

# ANNUAL REPORT //2015



WORTHING

**CommunityChest**

SUPPORTING OUR COMMUNITY



# WORTHING COMMUNITY CHEST

## WELCOME

Worthing Community Chest is a local charity whose aim is to support projects and activities in Worthing that enable social and economic well being.

We do this through our grants project, awarding up to £1,500 to community groups and charities in the town. We will consider supporting any group in the area who match our criteria and whose objective is to improve the community.

Worthing Community Chest is run by volunteer trustees who meet every six weeks to develop the charity. The trustee board includes representatives from groups previously awarded funds.

Worthing Community Chest works in partnership with Worthing Borough Council. They put funds into the chest and they also provide our office space. The rest of our funds comes from fundraising and the rental money from a property that we own.





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# REVIEW OF THE YEAR

Heather Foster    October 2015

2014-2015 has been a year of big changes for Worthing Community Partnership trading as Worthing Community Chest. The board has a number of new faces and has said goodbye to others. The office has also had changes with a retirement and new staff joining us.

With Catherine Attwood developing her role of Charity Co-ordinator, a huge step was taken to raise the profile of the charity. The first task was to improve the digital presence with the construction and launch of a brand new, responsive website. It contains information about Worthing Community Chest, how to apply for a grant and also information about the groups we have supported in the past. This is an area that will continue to develop in the future. Worthing Community Chest now has a social media presence for the first time, with over 700 followers on Twitter. This can be used to engage

with the community, making more people aware about who Worthing Community Chest is and how we help local groups. This engagement can already be seen with the increase in grant applications.

At the end of 2014 Jenni Pilgram announced her retirement from Worthing Community Chest. This was sad news to everyone at the charity, as Jenni had been a huge part of WCC for over ten years and many Worthing groups were regularly in contact with her. Our new Grants Administrator is Inga Lielgalve, who is the main contact for grant applications and queries.

With three trustees leaving (Jenny Brooker, Alastair Vickers and now Jane Claxton), Worthing Community Partnership has lost a wealth of experience and with four new trustees joining the board, it became apparent that Governance was an area that would benefit from an update.

I am therefore grateful to Jenny Brooker who commenced work on the Governance Review including improving its internal strength through undertaking a board skills audit. A working party was then formed which has resulted in a brand new welcome pack for trustees, governance training and updating of policy documents.

Another working party has been set up to review the guidance to applicants on the completion of bids for grants and the training of the Appraisal Panel; so far a new training pack for the Appraisal Panel members including a Role Description and a Code of Conduct has been produced. In 2016 the working party will review the application form and how the grants awarded have contributed to the community.

In March Val Challenger stepped down as Vice Chair, pleasingly she has remained on the Board, and Heather Foster was

appointed to succeed her. We unfortunately said goodbye to Alastair Vickers, our Treasurer, in early 2015 and have appointed a new Treasurer, Roger Wolstencroft.

With Inga developing in her role as Grants Administrator, the Trustees felt it very important to improve visibility of the charity. Inga has liaised with groups we had funded to make sure that our support was as visible as possible. In the summer of 2015 posters featuring our logo were mentioned in programmes for events and there have been articles in the local press. This has all added to the awareness and positive exposure of Worthing Community Chest.

Volunteers are a huge part of the charity, the Appraisal Panel are volunteers who give up their time to review the applications and now we also have volunteers

in the office to support the team. This helps to make the charity as efficient as possible.

Before this year's AGM, Jane Claxton, the Worthing Community Chest chair, announced that she would be stepping down and leaving the charity in September. This was sad news to anyone who has been part of the board, she has been a prime mover of the charity and always had amazing vision for it. Jane leaves us after fourteen years, most of which she was Chair. Worthing Community Chest will never forget the part she has played in its history.

I would also like to thank the other members of the Board who have given up their time freely to support the charity. The charity is grateful for the valuable contribution from Worthing Borough Council through its Small Grants scheme

which, in line with the conditions of the grant, we match fund. This assists Worthing Community Chest in its role of enabling and supporting community regeneration within Worthing.

