham Market Community Centre

On accounts for the year ended

30th June 2025

Charity no (if any)

279432

Set out on pages

One to two

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

Responsibilities and basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

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

- ~~the accounting records were not kept in accordance with section 130 of the Charities Act; or~~
- ~~the accounts did not accord with the accounting records; or~~
- ~~the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.~~

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.

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

Signed:

Guy Anthony Piers Leigh-Pollitt

Date:

16/8/25

Name:

Guy Anthony Piers Leigh-Pollitt

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

For over 60 years I have acted as a Chartered Accountant or Freemason and continue to so act. Authority has been received to sign this report

Address: 35 Drift Court
Needham Market
Suffolk, IP6 8BB

Section B

Disclosure

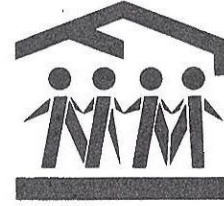
Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

[Empty disclosure box]

**NEEDHAM MARKET
COMMUNITY CENTRE**

Reg. Charity No. 279432



ANNUAL REPORT OF THE TRUSTEES

YEAR ENDING 30th JUNE 2025

ADMINISTRATION AND OBJECTIVES

The Needham Market Community Centre is a charity registered with the Charity Commissioners (Number 279432) and is administered by the Trustees in accordance with the Trust Deed drawn up in October 1979.

The Charity shall hold the property known as the Needham Market Community Centre for the benefit of the inhabitants of Needham Market and the surrounding district, without distinction of race, sex or political or other opinion, and in particular for use as an old people's day centre for the relief and benefit of the aged, and for meetings, lectures and classes for the advancement of education, and for the purposes of physical exercise and training and other forms of recreation and leisure time occupations in the interests of social welfare, with the objective of improving the conditions and life for the said inhabitants.

The Charity shall be administered in conformity with the provisions of the Trust Deed signed by the Trustees of the Charity within the meaning of Section 46 of the Charities Act 1960.

The Trustees who served throughout the year ending 30th June 2025 were :-

Mrs. L. Mills, Mr. P. Rowe, Mr. D. Stansfield and Mr. B. Annis OBE as Chairman.

The Trustees are responsible for :-

- a) Selecting suitable accounting policies
- b) Making judgements and estimates that are reasonable and prudent
- c) Complying with suitable accounting standards
- d) Following the principles set out in the Trust Deed
- e) Safeguarding the assets of the Charity
- f) Taking reasonable steps for the prevention and detection of fraud and other irregularities.
- g) Keeping proper accounting records which disclose with reasonable accuracy the financial position of the Charity
- h) The maintenance and good order of the fabric of the Centre buildings and facilities.
- i) The appointment of a suitable person or persons to be responsible for the day-to-day operation of the Centre.

In this latter respect the Trustees have appointed Mrs Louise Mills as the Centre Administrator and keeper of the accounting system, and Mr. Andrew Farrow as the Centre Manager.

Mrs. Mills and Mr. Farrow are both part-time, paid employees of the Charity

The Management Committee of the Community Centre has met six times during the year ending 30th June 2025. The Committee consisted of eight elected members together with a Secretary and a Treasurer. Additional members were appointed from those bodies who regularly used or who hired the Centre. The Management Committee appointed Mr. B. Annis as chairman and Mr. D. Stansfield as Vice Chairman at its first meeting following the Annual General Meeting.

The Management Committee Members who have served during the year are as follows :-

ELECTED MEMBERS

Ms. A. Claxton
Mr .B. E. Annis OBE
Mrs. M. McDermott
Mrs. T. Frost
Cllr. M. Norris
Mrs S. Osborne
Mr. D. Stansfield
Mr. M. Turner

SECRETARY – POSITION VACANT

JOINT TREASURERS

Mrs. L. Mills, Mr. B. Annis and Mrs. J. Annis

REPRESENTATIVE MEMBERS

Mrs. J. Annis	Day Centre
Mrs. M. Bond	Women's Institute
Mrs L. Crompton	Needham Market Entertainment Company
Cllr C. Goodchild	Needham Market Town Council (part)
Ms. C. Mitson	Community Centre Carpet Bowls
Cllr. J. Reardon	Needham Market Town Council
Mr. M. Rogers	Angel Cafe
Mr. R. Sago	Suffolk Carpet Bowls

CO-OPTED MEMBERS

None

CENTRE MANAGER

Mr. Andrew Farrow is the holder of the Premises Licence which covers the music, singing and dancing, film and theatre productions, indoor sports and recreation, together with the sale and consumption of alcohol. He keeps the diary of the hiring of the Centre facilities and arranges the room hire. The Centre is used for a very wide range of activities within the community. Mr. Farrow is also the holder of a Personal Licence issued by the Mid Suffolk District Council. Mrs. Mills and Mr. Annis are also holders of a Personal Licence. Mr. Farrow is empowered to raise funds for the running of the Centre by arranging suitable entertaining events,

CENTRE ADMINISTRATOR

Mrs. Mills is the principal treasurer and account administrator. She keeps the Centre accounts and manages the current, savings and investment accounts. A copy of the Annual Accounts is appended to this report. Mr. Leigh-Pollitt has examined the Annual Accounts in accordance with Charity Commission guidance, and continues to identify no areas of concern.

GENERAL ADMINISTRATION

The Centre buildings and contents, together with engineering insurance, public liability insurance and trustee indemnity are insured through an insurance broker, and the amount and extent of the cover is regularly reviewed.

The Trustees can report that the statutory requirements concerning Electrical Installation, Emergency Lighting Gas Installation, Fire Safety, Fire Alarm Systems and Risk Assessment to include Fire Risk have been met.

The requirements of the Data Protection Act have been acknowledged. Policies are also in place for, Health and Safety and Safeguarding.

The installed CCTV system continues to provide a deterrent to vandalism and is approved by our Insurance Company and so helps to reduce the cost of insurance.

We are pleased to report that no major acts of vandalism have occurred during the year.

Every attempt is made to keep the premises to a high standard of cleanliness, repair and maintenance and we are extremely grateful to Mrs Carol Moore who is employed both as cleaner and caretaker. Mrs. Alison Claxton has taken over the driving of the minibus and her considerable help with the Day Centre and with the Ashburnham Club is much appreciated.

During the year work has continued with an external consultant (Mr Tony Bass), to pull together the necessary details to allow applications for funding to be achieved for the key projects identified the year before, namely:

- Solar panels on the roof and battery storage
- Automated access doors to the main entrances
- Improvements to the internal doors within the Centre to make them compliant with current Fire Regulations
- A extension to the office accommodation

It has become apparent during his work that the Community Centre would benefit from a change in organisational governance and a much closer working relationship with the Town Council.

It is hoped that this will allow the Centre management team the time to become proactive instead of being forced to be reactive.

This work is ongoing although funding bids are expected to be submitted this year.

The Needham Market Entertainment Company

We are grateful to the Needham Market Entertainment Company for their continued support of the Centre and their financial grant arising from stage productions. The annual pantomime and the autumn stage production continue to be well supported.

The Community Minibus

The Centre continues to be the nominated operator of the grant aided community minibus. Thanks to the generous financial support of the Needham and Barking Welfare Charities, it is operated at no additional charge to the Community Centre.

The minibus driver. Mrs. Alison Claxton continues to be well received and has proved an excellent driver and a valuable help in the Day Centre and the Ashburnham Club. She has also arranged several additional outings for the elderly and a holiday.

The Future

The Centre continues to be able to serve the needs of the many organisations, parties and individuals who use the Centre facilities.

Thanks are due to the Management Committee and to all the voluntary workers who have given of their time throughout the year.

The Trustees will continue their negotiation with the Needham Market Town Council to create a Management Structure which will give a permanent, secure and long-lasting and assured future of the Trust.

In the meantime, they look to complete the areas of improvement previously identified, whilst looking forward as to what might be beneficial or necessary next.

Mr. B. E. Annis OBE Chairman of the Trustees.

School Street, Needham Market, Suffolk, IP6 8BB

Finance Report for the year ending 30th June 2025

The Income & Expenditure Report

Income

Centre Bookings – Of the £51707 received for Centre bookings £23709 came via 5 sources (Town Council £8120, Blood Donors £6260, Slimming World £4532, Suffolk Bowls £2462, NHS Team Meetings £2335). Main Hall ad hoc hires accounted for an additional £2358. All other hirers including those that come weekly contributed a total average of £493 per week.

Angel Cafe –The Café has been running for a full year now. Since January £1070 of net monthly rent is payable, with a reduction for full week closures. The Café have chosen to close during the year for several weeks of holiday.

Centre Events – The net effect of Centre events is £63, however it is important to note that both costs and credits for an event are posted under this heading. During the year the Centre undertook several activities.

- It registered a darts team at a cost of £30.
- It hosted soft play and ran some stalls for the Street Fair, fortunately the Town Council gave a grant of £450 to cover the soft play, so from the stalls we did make a profit as the grant cannot be shown here for Charity Commission reporting purposes.
- It ran a New Years Eve disco, the disco alone for which cost £650, with ticket sales returning £733.

All of these events require manpower, for New Years Eve alone, every member of staff was on site during the event, several on a voluntary basis. They had also set up and prepared for the event beforehand and cleaned up afterwards.

In addition, we hired out some tablecloths and a backdrop.

Day Centre Income – The Day Centre has operated almost weekly for the entire year, switching from a Wednesday to a Monday in September. The upturn in income is mainly because of the increase in stock value. Unfortunately for several weeks our frozen meals could not be cooked following a major oven failure, so stock levels were not depleted how they would have done normally.

Sports Area Bookings – The Netball Courts continue to be fully utilised. Even outside of the fixtures table, few evenings go by without a booking. Income increased by £552 because of this. The weather was also kind over the winter months so only a handful of fixtures were cancelled.

Of the £7115 income, two Clubs contributed over half of this amount.

