

Wickham Market Partnership

ANNUAL REPORT & ACCOUNTS

Year ended 5th April 2014

Charity Registration No. 1096332
Company Registration No. 4555122

Report of the Trustees for the year ended 5th April 2014

The Trustees, who are also Directors of the charity for the purposes of the Companies Act, submit their annual report and the audited financial statements for the year ended 5th April 2014. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2006 in preparing the annual report and financial statements of the charity.

The charity is a company limited by guarantee and was set up on 7th October 2002. It is governed by a Memorandum and Articles of Association, which were last amended on 7th October 2002. The company achieved charitable status on 4th March 2003.

The Trustees of the charity are:

Mrs C J Caudwell
Miss A J Errington
Mr B E Hall
Mrs M Holland
Mr C Owens
Mrs P Scanlan

The trustees are appointed for a three-year term and a third retire by rotation at the Annual General Meeting and may be reappointed. Additional trustees can be appointed by ordinary resolution.

Company Secretary is Mrs C J Caudwell and the registered office of the company is:

Wickham Market Resource Centre,
Chapel Lane,
Wickham Market,
Woodbridge,
IP13 0SB

Bankers for the charity are:

The Co-operative Bank plc, P.O. Box 101, 1 Balloon Street, Manchester M60 4EP

Solicitors for the charity are:

Greenland Houchen Pomeroy, 38 Prince of Wales Road, Norwich, NR1 1HZ

Independent Examiner for the charity is:

Mr J Speedman ACCA, Hilton Park, Rogues Lane, Pettistree, Woodbridge, IP13 0HQ

The Wickham Market Partnership's Vision for Wickham Market is:

To be a community that values and supports all of its people

That serves the surrounding villages with pride

That works hard to sustain and improve its remarkable quality of life

Objects

Its objects are to secure and improve the economic and social framework of Wickham Market and the surrounding parishes by encouraging the development of recreational and leisure activities; offering opportunities for education and training and improving and enhancing the town and surrounding communities.

People

Trustees have met on a regular basis to make decisions on the work of the charity, with support from the Company Secretary. Their voluntary commitment has been substantial.

Miss Linda Merriam has continued as Administrative Assistant on a part-time basis. The charity has no relationships with either related parties or any other charities or organisations.

Funding

The Partnership developed out of the Market Towns Initiative (MTI), a government scheme aimed at promoting the key role of market towns in rural communities and managed by the East of England Development Agency (EEDA). This funding finished in March 2004. The Partnership continues to attract grant funding to support the development of local initiatives, including the Peoples Millions Lottery Fund, Local Authority grants (including business support funding) and local charities.

The Resource Centre became known as the Library & Community Rooms in June 2012. The Community Rooms continue to be the base for the Partnership with regular lettings contributing to the running of them and enabling us to continue to employ an Administrative Assistant.

Membership of the Partnership demonstrates the wide range of local and statutory organisations, businesses and individuals actively supporting the work of the charity. Subscriptions provide revenue funding for the Partnership and its website.



The Resource Centre

Community Rooms

The Library and Community Rooms are a local focal point for residents and visitors. The Partnership leases the Community Rooms from Suffolk County Council. A joint Management Committee deals with issues of maintenance and statutory obligations.

The loss of health-based services, which this year included the physiotherapist, has had a detrimental effect on the Partnership's income. However, the facilities continue to be used to provide Retinal Screening Clinics for patients with diabetes; these services have expanded this year. The Citizens Advice Bureau, Cruse Bereavement Care, Wickham Market Parish Council, the Youth Bus Steering Group and other local organisations have been regular users. Flagship Housing held drop-in sessions for their tenants during the course of this year.

The Partnership is fortunate to continue to have the support of a group of volunteers who regularly attend to the gardens surrounding the Centre, ensuring it is an attractive place to spend time.

Library

The Partnership is now a member of the newly formed Industrial Provident Society, titled Suffolk's Libraries IPS Ltd. The library has become an excellent example of how a community-led effort, using dedicated volunteers, can turn a potentially detrimental situation into one of success.

The Library Management Committee continues to operate as a sub-committee of the Partnership, ensuring that regular reports are made to the Trustees. However, such is the strength of the sub-committee that they are operating successfully with little input from the Partnership. They have succeeded in increasing the number of visitors to the library together with extending the opening hours yet again by implementing all day Thursday. This is entirely due to additional hours contributed by the volunteers. This includes a sociable session offering a knitting and stitching group in the afternoon.