In 2016 Worthing Community Chest will be fifteen years old. We think that this is something worth celebrating. We will be encouraging all the groups that we have supported since 2001 to do their bit and either fundraise or promote the charity. We feel it is the perfect opportunity to celebrate everything that we have achieved since 2001; to look to the future and help even more groups.

Our ambition is to increase our grant awards, to do that we need to increase funds coming into the charity.



# GOVERNANCE - THE BOARD



## VAL CHALLENGER

Val has been involved with housing projects for young people and works with young homeless people.

She is currently working with people over 65 for Eastbourne Borough Council.



## ANDY HAMMOND

*Vice Chair*

Andy has over 40 years experience with public, private and voluntary sector organisations at local, regional and national levels.

Andy joined the Board in 2014.



## ANN STIMPSON

Ann is now fully retired after many years working for charities at all levels from a volunteer to being a Director.

She enjoys visits to the theatre, travelling, walking and meeting up with friends.



## PAUL HOWARD

Paul Howard owns a local Estate Agents. He has been on the Worthing Community Chest Board for several years.

All property matters at Renaissance House are dealt with by Paul.



## HEATHER FOSTER - CHAIR

Heather has been on the WCC Board since 2013. She qualified as a Chartered Certified Accountant in 1982 and then trained in law between 1997 and 2002. Heather is a lay Council member of the Council for Licensed Conveyancers, Treasurer of the Refugee Council and a CEDR accredited commercial workplace and employment mediator.

She is being sponsored through West Sussex Mediation Service to become an accredited family mediator.



**MELINDA DIXON**

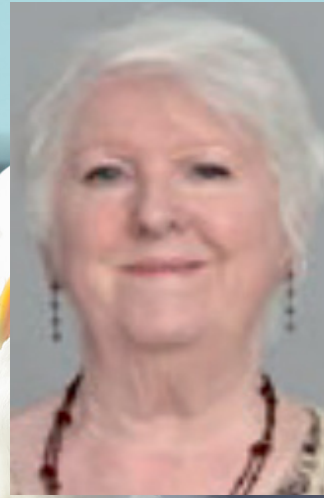
Melinda has worked with a wide range of businesses as both a consultant, advisor and trainer/facilitator. Melinda works at Blind Veterans UK where she heads up Learning and development and Internal Communications.



**FRED WELLER**

Fred is a retired Sussex senior police officer with Divisional Command experience. He subsequently ran his own business as a security consultant.

Fred joined the board in 2013.



**JOAN BRADLEY**

Cllr Joan Bradley has been a long term serving member of the board.

She is a psychologist and has worked in the caring services.



**MALCOLM BRETT**

Malcolm has worked for West Sussex County Council in Shoreham and moved to HSBC in Worthing.

He retired 10 years ago and is on the board of a number of local charities.



**ROGER WOLSTENCROFT - TREASURER**

Roger joined the board in 2015, and is a chartered accountant.

He previously worked in London for 21 years including time in the charity sector, and is currently with a local Worthing charity.

In his spare time Roger takes part in events like Tough Mudder!

# JANE CLAXTON'S REVIEW OF FOURTEEN YEARS WITH THE WORTHING COMMUNITY PARTNERSHIP

In the fourteen years I have been involved with Worthing Community Partnership I have seen it develop from a vehicle for delivering £850k of single regeneration budget (SRB) 6 programme monies into Worthing, which supported a myriad of projects from the CAB, Guildcare, Worthing Churches and many others into a self-sustaining Charity in its own right which distributes monies into Worthing through the Community Chest.

The Partnership originally comprised all of those organisations who received money under the SRB programme, but has since developed into a grass roots organisation whose members consist of supporters of the Charity and those who have received Community Chest grants.

It has always been an integral part of the wider community being a key player in the West Sussex Strategic Partnership, the Local Strategic Partnership (LSP) helping it develop in Waves Ahead and playing a pivotal role in setting up the Sussex Credit Union.

