



# **Storrington & Sullington Community Partnership**

Report for the year ended the 31<sup>st</sup> March 2010

STORRINGTON & SULLINGTON COMMUNITY PARTNERSHIP  
REPORT FOR YEAR ENDED 31<sup>st</sup> MARCH 2010

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## Storrington & Sullington Community Partnership

### Trustees Report to 31<sup>st</sup> March 2010, 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 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.

Peter Herbertson

Trustee

Active member of the unincorporated Partnership since 2007. Has coordinated development opportunities for children and families following Splash! youth research project.  
Resident of Storrington. Consultant and former Environment agency senior executive.

David Wright

Trustee

Active member of Partnership since Company registration December 2007. Resident of Storrington.  
Recently retired from senior manager role Surrey County Council's Social Services, Children's Services in the Borough of Merton

#### Additional Officers of the Company

Daniel Hobbs

Treasurer

Appointed Treasurer of the Charity in October 2009 Accountant with Spofforths - Worthing  
Member of Association of Accounting Technicians (MAAT), and Institute of Chartered Accountants (ACA)  
and also a student member of the Chartered Institute of Taxation

Catherine G. Hodgson

Company Secretary

Appointed Company Secretary in November 2009.  
Previous position Business Manager Corporate Services NHS Yorkshire and the Humber  
Professional Examinations of the Institute of Chartered Secretaries and Administrators  
Including Company Secretarial Practice, Corporate Law, Professional Administration and  
Administration of Corporate Affairs.

#### Reference and Administrative details

Company Number	6456835	registered 19.12.07
Charity Number	1123409	registered 02.04.08
Principal Office	Forge House, 3 Church Street, Storrington, West Sussex. RH20 4LA	
Independent Examiner.	Paul Thatcher FCA Spofforths LLP, A2 Yeoman Gate, Yeoman Way, Worthing, West Sussex, BN13 3QZ	
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 last 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 no further Trustees have been appointed. 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, with the Company Secretary and 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. 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. One of the trustees is the Responsible Person for Health and Safety matters. The manager of the Community Hub is designated the Competent Person for Health and Safety matters in Forge House. The manager has prepared and the trustees have approved 14 relevant administrative policies, including Health & Safety / First Aid, Risk Assessment for Projects and Fire & Premises. All administrative policies are brought to the attention of all staff and volunteers. They may be inspected in Forge House and are subjected to a regular compliance review by the Board of Trustees.

The Forge House premises have been inspected by the Environmental Health Officer for Horsham District Council and the kitchen passed for community use. The Fire Service carried out a full fire safety audit under the new Fire Safety regulations (2005) on 11 March 2009 and a number of deficiencies were noted. These were remedied in conjunction with the landlord, and a satisfactory follow up inspection was carried out June 2009.

## **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, which is a Company Limited by Guarantee and with Charitable Status, has been fortunate during the past year to be joined by Catherine Hodgson as our Company Secretary. She brings considerable experience in this capacity. Dan Hobbs, an experienced accountant with Spofforths, also agreed to become the Company's Treasurer. We are most grateful for their willingness to volunteer their help.

Early in the past year, and in collaboration with the Parish Council, a series of Open Evenings were held which allowed all who live and work in the village to see the progress that has been made on the 2003 Village Action Plan. Their comments and views on the issues affecting the village, and their suggestions for further action were recorded. Fresh emphasis was given to some existing projects and new ones started.

Although some Parish Council members are actively working in the Partnership projects, it has recently been decided to form a small group of 6 members, 3 from each of the Parish Council and the Partnership to review the full range of project activities being undertaken and to offer any steering and re-orientation thought necessary.

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.

During the year, the Partnership received a joint award from South East Market Towns. 'Caterham Meets Storrington' was the winner of the Partnership & Strategic Working Category. The judges felt that it was a good model that involves all sectors of the community. The award resulted from our help to the fledgling Caterham Community Partnership when they visited Storrington in 2008.

