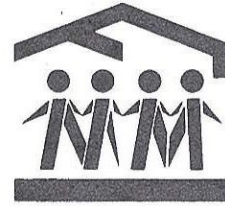


NEEDHAM MARKET COMMUNITY CENTRE

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 breeched 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.

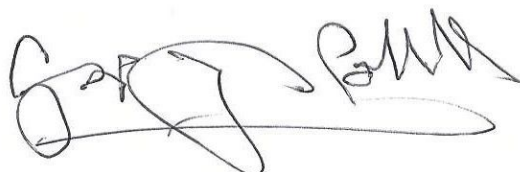
Thanks are due to the Management Committee and to all the voluntary workers who have given of their time throughout the year.

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	
£		£
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 £
	Centre income	
45,848.30	Centre hires	48,719.86
2,241.15	Angel Café Rent	5,415.38
1,909.91	Centre events	- 617.14
6,028.11	Net Day Centre Income	1,459.64
56,027.47	Sports Area Bookings	6,563.33
		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
<u>68,354.10</u>		<u>94,126.11</u>
	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
21,006.99	Bad Debts write off	
		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
	Consultancy	5,241.50
250.00	Examiners Fee	275.00
146.88	Advertising & Stationery	32.51
1,920.89		6,541.83
<u>61,774.41</u>	TOTAL EXPENDITURE	<u>83,093.08</u>
<u>6,579.69</u>	Surplus Income over Expenditure for the year	<u>11,033.03</u>

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

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

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):**

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Address:

35 Drift Court

Needham Market

Ipswich, Suffolk, 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.**

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