- Finborough Netball Club, who also have indoor facilities at Finborough School ran 15 teams last year and also run the increasingly popular walking netball session. I have recently received the news that following outside courts being resurfaced and floodlit at Finborough as well as a change of ownership at the school, that they have offered the club an all inclusive deal, which they obviously cannot refuse. This will result in a loss of income to us of approximately £1000.
- Wattisham Blades who train on a Monday evening. Wattisham are one of the few teams in Suffolk that have members from age 7. They have once again enjoyed great success this year, to include the Blades 1 team being awarded the “Active Suffolks Team of the Year for 2024”. They also have alternative match venues as they run 8 teams. This coming season this will be increased to 9, 5 of which are for girls under 15.

Net Bar Income – Bar income has again decreased by almost 3qtrs. To £1245.

Minimum wage has also once again increased from £11.42 in April 24 to £12.21 from April 25. That’s an increase of over £4 per hour in the last 5 years. Not only does it increase our staffing costs but also the cost of everything we buy in as suppliers have no alternative but to pass their increased costs on. The Centre Manager has increased bar pricing on more than one occasion, to compensate the rising stock costs. Country wide there is a general downward trend in drinking out. A trend we have also seen with the lack of party and other celebratory bookings.

In December we recruited a “very” part time bar manager in the hope of generating additional bar trade.

Other Income – The Centre received additional income from the following sources

- **Donations & Grants**
 - A grant of £2500, was received from Needham Market Entertainment Company, following their successful pantomime.
- £807 was awarded to us by the Co-Op from their Communities Team.
- £450 from the Town Council to sponsor the soft play equipment for the street fair mentioned above.
- £119 from the WI, in thanks for the use of the kitchen during the Art Show.
- £78 has been raised from raffles to be spent on the purchase of darts equipment
- We also hold a grant of £500 on behalf of Wattisham Blades

Bank Interest - the £5333 is £500 less than last year as interest rates start to decline.

Expenditure

Management Costs- The increase in cost is due to annual cost-of-living raises. The impact of which is hidden by the reduction of some of the Centre Managers salary to part finance the bar managers role.

Licences – It will come as no surprise that the Community Centre has a number of licences for which it must pay. Sage, Premises, TV and the Information Commissioner are the main ones. In addition, this year we have needed to pay £456, to allow remote access to the heating system and £326 as an additional statutory licence to the Motion Picture Licensing Company.

Also included is the Performing Rights Fee – This is the amount calculated by the authority and is based on parts of the facilities income in the prior year. Fewer parties and reduced bar income are the main reasons for the £345 decrease in charge during the year.

This means that to enable hirers to sing, watch tv or play seminars etc the total cost last year to the centre was £957 or £18.40 per week.

Bank Charges – The majority of our bar sales are paid by card. Annually more people are choosing to pay via this method. Unfortunately, we incur a charge of 1.75% from the value of each card sale. The charge will therefore fluctuate depending on bar sales.

Bad Debt Write Off – Occasionally we are left with bad debt caused by hirers that do not pay. In this instance 2 totalling £203.85, one relating to a Parish Council event held by a consultancy company and the other a balance on a psychic event. Having chased by email, phone and letter we have taken the decision to write these hires off. We learn from situations like this which thankfully make them rare (3 times in the last 18 years).

Cleaning – This includes the cost of employing a caretaker. The Caretaker is employed for 18 hours per week, which means she is employed for the most hours worked amongst our staff. Also included is the cost of having our bins emptied, our windows cleaned and the purchase of all consumables. In addition, the cooker hood was professionally cleaned which cost us £295.

Utilities- Running of a Café, 5 days per week will obviously have an impact on our Utility usage. As does the more efficient gas boiler, we however like everybody else are plagued by rising energy costs. Our current prices are.

Electricity 26.72p Day Rate per kwh – a rise of 3.49p on last year
 21.18p Night Rate per kwh– a rise of 2.22p on last year

82.07p Daily Standing Charge– a significant rise of 54.21p on last year

It is difficult to see how our usage can be reduced by anything significant, so we are now looking to the installation of Solar Panels on the roof and supporting storage batteries, to offer a cost reduction.

Gas 11.03p per kwh– a rise of 5.13p on last year

£2.22 a rise of 72p on last year

Unfortunately, the costs have raised so much that they hide the efficiency savings from the new boiler. We therefore look to the possibility of electric doors that negate the need for doors to be pinned open as a possible cost saving.

Water £2.52 per clean cubic meter – a rise of 59p on last year

In addition, a dirty water charge of £2.31 (20p more than last year) per cubic meter for 95% of all usage.

We also pay a standing charge of 58p, which is a rise of 22p per day

It is difficult to see how we could reduce our water use further.

The standing charges for all three utilities are now £25.55 per week, so just to have them connected for the year is £1328.60

The Centre Manager is tasked with reviewing hire prices. All were raised by 7% in January, which is more than the usual nominal amount. We know that some of the smaller groups have folded or moved to alternative venues not only as a result of our increases but additional tax responsibilities enforced by the Government. Unfortunately, price increases are all around us, from fuel, labour, and purchase price, all are sadly linked and affect us. They are therefore simply unavoidable and although unpopular we have to reflect this in our pricing.

Repairs – If the Community Centre were like the Chinese and named their years, this one would surely have been called the year of electrics. There were also several specific projects and repairs undertaken during the year.

Electrical works for the year included, the 5-year testing of our electrical systems, a replacement RCBO and new electrical meter for the Town Council Office as well as an internal and external emergency light repair.

Other repairs and replacements included:

- The cutting back of trees in the car park.
- The purchase of cooker hood filters. Several repairs in the kitchen to include the dishwasher, fridge and replacement filters for both the water softener and water heaters.
- Replacement Cigarette bins

We are also extremely lucky to have the services of Nigel Maclean, who at very short notice undertakes many jobs on our behalf. This year they have included visits to:

- replace several toilet seats
- deal with a leak in the kitchen

- Repair brickwork in the overflow car park
- Replace the panic bar and lock to the green room external door
- Deal with the flashing on the outside store
- Clean the gutters
- Fill the car park pot hole
- Install an additional arm to the disabled toilet

Flood Clearance , On the 5th January 2024 we were horrified to find that the entire area under the stage was covered by about 5 inches of water. Several people helped clear the initial water, unfortunately it reappeared almost daily for 8 weeks. Our Insurance company concluded that the under stage had flooded as a result of an increase in the water table height and as such they were not prepared to cover the cost of repairs or any of the damage. As the Centre had commissioned a specialist Building Report, it was agreed to incorporate a fireproof ceiling into the repair project. The project was undertaken in August 2024 and involved inserting automatic sump pumps that would be triggered into action should water begin filling channels which had been dug in the existing floor, before being covered in a raised solid floor. All walls were also resealed and as previously mentioned a fireproof ceiling was also installed. The total cost of which was £20665. These costs are in addition to last years costs of £1048. The total cost of the water table rising to the Community Centre has therefore been £21,713. All thought likely as a result of the new District Council built housing estate next door.

Main Fridge Replacement. It was necessary to replace the main fridge following an unrepairable breakdown the cost of which was £1708.

Insurances - The Centre has two policies.

- | | |
|------------------------|-------|
| • Public Liability | £3021 |
| • Management Liability | £510 |

Security & Safety - relates to the cost of the bar alarm, fire alarm and fire extinguishers, the contractors of which have all increased their charges in the past year. We have also needed to upgrade the ASD (Aspirating Smoke Detectors) the 17 replacements cost £1226. In addition, the camera on the Burton Room Exit also needed to be replaced at a cost of £290. Last year no replacements or upgrades were necessary.

Consultancy -the independent consultant continues to help put together funding bids for the projects we have identified. The £1756 cost in the current year includes the cost of a Fire Risk Assessment for the building.

Advertising & Stationery – During the year we purchased 3 new card transaction readers as bar staff were often left waiting for the singular card machine we owned previously. As these are generally used during a function, they have been loaned out to other organisations to facilitate their card receipts when not needed by us.

The net effect of Income over Expenditure shows an operating deficit of £11912. This is unfortunate as had there not have been the necessity to deal with the Flood Clearance, the

Community Centre would have broadly spent in line with its income during the year, to include its capital expenditure. This is what all Charities should set out to do.

Balance Sheet

The Balance sheet is a snapshot of an organisations worth at a point in time.

Fixed Assets

The value carried forward was £691,414.

Mr Annis took the opportunity to take several items from under the stage to an auction house for sale. The proceeds of which were £59.

Two specific Capital projects were undertaken during the year.

Burton Room Kitchen. Users sharing a kitchen with the café was becoming increasingly difficult, particularly as many only wanted to make tea and coffee. The Management Committee agreed to install a kitchenette in the Meeting Room which all hirers during café opening hours use. The kitchenette provides cupboards to store the centres crockery as well as a fridge, sink and hot water facility. The cost of this to include replacement flooring was £5146. We are grateful to Mr Bob Frost who arranged a £284 grant to cover the cost of the fridge. The actual value capitalised will therefore be £4863.

Waste Compound. In the past 12 months the centre has experienced an increase in fly tipping, often resulting in our recycling bin not being emptied due to contamination. This coupled with the forthcoming introduction of further waste segregation by Mid Suffolk District Council, which will increase the need for further sorting of recycling as well as the complete segregation of food waste led us to take the decision to create a locked compound area. This cost £2979. and appears to be working well.

The net result is that our Fixed Assets increase in value to £699196

Current Assets

Debtors – This is money owing to the Centre at the end of the year and can be split into 4 headings:

Hall Hires	£4573
Sports Hires	£1101
Minibus	£737
Day Centre	£448
Bar owed	£181

The main Difference being that last year we were owed £18,107 by MSDC and a VAT refund of £3375

You will note that we do not break down the costs of the minibus in our main accounts, this is simply because surplus running costs are fully grant funded by Needham Market & Barking Welfare Charities.

I should also report that the vast majority of what was owed was received during the first few weeks of July.

