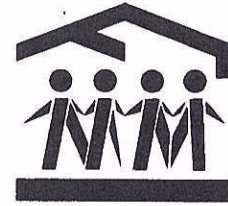


**NEEDHAM MARKET
COMMUNITY CENTRE**

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 car parks 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	
-16,917	Creditors	-7,946
<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	£292,026	Capital Reserve Fund
£54,999	Geoffrey Burton Bequest as at 30/06/96	£54,999	Geoffrey Burton Bequest as at 30/06/96
£16,773	Capital projects in the year	£8,998	Capital projects in the year
	Capital Write Offs in the year		Capital Write Offs in the year
<u>£340,372</u>		<u>£356,023</u>	
Revenue		Revenue	
£424,064	General Fund	£424,064	General Fund
£18,397	Surplus income over expenditure for the year	£6,993	Surplus income over expenditure for the year
£30,528	Operating surplus as at July 2020	£48,925	Operating surplus as at July 2021
<u>£472,989</u>		<u>£479,983</u>	
£813,361	TOTAL FINANCING	£836,006	

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	
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

(after to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30TH June 2022.

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:

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
JOD RUM
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