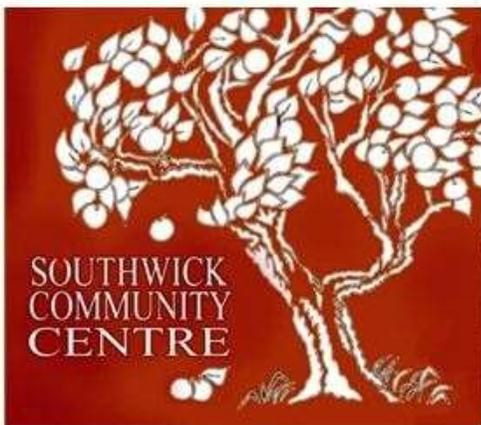
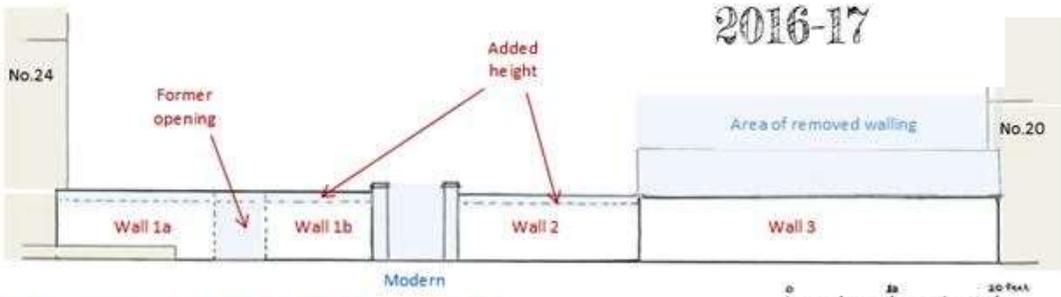




# Southwick Community Association

## ANNUAL REPORT 2016-17



# Southwick Community Association

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### BOARD OF TRUSTEES

<i>President</i>	Maxine Coomber	
<i>Vice-President</i>	Michael Coomber	
<i>Chairman &amp; Hon Treasurer</i>	Bob Ryder	
<i>Honorary Secretary</i>	David Comber	
<i>Vice-Chairman</i>	Malcolm Gough	
<i>Board Members</i>	Simon Armes	Philip Evans
	Mark Flower	John Garland
	Tony Green	Don Murrell
	Philip Simons	
	Angus Dunn	<i>(Adur District Council)</i>
	Janet Mockridge	<i>(West Sussex County Council)</i>
	Ian Churchill	<i>(co-opted)</i>
	Martin Oakley	<i>(co-opted)</i>
	Ray Richards	<i>(co-opted)</i>

### STAFF MEMBERS

<i>Development Manager</i>	Tony Brownings
<i>Administrator / Café Manager</i>	Sharon Watts
<i>Administrative Secretary</i>	Carol Comber
<i>Premises Manager</i>	Adrian Kenward
<i>Caretaking Assistants</i>	John Walker, Malcolm Woodhams John Derby, Patrick Byrne Stuart Fogden, Rod Nash
<i>Café Supervisors</i>	Sue Bolton, Dawn Bubloz Jae Wilson, Rebecca Goffin

*Cover images: a Chanticleer pear tree through the seasons; historic plans, photos and drawings of our site; and a sketch of the possible new entrance design*

## “Building on our Past, Building for our Future”

The Association’s Trustees have been doing a lot of hard thinking over the past year, about plans for the long-term future of the community centre. We have taken two important steps forward.

1. **A set of improvements to the outside of the Centre**, beginning with our wide 100-yard frontage on Southwick Street. Plans for the first big phase were approved in March 2017 and work will start this summer.

The aim of these improvements is to make the Centre more visible and noticeable to the public; more appealing, more attractive and more welcoming. The whole appearance along Southwick Street will be lifted, with the garden a much more visible part of the picture, and the whole Centre will be more clearly seen as being one single large place.

2. **A charitable trading subsidiary.** The company was set up in 2016-17, so we are now able to expand the range of economic activities which can support the Association as a charity.