Cash- The centre operates cash registers in the bar and therefore has to hold floats. I have been slowly reducing the level of these since 2020, when people effectively started using debit cards more widely. Since the bank has been closed in Needham Market, obtaining change although possible via the post office, requires the transaction to go through a debit card. The Community Centre does not have any cards, we therefore have to judge what to bank if change is received.

I can report that shortly after the year end, I reduced the cash level to £450. I can also confirm that all cash and in fact all transactions are reconciled weekly.

Stocks- We manually stock check and value stock several times a year. Bar stock levels will remain at a relatively constant level, with stock being replaced as used. The Day Centre stock will fluctuate as stock has to be run down to enable a delivery to be fitted in. At the end of June the freezer was full, hence the higher stock valuation.

Creditors – This is money owed to others by us. The most significant of the £7193 related to our April to June VAT liability of £2608, a further £1997 was owed to our utility suppliers. Once again all were settled shortly after the year end,

Bank Accounts – I have heard it mentioned on more than one occasion that the Community Centre sits on large Reserves, a total of £137915. in cash as of the end of the Financial Year to be exact. I'm also renowned for being reluctant to spend any of it. What must be remembered is that to open our doors we have a level of fixed cost. In other words, these are costs which aren't reduced by whether we have a hirer in or not. We have a responsibility to ensure that we can cover these at all times. Without having Reserves, we have no buffer which in turn means we will have issues with cash flow. Going forward we have committed to spend some of those Reserves to fund our programme of improvements, although it remains my opinion, that a building of our size should always have 12 months running costs in Reserves, not least to enable it to carry out major repairs and replacements, when obtaining funding would simply take too long. In the past two years had we not of been in the position to do this we would have needed to shut the doors until funding had been sought.

L Mills

July 2025

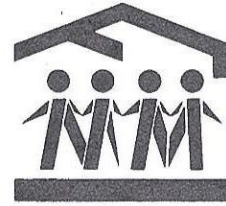
NEEDHAM MARKET COMMUNITY CENTRE

England & Wales - Charity number 279432

Accounts

**NEEDHAM MARKET
COMMUNITY CENTRE**

Reg. Charity No. 279432



ANNUAL REPORT OF THE TRUSTEES

YEAR ENDING 30TH JUNE 2024

ADMINISTRATION AND OBJECTIVES

The Needham Market Community Centre is a charity registered with the Charity Commissioners (Number 279432) and is administered by the Trustees in accordance with the Trust Deed drawn up in October 1979.

The Charity shall hold the property known as the Needham Market Community Centre for the benefit of the inhabitants of Needham Market and the surrounding district. Without distinction of race, sex or political or other opinion, and in particular for use as an old people's day centre for the relief and benefit of the aged. As well as meetings, lectures and classes for the advancement of education. For the purposes of physical exercise and training and other forms of recreation and leisure time occupation in the interests of social welfare. All with the objective of improving the conditions and life for the said inhabitants.

The Charity shall be administered in conformity with the provisions of the Trust Deed signed by the Trustees of the Charity within the meaning of Section 46 of the Charities Act 1960.

The Trustees who served throughout the year ending 30th June 2024 were: -

Mrs. L. Mills, Mr. P Rowe, Mr D Stansfield and Mr B Annis OBE Trustees Chairman.

The Trustees are responsible for: -

- a) Selecting suitable accounting policies
- b) Making judgements and estimates that are reasonable and prudent.
- c) Complying with suitable accounting standards
- d) Following the principles set out in the Trust Deed
- e) Safeguarding the assets of the Charity
- f) Taking reasonable steps for the prevention and detection of fraud and other irregularities.
- g) Keeping proper accounting records which disclose with reasonable accuracy the financial position of the Charity.
- h) The maintenance and good order of the fabric of the Centre buildings and facilities.
- i) The appointment of a suitable person or persons to be responsible for the day-to-day operation of the Centre.

In this latter respect the Trustees have appointed Mrs. L Mills as the Centre Administrator and keeper of the accounting system, and Mr. A Farrow as the Centre Manager.

Mrs. Mills and Mr. Farrow are part-time. paid employees of the Charity

The Management Committee of the Community Centre has met six times during the year ending 30th June 2024

The Committee consisted of seven elected members together with a Secretary and a Treasurer. Additional members were appointed from those bodies who regularly used or who hired the Centre. The Management Committee appointed Mr. B. Annis as chairman and Mr. D. Stansfield as Vice Chairman at its first meeting following the Annual General Meeting.

The Management Committee Members who have served during the year are as follows: -

ELECTED MEMBERS

Mr. B. E. Annis OBE	Grinstead House 18 Grinstead Hill
Cllr. M. Norris	20, Stowmarket Road
Mrs. M. Wilcox	Redmays, Grinstead Hill
Mr D. Stansfield	Hope Cottage Stowmarket Road.
Mr. M. Turner	15 Anderson Close
Mrs. M. Mc Dermott	Stowmarket Road

SECRETARY

Mrs. J. Lea 109 Jubilee Crescent

JOINT TREASURERS

Mrs. L. Mills, Mr. B. Annis and Mrs. J. Annis

REPRESENTATIVE MEMBERS

Mrs. J Annis	Day Centre
Mrs. M. Bond	Women's Institute
Mrs. M. McDermott	Needham Market Society
Mrs. J. Lea	Needham Market Entertainment Company
Mr. M. Turner	Badminton and Rabble Chorus
Cllr M. Norris	Needham Market Town Council
Mr. M. Rogers	Angel Cafe
Mr. R. Sago	Suffolk Carpet Bowls
Mrs. T. Frost	Needham Market Community Council
Ms. C. Mitson	Community Centre Carpet Bowls

CO-OPTED MEMBERS

None

CENTRE MANAGER

Mr. Farrow is the holder of the Premises Licence which covers the music, singing and dancing, film and theatre productions, indoor sports and recreation, together with the sale and consumption of alcohol.

He keeps the diary of the hiring of the Centre facilities and arranges the room hire.

The Centre is used for a very wide range of activities within the community.

Mr. Farrow is the holder of a Personal Licence issued by the Mid Suffolk District Council. Mrs. Mills and Mr. Annis are also holders of a Personal Licence.

Mr. Farrow is empowered to raise funds for the running of the Centre by arranging suitable entertaining events,

CENTRE ADMINISTRATOR

Mrs. Mills is the principal treasurer and account administrator. She keeps the Centre accounts and manages the current, savings and investment accounts.

A copy of the Annual Accounts is appended to this report.

Mr. Leigh-Pollitt has examined the Annual Accounts, and his signed favourable report is attached.

GENERAL ADMINISTRATION

The Centre buildings and contents, together with engineering insurance, public liability insurance and trustee indemnity are insured through an insurance broker, and the amount and extent of the cover is regularly reviewed.

The Trustees can report that the statutory requirements concerning Risk Assessment, Fire Safety, Electrical Installation, Vulnerable People, Child Protection, Gas Installation, Emergency Lighting and Fire Alarm Systems have been met.

The requirements of the Data Protection Act have been acknowledged and undertaken by the Management Committee and the Child, Elderly Persons and Vulnerable Person Protection Policies have been agreed.

The installed CCTV system continues to provide a deterrent to vandalism and is approved by our Insurance Company and so helps to reduce the cost of insurance. The system was extended during the year to include the Town Council's School Street children's play area.

We are pleased to report that no major acts of vandalism have occurred during the year.

Every attempt is made to keep the premises to a high standard of cleanliness, repair and maintenance and we are extremely grateful to Mrs Carol Moore who is employed both as cleaner and caretaker. Mrs. Alison Claxton has taken over the driving of the minibus and her considerable help with the Day Centre and with the Ashburnham Club is much appreciated.

At the first meeting of the Management Committee in the year ending 30th June 2024 a list of outstanding projects aimed to improve the Centre facilities was identified.

This was in response to a request from the negotiators from Mid Suffolk District Council (MSDC) dealing with the loss of the Community Café resulting from their School Street development. The list included the following items: -

- Refurbishment of the kitchen facilities
- Solar panels on the roof and battery storage
- Automated access doors to the main entrances
- Improvements to the internal doors within the Centre to make them compliant with current Fire Regulations
- Essential reinstatement of the footpath between the Centre and the housing development which is also the main emergency escape route for the main hall.
- An extension to the office accommodation
- Improvements to the Centre heating system to make it more efficient and easier to control.

This list was forwarded to MSDC for their consideration as to the best way forward.

The refurbishment of the Kitchen with stainless steel cupboards and worktops was completed at the end of October 2023 and new crockery purchased.

The refurbishment of the Burton Room started with the redecoration of the walls followed by the replacement of the curtains.

At a meeting with representatives of MSDC it was agreed that it was essential that the repairs to the footpath and the emergency access to the Main Hall was a priority. MSDC agreed to pay £12000 towards the cost and although this did not cover the actual cost, we agreed to get it done.

It was agreed that the Angel Café (proprietor Marc Rogers) would use the kitchen facilities and the Lounge Bar Room on Mondays, Tuesdays, Thursdays, Fridays, and Saturdays to provide meals and refreshments from early morning until 2.30pm. He commenced operations on 1st January 2024

The Centre boiler which was over 40 years old was failing towards the end of the year. The necessary spares to maintain the boiler were becoming unavailable. The loss of the boiler in the middle of winter became an emergency. 3 quotations for the supply and installation of a new efficient boiler and control system were obtained and an order was placed for the new system to be installed as soon as possible at the estimated cost of £28,000. The installation was completed at the end of March.

Negotiations continued with MSDC regarding the various desirable Centre projects. The District Council had proposed that a grant would be available to fund a Centre Project Manager who could be in a position to take some of these projects forward. As a result, Mr. Tony Bass was appointed Project Manager in January His first project was to organise the emergency funding for replacement boiler installation in which he was successful. He then began the process of gathering together all the information necessary to determine the use of the building, the state of repair of the building, the heat efficiency of the building and the financial position of the Charity. This operation is ongoing, and it includes the potential relationship between the Centre and the Town Council.