The Summer Reading Challenge attracted a record number of children who went on to receive certificates from County Councillor Michael Bond and Book Cards from Wickham Market Primary School, which continues to bring children on a Monday afternoon throughout term-time. A very popular service which is now offered is that of computer help and advice from skilled volunteers, for laptops, tablets and mobile phones. This has been possible due to the extension of WiFi into the library from the Partnership's Broadband service.



Website

The Partnership continues to provide the Wickham Market website which is funded by members' subscriptions. This entitles them to advertise their organisation and any special events. It continued to top the Google search engine for 'Wickham Market', offering a valuable gateway to the village and surrounding area. The website continues to provide an important advertising tool for local businesses, organisations and events. The Calendar of Events enables local groups to promote their regular activities and special events. This is displayed on the library notice-board on a weekly basis. The Facebook page continues to show information and photographs of these events.

Tennis

Following the installation of three hard tennis courts, funded by the Peoples Millions of the National Lottery in 2008, tennis activities continue to be managed by a Tennis Club, including sessions with a dedicated coach. The maintenance of the courts remains the responsibility of the Partnership. Pay and play sessions are also available by booking through a local business outlet.

Wickham Market Town Team

Following a meeting organised by the Partnership, inviting local businesses, the Parish Council and interested individuals, it was decided to form a Town Team to address the problems of the loss of retail outlets in the centre of the village and the impact this was having on the community. This loss included two major units, the Co-operative and Seagers, which remained empty all year.

To boost the number of visitors to the village, the first initiative was to bring a regular monthly market to the square. The first was held in June 2013, attracting 12 stalls together with live music and a raffle to raise funds for the Town Team. Stall numbers have fluctuated and the range of stalls has varied during the year, but was generally well received by locals and visitors. The market organisers are themselves local business people.



The second initiative was that of a comprehensive survey, through Action for Market Towns, which resulted in a range of data being incorporated into an Action Plan. Concurrently with this an Action for Market Towns Benchmarking exercise was undertaken, comparing Wickham Market with similar sized communities nationally. The Action Plan highlighted six areas requiring attention:

- Shops & Facilities
- Events
- Traffic & Parking
- Communications
- Business Forum
- Village Hall

Small groups were formed from Town Team representatives to address the first five areas. These groups report to the main Town Team meetings. They quickly made links with relevant community and statutory organisations to investigate potential improvements.

The Village Hall was included in the survey and subsequent Action Plan because of its importance to the community as a whole, its current condition being of concern.

The Shops and Facilities group has investigated potential uses for the former Co-operative store and the Seagers premises but enquiries have not attracted any tenants. An initiative in Mid Suffolk has been looked at where small enterprises share a retail space; this is something that may be pursued in the future with management by the Town Team.



Responding to the survey, two Town Team members with existing businesses in the village joined forces to open a new hardware store, which has been very well received.

A new charity shop opened in the former lingerie premises after the latter moved to Woodbridge. The village is fortunate that most of its independent stores have remained. Sadly the only remaining public house was destroyed by fire during the year. It was discovered it had medieval origins and this had a significant impact on the rebuild costs and it remains in a derelict state. Town Team representatives have been included in discussions on its future.

The Events group co-operated with the primary school to plan and extend their successful 'Extravaganza' formula to include the village centre in the summer of 2014. The group is working to extend electrical power to The Hill for live events and to assist market stall-holders.

Traffic and Parking are two issues closely linked, and the group has been very active in preparing a cohesive plan to improve both. Recommendations and suggestions were developed to relieve congestion in the village and to encourage greater visitor numbers. These will be presented to both the County Highways department and Suffolk Coastal District Council.

Communications were improved with the implementation of a 'round robin' email about village events and matters of interest, which was sent to around 175 people. Plans are in hand to update the village leaflet with an improved map and current information, as well as installing an external village map and information board on The Hill.

Business Forum meetings were held to encourage the business community to work together, with particular themes for each meeting.

A Wickham Market Village Hall Restoration Committee (WMVHRC) was formed to investigate future options for the hall, with a feasibility study (based on the survey) and consultation with the local community planned.

Other Grants

The Partnership again provided a grant for the All Saints youth group based in The Beehive. It also gave a small grant to the Rotary Club of Saxmundham to provide Christmas hampers for Wickham Market recipients.

Future Plans

The future work of the Town Team is a high priority for the Partnership, together with attracting new users of the Community Rooms. The status of the village as a Key Service Centre needs to be upheld to ensure the vitality and viability of the community.

