

# Wickham Market Partnership

## ANNUAL REPORT & ACCOUNTS

Year ended 5<sup>th</sup> April 2013

**Charity Registration No. 1096332**  
**Company Registration No. 4555122**

## Report of the Trustees for the year ended 5<sup>th</sup> April 2013

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 5<sup>th</sup> April 2013. 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 7<sup>th</sup> October 2002. It is governed by a Memorandum and Articles of Association, which were last amended on 7<sup>th</sup> October 2002. The company achieved charitable status on 4<sup>th</sup> March 2003.

The Trustees of the charity are:

Mrs C J Caudwell  
Mr K Cuninghame (resigned December 2012)  
Miss A J Errington  
Mr B E Hall  
Mrs M Holland  
Mr C Owens

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 the Out of Hours GP service from the consulting room has had a detrimental effect, not only on local services, but also on the Partnership's income. However, the outreach for physiotherapy services continued to use the Consulting Room during this year. These facilities were also used to provide Retinal Screening Clinics for patients with diabetes, and week-long sessions were held on several occasions during the year. Although the local Art Group had discontinued their use of the meeting room, the Citizens Advice Bureau, Cruse Bereavement Care, Wickham Market Parish Council and other local organisations have been regular users. During the year the East of England Co-operative Society used the meeting room for training and interviewing staff for the new store, which was a welcome boost to the funds.

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.

The Centre is now widely known to local and statutory organisations. The quality and location of the facilities in the centre of the Suffolk Coastal area have proved popular with users, many of whom return on a more regular basis.

### **Library**

The library has been the main focus of trustees' work this year.

Following extensive local consultation by the Partnership and the subsequent reorganisation of Suffolk's Library Service, Wickham Market Library became the first in the County to extend its opening hours using volunteers. The Library Management Committee dealt with the recruitment, training, and CRB checks of every volunteer. This ensured that volunteers were well equipped for their new role of assisting visitors to the library. Lesley Clouting was also welcomed as the new Library Manager, bringing energy and enthusiasm to the role. The consistency of the new opening hours has proved popular, with an increase in visitor numbers.

In tandem with this the County's library service was moving towards the status of an Industrial Provident Society, of which Wickham Market library would eventually become a member. The Library Management Committee operates as a sub-committee of the Partnership, allowing funds to be brought to the project. Grants were obtained from the Parish Council, our local County Councillor Michael Bond and from the County Council through a Local Initiatives Grant to support new activities within libraries. This enabled new furniture and notice-boards to be purchased for the atrium, a coffee machine for visitors, a rug for the children's area in the library and new signage for the exterior of the building.



## Library & Community Rooms Celebration

In 2012 two celebrations took place. The first marked the new status of the library and was held on the Monday of the Queen's Diamond Jubilee. The East of England Co-operative Society generously sponsored a village photographic competition, providing both prizes and canvasses of the winning entries. The awards were presented by Michael Bond, County Councillor, and the canvasses are permanently displayed throughout the building. Local organisations brought stalls and a storyteller entertained children in the library. The second marked 10 years of the Wickham Market Partnership, when people associated with its development were invited to share in its success. A timeline display of the work of the Partnership demonstrated the valuable and extensive work of trustees towards the enhancement of village facilities, now recorded on the Partnership's new Facebook page.



### ***The winning entry:***

*A view of The Hill  
Anne Westover*



## 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 addition to the site of a Calendar of Events enables local groups to promote their regular activities and special events. During the year a Facebook page was created for the Partnership where pictures from the Photographic Competition were displayed; it continues to show photographs of local 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 with the maintenance of the courts remaining the responsibility of the Partnership. Pay and play sessions are also available by booking through a local business outlet.

**Business Support**

The Co-operative store moved to its new premises on the former garage site in September 2012, leaving the old building on the square unoccupied. At the same time Seagers Garden & Hardware store closed after a long association with Wickham Market. This resulted in a significant decrease in footfall in the centre of the village, causing the Partnership and local businesses considerable concern. A trustee attended a workshop on revitalising retail centres in February 2013, run by Action for Market Towns, and the idea of forming a Town Team was born.