In the middle of all this action, the under-stage storage facility suffered considerable flooding resulting in the loss of a large amount of the stored equipment which had to be scrapped. The area was having to be continually pumped.

Advice was sought from the original builders, from the Insurance Company and from specialist contractors.

It was agreed that the influx of water was from ground water and a rise in the local water table.

The Insurance Company said their flooding policy did not cover water flooding from ground water.

The original seal had been breached due to the pressure of the ground water so re-sealing of the store floor was required. In addition, provision had to be made to relieve any future ground water pressure by the installation of a permanent automatic sump and pump system. The total cost of this is likely to be in the region of £25000.

In the meantime, a temporary container store was installed in the car park to accommodate a large amount of the salvaged equipment. Temporary equipment was also purchased to allow pumping as required.

It was agreed to carry out the necessary work and to include the recommendation to add a fire-resistant ceiling to the store.

Despite of these problems the work of the Centre in providing a service to the many individuals and organisations within the community has continued without interruption.

The Needham Market Entertainment Company

We are grateful to the Needham Market Entertainment Company for their continued support of the Centre and their financial grants arising from their stage productions. The annual pantomime and the autumn stage productions have at last returned after the Covid interruptions.

The Community Minibus

The Centre continues to be the nominated operator of the grant aided community minibus. Thanks to the generous financial support of the Needham and Barking Welfare Charities, the Town Council and the Community Council, it is operated at no additional charge to the Community Centre.

The minibus driver. Mrs. Alison Claxton has been well received and has proved an excellent driver and a valuable help in the Day Centre and the Ashburnham Club, and in the outings she has arranged.

The Future

The Trustees are continuing their negotiation with Needham Market Town Council to create a Management Structure which will give a permanent, secure and long-lasting and assured future of the Trust.

The Centre continues to be able to serve the needs of the many organisations, parties and individuals who use the Centre facilities.

Thanks are due to the Management Committee and to all the voluntary workers who have given of their time throughout the year.

Mr. B. E. Annis OBE Chairman of the Trustees.

NEEDHAM MARKET COMMUNITY CENTRE
Registered Charity Number 279432
BALANCE SHEET For the Year Ending 30th June 2024

2023/2024

2022/2023	FIXED ASSETS	2023/2024
£		£
672,385.37	Fixed Assets as at 30th June 2023	676,803.92
19,666.55	New equipment purchased in year	46,074.84
-15,248.00	Grants received	-31,465.14
<u>676,803.92</u>		<u>691,413.62</u>
	Represented by:-	
503,748.75	Centre Property at cost or valuation	503,748.75
155,657.52	New Sports Courts & Car park	155,657.52
12,979.10	New Sports Toilets	12,979.10
	Fixtures & Fittings	4,418.55
6,046.97	Hall Curtains	
5,373.33	Lounge end toilets	
8,246.25	Bar Furniture & Flooring	
	New Kitchen	14,021.50
	New Crockery	1,490.02
	Burton Room Curtains	1,658.32
	Replacement Boiler	26,555.00
	Storage Container	2,350.00
-15,248.00	Grants received	-31,465.14
<u>676,803.92</u>	Revised Centre property at cost or valuation	<u>691,413.62</u>
	NET CURRENT ASSETS	
	CURRENT ASSETS	
101,077.39	Charities Deposit Account	106,277.06
8,992.40	Debtors (& Prepayments)	28,857.10
	Cash at Bank or in hand	
10,138.99	Barclays Current Account	3,206.83
45,365.86	Barclays Deposit Account	22,067.22
800.00	Cash in Hand	600.00
	Stock in hand	
3,114.29	Bar Stock	4,352.59
174.53	Day Centre Stock	340.52
<u>169,663.46</u>		<u>165,701.32</u>
	Deduct: CURRENT LIABILITIES	
-3,881.25	Creditors	-3,495.78
<u>-3,881.25</u>		<u>-3,495.78</u>
<u>165,782.21</u>	NET CURRENT ASSETS	<u>162,205.54</u>
<u>842,586.13</u>	TOTAL NET ASSETS	<u>853,619.16</u>

NEEDHAM MARKET COMMUNITY CENTRE

(Registered Charity Number 279432)

INCOME & EXPENDITURE Summary for the Year Ending 30th June 2024

2022/2023 £	INCOME	2023/2024 £
45,848.30	Centre income	48,719.86
2,241.15	Centre hires	5,415.38
1,909.91	Angel Café Rent	- 617.14
6,028.11	Centre events	1,459.64
56,027.47	Net Day Centre Income	6,563.33
	Sports Area Bookings	61,541.07
	Net Bar income	
35,063.77	Bar Sales	28,768.34
- 17,284.73	Bar Purchases & Stock Changes	- 15,514.11
- 8,547.98	Bar Staff & Casual Labour	- 9,002.22
9,231.06		4,252.01
	Other income	
303.75	Donations and Grants received	2,500.00
	Consultancy Grant	8,000.00
2,791.82	Emergency Exit Grant	12,000.00
3,095.57	Bank & Other interest etc	5,833.03
		28,333.03
68,354.10		94,126.11
	EXPENDITURE	
	Management costs	
18,427.99	Centre Management Staff Costs	19,940.74
979.34	Performing Rights Fee	806.25
1,063.81	Licenses etc	984.00
535.85	Bank Charges	394.13
	Bad Debts write off	
21,006.99		22,125.12
11,497.17	Cleaning & Hygiene	13,363.86
	Utilities	
7,271.66	Electricity	9,689.86
5,563.82	Gas	6,694.05
1,646.97	Water	1,827.87
14,482.45		18,211.78
9,287.09	Repairs / Replacements	5,885.20
	Emergency Exit Replacement	12,407.21
	Flood Clearance	1,047.54
		19,339.95
3,579.82	Insurances	3,510.54
	Other expenses	
340.06	Telephone & Broadband	399.99
1,183.95	Security & Safety	592.83
250.00	Consultancy	5,241.50
146.88	Examiners Fee	275.00
1,920.89	Advertising & Stationery	32.51
		6,541.83
61,774.41	TOTAL EXPENDITURE	83,093.08
6,579.69	Surplus Income over Expenditure for the year	11,033.03

Note these figures do not include expenditure on a variety of Capital Project totalling
Or the Grants Received for these projects totalling

£46,074.84

31,465.14

Hence additional spend

£14,609.70



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

Needham Market Community Centre

On accounts for the year
ended

30th June 2024

Charity no
(if any)

279432

Set out on pages

One to Four

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

Responsibilities and
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

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

Signed:

Date:

02/08/2024

Name:

G.A.P Leigh-Pollitt

Relevant professional

The Institute of Chartered Accountants in England and Wales (retired)

qualification(s) or body (if any):

Address:

Section B Disclosure

Only complete if the examiner needs to highlight material 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.

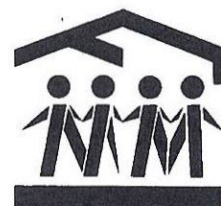
NEEDHAM MARKET COMMUNITY CENTRE

England & Wales - Charity number 279432

Accounts

**NEEDHAM MARKET
COMMUNITY CENTRE**

Reg. Charity No. 279432



ANNUAL REPORT OF THE TRUSTEES

YEAR ENDING 30TH JUNE 2023

ADMINISTRATION AND OBJECTIVES

The Needham Market Community Centre is a charity registered with the Charity Commissioners (Number 279432), and is administered by the Trustees in accordance with the Trust Deed drawn up in October 1979.

The Charity shall hold the property known as the Needham Market Community Centre for the benefit of the inhabitants of Needham Market and the surrounding district, without distinction of race, sex or political or other opinion, and in particular for use as an old people's day centre for the relief and benefit of the aged, and for meetings, lectures and classes for the advancement of education, and for the purposes of physical exercise and training and other forms of recreation and leisure time occupation in the interests of social welfare, with the objective of improving the conditions and life for the said inhabitants.

The Charity shall be administered in conformity with the provisions of the Trust Deed signed by the Trustees of the Charity within the meaning of Section 46 of the Charities Act 1960.

The Trustees who served throughout the year ending 30th June 2023 were :-

Mrs. L. Mills, Mr. Paul Rowe, Cllr. Dennys Stansfield and Cllr. Brian Annis OBE Trustees Chairman.

The Trustees are responsible for :-

- a) Selecting suitable accounting policies
- b) Making judgements and estimates that are reasonable and prudent
- c) Complying with suitable accounting standards
- d) Following the principles set out in the Trust Deed
- e) Safeguarding the assets of the Charity
- f) Taking reasonable steps for the prevention and detection of fraud and other irregularities.
- g) Keeping proper accounting records which disclose with reasonable accuracy the financial position of the Charity
- h) The maintenance and good order of the fabric of the Centre buildings and facilities.
- i) The appointment of a suitable person or persons to be responsible for the day to day operation of the Centre.

In this latter respect the Trustees have appointed Mrs. Mills as the Centre Administrator and keeper of the Accounting system, and Mr. Andrew Farrow as the Centre Manager.

Mrs. Mills and Mr. Farrow are part-time paid employees of the Charity

The Management Committee of the Community Centre has met four times during the year ending 30th June 2023

The Committee consisted of seven elected members together with a Secretary and a Treasurer. Additional members were appointed from those bodies who regularly used or who hired the Centre. The Management Committee appointed Mr. B. Annis as chairman at its first meeting following the Annual General Meeting..