Working in partnership with the NHS at the time, now the Western Sussex Hospital Trust, the Charity used SRB monies to purchase a

building in Rowlands Road - Renaissance House - which it lets to Community and voluntary groups at below market rents to enable them to have a town centre presence. It continues to work closely with the Western Sussex Hospital Trust who use the ground floor of the building as a surgery and clinic.

Another key partner is Worthing Borough Council who provide office accommodation for the WCP in return for us donating the rental equivalent monies into the Community Chest. This enables the WCP to have an office as part of the community hub in the Town hall working alongside the CAB and VAWorthing. WBC also provide monies which we match fund for distribution to grass roots organisations through the Community Chest and we are grateful for their continued support and will be working with them to see if we can assist in the delivery of other targeted projects.

In 2014 we said goodbye to Jenni Pilgram, our Community Chest coordinator, who after many years of excellent work decided to move to the Isle of Wight taking our thanks and good wishes with her.

Over the past year, I and other members of the Board have strengthened and restructured the WCC so that we can grow and further develop our unique model for supporting local organisations. We have undergone a Governance review, finalised our re-branding, recruited new Board members, as well as staff to the office (including local volunteers) and are currently in the process of reviewing our Community Chest application process.

I am extremely proud to have been part of delivering over £250k of grants into Worthing. Supporting all manner of diverse organisations from Choirs, to dance troops and even the local scuba club!

After a fascinating, interesting and rewarding fourteen years, I too am now leaving the Worthing Community Partnership. I leave it in very safe hands and in extremely good shape to face the challenges of the coming years. I would like to thank all of those who have worked with me in helping put in place, what I believe, is a dynamic and unique mechanism for supporting the grass roots organisations in Worthing in all that they do.





## WORTHING COMMUNITY CHEST GRANTS PROCESS

We know projects and proposals have differing needs, some of them complex, but we are here for those group too and we encourage them to apply for a grant.

If a group needs funds for an event or project, or they need money to pay for equipment or to help with venue hire Worthing Community Chest is here for them.

Worthing Community Chest help throughout the application process, we want the Appraisal Panel to see the best application. From experience we know that

applications can be tricky, especially the first time. The Grants Administrator will let groups know if we think there needs to be more information in the application.

Our Appraisal Panel meet four times a year to assess applications and award funds. The panel is comprised of volunteer representatives who have previously been awarded grants. We think they are the best people to assess applications as they have experienced the process first hand and they come from a wide range of backgrounds.

At Worthing Community Chest we use a reimbursement system to pay out the grants. We make the payment when we receive receipts for the items purchased.

Once a group has been awarded a grant they must wait two years until they can apply again. This allows us to support other projects and events in the area.

// Over a decade of giving, more than £250,000 given to community groups in Worthing

# GRANTS AWARDED

The Appraisal Panel reviewed 35 funding applications this year and awarded grants to 18 groups.

The total amount awarded was £22,558.40

The successful community groups are listed below:

£750.00	Reaching Families (Pace)
The grant funded a conference for parents of children with special needs	
£1,500.00	4th Goring Guides
Goring Guides purchased a shed for storage on Goring seafront	
£1,500.00	Rowlands Singers
Staging for the Choir was purchased	
£1,500.00	Heene Community Association
The grant funded equipment for the Short Mat Bowls Group	
£750.00	Cruse Bereavement Care
Funds towards the cost of running Free Bereavement Counselling Sessions.	
£1,500.00	Worthing Wildlife Willow Dome
The grant covered the costs of the willow plants for the Dome	
£1,500.00	Hairspray The Musical
Towards the production costs of the Musical Show	
£1,500.00	Worthing BSAC Try Diving for all
Purchasing new diving equipment to replace aging kit	
£1,500.00	West Sussex Armed Forces Weekend
Funds covered the cost of a sound system for the event	
£1,100.00	YU at Davison School
The grant went towards the purchase of a car kit for students	
£1,500.00	Worthing Gang Show
Grant paid for an event programme to be printed	
£1,000.00	Worthing Art Trail
The grant covered the costs of printing brochures	
£1,000.00	Worthing Petanque Club
The grant was used to construct a rain shelter for adverse weather conditions	
£1,500.00	WCHP/Reride Bike Recycling Project
The grant was used to purchase parts, equipment and for the venue hire	
£1,388.40	Worthing Gymnastics Club
Gymnastics' equipment, for an additional freestyle class was purchased	
£1,000.00	Picnic in the Park Tarring
The grant covered face painting, circus skills and juice bike costs	
£810.00	Skeptics in the Pub
Awarded to cover venue costs	
£1,250.00	Bartie Presents
Pagoda and Indian Raj tents were purchased for Worthing Carnival	

