



SUDBURY MARKET TOWN PARTNERSHIP

Charitable Incorporated Organisation 1161949

Trustees' Report

For the year ended 31 March 2018

Administrative Information

The Sudbury Market Town Partnership (SMTP) is a charitable incorporated organisation, registration number 1161949.

Registered office: 1 Bank Buildings, Station Road, Sudbury, CO10 2SP.

Trustees

Rev Malcolm Hill	to 1 June 2019
Nesta Lesley Ann Ford-Platt	to 1 June 2019
Robin Hodgkinson	to 1 June 2018
Richard Anthony Platt	to 1 June 2018
Christopher Proffitt	to 1 June 2021
Christopher Storey	to 1 June 2021

The organisation also has a Steering Group which supports the Trustee Board in planning activities. As well as the Trustees above, the members of the steering group are:

Mr Roderick Gray

Mrs Jane Hatton

Mrs Joanne Main

Observer: Mr Colin Wright, Great Cornard Parish Council

Structure, Governance and Management

1. Nature of governing document

The activities of The Sudbury Market Town Partnership are governed by a Constitution approved by the Charity Commission on 2 June 2015.

2. Recruitment and Appointment of Trustees

The Trustees are always seeking potential new trustees who can bring their skills and expertise to assist in the organisation's governance. Potential trustees have access to the Chairman to discuss their involvement. When recruited, new trustees are inducted through meetings and an induction pack, which not only covers information about the organisation but their roles and responsibilities as trustees.

3. Review of the Financial Position

The accounting year runs from 1 April to 31 March.

Funds in hand at 31 March 2018 were £5,055, a significant reduction from a year earlier (£12,451). However, as explained last year, the large 2017 balance was atypical, mainly due to unspent grants of £6,645 received for the St. George's Festival held in April 2017. The current balance includes £3,137 of restricted funds (detailed analysis shown in the accounts) and £1,918 unrestricted funds, available for general purposes (2017 - £1,704).

4. Financial Management

Sudbury Market Town Partnership finances are managed by a Treasurer who meets with the Chairman to ensure that money is correctly allocated to budget headings before figures are presented to the Trustees and Steering Group.

Bank accounts are held at the Sudbury Branch of Lloyds plc. All cheques require two signatories.

The systems of internal control include reports submitted by the Treasurer at the regular Trustee and Steering Group meetings. Also, consideration of the financial results and forecasting of possible funding shortfalls are discussed in detail at Trustee meetings.

5. Reserves Policy

The Trustees have designated as Reserves £1,000 out of the Unrestricted Funds of £1,918, to be used only in the event of an emergency or other abnormal requirement.

6. Risk Analysis and Plan

There are a number of areas that the Trustees consider as potential risks:

- a) Inability to raise funds for existing activities
- b) Inability to recruit future Trustees
- c) Lack of volunteers to continue existing projects and to undertake new projects over time
- d) Damage to equipment and repair costs.

Plans to deal with these risks are to:

- a) constantly review funding availability and not commit beyond anticipated income; and to identify sources of funding and/or organise events to raise funds
- b) encourage involvement by others in the organisation to become Trustees
- c) use events to raise awareness and encourage future participation by others
- d) set aside funding for repairs/renewals; charge a damage deposit where equipment is used by others. All equipment is fully insured (subject to the usual excess charge).

7. Funding

Funds are raised from a number of sources, including Grant-making Trusts, personal donations and from money raised at events and activities organised by SMTP and its sub-groups (Transition Sudbury and District and Sudbury Community Kitchen).

In the current accounting period, grants and gifts were received from:

Community Kitchen guests
KBOAS Office Administration Services

Funds received during the previous year, but with unspent balances carried forward, included grants from a fund managed by Suffolk Community Foundation and The Big Lottery Celebrate England Fund.

In-kind support and donations have been generously given by organisations in the Sudbury area:

The Befriending Scheme	Sudbury Cricket Club
The Cradle CIC	SB Surveyors
Great Cornard Parish Council	St John's Methodist Church
Health Foods for You	Suffolk Road Church
HIVE	Tesco, Sudbury
The Pantry	Westons Bakery
Sainsbury's, Sudbury	Wyevale Garden Centre, Sudbury

8. Objectives and Activities

The Sudbury Market Town Partnership's objects are primarily for the benefit of the inhabitants of the Sudbury and District area to:

1. Promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment in the town of Sudbury and its environs, including delivering projects in recycling and waste reduction.
2. Promote and protect the good health of people by the provision of educational classes in healthy eating.