The Management Committee Members who have served during the year are as follows :-

ELECTED MEMBERS

Cllr. Mr .B. E. Annis	Grinstead House 18 Grinstead Hill
Cllr. M. Norris	20, Stowmarket Road
Mrs. M. Wilcox	Redmays, Grinstead Hill
Cllr. D. Stansfield	Hope Cottage Stowmarket Road.
Mr. Michael Turner	15 Anderson Close

SECRETARY

Cllr. Mrs. J.. Lea	109 Jubilee Crescent
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JOINT TREASURERS

Mrs. L. Mills, Mr. B. Annis and Mr. J. Annis

REPRESENTATIVE MEMBERS

Mrs. J. Annis	Day Centre
Mrs. M. Bond	Women's Institute
Mrs. McDermott	Needham Market Society
Cllr. Mrs. J. Lea	Entertainment Company
Mr. Michael Turner	Badminton and Rabble Chorus

CO-OPTED MEMBERS

None

CENTRE MANAGER

Mr. Andrew Farrow is the holder of the Premises Licence which covers the music, singing and dancing, film and theatre productions, indoor sports and recreation, together with the sale and consumption of alcohol.

He keeps the diary of the hiring of the Centre facilities and arranges the room hire.

The Centre is used for a very wide range of activities within the community.

Mr. Farrow is the holder of a Personal Licence issued by the Mid Suffolk District Council. Mrs. Mills and Mr. Annis are also holders of a Personal Licence.

Mr. Farrow is empowered to raise funds for the running of the Centre by arranging suitable entertaining events,

CENTRE ADMINISTRATOR

Mrs. Mills is the principal treasurer and account administrator. She keeps the Centre accounts and manages the current, savings and investment accounts.

A copy of the Annual Accounts is appended to this report.

Nr. Leigh-Pollitt has examined the Annual Accounts and his signed favourable report is attached.

GENERAL ADMINISTRATION

The Centre buildings and contents, together with engineering insurance, public liability insurance and trustee indemnity are insured through an insurance broker, and the amount and extent of the cover is regularly reviewed.

The Trustees can report that the statutory requirements concerning Risk Assessment, Fire Safety. Electrical Installation, Vulnerable People, Child Protection, .Gas Installation, Emergency Lighting and Fire Alarm Systems have been met.

The requirements of the Data Protection Act have been acknowledged and undertaken by the Management Committee and the Child, Elderly Persons and Vulnerable Person Protection Policies have been agreed.

The installed CCTV system continues to provide a deterrent to vandalism and is approved by our Insurance Company and so helps to reduce the cost of insurance. It has been agreed that the system should be checked, updated and possibly extended in the near future.

We are pleased to report that no major acts of vandalism have occurred during the year.

Every attempt is made to keep the premises to a high standard of cleanliness, repair and maintenance and we are extremely grateful to Mrs Carol Moore who is employed both as cleaner and caretaker. Mr. David Long has retired from driving the minibus. Our grateful thanks to him for his years of service. But his continued help in the many jobs around the Centre is much appreciated.

During the year the refurbishment of the toilets in the School Street passage has been completed.

The Lounge Bar area has been completely refurbished with a new floor, new curtains and new seating thanks to a substantial grant from the Needham Market Community Council

Plans for new curtains in the Burton Room are in hand.

A replacement water softener has been installed, the old unit having been declared unserviceable. The new unit has increased capacity.

Periodic problems with the heating system have occurred despite the regular servicing of the boiler..

The contracts for the supply of electricity and gas are due for re-negotiation in the Autumn.

Negotiations are continuing with the Mid Suffolk District Council regarding the effect on the Centre of the adjacent housing development.

It is recognised that the storage arrangements at the Centre need to be reviewed to make better use of the space available.

The Needham Market Entertainment Company

We are grateful to the Needham Market Entertainment Company for their continued support of the Centre and their financial grants arising from their stage productions. The annual pantomime and the autumn productions have been re-instated following the break caused by the effect of the Covid restrictions

The Community Mini Bus

The Centre continues to be the nominated operator of the grant aided community mini-bus. Thanks to the generous financial support of the Needham and Barking Welfare Charities, the Town Council and the Community Council, it is operated at no additional charge to the Community Centre.

A new minibus driver has been appointed. Mrs. Alison Claxton has been well received and has proved an excellent driver and a valuable help in the Day Centre and the Ashburnham Club, and in the outings she has arranged.

The Future

The Trustees are continuing their negotiation with the Needham Market Town Council to create a Management Structure which will give a permanent, secure and long-lasting and assured future of the Trust.

The Centre continues to be able to serve the needs of the many organisations, parties and individuals who use the Centre facilities.

Thanks are due to the Management Committee and to all the voluntary workers who have given of their time throughout the year...

Mr. B. E. Annis OBE Chairman of the Trustees.

NEEDHAM MARKET COMMUNITY CENTRE

(Registered Charity Number 279432)

INCOME & EXPENDITURE ACCOUNT FOR THE QTR ENDED 30th June 2023

2021/2022 £	INCOME	2022/2023 £
	Centre income	
39,585.20	Centre bookings	45,848.30
992.32	Centre events	2,241.15
1,001.31	Net Day Centre Income	1,909.91
5,427.89	Sports Area Bookings	6,028.11
47,006.72		56,027.47
	Net Bar income	
34,516.50	Bar Sales	35,063.77
- 18,008.92	Bar Purchases & Stock Changes	- 17,284.73
- 6,598.62	Bar Staff & Casual Labour	- 8,547.98
9,908.96		9,231.06
	Other income	
43.75	Donations and Grants received	303.75
187.39	Bank & Other interest etc	2,791.82
231.14		3,095.57
57,146.82		68,354.10
	EXPENDITURE	
	Management costs	
15,820.27	Management fees	17,866.75
264.08	Performing Rights Fee	979.34
819.93	Licenses etc	1,063.81
433.32	Bank Charges	535.85
723.89	Bad Debts write off	561.24
18,061.49	Pension Contributions	21,006.99
11,348.23		11,497.17
	Utilities	
5,966.82	Electricity	7,271.66
6,009.21	Gas	5,563.82
837.70	Water	1,646.97
12,813.73		14,482.45
2,831.28	Repairs / Replacements	9,287.09
3,510.35	Insurances	3,579.82
	Other expenses	
318.61	Telephone	340.06
838.32	Security & Safety	1,183.95
200.00	Examiners Fee	250.00
231.45	Advertising & Stationery	146.88
1,588.38		1,920.89
50,153.46	TOTAL EXPENDITURE	61,774.41
6,993.36	Surplus Income over Expenditure for the year	6,579.69

Note Neither Capital purchases totalling £19666.55 or Grants for Capital purchases totalling £15248 are included in the P&L

NEEDHAM MARKET COMMUNITY CENTRE
Registered Charity Number 279432
BALANCE SHEET as at 30th June 2023

2021/2022		2022/2023
	FIXED ASSETS	
£		£
663,387.37	Fixed Assets as at 30th June 2021	672,385.37
8,998.00	New equipment purchased in year	19,666.55
	Grants received	-15,248.00
<u>672,385.37</u>		<u>676,803.92</u>
	Represented by:-	
503,748.75	Centre Property at cost or valuation	503,748.75
155,657.52	New Sports Courts & Car park	155,657.52
12,979.10	New Sports Toilets	12,979.10
	Hall Curtains	6,046.97
	Lounge end toilets	5,373.33
	Bar Furniture & Flooring	8,246.25
	Grants received	-15,248.00
<u>672,385.37</u>	Revised Centre property at cost or valuation	<u>676,803.92</u>
	NET CURRENT ASSETS	
	CURRENT ASSETS	
98,461	Charities Deposit Account	101,077.39
7,585	Debtors (& Prepayments)	8,992.40
	Cash at Bank or in hand	
14,146	Barclays Current Account	10,138.99
46,237	Barclays Deposit Account	45,365.86
1,090	Cash in Hand	800.00
	Stock in hand	
3,579	Bar Stock	3,114.29
467	Day Centre Stock	174.53
<u>171,567</u>		<u>169,663.46</u>
	Deduct: CURRENT LIABILITIES	
<u>-7,946</u>	Creditors	<u>-3,881.25</u>
<u>-7,946</u>		<u>-3,881.25</u>
<u>163,621</u>	NET CURRENT ASSETS	<u>165,782.21</u>
<u>836,006</u>	TOTAL NET ASSETS	<u>842,586.13</u>

FINANCED BY:-

Capital	Capital																																																		
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">£292,026</td> <td style="width: 50%;">Capital Reserve Fund</td> </tr> <tr> <td>£54,999</td> <td>Geoffrey Burton Bequest as at 30/06/96</td> </tr> <tr> <td>£8,998</td> <td>Capital projects in the year</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>£356,023</td> <td></td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2" style="text-align: center;">Revenue</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>£424,064</td> <td>General Fund</td> </tr> <tr> <td>£6,993</td> <td>Surplus income over expenditure for the year</td> </tr> <tr> <td>£48,925</td> <td>Operating surplus as at July 2021</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td><u>£479,983</u></td> <td></td> </tr> </table>	£292,026	Capital Reserve Fund	£54,999	Geoffrey Burton Bequest as at 30/06/96	£8,998	Capital projects in the year	 		£356,023		 		Revenue		 		£424,064	General Fund	£6,993	Surplus income over expenditure for the year	£48,925	Operating surplus as at July 2021	 		<u>£479,983</u>		<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">£301,024.90</td> <td style="width: 50%;">Capital Reserve Fund</td> </tr> <tr> <td>£54,999.00</td> <td>Geoffrey Burton Bequest as at 30/06/96</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td><u>£356,023.90</u></td> <td></td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2" style="text-align: center;">Revenue</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>£424,064.18</td> <td>General Fund</td> </tr> <tr> <td>£6,579.69</td> <td>Surplus income over expenditure for the year</td> </tr> <tr> <td>£55,918.36</td> <td>Operating surplus as at July 2022</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td><u>£486,562.23</u></td> <td></td> </tr> </table>	£301,024.90	Capital Reserve Fund	£54,999.00	Geoffrey Burton Bequest as at 30/06/96	 		<u>£356,023.90</u>		 		Revenue		 		£424,064.18	General Fund	£6,579.69	Surplus income over expenditure for the year	£55,918.36	Operating surplus as at July 2022	 		<u>£486,562.23</u>	
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TOTAL FINANCING



Section A

Independent Examiner's Report

**Report to the
trustees/directors/
members of**

**THE NEEDHAM MARKET
COMMUNITY CENTRE**

**On accounts for the year
ended**

30th June, 2023

Charity no.:

279432

Company no.:

237432

Set out on pages

ONE TO FOUR

I report to the charity trustees on my examination of the accounts of the Company for the year ended

**Responsibilities and
basis of report**

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.