We also received the second prize for £2000 in the 2009 West Sussex County Council's Social Enterprise Innovation Award for the establishment and operation of our Forge House Community Hub.

The Partnership has also received grants for some of its projects, from HDC, and from Action in Rural Sussex, (AiRS) and, most notably, very significant continued financial support from WSCC's Children and Families Service for the Children and Families Centre operation in Forge House.

This year will see a significant change for both the Community Hub and the Children and Families Centre with the relocation from Forge House to 24-26 West Street. More about this in the Forge House report that follows.

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 has provided much help on the Rural Access to Services Project (RASP). We are indebted to Stuart Fairweather of the WSCC's Children and Families Service for his considerable and continued support. Our County Councillor, Frank Wilkinson, has been helpful to the Traffic Action Team. Our District and Parish Councillors, Ray Dawe and Chris Mason have also been most supportive. Richard Jerman, from the Parish Council works with us on the Communications Action Team and co-ordinates production of the Village Newsletter.

Though they have now moved on, our quite outstanding staff of Liz Burt, Heather Wyeth, Sue Townrow, and Sam Talbot will always have our deep appreciation and thanks for the excellent and exemplary work they did to make the Community Hub in Forge House so successful. I also would like to recognise the considerable help that SPLASH have given us in obtaining and managing the remuneration of our excellent staff.

Finally, I would like to thank my fellow trustees, Company officers, 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 2010-11 are:

1. To co-operate with Spurgeons on a smooth transition of the Children and Family Centre and other Community Hub activities from Forge House into the new premises at 24/26 West Street
2. To Work with the Parish Council to develop, publish & implement an updated Village 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 Village Plan update.
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, a not-for profit business model serving community needs.

### **The Forge House Community Hub Project Managers Report - David Wright.**

The year 2009 has proved a very successful year for Forge House and its staff team, on a number of levels.

From feedback received, the services delivered have been well received, mostly thanks to the consistent, experienced and dedicated staff team. The range of activities increased, many local organisations have worked with Forge House to deliver their services, with the result that 6,600 visitors came to the building, including approximately 5,800 members of the public. This is an increase of 43% on 2008.

We are indebted to Splash! For recruiting an excellent staff team, and working in partnership with us to ensure they have been able to respond so positively to the needs of all our callers.

As a result, it has enabled the Community Partnership to be aware of the social care, health, information and support needs of our local residents of all ages. This has enabled us to advise WSCC in developing a specification for a Children's Centre in Storrington that is integrated with its local community.

The Community Hub service from Forge House closed in its previous form on 31<sup>st</sup> March 2010, and the staff team are capitalising on the experience they have gained by obtaining positions elsewhere. Whilst the WSCC funding for Forge House is now channelled to the newly established Children's Centre run by Spurgeons, we will continue to have a close working link with WSCC and Spurgeons, to offer our local knowledge and networks to benefit the establishment of the Children's Centre.

This partnership working has meant that it will be possible to continue many of the services provided to older people when the new premises at West Street are refurbished and available for occupation by both the Children's Centre, and for other local organisations, including the Community Partnership.

The original idea for the Community Hub at Forge House arose from the Village Plan of 2003, and its creation was thanks in large measure to the energy of our Chair Paul Mackie. The village of Storrington can be proud of a first class service coordinated by an exceptional staff team, an example which has proved to be of interest to a number of neighbouring areas.

Further information about Forge House, and about Spurgeons is available in the Forge House Second Annual Report, copies of which are available at the meeting.

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

The group was established in June 2009, in response to considerable concerns expressed by Storrington residents in the Village consultation, in relation to speeding, HGV traffic, parking, and air quality.

The group has met on 6 occasions since then, established a sound and productive membership, devised a Management Action Plan, and worked on some of these priority areas with some success.