**Other Grants**

The Partnership provided a grant for the All Saints youth group based in The Beehive, supporting local initiative.

**Future Plans**

Business support will continue to be high on the agenda in these challenging economic times. The development of a Town Team is anticipated to provide some answers to these problems. This will be the major priority for the Partnership, working in conjunction with local people and organisations, with the aim of regenerating the central retail core of the village.

# WICKHAM MARKET PARTNERSHIP

Registered Charity No. 1096332  
Registered Company No. 4555122

## Balance Sheet as at 5th April 2013

		<u>2013</u>		<u>2012</u>
	£	£	£	£
<b><u>Fixed Assets</u></b>				
Office fixtures, equipment & garden furniture	7,626		8,966	
Tennis courts	57,993		64,436	
Additions	799			
	<u>66,418</u>		<u>73,402</u>	
Less depreciation (note 3)	<u>7,078</u>	59,340	<u>7,783</u>	65,619
<b><u>Current Assets</u></b>				
Centre Hire income due	146		147	
Prepayments	284		242	
Cash at bank	33,372		29,029	
Tennis account -restricted fund	1,990		4,115	
	<u>35,792</u>		<u>33,533</u>	
<b><u>Less Current Liabilities</u></b>				
Over 70's lunch club	211		211	
	<u>211</u>		<u>211</u>	
<b><u>Net Current Assets</u></b>		35,581		33,322
Total Assets less Liabilities		<u><u>94,921</u></u>		<u><u>98,941</u></u>
Represented by:				
<u>Accumulated Fund</u>				
Balance brought forward	98,941		104,131	
Excess of Income (Expenditure)	(4,020)		(5,190)	
	<u>          </u>		<u>          </u>	
		<u><u>94,921</u></u>		<u><u>98,941</u></u>

# **WICKHAM MARKET PARTNERSHIP**

Registered Charity No. 1096332  
Registered Company No. 4555122

## **Income & Expenditure Account for year ended 5th April 2013**

	<b><u>2013</u></b>		<b><u>2012</u></b>	
	£	£	£	£
<b><u>Income</u></b>				
Grants received and receivable	1,920		1,479	
Library grants received	<u>6,933</u>	8,853	—	1,479
<b><u>Other Income</u></b>				
Membership contributions (note 1)	520		495	
Resource Centre hire (note 2)	7,774		9,978	
Administration	208		38	
Coffee machine income	40			
Tennis Club annual subscription	1,000		1,000	
Hire of tennis courts			100	
Bank interest received	37		33	
		9,579		11,644
(Total Income)		<u>18,432</u>		<u>13,123</u>
<b><u>Less Expenditure</u></b>				
Administrative Assistant	3,361		3,361	
Resource Centre costs	2,424		2,744	
Grants paid & payable	1,122		1,050	
Telephones & IT	1,340		959	
PPS & A	198		159	
General expenses	499		112	
Insurance	497		468	
Business project			1,557	
Library costs	4,880		120	
Tennis courts maintenance	1,053			
Depreciation of office equipment, furniture & tennis courts (note 3)	7,078		7,783	
(Total expenditure)		22,452		18,313
<b><u>Excess of Expenditure over Income</u></b>		<u><u>4,020</u></u>		<u><u>5,190</u></u>



## NOTES TO ACCOMPANY ACCOUNTS

**Note 1**      Membership contributions are treated on a cash received basis.

**Note 2**      Resource Centre Hire Income is made up as follows:-

Harmoni	2,225
Allied Health Professionals	2,437
Citizens Advice Bureau	576
Optimum Health	364
Health Intelligence	900
East of England Co-operative	733
Other	<u>539</u>
	7,774

**Note 3**      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	2,946	4,066	614	57,993	65,619
Additions	<u>799</u>	<u>          </u>	<u>614</u>	<u>57,993</u>	<u>799</u>
	3,745	4,066	614	57,993	66,418
Depreciation Charge for year	749	407	123	5,799	7,078
Net book value as at 5th April 2013	<u>2,996</u>	<u>3,659</u>	<u>491</u>	<u>52,194</u>	<u>59,340</u>