WICKHAM MARKET PARTNERSHIP

Registered Charity No. 1096332
Registered Company No. 4555122

Balance Sheet as at 5th April 2014

	£	<u>2014</u> £	£	<u>2013</u> £
<u>Fixed Assets</u>				
Office fixtures, equipment & garden furniture	7,146		7,626	
Tennis courts	52,194		57,993	
Additions	1,920		799	
	<u>61,260</u>		<u>66,418</u>	
Less depreciation (note 3)	<u>6,667</u>	54,593	<u>7,078</u>	59,340
<u>Current Assets</u>				
Centre Hire income due	656		146	
Prepayments	274		284	
Cash at bank	33,524		33,372	
Tennis account -restricted fund			1,990	
	<u>34,454</u>		<u>35,792</u>	
<u>Less Current Liabilities</u>				
Resource Centre Costs	598			
Over 70's lunch club	211		211	
(less paid to Parochial Charities)	211			
	<u>598</u>		<u>211</u>	
<u>Net Current Assets</u>		33,856		35,581
Total Assets less Liabilities		<u><u>88,449</u></u>		<u><u>94,921</u></u>
Represented by:				
<u>Accumulated Fund</u>				
Balance brought forward	94,921		98,941	
Excess of Income (Expenditure)	(6,472)		(4,020)	
	<u> </u>	<u><u>88,449</u></u>	<u> </u>	<u><u>94,921</u></u>

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Income & Expenditure Account for year ended 5th April 2014

	<u>2014</u>		<u>2013</u>	
	£	£	£	£
<u>Income</u>				
Grants received and receivable				8,853
<u>Other Income</u>				
Wickham Market Town Team (note 1)	9,061			
Membership contributions (note 2)	570		520	
Resource Centre hire (note 3)	3,919		7,774	
Administration	77		208	
Coffee machine income	101		40	
Tennis Club annual subscription	250		1,000	
Bank interest received	32		37	
		14,010		9,579
(Total Income)		<u>14,010</u>		<u>18,432</u>
<u>Less Expenditure</u>				
Wickham Market Town Team (note 1)	5,783			
Administrative Assistant	3,313		3,361	
Resource Centre costs	755		2,424	
Grants paid & payable	1,200		1,122	
Telephones & IT	878		1,340	
PPS & A	277		198	
General expenses	87		499	
Insurance	529		497	
Library costs	763		4,880	
Tennis courts maintenance	230		1,053	
Depreciation of office equipment, furniture & tennis courts (note 4)	6,667		7,078	
(Total expenditure)		20,482		22,452
<u>Excess of Expenditure over Income</u>		<u><u>6,472</u></u>		<u><u>4,020</u></u>

NOTES TO ACCOMPANY ACCOUNTS

Note 1	<u>Town Team income</u> comprises:-	
	Survey grants	4580
	Other market grants	2,893
	Market income	<u>1,588</u>
		<u>9,061</u>

<u>Town Team expenditure</u> comprises:-	
Survey costs	4,517
Market flyer, less sponsorship £150	40
Banners & flags, incl. poles	636
Market expenses	<u>590</u>
	<u>5,783</u>

Note 2 Membership contributions are treated on a cash received basis.

Note 3 Resource Centre Hire Income is made up as follows:-

Allied Health Professionals	542
Citizens Advice Bureau	603
Flagship Housing	656
Health Intelligence	1,450
Wickham Market Parish Council	234
Other	<u>434</u>
	<u>3,919</u>

Note 4 Depreciation

Depreciation has been provided on all tangible fixed assets from the time they come fully into use and has been calculated at rates designed to write off the costs on a straight line basis over their expected useful lives as follows:

Office and computer equipment				over 5 years	
Furniture				over 10 years	
Garden furniture				over 5 years	
Tennis courts				over 10 years	
	O & C Equipment £	Furniture £	Garden Furniture £	Tennis Courts £	Total £
Balance brought forward	2,996	3,659	491	52,194	59,340
Additions	<u>1,920</u>	<u>3,659</u>	<u>491</u>	<u>52,194</u>	<u>61,260</u>
	4,916	3,659	491	52,194	61,260
Depreciation Charge for year	983	366	98	5,220	6,667
Net book value as at 5th April 2013	<u>3,933</u>	<u>3,293</u>	<u>393</u>	<u>46,974</u>	<u>54,593</u>