**Independent
examiner's statement**

[The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- 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
- 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.

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

Signed:

G.A.P. Leigh-Pollitt

Date:

15/9/23

Name:

G.A.P. Leigh-Pollitt Ltd

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

Address:

35, Drift Court School Street,
NEEDHAM MARKET,
IPSWICH IP6 8SZ.

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.

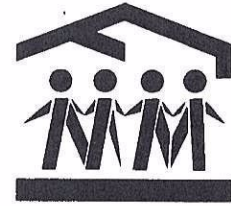
NEEDHAM MARKET COMMUNITY CENTRE

England & Wales - Charity number 279432

Accounts

**NEEDHAM MARKET
COMMUNITY CENTRE**

Reg. Charity No. 279432



ANNUAL REPORT OF THE TRUSTEES

YEAR ENDING 30TH JUNE 2022

ADMINISTRATION AND OBJECTIVES

The Needham Market Community Centre is a charity registered with the Charity Commissioners (Number 279432), and is administered by the Trustees in accordance with the Trust Deed drawn up in 1977.

The Charity shall hold the property known as the Needham Market Community Centre for the benefit of the inhabitants of Needham Market and the surrounding district, without distinction of race, sex or political or other opinion, and in particular for use as an old people's day centre for the relief and benefit of the aged, and for meetings, lectures and classes for the advancement of education, and for the purposes of physical exercise and training and other forms of recreation and leisure time occupation in the interests of social welfare, with the objective of improving the conditions and life for the said inhabitants.

The Charity shall be administered in conformity with the provisions of the Trust Deed by the Trustees of the Charity within the meaning of Section 46 of the Charities Act 1960.

The Management Committee shall consist of seven elected members together with a Secretary and a Treasurer. Additional members shall be appointed from those bodies who regularly use or hire the Community Centre. The management committee shall appoint a chairman at its first meeting following the Annual General Meeting.

The Management Committee Members who have served during the year are as follows :-

ELECTED MEMBERS

Cllr. Mr.B.E.Annis	Grinstead House
Cllr. M. Norris	20, Stowmarket Road
Mrs. M. Wilcox	Redmays, Grinstead Hill
Cllr. D. Stansfield	Hope Cottage Stowmarket Road.
Mrs M. Bond	26 Stowmarket Road
Mrs. M. McDermott	28 Stowmarket Road
Mr. Michael Turner	Badminton and Rabble Chorus

SECRETARY

Cllr. Mrs. J.. Lea 109 Jubilee Crescent

JOINT TREASURERS

Mrs. L. Mills, Mr. B. Annis and Mr. J. Annis

REPRESENTATIVE MEMBERS

Mrs. J. Annis	Day Centre
Mrs. M. Bond	Women's Institute
Mrs. McDermott	Needham Market Society
Cllr. Mrs. J. Lea	Entertainment Company

During the year there were no representatives from :-

Bosmere Badminton
Community Education / Youth
Voluntary Service
Optua
Meadlands Badminton
Get Crafty
Needham Market Horticultural Society
Carpet Bowls Club

CO-OPTED MEMBERS

None

TRUSTEES

The Trustees who served during the year were Mr. Paul Rowe, Cllr. D. Stansfield and Mr. Brian Annis and Mrs. L. Mills.

Certain powers are delegated to the Management Committee which is responsible for the operation and the management policies of the Community Centre.

The administration of the Centre is delegated to a Centre Administrator and a Centre Manager, both of whom are paid part time employees of the Charity..

TRUSTEES RESPONSIBILITIES

Charity Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity together with a surplus or deficit of the Charity for that period. In preparing these financial statements the Trustees are required to :-

- a) Select suitable accounting policies
- b) Make judgements and estimates that are reasonable and prudent
- c) Comply with applicable accounting standards
- d) Follow the principles set out in the Trust Deed

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity. They are also responsible for safeguarding the assets of the Charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities. They are extremely grateful to Mr. Tony Leigh-Pollitt for examining the Centre accounts, and for his statement of confirmation that the accounts have been properly prepared and show a true reflection of the financial transactions which have taken place during the period.

THE POLICIES OF THE TRUSTEES

The maintenance and good order of the fabric of the Centre.

The maintenance and good order of those persons and organisations using the Centre facilities.

The fixing of economic and acceptable hiring rates based upon the status of the hirer, and organised in such a way as to achieve the objects of the Charity

The fulfilling of legal obligations necessary to comply with current legislation in respect of the local licensing authority:-

- a) The Premises Licence
- b) The appointment of a suitably qualified and personally licensed person to supervise the premises

At the start of the year, the person responsible for the supervision of the premises and the sale and consumption of alcohol was Mr. M. Spurling who is the holder of a Personal Licence issued by the local licensing authority, the Mid Suffolk District Council. Following the sudden departure of Mr. Spurling the Centre Manager in November, the responsibility of managing the activities of the Centre fell upon Mrs. Mills. Mr. Spurling left, taking with him the diary of the Centre hirings and all the records of the day to day activities. Fortunately Mrs. Mills who is currently the Centre Administrator, had previously been the Centre Manager and she had the necessary knowhow and qualifications. The Centre is so very grateful to Louise for helping us through a very difficult time.

The Trustees and the Centre Management Committee began the task of recruiting a new Centre Manager. In April this year Andrew Farrow was appointed Manager. Andrew has proved extremely efficient and enthusiastic and has been responsible for the refurbishment of the main hall, and has brought fresh ideas and an efficient method of keeping the hiring diary. Andrew is in the process of obtaining the relevant personal and premises licences necessary for his position at the Centre.

The Premises Licence covers music, singing and dancing, film and theatre productions, boxing, wrestling and other indoor sports, together with the sale and consumption of alcohol. In the interim period both Mrs. Mills and Mr. Annis are holders of the necessary qualifications.

The Trustees are empowered to raise funds for the benefit of the Charity, and engage in the organisation of various events for that purpose. In pursuance of these policies and objectives, the Management Committee has, besides the supervision of the everyday functioning and maintenance of the fabric of the Centre, provided facilities for a range of activities which have included :-

Pensioners' Day Centre

Pensioners Weekly Club

Disabled Craft Classes

Handicapped Groups

Badminton, Carpet Bowls, Keep Fit., etc.

Women's Institute meetings

Theatrical performances in conjunction with the Entertainment Company

Public Meetings, Assemblies and Seminars

Dances

Keep Fit Classes and Slimming World.

Craft classes

Weddings, Dinners and Parties.

Art , Craft, Photography and Model Shows

Caged Bird Shows and sales.

Blood Donor Sessions

Darts teams and competitions

Choirs

The Centre buildings and contents, together with engineering insurance, public liability insurance and trustee indemnity are insured through an insurance broker, and the amount and extent of the cover is reviewed annually.

The Trustees can report that the statutory requirements concerning Risk Assessment, Fire Safety. Electrical Installation, Vulnerable People, Child Protection, Gas Installation, Emergency Lighting and Fire Alarm Systems have been met. The requirements of the Data Protection Act have been acknowledged and undertaken by the Management Committee.

The installed CCTV system continues to provide a deterrent to vandalism and is approved by our Insurance Company and so helps to reduce the cost of insurance.

We have experienced some vandalism, both within the Centre building and on the outside courts. Both cases have involved young members of the community and the appropriate actions have been taken to avoid further problems.

Every attempt is made to keep the premises to a high standard of cleanliness, repair and maintenance and we are extremely grateful to Mrs Carol Moore who is employed both as cleaner and caretaker. Mr. David Long is employed as one of the minibus drivers, but his help in the many jobs around the Centre is much appreciated.

During the year it was agreed to purchase an electric sweeper to make the cleaning and maintenance of the sports areas and carparks more efficient,

The Annual Accounts

The period of the last two years of the effect on the Centre of the COVVD restrictions has been stressful. The loss of revenue from the restricted use of the Centre has been dealt to a large extent by the governments financial grants, In this respect we are very grateful to Mrs. Mills whose skill has ensured the financial stability of the Centre's funds. The healthy state of the Centre funds are an indicator of the success of Mrs. Mills' actions.

The Annual Accounts for the year ending 30th June 2022 continue to be managed by the three joint treasurers. The sage accounting system and the on-line banking arrangements continue to a successful arrangement. The Centre is registered for VAT which means we are able to reclaim VAT on the purchases made. We will keep under review the financial advantages of this registration.

A copy of the annual accounts is appended to this report.. It does show a small surplus of income over expenditure and this is considered satisfactory considering the problems which we have encountered during the year.

There has been a dramatic increase in the use of payments by card and a consequent reduction in the amount of cash handled

We are very grateful to Mr. Tony Leigh- Pollitt who has audited the accounts and who has complimented upon the way the accounting records are kept.

The provision of a replacement for the Community café.

The Mid Suffolk District Council's development of the old Middle School site adjacent to Centre which resulted in the loss of the café has caused considerable disruption to the Centre's activities. The proposal to extend the Centre facilities to accommodate this facility has stalled, although negotiations are continuing.

We have worked as closely as possible with the development contractors to reduce the effect and, for example have given them use of part of our car park for their small vehicles during the operation. But the close proximity of the housing does cause us some concern.

The Needham Market Entertainment Company

We are grateful to the Needham Market Entertainment Company for their continued support of the Centre and their financial grants arising from their stage productions. Whilst the annual pantomime and the autumn productions were not possible during the pandemic, we hope it will not be long before they can resume.