Our achievements to date are –

- Production of 2 press releases
- Recruitment of ex Met police traffic officer to group, along with other local residents, a WSCC councillor and Parish Councillors from both Storrington, and the neighbouring parishes of Thakeham and Amberley.
- Our Management Action Plan approved by Storrington Parish Council
- A meeting with WSCC officers re traffic modelling should the wider Waitrose development proceed.
- 2 meetings with police both Regional and Neighbourhood – establishing a mutually supportive working relationship
- Speed monitoring undertaken jointly with Local Neighbourhood Police
- Arrangement for speed and volume data for the West Street and Amberley Road sites, to be supplied quarterly.
- User friendly analysis of speed data produced, from data supplied regularly by WSCC Data Analysis Team
- Powerpoint presentation developed for use with residents and local partner agencies.
- Wheelie bin 30 stickers supplied for residents of Amberley Road + more for Washington Road and elsewhere
- Extra "Kill your Speed" signs erected at Amberley Road by WSCC Highways.
- Unmarked Police Patrol sign erected in Amberley Road.
- 4 designated sites agreed with police for officers to use speed gun in village.
- Planned intensive lorry watch to provide data for WSCC to write letters to hauliers.
- Proposal for developing partnership with Fire Service to provide moveable Speed Indicator Device.

We hope over the next year to work towards engaging with local residents through the village website and a public meeting, in order to fully gather evidence to propose changes to make Storrington a safer and more pleasant place to live.

## **The Social Integration & Care Report - Heather Walker**

This Partnership led Network continues to meet three or four times a year to share information about the level and success of services, to identify gaps in provision and to discuss possible action to help service providers and their beneficiaries.

Horsham District Council, Community Development team, West Sussex County Council, Social Services and Youth Services participate along with local health care representatives, Horsham Partnership for Older People and voluntary organisations and charitable bodies:-

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 Social Integration & Care forum, with its holistic approach to care in the community, has, through the sharing of ideas, resulted in the development of services and a number of joint initiatives. An information leaflet 'Activities and Services for Older People' is produced and distributed by and through this group.

The Network has strengthened links across a wide range of service providers. There is greater understanding of the help that is, and could be, given to individuals and groups with similar needs. Members contribute useful information, raise concerns and bring valuable experience and knowledge to Network discussions.

## **Storrington & Sullington Befrienders The SSB Project – Heather Walker**

Having identified a need and gap in service provision and being aware of Visiting Services elsewhere, we started our own scheme, with the assistance of the Pulborough group.

After recruitment, training and completion of all compliance procedures, in 2005 we were able to match 10 volunteer visitors with individuals, mainly elderly, who would benefit from weekly social visits. Referrals came and continue to come from local District Nurses, Social Services and relatives. Over the five years, 28 people have received support and friendship for as long as required and we have been joined by a further 8 volunteer visitors. A number of people have continued to be visited regularly by SSB since the scheme started.

We are currently recruiting and would welcome two or three volunteers. There is a small waiting list of people who would appreciate the visiting service. A number of people with short term support needs are also being supported. Encouragement and assistance is given, where appropriate, to introduce people suffering from loneliness to involve themselves with local group activities and events.

## **The Rural Access to Services Project. (RASP) – Heather Walker**

This project is being undertaken by the Partnership with Airs funding and with support from Horsham District Council. Rowena Tyler, Community Leadership Support Officer, Airs has been working with us to identify ways of improving access to services for people in Storrington and Sullington and the surrounding area.

In 2009 data was collected on current service provision. The professional services of research company Abacus Insight were commissioned to carry out a telephone survey of residents age 16+ and further targeted research, through consultation, was conducted with young people aged 12 to 22 years. Results and summarised report, produced by Abacus Insight, were sent to neighbouring parishes for information and are available upon request.

