



Storrington & Sullington  
Community Partnership

Report for the year ended the 31<sup>st</sup> March 2011

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## **Storrington & Sullington Community Partnership**

**Trustees Report to 31<sup>st</sup> March 2011**, including the financial statements of the Charity

### **Directors and Trustees**

The directors of the charitable company (the Partnership) are its trustees for the purpose of charity law and throughout this report are referred to as the Trustees.

Trustees of the Partnership since registration as a Company Limited by Guarantee

**Paul A. Mackie** Chairman and Chief Executive Officer  
Elected Chair of the previously unincorporated Storrington & Sullington Community Partnership at the AGM held on 8th. November 2007. Lead member from start of Partnership in 2002.  
Resident of Storrington. Retired Senior Executive Shell International

**Heather G. Walker** Vice-Chairman  
Active member of the previously unincorporated Partnership since 2003. Leads on Social Integration & Care. Trustee Horsham area CVS. Manager Horsham Volunteer Centre 1990 to 2008  
Resident of West Chiltington since 1987. HR professional previously.

**David Wright** Trustee  
Active member of Partnership since Company registration December 2007. Resident of Storrington.  
Recently retired from senior manager role in Children and Young People's Services, London Borough of Merton

**Andy Castle** Trustee & Treasurer  
Active member of Partnership since 2009. Appointed Treasurer in May 2011. Resident of Storrington.  
Former executive of Royal Philips Electronics NV.

#### **Additional Officers of the Company**

**Louise Hayton**  
Active member of Partnership since 2008. Focussing on projects and information presentation.  
Formerly an IT consultant and project manager.

### **Reference and Administrative details**

Company Number	6456835	registered 19.12.07
Charity Number	1123409	registered 02.04.08
Principal Office.	24-26 West Street, Storrington, West Sussex. RH20 4EE	
Reporting Accountant.	Spofforths A2 Yeoman Gate, Yeoman Way, Worthing, West Sussex, BN13 3QZ	LLP,
Bankers	Hong Kong & Shanghai Bank Plc, High Street Storrington	
Solicitors	Stuckey Carr, Mulberry House, High Street Storrington	

### **Structure and Management**

The Storrington & Sullington Community Partnership is a not-for profit company limited by guarantee and is governed by its Memorandum and Articles of Association dated 19<sup>th</sup> December 2007. [In this report the descriptions 'Partnership', 'Company' and 'Charity' are used interchangeably.] It is registered as a charity with the Charities Commission. Membership of the Partnership is open to anyone over the age of 18, as well as any body corporate, firm or unincorporated association that is interested in and committed to furthering the work of the Partnership. Similarly, the Parish, District and County Council who have responsibility for all or part of the area of benefit, may be associated members. Registered members of the company have a maximum liability in the event of the charity being wound up, this being the membership fee of £1.

## **Objectives of the Partnership**

The objectives of the Charity (Partnership) are:

To promote the benefit of the inhabitants of Storrington & Sullington and surrounding communities (“the area of benefit”), without distinction of age, sex, race, political, religious or other opinions, by associating together the local authorities, voluntary organisations and inhabitants in a common effort to advance education, relieve poverty, and to provide facilities, in the interests of social welfare, for recreation and other leisure time occupation for the inhabitants with the objects of improving their conditions of life.

To promote all or any charitable purpose for the benefit of the community within the area of benefit.

## **Public Benefit**

The current activities of the charity are detailed in the annual report. The trustees confirm that they have referred to the guidance contained in the Charity Commission's guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

The Partnership has the general aim of bringing together all who are interested in and committed to working to ensure a lively, lasting, and enriching future for our village and neighbouring communities.

## **Appointment of Trustees / Directors**

At the AGM of the Partnership Association, on the 21<sup>st</sup> of April 2009, The Chairman, Vice Chairman and the then Treasurer and two others were confirmed as the first Trustees of the new Company. Subsequently, the Treasurer resigned, reducing the number of Trustees to 4. The Articles of Association provide for a minimum of four and a maximum of six trustees.