The Community Mini Bus

The Centre continues to be the nominated operator of the grant aided community mini-bus. Thanks to the generous financial support of the Needham and Barking Welfare Charities, the Town Council and the Community Council, it is operated at no additional charge to the Community Centre. Mr. David Long and Mr. King share the responsibility of driving the bus and ensuring the safety of their passengers. We are grateful to them for their dedication. Whilst they have been furloughed during the shut-down, we hope it will not be long before they can resume their duties. Mr. King is shortly due to retire and we will be seeking a replacement.

The Future

At this difficult time, the Centre continues to be able to serve the needs of many organisations, and will, in the future, as the restrictions are further lifted, serve many of these organisations, individuals and parties. Thanks are due to the Management Committee and to all the voluntary workers who have given of their time throughout the year...

Mr. B. E. Annis OBE Chairman of the Trustees.

NEEDHAM MARKET COMMUNITY CENTRE
Registered Charity Number 279432
BALANCE SHEET as at 30th June 2022

2020/2021		2021/2022
	FIXED ASSETS	
£		£
646,614	Fixed Assets as at 30th June 2021	663,387
16,773	Capitalisation of additional assets	8,998
<u>663,387</u>		<u>672,385</u>
	Represented by:-	
503,749	Centre Property at cost or valuation	503,749
146,659	New Sports Courts & Car park	146,659
12,979	New Sports Toilets	12,979
	Court Sweeper	8,998
<u>663,387</u>	Revised Centre property at cost or valuation	<u>672,385</u>
	NET CURRENT ASSETS	
	CURRENT ASSETS	
98,281	Charities Deposit Account	98,461
3,459	Debtors (& Prepayments)	7,585
	Cash at Bank or in hand	
14,588	Barclays Current Account	14,146
46,230	Barclays Deposit Account	46,237
1,090	Cash in Hand	1,090
	Stock in hand	
3,243	Bar Stock	3,579
0	Day Centre Stock	467
<u>166,891</u>		<u>171,567</u>
	Deduct: CURRENT LIABILITIES	
<u>-16,917</u>	Creditors	<u>-7,946</u>
<u>-16,917</u>		<u>-7,946</u>
<u>149,974</u>	NET CURRENT ASSETS	<u>163,621</u>
<u>813,361</u>	TOTAL NET ASSETS	<u>836,006</u>

FINANCED BY:-

Capital	Capital
£268,600	Capital Reserve Fund
£54,999	Geoffrey Burton Bequest as at 30/06/96
£16,773	Capital projects in the year
	Capital Write Offs in the year
<u>£340,372</u>	<u>£356,023</u>
Revenue	Revenue
£424,064	General Fund
£18,397	Surplus income over expenditure for the year
£30,528	Operating surplus as at July 2020
<u>£472,989</u>	<u>£479,983</u>
<u>£813,361</u>	<u>£836,006</u>
TOTAL FINANCING	TOTAL FINANCING

NEEDHAM MARKET COMMUNITY CENTRE

(Registered Charity Number 279432)

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30TH JUNE 2022

2020/2021 £	INCOME	2021/2022 £
	Centre income	
18,061.81	Centre bookings	39,585.20
-	Centre events	992.32
-	Net Day Centre Income	1,001.31
4,690.83	Sports Area Bookings	5,427.89
22,752.64		47,006.72
	Net Bar income	
5,584.84	Bar Sales	34,516.50
- 3,484.97	Bar Purchases & Stock Changes	- 18,008.92
- 183.93	Bar Staff & Casual Labour	- 6,598.62
1,915.94		9,908.96
	Other income	
30,057.29	Donations and Grants received	43.75
45.07	Bank & Other interest etc	187.39
30,102.36		231.14
54,770.94		57,146.82
	EXPENDITURE	
	Management costs	
8,582.63	Management fees	15,820.27
1,068.06	Performing Rights Fee	264.08
826.14	Licenses etc	819.93
88.05	Bank Charges	433.32
189.48	Bad Debts write off	723.89
443.58	Pension Contributions	723.89
11,197.94		18,061.49
7,640.30	Cleaning & Hygiene	11,348.23
	Utilities	
2,893.06	Electricity	5,966.82
2,359.13	Gas	6,009.21
640.17	Water	837.70
5,892.36		12,813.73
7,666.91	Repairs / Replacements	2,831.28
2,755.92	Insurances	3,510.35
	Other expenses	
300.32	Telephone	318.61
583.94	Security & Safety	838.32
200.00	Examiners Fee	200.00
136.31	Advertising & Stationery	231.45
1,220.57		1,588.38
36,374.00	TOTAL EXPENDITURE	50,153.46
18,396.94	Surplus Income over Expenditure for the year	6,993.36



Section A

Independent Examiner's Report

Report to the trustees/ members of

THE NEEDHAM MARKET COMMUNITY CENTRE

On accounts for the year ended

30TH June, 2022

Charity no (if any)

279432

Set out on pages

One to Four

Number 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

Responsibilities and basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

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

Signed:

G A Pleigh-Pollitt

Date:

31/8/2022

Name:

G A PLEIGH-POLLITT LTD

Relevant professional qualification(s) or body

-

(if any): *

Address:

24, SAXON PARK, BARRETTS LANE,

NEEDHAM MARKET

IP6 8SA

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.

Nothing to disclose

JP RMH
—

NEEDHAM MARKET COMMUNITY CENTRE

England & Wales - Charity number 279432

Accounts

**NEEDHAM MARKET
COMMUNITY CENTRE**

Reg. Charity No. 279432



ANNUAL REPORT OF THE TRUSTEES

YEAR ENDING 30TH JUNE 2021

ADMINISTRATION AND OBJECTIVES

The Needham Market Community Centre is a charity registered with the Charity Commissioners (Number 279432), and is administered by the Trustees in accordance with the Trust Deed drawn up in 1977.

The Charity shall hold the property known as the Needham Market Community Centre for the benefit of the inhabitants of Needham Market and the surrounding district, without distinction of race, sex or political or other opinion, and in particular for use as an old people's day centre for the relief and benefit of the aged, and for meetings, lectures and classes for the advancement of education, and for the purposes of physical exercise and training and other forms of recreation and leisure time occupation in the interests of social welfare, with the objective of improving the conditions and life for the said inhabitants.

The Charity shall be administered in conformity with the provisions of the Trust Deed by the Trustees of the Charity within the meaning of Section 46 of the Charities Act 1960.

The Management Committee shall consist of seven elected members together with a Secretary and a Treasurer. Additional members shall be appointed from those bodies who regularly use or hire the Community Centre. The management committee shall appoint a chairman at its first meeting following the Annual General Meeting.

The Management Committee Members who have served during the year are as follows :-

ELECTED MEMBERS

Cllr. Mr.B.E.Annis	Grinstead House
Cllr. M. Norris	20, Stowmarket Road
Mrs. M. Wilcox	Redmays, Grinstead Hill
Mrs, M. Doherty	8, Lilac Close
Cllr. D. Stansfield	Hope Cottage Stowmarket Road.
Mrs M. Bond	26 Stowmarket Road
Mrs. M. McDermott	28 Stowmarket Road

SECRETARY

Cllr. Mrs. J. Lea 109 Jubilee Crescent

JOINT TREASURERS

Mrs. J. Annis Mrs. L. Mills and Mr. B. Annis

REPRESENTATIVE MEMBERS

Cllr. A. Ward	Town Council (Retired March 2019)
Mrs. J. Annis	Day Centre
Mrs. M. Bond	Women's Institute
Mr.M. Spurling	Entertainment Company
Mr. M. Turner	Friendly badminton and Rabble Chorus
Mrs. McDermott	Needham Market Society

During the year there were no representatives from :-

Bosmere Badminton
Community Education / Youth
Voluntary Service
Optua
Meadlands Badminton
Get Crafty
Needham Market Horticultural Society
Carpet Bowls Club

CO-OPTED MEMBERS

None

TRUSTEES

The Trustees who served during the year were Mr. Paul Rowe, Cllr. D. Stansfield and Mr. Brian Annis and Mrs. L. Mills.

Certain powers are delegated to the Management Committee which is responsible for the operation and the management policies of the Community Centre.

The administration of the Centre is delegated to a Centre Administrator and a Centre Manager, both of whom are paid part time employees of the Charity..

TRUSTEES RESPONSIBILITIES

Charity Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity together with a surplus or deficit of the Charity for that period. In preparing these financial statements the Trustees are required to :-

- a) Select suitable accounting policies
- b) Make judgements and estimates that are reasonable and prudent
- c) Comply with applicable accounting standards
- d) Follow the principles set out in the Trust Deed

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity. They are also responsible for safeguarding the assets of the Charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities. They are extremely grateful to Mr. Tony Leigh-Pollitt for examining the Centre accounts, and for his statement of confirmation that the accounts have been properly prepared and show a true reflection of the financial transactions which have taken place during the period.

3.

THE POLICIES OF THE TRUSTEES

The maintenance and good order of the fabric of the Centre.

The maintenance and good order of those persons and organisations using the Centre facilities.

The fixing of economic and acceptable hiring rates based upon the status of the hirer, and organised in such a way as to achieve the objects of the Charity

The fulfilling of legal obligations necessary to comply with current legislation in respect of the local licensing authority:-

- a) The Premises Licence
- b) The appointment of a suitably qualified and personally licensed person to supervise the premises

During the year, the person responsible for the supervision of the premises and the sale and consumption of alcohol was Mr. M. Spurling who is the holder of a Personal Licence issued by the local licensing authority, the Mid Suffolk District Council. The licence holder is able to delegate responsibility to suitable qualified persons. The Premises Licence covers music, singing and dancing, film and theatre productions, boxing, wrestling and other indoor sports, together with the sale and consumption of alcohol.

The Trustees are empowered to raise funds for the benefit of the Charity, and engage in the organisation of various events for that purpose.