The physical improvements should help attract more public interest in the Centre and greater use of the facilities. Having a “trading arm” means we can take on more activities like catering for functions and weddings, which can be very profitable, but which a charity can’t normally do directly. The company is being set up so that it can take on such activities, with all of the profits being paid over to the Association as the parent charity.

But also, we have spent just as much time thinking about the Centre’s **past**. The history of SCA, together with the history of the site we occupy, makes for a unique combination. First, we have been a pioneer of the community association movement nationally, starting back in 1945. Secondly, our large site has its own fascinating story as the hub of the old Southwick Manor Farm.

So there was a third big step we decided on last year. We want to raise awareness of the Centre’s unique *past* and to get people interested and engaged in it - because this is a valuable way of getting people involved in the *present* of the community centre and supporting its role in the *future*.

3. **A “heritage project”** will be launched to bring together the records, archives and photos of our history, and the memories of local people about the old site and the growth of the new Centre. We’ll organise this material and make it accessible; and we’ll use it to spread awareness of the heritage value of our historic site and our own long history in the community.

These topics will come up at this year’s AGM - and we’ll be giving a lot more information about these developments in the Forum meeting which follows on immediately after the formal business of the AGM.

**Bob Ryder (Chairman)**

## **A round-up of the year**

In May last year, just after our annual report was published, our President, Betty Dawes, passed away. Betty had been involved since the early days of the Centre, being one of the founding members of Wick Theatre Company and then later being closely involved with the development of the Southwick Opera and the Association itself. Betty became President of SCA in 2007 and served right through to last year. She was always resolutely optimistic and cheerful about the Centre and about life in general, notwithstanding the ill-health she faced in recent years. She will be sorely missed.

Sadly, another long-standing supporter of the Centre, Iris Roberts (widely known as 'Smudge') passed away suddenly in April this year. She belonged to several of our affiliated groups and like so many of our volunteers she worked away steadily in the background - supporting many community events, especially the Christmas Fair, and regularly helping with our weekly fundraising stall.

In March we were pleased to succeed finally in getting planning permission and listed building consent for various improvements to the exterior of the Centre - the main entrance area, the garden gateway, and the removal of one large tree and the planting of a fine new tree. Further details will include other landscaping work and the replacement of our public signboards facing Southwick Street. The project is being steered by a small voluntary team, supported by our architect and structural engineer, with a managing contractor also to be appointed soon. The work should be under way over the summer holiday period and we will try to keep disruption to a minimum. Please bear with us - it will be well worth it!

During the past year we completed the big refurbishment of the Glebe Room. This now means all of our main public rooms have been brought up to a good standard in the last five years. Lighting and equipment in the main Kitchen has been replaced, and the noisy chiller unit in the Café has been replaced by two new cabinets, which are much more compact - and almost silent.

Our painting and decorating volunteer, Steve Borer, said recently that over the last few years he has managed to re-decorate nearly all of the rooms at the Centre - so he will soon be ready to start all over again! This place really is like the Forth Bridge.

By the time you read this, Nigel Bubloz and his merry band of volunteers should have completed another successful Beer Festival. Further ahead, we are already planning for the next Christmas Fair (2 December) - led by the Individual Members, Mike and Maxine Coomber and their team. Together these two public events typically raise £7-8,000 each year towards improving the facilities and equipment at the Centre.

We're often asked why we don't run a Summer fête. The short answer is that we would need a group or ad-hoc team to organise it! If your group is interested, please contact the Centre Office and we can advise. Not only would your group be helping to raise the profile of the Centre, they would also be rewarded through the discount scheme, which recognises the extra efforts which some voluntary groups are prepared to put in.

## **Thanking our Volunteers and Staff**

So much of SCA's success over the years has been the result of contributions by local volunteers. Equally, we are extremely fortunate to have a team of part-time staff who have the values of the community centre very much at heart and who are dedicated to its future. A big thank you to all involved.