# GRANTS AWARDED - IMAGES



YU at Davison



Bartie Presents



Worthing Scouts and Guides Gang Show



Willow Living Dome



Worthing BSAC



Armed Forces Weekend

# RENAISSANCE HOUSE

Worthing  
Community  
Partnership

RENAISSANCE HOUSE

Our property on Rowlands Road is currently fully let. Our tenants are Worthing and Adur Homestart, and the Western Sussex NHS Hospital Trust.

Over the last year, along with carrying out ongoing maintenance, we have carried out damp remedial works, decorated the lightwell and repaired the aging fire escape stairs. In 2016 we are planning to decorate the exterior of the building and install new, branded signage.

HORN ROAD

**Picnic in the Park @ Tarring**  
**27th August Thursday** 10am - 4pm  
 Bring your own Picnic - Sorry - NO BBQ'S Allowed  
 Circus Seen  
 Active8  
 Fire Engine  
 Messy Play  
 Kite Surfing  
 Juice Bike  
 Ice Cream Van  
 Dave Hunt's Rides  
 Storytelling  
 Face Painting  
 Football  
 Police Car  
 Men in Sheds  
 Iced Biscuits  
 Worthing Lions  
 Refreshments  
 There will be a small charge for these  
 Community Chest  
 OUR PET'S GOT TALENT  
 new ideas for

### Funds paid for staging

THE Rowland Singers Choral Society was delighted to receive a cheque for £1,500 from Worthing Community Chest. The cheque was presented at the first of their Christmas concert series at the Methodist Church on 12th August.



The Community Chest cheque is presented

### Charity worker retires after ten years of service



A WORTHING charity worker with more than ten years of service has retired. Jenni Pilgram retired from Worthing Community Chest after distributing more than £250,000 to local groups. She said: "It was an honour to do it. It was such a pleasure to work with the people involved with Community Chest. I was able to take the money to the recipients so I was able to see the difference it made. During her time at the charity she...

...more than £200,000 given to community groups in Worthing

provided that very personal touch. She made sure anyone who needed help completing an application form received it." Community Chest is a charity which gives out grants of up to £1,500 to local voluntary groups and organisations, with all grants being administered by volunteers who have previously worked for the charity.

...was the first to...  
 ...d have a go...  
 ...and took the...  
 ...cheque at the...  
 ...," says Malcolm...  
 ...e first-hand how...  
 ...ups."  
 ...n Worthing BSAC...  
 ...ant we've purchased...  
 ...with our try dives and...  
 ...reat to have Malcolm...  
 ...e the joy of...  
 ...ds provided...  
 ...it to use."  
 ...rking...  
 ...ugh...  
 ...s and...  
 ...more...  
 ...or visit

**GEE! 2015**  
 IT'S A WONDERFUL LIFE  
 Sponsored by Community Chest

**bugcycle Community Garden**  
 A creative, educational, nature garden using re-cycled materials  
 Creative Waves & Worthing Wildlife are working with local schools, community groups & volunteers to attract & encourage wildlife & insects to this urban habitat.  
 Many thanks to: West Sussex County Council, Worthing Borough Council, Community Central, Community Chest, Sussex Wildlife Trust, Worthing Homes & Transition Town, Worthing

### Cheque presented underwater to club

BY EMILY TURNER  
 news@worthingherald.co.uk  
 01243 534152

A CHEQUE for £1,500 has been given to Worthing BSAC sub aqua club by a charity trustee from Worthing Community Chest.

Malcolm Brett handed over the cheque underwater whilst trying out the new diving equipment. Worthing Community Chest works in partnership with Worthing Borough Council, Worthing Borough Council, and awards grants to charities and groups in the Worthing area.