The Sudbury Market Town Partnership fulfils its objects in a number of ways. It has undertaken a number of capital projects which benefit the physical and natural environment of the town, as

opportunities arise, and by the work of its sub-groups: Transition Sudbury and District which promotes activities to support greener/more sustainable living and has organised a variety of skills-share classes; and Sudbury Community Kitchen, which began in March 2016, offering nourishing lunches to those who welcome this service.

9. Meeting the Principles of Public Benefit

The Sudbury Market Town Partnership meets the Charity Commission's Public Benefit Principles in a number of ways:

- through its Transition activities, open to all members of the local community, helping them to live more sustainably and learn more about their environment through the provision of events and visits, as well as classes and workshops on subjects such as vegetable growing, composting, keeping pet chickens, bread-making, basic cookery, Christmas wreath making using natural materials.
- by providing opportunities for people to donate unwanted goods so that others may take items which they need, thus reducing the level of useful goods sent to landfill.
- by providing people within the local community with hot meals, friendship and support through Community Kitchen activities.

10. Achievements and Performance

Since its original formation in 2004, SMTP raised funds to complete a number of projects to benefit residents and visitors to the town.

In the year under review, activities have concentrated on issues of sustainable living and in running the Sudbury Community Kitchen to provide regular lunches for anyone in need of support. A new web site was created for SMTP in early 2016, although this is a static site, up-dated only once each year - sudburymarkettownpartnership.org.

Transition Sudbury and District – encourages residents to live more sustainable life-styles. Whilst SMTP does not have a paid Project Manager in post who could organise a wider programme of events, activities have been limited to twice a year 'Give and Take' events (Spring and Autumn), where any useful but no longer needed household items may be donated for others to take away (thus avoiding items going to landfill). Events which can be organised when personnel are available include: seed 'swaps' (to encourage people to grow their own fruit and vegetables), annual apple pressing (using windfall apples and pears which might otherwise go to waste), a smoothie bike at events, environmental walks, and visits to places of interest.

A talk on 'Skills for Sustainable Living' was given by Sarah Partridge of Orchard Barn in May 2017 and an autumn Give and Take was held at St John's Methodist Church, on Saturday 16 September.

Skills Share classes – including composting, vegetable growing, chicken keeping, bread-making, knitting and other crafts. Attendees have come from 15 surrounding villages and towns as well as Sudbury. Skills-share classes were popular, but until a volunteer is available to organise and promote these events, must remain in abeyance.

Gainsborough Trail - Working with Sudbury Town Council and Suffolk County Council, the route for the Cornard section remains frustratingly slow to be completed, but there is continued delay with Babergh District Council in finalising legal matters preventing the installation of the bridge between Bakers Mill and Friars Meadow. The first section of the walk, the Meadow Trail, was opened as long ago as March 2013. It is disappointing that, whilst the Cornard section is delayed, no progress has been made with other sections of the Trail.

Sudbury Community Kitchen - Sudbury Community Kitchen was set up and opened on 7th March 2016. Its purpose is to provide a free, home-cooked lunch and a friendly welcome for anyone in the community in need of food and/or company.

Sainsburys Sudbury have donated vegetables and fruit for the freshly cooked meals. Tesco Fair Share scheme have donated bakery goods and some store-cupboard ingredients, whilst Weston's Bakery gives freshly-baked bread. As well as these weekly donations, two new Sudbury businesses, Cradle CIC and The Pantry share surplus food when they are able.

The Community Kitchen moved to Suffolk Road Church in December 2016, and is incredibly grateful to the Church authorities for allowing use of their building almost every Monday of the year. Numbers

of people coming along for lunch have grown fairly quickly and there are up to 30 guests visiting each week. Many are regulars, but new guests also arrive.