During the past financial year one of the Trustees was appointed Company Treasurer. Trustees are elected annually by the members of the company attending the Annual General Meeting, and serve for a period of two years. At every Annual General Meeting one-third of the Trustees shall retire from office, but are eligible for re-election.

The trustees have the power to co-opt up to two further members to fill trustee vacancies. Co-opted trustees may serve for a period of two years before re-election.

All members have been circulated with invitations to nominate trustees prior to the AGM advising them of the retiring trustees and requesting nominations before the AGM.

## **Management**

Trustee/Directors, and the Company Treasurer, manage the affairs of the Charity and direct the work of The Partnership to address identified concerns and needs of those who live and work in the community. As a Private Limited Company, the Partnership is not required to have a Company Secretary, and upon the resignation of the one previously appointed, the decision was taken not to seek a replacement. Two Partnership volunteers provide administrative support to the Trustees. Partnership Members, involved in Partnership Action Teams, work on different projects of the Partnership's Village Action Plan. The Plan is revised in response to public consultation and the progress of joint initiatives with other voluntary organisations and statutory bodies.

## **Risk Management**

The trustees are accountable under the Articles of Association, which incorporates company and charity law. The financial liability of individual members of the Partnership is limited to the £1 membership contribution. The trustees are collectively responsible for Health and Safety matters when the Community Hub is in operation on Mondays. The manager of 24 – 26 West Street, Storrington is designated the Competent Person for Health and Safety matters in the building.

The trustees have revised and approved 6 relevant operational policies, including Health & Safety, First Aid, Risk Assessment for Projects, and Fire & Premises. All administrative procedures are discussed with our volunteers. All may be inspected in the files in the Registered office, and are subjected to a regular compliance review by the Trustees.

## **The Chairman's Report – Paul Mackie**

The Partnership has had another busy and successful year, progressing existing projects and initiating new ones. Membership, now exceeding, 50, is open to anyone wishing to support the aims of the Partnership. We appreciate the commitment of all members, particularly those actively participating in the various Action Teams. This is a significant amount of volunteer effort. More members, including young adults, could however widen the range of knowledge and experience of the Partnership and add to our ability and skills

The Partnership plays an active part in the South Horsham Rural Towns Forum, along with the Community Partnerships of Billingshurst, Pulborough, Steyning, Henfield, and Southwater. We have learnt much from each other in our different approaches to tackling the issues of our local communities, and have been exerting an ever-increasing influence on the manner in which the District Council takes account of and supports our local Action Plans. The Forum Partnerships take part in the District's Strategic Planning process through their membership of the 4 Goal Groups within the 'All our Futures' concept.

It has been a year of transition for the Community Partnership. We started the year with transferring responsibility for the Children and Family Centre service that we had been operating in Forge House, to Spurgeons, who were contracted by West Sussex County Council to perform that role. Jointly we also prepared for and subsequently made the move to newly refurbished premises at 24-26 West Street, (the old Social Services building), saying goodbye to Forge House, and to our most co-operative and helpful landlords, the Andertons for the previous 3 years.

The Partnership operates the Storrington Community Hub in 24-26 West Street on Mondays, and Spurgeons operate the Children and Family Centre from Tuesday through Friday.

The Community Hub is manned by volunteers in reception. They provide help to the members of the public with information and direction to a wide range of services. Regular Carers Support groups and Silver Surfer training are also provided, and there is scope for other services. The Partnership is always lobbying for further provision to local people.

The Partnership's work continues with existing projects such as the Storrington & Sullington Befrienders for the lonely & housebound, and in the Traffic Action team monitoring of traffic flow, and links with the Police and local authorities continue. The popular Village website is being redeveloped and enhanced. A new project was developed during the year by taking on a part-time graduate to provide a Community Transport Information service. The Partnership has also received grants for some of its projects, from HDC, and from Action in Rural Sussex, (AiRS). The projects are reported on below.