Beginning with **OUR VOLUNTEERS**, our thanks go to:

- All the many volunteers from our affiliated groups who help out in the Café in the evenings; and all the volunteers from the Individual Members section, especially in the work of our Christmas Fair.
- Ken Bennett, Dawn Watts, Jake Ananth, Ann Beer, Elizabeth Burchell, Maureen Cripps, Julie Howells, Sally Diver and Kate Armes, who are all part of our daytime volunteer team. Pam Mole who has been a volunteer for a few years, now is sadly no longer able to participate and our best wishes go to her.
- Paul Watts, who looks after the large lawn in the main garden and Maureen Cripps who puts in a great deal of time looking after the Centre's flower beds and gardens as a whole.
- Nigel Bubloz and Martin Oakley, who look after the lighting and sound operation for the Barn Theatre, as well as overseeing general maintenance of the Barn.
- Sally Diver, who coordinates the front-of-house training for theatre companies.
- Steve Borer, our volunteer painter and decorator, who has very skilfully redecorated many of the rooms and communal areas.
- John Young, who runs the Centre's stall at our Friday Market.

Thanks also to **OUR TEAM OF PART-TIME STAFF**, now comprising:

- Adrian Kenward, our Premises Manager, who is in charge of the overall condition and cleanliness of the complex, its maintenance and security. He heads our caretaking team of John Walker, Malcolm Woodhams, John Derby and Stuart Fogden, supported also by Andy Farwell-Cooke for maintenance. We welcome our newest member of the team, Rod Nash.

- The office team is Sharon Watts, our Administrator, dealing with finance and room bookings; Carol Comber, who provides secretarial and general office support; and Tony Brownings - responsible for new business, contracts and grants, along with general office support.
- Sharon Watts, in her other role as Café Manager, has Sue Bolton, Dawn Bubloz and Becca Goffin in support to run the café.

*Dave Comber (Hon Secretary)*

## **The activities taking place at the Centre**

Over the last generation or so, the kind of use the community makes of the Centre has been slowly changing. Quite a few of the traditional community ‘membership societies’ have found it much harder to flourish in today’s social scene, than in the days when the Association was founded at the end of the Second World War. We currently have two-dozen affiliated groups, which are very active - but that compares with the five-dozen or more groups we had for much of the 1950s and 1960s.

In the course of last year, two affiliated groups were wound up because of declining membership - the Southwick Scottish Country Dance Club and the Royal British Legion Women (Southwick Green) branch. The Adur East Lions Club and the Saltdean Lodge relocated; and the Southwick Pre-School Playgroup (while still a very active user of the Centre) has changed its status from a registered charity to become a trading organisation. On the other hand, we have a new affiliated group in the Sussex Motorcycling Lodge; and the Southwick Philatelic Society has broadened its membership area and been renamed the Adur Stamp Club.

An idea of the many and varied activities taking place can be gained from a quick look at the list of affiliated groups (see p.8 below) - but in addition, of course, there are a great many other non-affiliated or more occasional users.

We continue to see a rise in the use of the Centre for various ‘participation’ activities in the fields of fitness, leisure and well-being. Increasingly, too, our facilities are popular with organisations in the social and health sectors. For example, we are working with the providers of new forms of adult education, so that the Centre is now being used for courses with a strong social dimension. And NHS bodies are not only using us for Blood Donor sessions (as they have done for very many years) but also now for large training courses in the Barn hall and other rooms, sometimes for the training of staff themselves, sometimes for educational courses.

Our comprehensive website [www.southwickcommunitycentre.org.uk](http://www.southwickcommunitycentre.org.uk) gives a very clear impression of the scale and range of activities now taking place.

## The history & heritage of the Centre

Over the last six months we have started bringing together and sorting through many files, scrapbooks, documents, photographs and films stretching way back into the community centre's past. We have also cleared a big area on the top floor of the Homestead building, ready to house a proper "permanent archive" of records once the material is properly organised. Dave Comber, Dave Peaty and other helpers have made a start in taking stock of what's there and how the task can be broken down into manageable stages. We're planning to make a bid to the Heritage Lottery Fund to assist us with this work and with the promotion of our great heritage.

In the meantime, if any group or individual has any items that throw light on the history of the Centre, which they are willing to donate (either as "originals" or copies) please contact the Office.

