

**NEEDHAM MARKET  
COMMUNITY CENTRE**

Reg. Charity No. 279432



## **ANNUAL REPORT OF THE TRUSTEES**

### **YEAR ENDING 30<sup>TH</sup> 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 30<sup>th</sup> 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 30<sup>th</sup> 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.

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. 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 £
	<b>Centre income</b>	
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
<b>47,006.72</b>		<b>56,027.47</b>
	<b>Net Bar income</b>	
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
<b>9,908.96</b>		<b>9,231.06</b>
	<b>Other income</b>	
43.75	Donations and Grants received	303.75
187.39	Bank & Other interest etc	2,791.82
<b>231.14</b>		<b>3,095.57</b>
<b>57,146.82</b>		<b>68,354.10</b>
	<b>EXPENDITURE</b>	
	<b>Management costs</b>	
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
<b>18,061.49</b>	Pension Contributions	<b>21,006.99</b>
<b>11,348.23</b>		
	<b>Cleaning &amp; Hygiene</b>	<b>11,497.17</b>
	<b>Utilities</b>	
5,966.82	Electricity	7,271.66
6,009.21	Gas	5,563.82
837.70	Water	1,646.97
<b>12,813.73</b>		<b>14,482.45</b>
<b>2,831.28</b>	<b>Repairs / Replacements</b>	<b>9,287.09</b>
<b>3,510.35</b>	<b>Insurances</b>	<b>3,579.82</b>
	<b>Other expenses</b>	
318.61	Telephone	340.06
838.32	Security & Safety	1,183.95
200.00	Examiners Fee	250.00
231.45	Advertising & Stationery	146.88
<b>1,588.38</b>		<b>1,920.89</b>
<b>50,153.46</b>	<b>TOTAL EXPENDITURE</b>	<b>61,774.41</b>
<b>6,993.36</b>	<b>Surplus Income over Expenditure for the year</b>	<b>6,579.69</b>

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
	<b>FIXED ASSETS</b>	
£		£
663,387.37	<b>Fixed Assets as at 30th June 2021</b>	672,385.37
8,998.00	<b>New equipment purchased in year</b>	19,666.55
	<b>Grants received</b>	<b>-15,248.00</b>
<b><u>672,385.37</u></b>		<b><u>676,803.92</u></b>
	<b>Represented by:-</b>	
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
	<b>Grants received</b>	<b>-15,248.00</b>
<b><u>672,385.37</u></b>	<b>Revised Centre property at cost or valuation</b>	<b><u>676,803.92</u></b>
	<b>NET CURRENT ASSETS</b>	
	<b>CURRENT ASSETS</b>	
98,461	Charities Deposit Account	101,077.39
7,585	Debtors ( & Prepayments)	8,992.40
	<b>Cash at Bank or in hand</b>	
14,146	Barclays Current Account	10,138.99
46,237	Barclays Deposit Account	45,365.86
1,090	Cash in Hand	800.00
	<b>Stock in hand</b>	
3,579	Bar Stock	3,114.29
467	Day Centre Stock	174.53
<b><u>171,567</u></b>		<b><u>169,663.46</u></b>
	<b>Deduct: CURRENT LIABILITIES</b>	
<b><u>-7,946</u></b>	Creditors	<b><u>-3,881.25</u></b>
<b><u>-7,946</u></b>		<b><u>-3,881.25</u></b>
<b><u>163,621</u></b>	<b>NET CURRENT ASSETS</b>	<b><u>165,782.21</u></b>
<b><u>836,006</u></b>	<b>TOTAL NET ASSETS</b>	<b><u>842,586.13</u></b>

**FINANCED BY:-**

Capital		Capital	
£292,026	Capital Reserve Fund	£301,024.90	Capital Reserve Fund
£54,999	Geoffrey Burton Bequest as at 30/06/96	£54,999.00	Geoffrey Burton Bequest as at 30/06/96
£8,998	Capital projects in the year		
£356,023		<b><u>£356,023.90</u></b>	
Revenue		Revenue	
£424,064	General Fund	£424,064.18	General Fund
£6,993	Surplus income over expenditure for the year	£6,579.69	Surplus income over expenditure for the year
£48,925	Operating surplus as at July 2021	£55,918.36	Operating surplus as at July 2022
		<b><u>£486,562.23</u></b>	
<b><u>£479,983</u></b>			
<b>£836,006</b>	<b>TOTAL FINANCING</b>	<b>£842,586.13</b>	





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

Responsibilities and  
basis of report

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

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.