In pursuance of these policies and objectives, the Management Committee has, besides the supervision of the everyday functioning and maintenance of the fabric of the Centre, provided facilities for a range of activities which have included :-

Pensioners' Day Centre
Pensioners Weekly Club
Disabled Craft Classes
Handicapped Groups
Badminton, Carpet Bowls, Keep Fit,, etc.
Women's Institute meetings
Theatrical performances in conjunction with the Entertainment Company
Public Meetings, Assemblies and Seminars
Dances
Keep Fit Classes and Slimming World.
Craft classes
Weddings and Dinners
Art , Craft, Photography and Model Shows
Caged Bird Shows and sales.
Blood Donor Sessions
Darts teams and competitions
Choirs

Following the closure of the local Middle School the control of the use of the outside Sports Areas has fallen entirely upon the Community Centre. Work has been completed on the provision of two high quality netball courts to Suffolk County netball standard and the extension of the Centre car parking facilities.. Further provision of toilet facilities have been provided for the users of the sports courts which can be kept separate from the rest of the building.

The Centre buildings and contents, together with engineering insurance, public liability insurance and trustee indemnity are insured through an insurance broker, and the amount and extent of the cover is reviewed annually.

4.

Following the forced closure of the Centre due to the Covid pandemic we have used the opportunity to carry out maintenance and repair works to the Centre facilities, using voluntary labour and paid contractors.

The CCTV system has been upgraded and continues to be used as a deterrent to vandalism, and being approved by our insurance company, has helped to keep the cost of insurance down.

Almost all the lighting in the Centre has now been converted to LED. Modifications to the hot water supply system and the provision of hot and cold taps which automatically turn off after use have been fitted where possible.

The Annual Premises Licence was renewed at a cost of £180 and this required that the emergency lighting, the fire alarm system, the fire emergency equipment, the boiler installation and the gas ovens in the kitchen received and passed their annual test.

The Trustees can report that the statutory requirements concerning Risk Assessment, Fire Safety, Electrical Installation, Vulnerable People, Child Protection, Gas Installation, Emergency Lighting and Fire Alarm Systems have been met. The requirements of the Data Protection Act have been acknowledged and undertaken by the Management Committee.

We are grateful to the Needham Market Entertainment Company for their continued support of the Centre and their financial grants arising from their stage productions. Whilst the annual pantomime and the autumn productions were not possible during the pandemic, we hope it will not be long before they can resume.

The Community Centre is extremely grateful to Mr. David Long, who, besides being one of the responsible minibus drivers, undertakes many voluntary tasks around the centre including carpet cleaning, grass mowing and floor maintenance.

Every attempt is made to keep the premises in a high standard of repair.

Mrs. Carol Moore our cleaner continues to be an extremely valuable member of the staff and she is to be congratulated on keeping the cleanliness of the centre to a very high standard. Her floral displays on the outside of the Centre are much admired.

The Community Centre is very grateful for the efficient and dedicated work of Mrs. Louise Mills. In her role as Centre Administrator, she has taken on board the accounting operation and her efforts to secure the available grants and subsidies resulting from the closure during the Covid pandemic have kept the Centre finances afloat during this difficult time. The duties of the appointed joint treasurers is in the hands of Mrs. Mills, Mrs. Annis and Mr. Annis.

The dedication and enthusiasm shown by our Centre Manager has resulted in the continued expansion of the Centre's activities. With the relaxation of the Covid restrictions he is continuously expanding the hire and use of the Centre facilities. The Kareoke and Open Mike evenings are becoming more popular and we now welcome the return of the Needham Market darts players. The Bar sales are increasing and the added contribution made to the Centre funds is most welcome.

Mid Suffolk District Council, despite the many objections from the Centre Management and from a large number of local residents have embarked upon the development of the old Middle School site. It is becoming more and more obvious that this development will have a very great influence upon the activities of the Centre due to the close proximity of the houses.

Negotiations with the Mid Suffolk District Council regarding the replacement of the Community Café as an extension of the Community Centre have stalled. This is entirely the fault of the District Council who have not responded to our request for a site meeting and for further discussions.

The Annual Accounts

The Centre Accounts for the year ending the 30th June 2021 continue to be managed on a split responsibility basis by the three Joint Treasurers. The computerised SAGE accounting system is operated by the Centre Administrator. This system, in conjunction with on-line banking gives a continuous up-to-date indication of the Centre's financial state. We have introduced a system of paying for goods and hirings by card. This at a time when Covid restrictions involving the handling of cash has proved invaluable.

The Annual Accounts and Treasurer's Report are dealt with on a separate report.

The Community Mini Bus

The Centre continues to be the nominated operator of the grant aided community mini-bus. Thanks to the generous financial support of the Needham and Barking Welfare Charities, the Town Council and the Community Council, it is operated at no additional charge to the Community Centre. Mr. David Long and Mr. King share the responsibility of driving the bus and ensuring the safety of their passengers. We are grateful to them for their dedication. Whilst they have been furloughed during the shut-down, we hope it will not be long before they can resume their duties.

At this difficult time, the Centre continues to be able to serve the needs of many organisations, and will, in the future, as the restrictions are lifted, serve many of these organisations, individuals and parties. Thanks are due to the Management Committee and to all the voluntary workers who have given of their time throughout the pandemic..

Mr. B. E. Annis OBE Chairman of the Trustees.

NEEDHAM MARKET COMMUNITY CENTRE
Registered Charity Number 279432
BALANCE SHEET as at 30th June 2021

2019/2020		2020/2021
	FIXED ASSETS	
£		£
586,149	Fixed Assets as at 30th June 2020	646,614
	Capitalisation of additional assets	<u>16,773</u>
<u>586,149</u>		<u>663,387</u>
	Represented by:-	
586,149	Centre Property at cost or valuation	503,749
142,865	New Sports Courts & Car park	146,659
	New Sports Toilets	12,979
-79,163	Old Sports Courts written off	
-4,687	Stage & General Equipment written off	
-9,002	Minibus at cost less depreciation written off	
-550	Kitchen units at cost less depreciation written off	
11,002	Deduct grants carried forward	
-3,237		
<u>646,614</u>	Revised Centre property at cost or valuation	<u>663,387</u>
	NET CURRENT ASSETS	
	CURRENT ASSETS	
98,242	Charities Deposit Account	98,281
1,540	Debtors (& Prepayments)	3,459
	Cash at Bank or in hand	
12,970	Barclays Current Account	14,588
32,488	Barclays Deposit Account	46,230
990	Cash in Hand	1,090
	Stock in hand	
3,311	Bar Stock	3,243
141	Day Centre Stock	0
<u>149,683</u>		<u>166,891</u>
	Deduct: CURRENT LIABILITIES	
-18,106	Creditors	-16,917
-18,106		-16,917
<u>131,577</u>	NET CURRENT ASSETS	<u>149,974</u>
<u>778,191</u>	TOTAL NET ASSETS	<u>813,361</u>

FINANCED BY:-

Capital		Capital	
£202,572	Capital Reserve Fund	£268,600	
£54,999	Geoffrey Burton Bequest as at 30/06/96	£54,999	
£142,865	Capital projects in the year	£16,773	
-£76,837	Capital Write Offs in the year	£0	
<u>£323,599</u>		<u>£340,372</u>	
	Revenue		
£424,064	General Fund	£424,064	
£61,399	Surplus income over expenditure for the year	£18,397	
-£30,871	Less deficit at July 2019	£30,528	
<u>£454,592</u>		<u>£472,989</u>	
£778,191	TOTAL FINANCING	£813,361	

Post. P.M.

NEEDHAM MARKET COMMUNITY CENTRE

(Registered Charity Number 279432)

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30TH JUNE 2021

2019/2020 £	INCOME	2020/2021 £
	Centre income	
35,324	Centre bookings	18,061.81
1,423	Centre events	-
848	Net Day Centre Income	-
1,700	Sports Area Bookings	4,690.83
39,295		22,752.64
	Net Bar income	
32,763	Bar Sales	5,584.84
- 16,955	Bar Purchases & Stock Changes	- 3,484.97
- 4,508	Bar Staff & Casual Labour	- 183.93
11,300		1,915.94
	Other income	
55,000	Donations and Grants received	30,057.29
247	Bank & Other interest etc	45.07
55,247		30,102.36
105,841		54,770.94
	EXPENDITURE	
	Management costs	
12,689	Management fees	8,582.63
1,223	Performing Rights Fee	1,068.06
515	Licenses etc	826.14
84	Bank Charges	88.05
424	Bad Debts write off	189.48
14,935	Pension Contributions	443.58
		11,197.94
9,940	Cleaning	6,360.75
	Utilities	
6,633	Electricity	2,893.06
2,759	Gas	2,359.13
3,132	Water	640.17
12,524		5,892.36
3,058	Repairs / Replacements	7,666.91
2,726	Insurances	2,755.92
	Other expenses	
77	Hygiene	1,279.55
337	Telephone	300.32
540	Security	583.94
200	Examiners Fee	200.00
106	Advertising & Stationery	136.31
1,259		2,500.12
44,442	TOTAL EXPENDITURE	36,374.00
£ 61,399	Surplus Income over Expenditure for the year	18,396.94





Section A

Independent Examiner's Report

Report to the trustees/
members of

THE NEEDHAM MARKET COMMUNITY CENTRE

On accounts for the year
ended

30th JUNE 2021

Charity no
(if any)

279 432

Set out on pages

ONE TO EIGHT - INCLUDING A REPORT AND A COPY
OF THE ACCOUNTS

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. *Delete [] if not applicable.*

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

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 (~~other than that disclosed below.~~*) which gives me cause to believe that in, any material respect:

- o the accounting records were not kept in accordance with section 130 of the Charities Act; or
- o the accounts did not accord with the accounting records; or
- o the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

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

Signed: 

Date: 12 / 7 / 23

Name: G.A.P. LEIGH-PEMBERTON CIP

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

—

Address:

22, SAYEN PARK, BARNETS LANE.
NEEDHAM MARKET, IP6 8SA

Section B

Disclosure

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