Significantly and recently, we have re-invigorated our relationship with the Parish Council, joining with them in preparing for the launch and conduct of a new Community Planning process. This will involve extensive consultation with residents, business people and statutory authorities. It is hoped that Partnership members will very much wish to become engaged in the process of preparing the new Community Plan and will find opportunities to work on actions that will be agreed.

As a private Company Limited by Guarantee with Charitable Status, the Partnership has a Board of Trustees, currently the minimum 4 in number with an additional co-opted member, who meet monthly to plan and co-ordinate activities and to encourage growth in the membership. Fresh opportunities for community action are just around the corner, as can be seen from the above!

I would like to conclude the Chairman's Report with a number of thanks to the many individuals and organisations that have supported the efforts of the last year.

We are grateful to Rowena Tyler, of AiRS, who provided much help on the Rural Access to Services Project (RASP). We have been indebted to Stuart Fairweather of WSCC for his continued support as we wound up our responsibilities for Children and Families Service in Forge House. Our County Councillor, Frank Wilkinson, has been helpful to the Traffic Action Team. Our District and Parish Councillors, Ray Dawe, Chris Mason and Jim Sanson have also been supportive. Richard Jerman, from the Parish Council works with us on the Communications Action Team and co-ordinates production of the Village Newsletter. We continue our close association with the SPLASH team, especially on youth matters.

Finally, I would like to thank my fellow trustees, and the other members of the Partnership who have worked so diligently and selflessly to achieve what has been done this past year. To you all, my grateful thanks.

Our future objectives for 2011-12 are:

1. To co-operate with Spurgeons in making use of the Children and Family Centre to add to and develop further Community Outreach Services from the premises at 24/26 West Street.
2. To work with the Parish Council to develop, publish & commence implementation of an updated Community Action Plan reflecting local needs and aspirations.
3. Support the Parish Council and HDC in developing a Sustainable Community Strategy for Storrington.
4. Identify, develop and empower new village projects arising from the Community Plan.
5. Encourage and increase community participation in village projects.
6. To increase participatory membership of the Partnership, particularly from younger age groups.
7. Explore opportunities for developing local social enterprise projects, not-for-profit businesses serving community needs.

### **The West Street Community Hub - David Wright.**

The year 2010 saw the conclusion of the successful Forge House project, with presentations to each member of the staff team. The knowledge gained was shared with Spurgeons, the successful contractor to provide a full Surestart Family Centre service at 24-26 West Street.

Whilst that 4 days per week service has gone from strength to strength, we too have built up a service to adults on Monday afternoons as a Community Hub, and have provided information and signposting to visitors, and Silver Surfer courses enabling the basics of operating a home computer to be achieved by older people in the village for a small charge.

Other services include the provision of a regular group and individual support service to carers by the County's Carer's Support Service. In response to need for information about public and community transport, a short term project employing a development worker to establish both web-based information and literature about the transport options for families and adults in the area has resulted in a clear picture of travel possibilities in and out of Storrington.

The Monday service will continue to be offered during afternoons, and we will endeavour to respond to the needs of our community as they arise in this way.

### **The report of the Traffic Action Team - David Wright**

The group was established in June 2009, and has met on 12 occasions since then. After an initial busy year, last year has been one of consolidation. The collection of data from WSCC to prove the volume and speed of traffic through the village has been consistent, but in other areas we have been frustrated by local political inertia. An innovative proposal to acquire an electronic speed indicator sign, maintained by the Fire Service, did not find favour with the Parish Council and other public bodies. Similarly, we felt it necessary to abandon our plans for a public meeting on traffic issues due to local political concerns.

However, we are now in discussion with the Police to establish a Community Speedwatch Scheme, which should support their efforts. This will require the approval of the Parish Council.

WSCC Highways Department has been alerted to the noise pollution issues caused by the re-surfacing of our roads with stone chips.