The range of meals offered increased due to broadening the sources of donations. A varied menu is offered (pasta and vegetable bakes, lasagne, curries with rice, chilli with jacket potatoes, as well as soups and salads). Puddings might be fruit crumbles with custard, pastries and fruit salads. There is also fruit on offer on the tables and guests are served hot drinks, squash and water.

A challenge during the year was to recruit additional cooks, but more volunteers have come forward. An excellent and hard-working team of volunteers cook nutritious meals and serve guests with friendliness and cheerfulness, which creates a lovely atmosphere.

St George's Weekend Celebration, 22 and 23 April

In April 2017, using funds from the National Lottery Celebrate England Grant scheme, and SCC Locality Grants from County Cllrs John Sayers and Colin Spence, SMTP organised a weekend of activities around the theme of St George, working in partnership with the Befriending Scheme and HIVE to present a day of workshops, followed by a Volunteer Award ceremony on the Saturday. On the Sunday, a Country Fair was organised at Sudbury Cricket Club, where local voluntary and community organisations were able to have stalls to raise funds for their own good causes. Entertainment was organised throughout the day and Cricket Club refreshments were in great demand. Over 1500 people, of all ages, attended and were also able to take part in sports 'taster' sessions on offer at the Quay Lane Clubs (Bowls, Tennis, Hockey, Cricket, Croquet, Rowing and Canoeing). Each sports organisation reported numerous visitors. Even the weather was perfect for this family day out!

11. Future Plans

Future plans include continuing current activities but expanding these as need and opportunity arises. The Transition Group would like to offer a wider variety of skills-share classes using professional tutors, so that heritage skills may be offered, but it will be essential to have a volunteer willing to take this forward. A third Eco-Fair could take place if a suitable organiser was identified. The plans for the Community Kitchen to offer meals on a second day would depend on suitable co-ordinators/organisers and cooks offering their time for this. It would need a large group of volunteers available to support a second day of provision. Progress has been made to set-up cookery classes for parents and children at a local primary school, following an offer from a qualified tutor, but will not begin until the Autumn Term of 2018.

SMTP will also seek to respond to other needs identified by local residents which can come within its remit. However, all projects must be fully funded before they may be undertaken.

A watching brief is kept on the issue of car parking charges and on opportunities for encouraging more walking and cycling.

SMTP would welcome even more people to get involved, especially to lead on and co-ordinate events for Transition Sudbury – contact either transitionsudbury@gmail.com or 2001barnmouse@gmail.com if you would like to know more!

12. Thanks

Thank you to the Trustees and Directors of SMTP who have carried out their duties and responsibilities with pragmatism and good sense. Thanks also go to members of the Steering Group for their help, expertise, enthusiasm, advice and hard work, as well as the funders and supporters listed above, without whom the work of SMTP and its sub-groups could not even begin. In addition, and most importantly, the Trustees thank all the volunteers, without whom the Give and Take events and the vital work of the Community Kitchen would not be possible.



(Mrs) Lesley Ford-Platt
Chairman and Trustee

31 March 2018

SUDBURY MARKET TOWN PARTNERSHIP CIO

Receipts and Payments for the Year to 31st March 2018

£

Receipts

Community Kitchen- donations from guests	454
St. George's Day Fair fundraising	323
Transition Group fundraising	134
Donation	125
Sales of booklets	120
Gift Aid 2016/17	28
	<u>£1,184</u>

Payments

Community Kitchen- equipment, consumables and other	1,265
St. George's Day Festival	6,604
Transition events costs	84
Insurance	410
AGM- room hire and printing/postage and examination	157
Web site domain name	60
	<u>£8,580</u>

Excess of Payments over Receipts	(7,396)
Bank Balance at 31st March 2017	<u>12,451</u>

Bank Balance at 31st March 2018 (see analysis below) **£5,055**

Analysis of bank balance at 31st March 2018

Restricted funds

Suffolk Community Foundation (SCF)- grant to Community Kitchen from a fund managed by SCF	1,577
Community Kitchen- other grants and donations	1,163
Transition group funds	197
Other	<u>200</u>
	3,137
<u>Unrestricted</u> (inc. £1,000 designated as reserves)	<u>1,918</u>

£5,055

Signed:



Karen Baker (Examiner)



Lesley Ford-Platt (Chair)



Rod Gray (Treasurer)

Date: 20/7/2018