

# Wickham Market Partnership

## ANNUAL REPORT & ACCOUNTS

Year ended 5<sup>th</sup> April 2015

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

## Report of the Trustees for the year ended 5<sup>th</sup> April 2015

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 2015. 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  
Miss A J Errington  
Mrs M Holland  
Mr Richard Jenkinson (appointed February 2015)  
Mr C Owens  
Mrs P Scanlan

Mr B E Hall (retired February 2015)

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 and the economic recession continue to have a detrimental effect on the Partnership's income. However, the facilities are regularly used to provide Retinal Screening Clinics for patients with diabetes, with three extended visits during the year. The Citizens Advice Bureau, Cruse Bereavement Care, an Acupuncturist, a Herbalist and an Educational Psychologist have been regular users. Wickham Market Parish Council holds regular drop-in sessions in the atrium.

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 a member of the 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, now in its third year, has formed the Friends of Wickham Market Library and now manages its own finances. The Partnership is represented on the Committee. The library has succeeded in increasing the number of visitors as a result of the extension of opening hours, made possible by additional sessions contributed by volunteers. This includes a sociable afternoon for a knitting and stitching group.

The Summer Reading Challenge attracted a record number of children who went on to receive certificates on completion, together with Book Cards from Wickham Market Primary School, which frequently brought children on Monday afternoons during 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 and in local shops 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, R & S Hardware.

## Wickham Market Town Team

Following a meeting organised by the Partnership, inviting local businesses, the Parish Council and interested individuals, a Town Team was formed in 2013 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 continued to remain empty.

To boost the number of visitors to the village, the first initiative was to bring a regular monthly market to the square. This was regularly held on the third Wednesday of every month, with a special Christmas Street market in December, when local organisations and crafts people boosted the regular stall-holders. A mini-market was also started on the first Wednesday of each month, with three of the regular traders attending.



The previous year's comprehensive survey had highlighted the following areas for action, which resulted in the formation of sub-groups to tackle issues for improvement:

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

These groups report to the main Town Team meetings and have progressed different aspects of the Action Plan set up from the Survey.

The Shops and Facilities group has continued to investigate potential uses for the former Co-operative store but enquiries did not attract any tenants. An initiative in Mid Suffolk has been looked at where small enterprises share a retail space. This has been pursued by the group in conjunction with the East of England Co-operative; discussions are ongoing.

The village is fortunate that most of its independent stores have remained. However, the only remaining public house, destroyed by fire in 2013, remained in a derelict state, to the frustration of local residents.

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, with various activities being held in the square as well as at the school. The group continued to work 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 by introducing limited free parking across the village, including the village hall car park. These were presented to both the County Highways department and Suffolk Coastal District Council and were due to be implemented in Spring 2015.

Communications were improved with the implementation of a 'round robin' email about village events and matters of interest, which increased to over 200 people during the year. The village leaflet was updated with an improved map and current information on local businesses and activities. Concurrently with this progress was made in designing a village map and information board, to be sited on the square. As a result of the planned increase in housing in Wickham Market the team designed and compiled a Welcome Pack for delivery to new residents which includes details of schools, medical facilities, websites, local services and organisations.

The Business Forum did not attract sufficient interest from local businesses and so was discontinued.

The work of the Town Team has been recognised and supported by the Economic Development Team at Suffolk Coastal District Council, which is represented at meetings. Grants were provided to move the Action Plan forward in various areas.

### **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, particularly the Treatment Room. The latter would enable the Partnership to offer support and assistance to local organisations. The empty Co-operative store remains a matter of concern and efforts will continue to find an occupier.

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 2015

	£	<u>2015</u> £	£	<u>2014</u> £
<b><u>Fixed Assets</u></b>				
Office fixtures, equipment & garden furniture	7,619		7,146	
Power Supply	2,308			
Tennis courts	46,974		52,194	
Additions	1,559		1,920	
	<u>58,460</u>		<u>61,260</u>	
Less depreciation (note 3)	<u>6,600</u>	51,860	<u>6,667</u>	54,593
<b><u>Current Assets</u></b>				
Centre Hire income due	265		656	
Prepayments	288		274	
Cash at bank	33,821		33,524	
	<u>34,374</u>		<u>34,454</u>	
<b><u>Less Current Liabilities</u></b>				
Resource Centre Costs	703		598	
	<u>703</u>		<u>598</u>	
<b><u>Net Current Assets</u></b>		33,671		33,856
Total Assets less Liabilities		<u><u>85,531</u></u>		<u><u>88,449</u></u>
Represented by:				
<u>Accumulated Fund</u>				
Balance brought forward	88,449		94,921	
Excess of Income (Expenditure)	(2,918)		(6,472)	
	<u>88,449</u>		<u>94,921</u>	
		<u><u>85,531</u></u>		<u><u>88,449</u></u>

# **WICKHAM MARKET PARTNERSHIP**

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## **Income & Expenditure Account for year ended 5th April 2015**

	<u>2015</u>	<u>2014</u>
	£	£
<b><u>Income</u></b>		
Grants received and receivable	6,519	
<b><u>Other Income</u></b>		
Membership contributions (note 1)	480	570
Resource Centre hire (note 2)	3,060	3,919
Administration	44	77
Coffee machine income	5	101
Tennis Club annual subscription		250
Tennis Pay & Play	100	
Wickham Market Town Team (note 3)	3,612	9,061
Bank interest received	30	32
	7,331	14,010
	<hr/>	<hr/>
<i>(Total Income)</i>	13,850	14,010
<b><u>Less Expenditure</u></b>		
Administrative Assistant	3,137	3,313
Resource Centre costs	1,433	755
Grants paid & payable	700	1,200
Telephones & IT	904	878
PPS & A	566	277
General expenses	66	87
Insurance	563	529
Business project	1,017	
Wickham Market Town Team (note 3)	1,445	5,783
Library costs		763
Tennis courts maintenance	337	230
Depreciation of office equipment, furniture & tennis courts (note 4)	6,600	6,667
	16,768	20,482
	<hr/>	<hr/>
<b><u>Excess of Expenditure over Income</u></b>	<b><u>2,918</u></b>	<b><u>6,472</u></b>

## 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:-

Wickham Market Parish Council	204
Citizens Advice Bureau	610
Optimum Health	64
Health Intelligence	1,450
S Corral	152
Cruise Bereavement Care	120
Projector hire	40
Other	<u>420</u>
	<u>3,060</u>

**Note 3**      Town Team income comprises:-

Market stalls	837
Sponsorship of event	35
Donation for electricity supply	<u>2,740</u>
	<u>3,612</u>

Town Team expenditure comprises:-

Market licences	700
Design of map for leaflet	600
Consultancy	110
Reimbursement of event costs	<u>35</u>
	<u>1,445</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	
Power supply					over 5 years	
Garden furniture					over 5 years	
Tennis courts					over 10 years	
	O & C Equipment £	Furniture £	Power Supply £	Garden Furniture £	Tennis Courts £	Total £
Balance b/f	3,933	3,293		393	46,974	54,593
Additions	<u>908</u>	<u>651</u>	<u>2,308</u>	<u>393</u>	<u>46,974</u>	<u>3,867</u>
	4,841	3,944	2,308	393	46,974	58,460
Depreciation Charge for year	969	394	462	78	4,697	6,600
Net book value as at 5th April 2015	<u>3,872</u>	<u>3,550</u>	<u>1,846</u>	<u>315</u>	<u>42,277</u>	<u>51,860</u>