

**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	16,773
<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
<u>-18,106</u>		<u>-16,917</u>
<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
£54,999	Geoffrey Burton Bequest as at 30/06/96
£142,865	Capital projects in the year
-£76,837	Capital Write Offs in the year
<u>£323,599</u>	<u>£340,372</u>
Revenue	
£424,064	General Fund
£61,399	Surplus income over expenditure for the year
-£30,871	Less deficit at July 2019
<u>£454,592</u>	<u>£472,989</u>
£778,191	£813,361
TOTAL FINANCING	

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 JUN 6 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:

- 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:

12 / 7 / 21

Name:

G. A. P. LEIGH-PEMBERTON CIP

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

—

Address:

22, SAYEN PARK, BARNES 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).