Worthing BSAC is a scuba diving club which offers "Try Dive Experiences" and non-profit training to Worthing residents.

The club's aged buoyancy needed replacing to continue this programme, and scuba diving club applied to Worthing Community Chest for the cost of



Worthing Community Chest present Worthing BSAC diving club with the cheque

Worthing BSAC said: "It was great to have Malcolm along for a try dive, to experience the joy of diving first hand and see the funds provided by Worthing Community Chest put to use.

"The new equipment we've purchased will allow us to continue with our try dives and diver training."

Malcolm said: "It was a great experience - it is very rewarding to see first hand

how our grants help local groups." For more information about applying for a Worthing Community Chest grant, visit [communitychest.co.uk](http://communitychest.co.uk) or call 01903 221080.

For booking details visit:  
[worthing.skepticsinthepub.org](http://worthing.skepticsinthepub.org)  
**FOUR & WORTHING TRUST**  
 Monday 3rd August St Paul's Arts Centre  
 Doors 7:30 for 8pm  
**Laughingstock**  
 The World's First Comedy Songfest  
**David Jordan**  
**James McDonnell**  
 Billy Connearry, Mike Reinstein  
 Jody Mundy, The Logical Hairs  
 The Near Death Experience  
 Tickets £5.00 for Early Birds here: <http://bit.ly/bookings.comedy4aug>  
 September: Vietnam's, Warwick St  
 for **Rory McClure**  
 Culture  
[bit.ly/bookings.comedy4aug](http://bit.ly/bookings.comedy4aug)

### Worthing art trail

June 13 & 14 / 20 & 21 / 27 & 28



The ribbon cutting ceremony at the Club site

### Shelter for Worthing petanque club

WORTHING's petanque players have a new rain shelter, thanks to the support of Worthing Community Chest.

After 17 years, the West Worthing Club in Titnore Way have somewhere to shelter when it rains.

The shelter was opened by Northbrook Councillor Keith Sunderland, who cut the ribbon,

and Inga Lielgalve and Malcolm Brett from the Community Chest attended the ceremony.

The shelter was designed and built by local firm G J Meaker, and was installed in June.

Bob Ainsworth, petanque chairman, said: "We play outdoors all year round, and if it rains we have a long walk to the clubhouse, so we badly needed a shelter of

our own. "Without Community Chest's support, it would not have been affordable - they exist to support good causes, benefiting Worthing residents, and they obviously saw us as a good cause!"

For more information about the Worthing petanque club, visit [www.worthingpetanqueclub.org.uk](http://www.worthingpetanqueclub.org.uk).



### What a dive!

A man from a Worthing charity chose a rather unusual way to present a cheque. Malcolm Brett, from Worthing Community Chest, carried out the ceremony underwater while scuba diving for the first time. He was presenting the cheque for £1,500 to scuba diving club Worthing BSAC, which offers Try Dive Experiences and non-profit diver training to Worthing residents. But the buoyancy devices it uses in the programme needed replacing and it applied to Worthing Community Chest for a grant to

# GOVERNANCE REVIEW 2015

During the year the Board has undertaken a review of the governance arrangements of the charity. It was felt to be an appropriate time for such a review for two main reasons. Firstly, the charity's plans to increase our support to local organisations through enhanced fundraising, including the appointment to the new post of Charity Co-ordinator, and secondly, the changes in Board membership with a number of new Trustees joining over the past year.

The review was led by a small task group and was undertaken using the Charity Commission's recommended guidance, "Good Governance: a Code for the Voluntary and Community sector". The guidance sets out six key principles that represent best practice.