A good deal of satisfaction with the area, and the level and accessibility of services to meet their needs, was expressed by those interviewed. A number of issues were raised as dissatisfaction or wish for improvement. These related to;

- Availability of public transport
- Car parking provision
- Accessibility of information about all services
- Reliable traders
- Activities and facilities for young people
- A desire for more police presence

We feel that we have a role to play in improving services, working with those statutory bodies that have responsibility for such things as policing and car parking and with local authority and charitable bodies that aim to improve local provision of services, activities and facilities for young people. We aim to assist and support new initiatives that meet the needs of those who live and work in the local area.

We will continue to promote the WSCC 'Buy with Confidence' scheme to local traders to help potential users requiring a level of reliability assurance.

The Partnership has been able to provide a holistic information service, through the Forge House drop-in centre, giving assistance to people needing to access services. The village website, another SSCP project is also a source of information.

### **The report of the Communications Action Team – Paul Mackie**

This small group maintains the village website [www.storrington.org.uk](http://www.storrington.org.uk) and is currently working on a new version. The website receives close to 2000 unique visitors a month who access some 8500 pages. 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..

### **Brief reports on scope of new Projects getting underway.**

#### **The Environment Project and 'Greening Storrington' – Heather Walker**

The Partnership action team having considered a number of issues including general street cleanliness, conservation and reducing the number of plastic bags, is now focussing on running a 'Greening Campaign'

#### **The JobCentrePlus Project – Paul Mackie**

The Partnership Action Plan has had pending for some time the setting up of a Job Centre operation located in the Community Hub. As a precursor to having such an operation, and supported by AiRS, the Mobile Unit of JobCentre Plus has been located in the Village Centre once a fortnight for the past several weeks. It has been well attended by local employers and job seekers.

#### **The Community Transport Information Project. – Heather Walker**

The main new action for the Partnership, resulting from the findings of the RASP survey is the development of a Transport Project, that aims;

- to collate transport information
- to publicise and promote public, private and community services, making information available and easily accessible to local people.
- To identify the real need for new or developed transport services
- To explore viable ways of providing sustainable transport services or schemes to meet genuine need.

to encourage greater use of public transport, car sharing and alternative methods of avoiding car use to reduce carbon emissions, improve health and quality of life for all.

## **Company Secretary's report – Catherine Hodgson**

I was appointed Company Secretary of the Partnership in November 2009 and am very pleased to be part of a successful and forward looking organisation.

Before my appointment, the Partnership's governance was robust and continues to be so. The Partnership is compliant with the requirements of Companies House and the Charities Commission.

The Board of Trustees has recently reviewed its framework of policies and procedures and has sought to expand this with policies covering whistleblowing and the destruction and retention of documents.

The Board continues to meet on a monthly basis to discuss and evaluate the Partnership's work within the community and the various initiatives with which it has involvement.

This is a period of change for the Partnership as it looks forward to working with the Spurgeons charity and its move to a new base in West Street. The Partnership will continue to be compliant with all statutory and governance requirements during the transition.

## **Treasurer's Report – Paul Mackie ( pp Daniel Hobbs)**

With the exception of the very significant WSCC grant for the operation of the Children and Families Centre in the Forge House Community Hub, 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.

The 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.

These accounts 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. At the last AGM Spofforths were officially adopted as the Company's accountants.

It was agreed with WSCC's Early Childhood Services, that the tranches of grant funding required to continue successful operation of the Children and families Centre in Forge House should be applied for well ahead of the period in which they would actually be expended. The accounts reflect this in the carry forward of funds between accounting periods.

## **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 2010 were £5,351 which 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**

Although the Sage Accounting system was set up during the past year its acquisition and staff training proved quite costly. Moreover it has proved something of a sledgehammer to crack a nut. This will be especially the case as the funds under management by the Partnership will diminish quite sharply in the

coming year, as a result of the direct contract between WSCC and Spurgeons for the running of the new Children and Families Centre.

**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**

A resolution will be proposed at the Annual General Meeting that Peter Hussey FCA of Spofforths LLP will be appointed as Independent Examiner of the Charity's Accounts for the forthcoming year.

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...May 2010