*Tony Brownings* (Development Manager)

## Finance

A financial statement and balance sheet will be circulated alongside this annual report for the Association's AGM (on 26 June 2017). The full set of audited accounts will be published later in the year. What follows below is a summary of the key figures for 2016-17.

**OPERATING FUND** (for the day-to-day running of the Community Centre). The account finished with a surplus of £26,000 for the year.

- **Income** (at £204,000) was up by £8,000 (+4%) from the previous year. The largest item was income from the hire of facilities (£147,000) which was up by £5,000 (+3%).
- **Expenditure** on our running costs (£178,000) rose by £3,000 (+2%) from the previous year. The largest item was spending on staff costs (£93,000) which rose by £4,000 (+4%).

**DEVELOPMENT FUND** (for improvements to the Centre's facilities and equipment). On the income side, there was a net surplus of nearly £8,500 from community events. We are extremely grateful for the efforts put into the annual Beer Festival and the Christmas Fair - the work of the many keen volunteers who plan and carry out these big events, ably supported by the Centre's office and premises team.

**CAPITAL EXPENDITURE** for the year was fairly modest, at £13,500. Most of this (£10,500) was invested in building improvements, the biggest single item being the major refurbishment of our large Glebe Room, built in the 1970s and certainly benefitting now from a full "revamp". About £2,000 was spent on new and replacement kitchen equipment, and £1,000 on an upgrade of the "assisted hearing" (audio loop) system in the Barn hall, which

has made a big improvement for theatre audiences, conferences and public events.

**The overall position** is very good, going into 2017-18, with the Association well-placed to embark on the planned improvements to the exterior of the community centre.

*Bob Ryder (Hon Treasurer)*

## **Affiliated Groups, 2016-17**

Adur Photographic Society	Southwick Duplicate Bridge Club
Adur Stamp Club	Southwick Masonic Lodge
Lazy River Square Dance Club	Southwick Opera
Mid-Hants Railway Society (Watercress Line)	Southwick Players
Mid-Sussex Branch IPMS	Southwick Rifle Club
Royal British Legion (Southwick Green)	Southwick (Sussex) Society
Southdowns Model Group	Sussex Motorcycling Lodge
Southern Electric (Sussex Branch)	Sussex Quilters
Southwick Art Club	SWANS
Southwick, Fishersgate & District Horticultural Society	Voice for Disability - Independent Living
Southwick Camera Club	Wick Theatre Company
	World Ship Society (South Coast Branch)

## **Individual Members Section**

**The section is now in its 71st year.** We are proud to be part of a community association which has such a long history and which also continues to be so forward looking. Our aim is to give enjoyment to members of the IM section at the same time as supporting the needs of SCA itself. We welcome new members and encourage friendships old and new.

**Our membership** currently stands at 64: unfortunately some members have passed away and some are no longer well enough to continue membership. Joan Callar, who had been such an active IM member since the 1960s, left the area during this year to be nearer her family and we wish the very best in her new home.

**Trustees of the Association.** Several Individual Members served as Trustees of SCA during the year. In particular, from among our committee members, Mark Flower was elected as a Trustee at the last AGM and Maxine and Mike Coomber are proud to have been elected as the Association's President and Vice-President respectively.

**Christmas Fair.** Our members take the lead in organising the Christmas Fair, which is a busy event that takes a lot of preparation before the event and plenty of activity on the day. We're extremely grateful to our committee and members who help with the organisation, the selling of draw tickets, and the sales table and lucky-dip stall on the day.

The 'Grand Draw' is particularly valuable fundraiser for the Association, which takes a lot of hard work. We start selling tickets in person at the Centre in early November, as well as encouraging affiliated groups to sell tickets to their own members. The collecting of prizes for the draw is another time-consuming job, as is the processing of the tickets. But the event is great fun and it makes an important contribution to the Association's funds year after year. So thanks again to all our helpers and supporters.

**Donations.** As well as the proceeds of the annual draw, we donated the cost of printing the flyers and posters for the Christmas Fair and were also donated all the money taken on the sales table and children's lucky dip (and members themselves donated items for these stalls). We also gave a cash donation to the Beer Festival.