The review did not reveal any major areas of concern, although it did highlight some aspects where there was scope for improvement. The resulting actions to address those aspects have included:

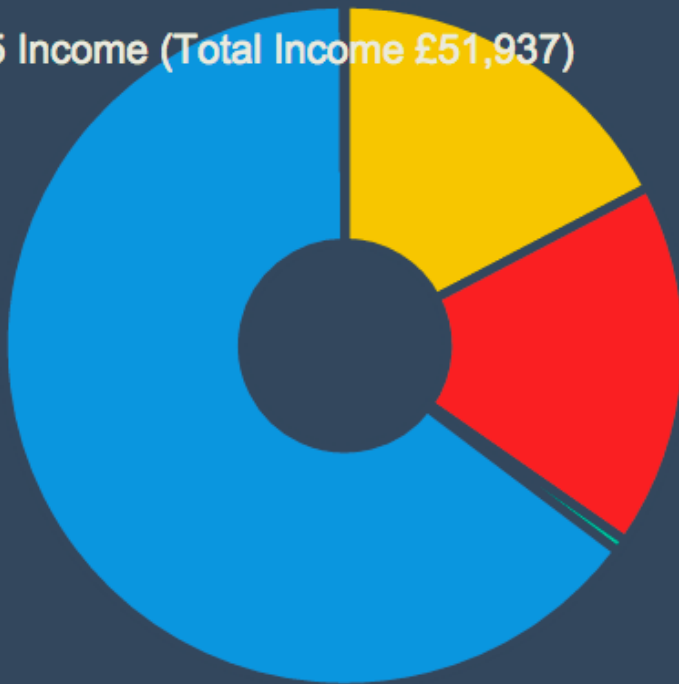
- A training session for all Trustees to ensure a shared understanding of their roles and responsibilities.
- A skills audit to identify any areas where the Board needed additional experience in key areas. The results of the skills audit help to inform the appointment of new Trustees.
- A review of the role and training of Appraisal Panel members to maintain the highest standards of integrity and decision making.
- Implementation of marketing and communication plans, supported by a relevant budgeting process.

Governance matters will continue to be reviewed in the context of national debates on the fundraising activities of charities and any other issues that may arise.

The Board is assured that current governance arrangements meet or exceed the guidance and are adequate to provide a firm foundation for the future ambitions of the charity.

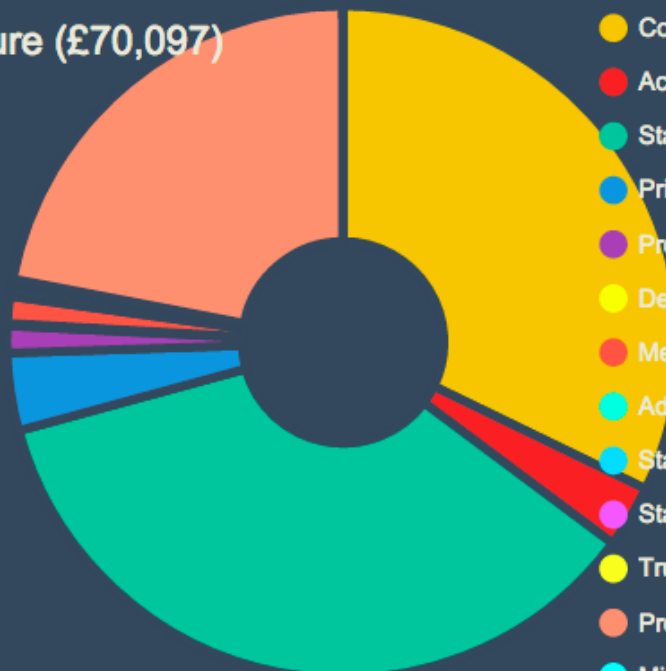
# FINANCE SUMMARY

2014/15 Income (Total Income £51,937)



- WBC Grant £9,008
- Recycling Funds £8,998
- Active Age Income £316
- Charitable Activities £33,588
- Investment Income £27

2014/15 Expenditure (£70,097)



- Community Chest Grants £22,558
- Active Age £2,115
- Staff Costs £24,934
- Printing etc £2,611
- Professional Fees £906
- Depreciation £86
- Meeting Expenses £898
- Advertising £199
- Staff Training £244
- Staff Expenses £90
- Trustee Gifts £50
- Property Expenses £15,393
- Misc £13



WORTHING

**CommunityChest**

SUPPORTING OUR COMMUNITY

# ANNUAL REPORT 2015



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