Our Technical Secretary is both the SSCP and Parish council representative on the Horsham District Council Air Quality Management Area (AQMA) working group, and is pressing for funds to be ring-fenced by both HDC and WSCC to ensure measures recommended can be actioned.

A letter from both the Traffic Team and the Parish Council has been sent to WSCC seeking a full study into the traffic issues facing Storrington, and also asking that the traffic modelling needed for the Waitrose development and AQMA be extended to include the village as a whole.

### **Social Integration & Care Network - Heather Walker**

SSCP takes the lead in coordinating this Network to facilitate information sharing across local care and support services. Meeting two/three times a year, service providers, voluntary and statutory, report on the services being provided, their achievements and any planned changes or difficulties. Community needs are discussed and the sharing of ideas and information can help to identify gaps in provision and any development opportunities.

Horsham District Council, Community Development team, West Sussex County Council, Social Services and Youth Services participate along with local health care representatives and voluntary organisations; Storrington Minibus Association, 4SIGHT, Storrington Help Scheme, Monday Club, Pop-In Lunch Club, Splash!, Chichester Diocesan Family Support Service, Action In Rural Sussex outreach health advice service for young people.

The Community Partnership, with its holistic approach to care in the community, has been able to assist in the development of local services and promotes a joined-up approach to service provision. By ensuring that links between services for the elderly, families and young people are maintained, we aim to encourage good working relationships and more joint initiatives.

### **Storrington & Sullington Befrienders - Heather Walker**

Through the Social Integration & Care Network, we identified a need that was not being met in our area and we were able to fill this gap in service provision by developing the SSB visiting service, which is a project of the Partnership.

The service has now been running for over six years with weekly social visits from trained volunteers, providing an additional sense of security and support to mainly elderly people who live alone. The need usually continues until living independently is no longer possible and a move into care is necessary. We have been visiting some individuals continuously since the scheme began and to date have provided a service to over 30 local people.

Friendships develop with regular contact over long periods. Visitors however remain SSB volunteers reporting to the Scheme Coordinator and meeting together regularly. Referrals are received from District nurses, Social Services, other services and relatives.

### **Transport Information Project - Heather Walker**

Over the past year we have successfully achieved the aims set out last year:- 'to collate transport information and to publicise and promote public, private and community services, making information available and easily accessible to local people'. This project came out of the 'Access to Services' survey, undertaken by the Partnership, that revealed concerns and lack of awareness about public transport and other transport options.

We have produced leaflets that are a comprehensive guide to services including bus routes, community transport schemes, taxis, bicycle hire, powered wheel chair shopping schemes and a mass of useful contact details. We describe the leaflet as a 'Links Guide' - An Overview of transport provision in the Storrington area 'Making your journey easier'. It shows diagrammatically, bus routes passing through Storrington, linking with train stations and National Express services. It also shows the location and availability of local services such as the Storrington Car Help Scheme and the Pulborough wheelchair accessible vehicle.

Details such as bus and train times, fares etc. are not included. Telephone numbers and website details are provided so that up-to-date information, to suit individual enquiries, can be obtained when required. Contact details are given for Travel Cards/Concessions enquiries and the special website for Disability Transport. The leaflet clearly shows the range of services that are available, providing a level of choice for anyone, including people with mobility difficulties.

Large posters have been designed, incorporating the leaflet information and transport links diagram, to be displayed at strategic locations in Storrington including at the central bus stand. WebPages have been

created that will shortly be available via the Community Partnership website. The website 'mock-up' however was completed some time ago and is fully useable by the trained help desk volunteers at the Village Hub and by the HDC Library Information Point Officer.

Leaflets are available from the Library, Parish Office, SSCP Village Hub and have been distributed to some extent. Greater distribution of the leaflet is required and more publicity is needed for the help desk services. Consideration is being given to a leaflet distribution through the Parish Newsletter, for which there would be a cost, and to obtaining leaflet sponsorship.