**Outings.** We had three outings this year, to "End of the Rainbow" at the Theatre Royal, to "Half a Sixpence" at Chichester, and to Exbury Gardens in the New Forest. We also encourage our members to support the theatre groups here at the Centre, by attending the wide variety of shows at the Barn.

**Whist drives.** The Monday Whist, which takes place every Monday afternoon, remains very popular, but as always would welcome more people along. It is now organised by Jean Miller, who would be pleased to give you any further information.

**Speakers.** We continue our monthly programme of guest speakers, giving informative illustrated talks which cover a wide range of interesting topics. The programme is publicised at the Centre and is also shown on the SCA website. We meet every fourth Wednesday afternoon (except August and December).

**In conclusion** - the activities of the IM section are essential to the well-being of the Association and the richness to its social life. All of our members are kept informed through email and notices, anyone living in Southwick and District may join. I would like to thank everyone for the help they have given in the past year and wish the Southwick Community Association every success in the future.

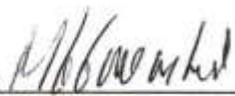
*Maxine Coomber* (IM Chairman / Hon Secretary)

INDIVIDUAL MEMBERS SECTION OF SOUTHWICK COMMUNITY ASSOCIATION  
ACCOUNTS 30 APRIL 2016 – 31 MARCH 2017

<u>INCOME</u>		<u>EXPENDITURE</u>	
SUBSCRIPTIONS	329.50	STORAGE, RENTS	207.26
DONATIONS	-	DONATIONS	25.00
MONDAY WHIST RENTS	857.39	MONDAY WHIST RENTS	832.64
SOCIAL AFTERNOON	1386.59	SOCIAL AFTERNOON	642.02
<u>OUTINGS</u>		<u>OUTINGS</u>	
VARIOUS OUTINGS	1211.00	VARIOUS OUTINGS	1028.00
CHRISTMAS FAIR	1005.36	CHRISTMAS FAIR	1010.36
SUNDRIES	-	SUNDRIES	259.00
INTEREST	39	POSTAGE	125.40
		AFFILIATION	3.15
		STATIONERY	48.15
		CHRISTMAS TEA	<u>270.00</u>
			4450.98
		INCOME OVER	
		EXPENDITURE	<u>339.75</u>
	<u>4790.23</u>		<u>4790.23</u>

BALANCE HELD

<u>31 MARCH 2016</u>		<u>31 MARCH 2017</u>	
COMMUNITY ACCOUNT	1473.94	COMMUNITY ACCOUNT	2044.24
BUSINESS SAVER ACCOUNT	1006.69	BUSINESS SAVER ACCOUNT	1007.08
CASH IN HAND	<u>300.65</u>	CASH IN HAND	<u>69.21</u>
	<u>2781.28</u>		<u>3120.53</u>

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 HON TREASURER

SIGNED   
 \_\_\_\_\_  
 ACCOUNTANT

The Individual Members Section was formed not long after SCA was founded in 1945, for people who wished to help the Association (without necessarily joining a particular club or society). The aim was to raise funds and provide volunteers to help with the running of the Centre. Over the years social meetings and outings have been introduced. If you are interested in becoming an Individual Member, please contact Maxine Coomber at the Centre or on 01273 461955, or by e-mail at [mccmjccoomber@aol.com](mailto:mccmjccoomber@aol.com)



## **THE BARN CAFÉ**

9.30am - 2pm

open for tea, coffee, soft drinks, homemade cakes

11.30am - 1.30pm

open for snacks & light lunches



## **INDOOR FRIDAY MARKET / TABLE-TOP SALES**

**9am – 12 noon**

**EVERY WEEK IN THE GARDEN ROOM**

**A variety of stalls, including greetings cards, jewellery,  
bric-à-brac and fresh produce**



***Keep up to date - use the Community Centre website !***



**[www.southwickcommunitycentre.org.uk](http://www.southwickcommunitycentre.org.uk)**



*Southwick Community Association is a registered charity (No 305370)*