#### **Environment Action Team - Heather Walker**

A Greening Campaign was successfully carried out during the year, distributing cards to encourage cost saving ways that reduce energy waste and CO2 emissions. The exercise was to inform and to promote the idea that small savings by individuals can collectively achieve a worthwhile outcome.

The Partnership Action Team would welcome additional members with an interest in working alongside other local groups concerned with conserving and improving the local environment.

#### **The report of the Communications Action Team – Andy Castle**

The village website has continued to thrive and attract a constant flow of visitors to its pages. A new version of the village site is nearing completion and will be launched shortly. This will have a new look and feel, but will aim to continue to support a comprehensive range of information for residents, visitors, businesses and people working in the area. Recently the Parish Council has introduced its own site that means their information can be maintained directly by their staff. Links between the two sites allow easy access from one to the other. A key role for the action team in the next two years will be to support the development of the community plan by providing facilities for communication between the community and the Community Plan project team. The team also ensures that the activities of the Partnership are reported in the quarterly village newsletter and in a variety of local publications and the newspapers.

#### **Treasurer's Report – Andy Castle**

The WSCC grants for the operation of the Children and Families Centre in the Forge House Community Hub ended in mid 2010. Since then the Partnership has continued to operate with very limited funds, seeking grants for specific, relatively minor projects under its own direct control and execution. It has also been provided with small grants for administrative expenses on an annually renewable basis. It has no regular source of revenue income.

Larger scale village infrastructure projects, with which the Partnership was engaged in collaboration with the Parish, District and County Councils, derived their funding from resources held by the latter two statutory organisations.

The accounts for the period 1 April 2010 to 31 March 2011 are presented as Annex 1.

The Company's accounting period is in line with the financial year. Companies House has our reference accounting date recorded as from 1<sup>st</sup> April to 31<sup>st</sup> of March.

They have been prepared with the help of a Spofforths accountant, a well-known local firm of Chartered Accountants. Spofforths were officially adopted as the Company's accountants at the AGM in 2010.

#### **Investment Powers and Policy**

The Company does not at this stage have any investments, nor any plans to have them.

The Company aims to maintain cash reserves equivalent to at least two months operating costs.

The level of reserves is monitored and reviewed by the trustees on a quarterly basis. Unrestricted funds at 31 March 2011 were £18,733 that were wholly represented by cash at bank.

The Company maintains a savings account linked to its current account for sums exceeding immediate forecast needs. However, current rates of interest are very small.

#### **Plans for Future periods**

The Company has benefited from small grants made by the County and District Councils, for administration purposes. With the pressures on local government finance, these grants will be at risk, and tight control over future general expenditure will be needed. To date the Company has not developed a

social enterprise activity that might generate a regular income for general support of our activities. A constant vigilance for the possible establishment of such an enterprise must be maintained.

It is also always a challenge to obtain restricted funding support for individual projects, as frequently funders require matching amounts to accompany the potential grants being applied for. The Company has insufficient reserves to put up significant matching funds when making such applications to potential funders. In the past year we have been fortunate to obtain grants for some of our projects, unencumbered by the need for matching them with our own funds. This will not always be the case, and the ability to initiate new projects may thus be restricted.

**Trustees' responsibilities in relation to the financial statements.**

Company Law requires the trustees to prepare financial statements that give a true and fair view of the state of affairs of the Charity at the end of the financial year and of its surplus or deficit for the financial year. These are contained in Annex 1 and all future accounting periods will be by financial year.

**Independent examination of the Accounts**

As the total Incoming Resources for the past year did not exceed £25,000 neither an Audit nor an Independent Examination were required. The statements on page 3 of the attached accounts should be noted.

A handwritten signature in black ink that reads "Paul Mackie". The signature is written in a cursive style with a large, looping initial 'P'.

P. A. Mackie (Chairman) on behalf of the Trustees

Date: 28 June 2011