

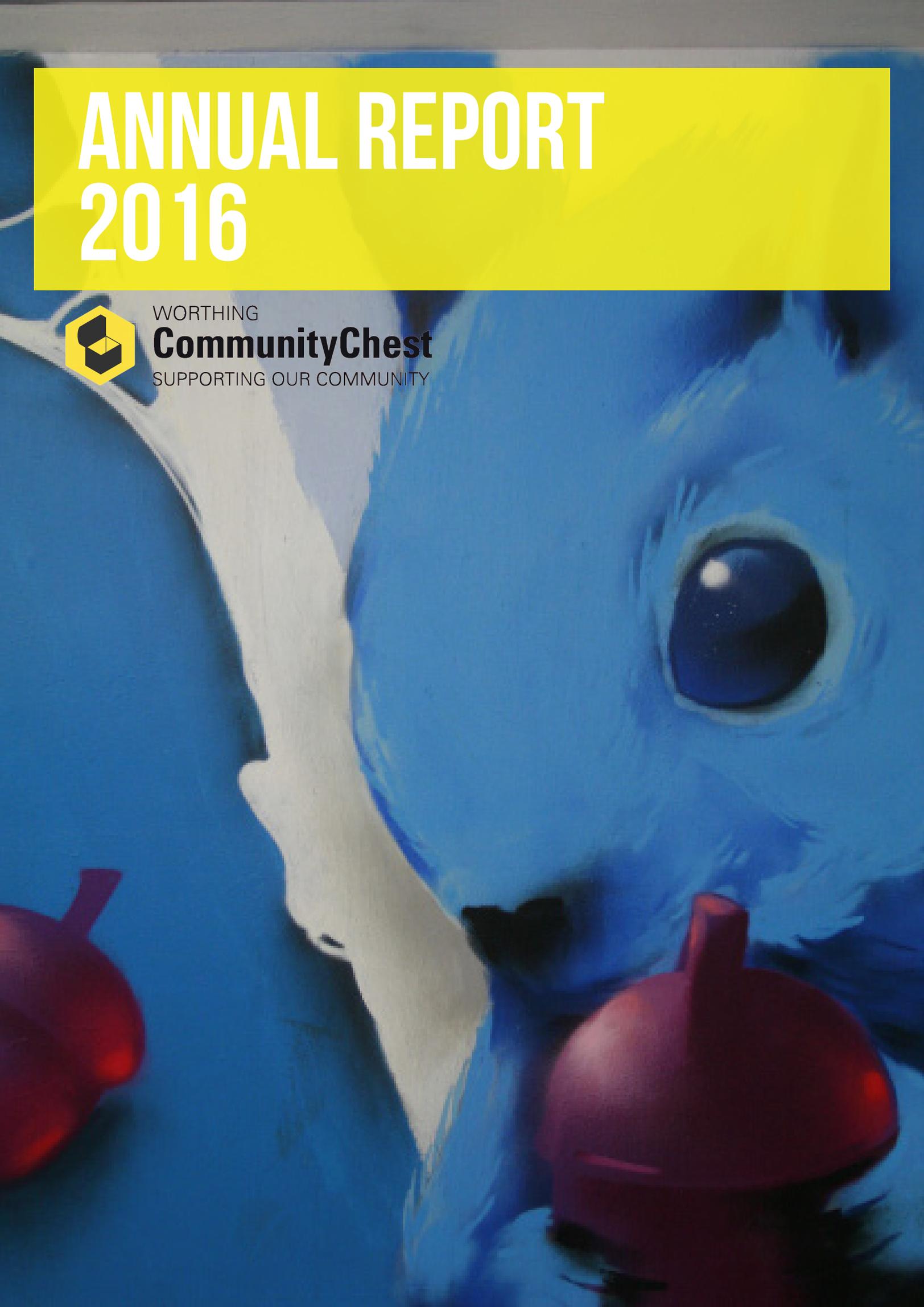
ANNUAL REPORT 2016



WORTHING

CommunityChest

SUPPORTING OUR COMMUNITY



WORTHING COMMUNITY CHEST

WELCOME

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

We do this by awarding grants of up to £1,500 to community groups, clubs and charities in the town that meet our criteria.

Worthing Community Chest is staffed by a Charity Coordinator and a Grants Administrator. It is overseen by a board of trustees that meets every two months with the Charity Coordinator.

All decisions on grant applications are made by the Appraisal Panel whose members are representatives from those that have previously received a grant from the charity.

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.



Worthing Croquet Club

#03

Review of the Year

Heather Foster - Chair

#05

Governance

The Board of Trustees

#08

Grants Commitee

Process & Grants Awarded

#11

Renaissance House

Our property in Worthing

#12

Recycling

#13

Office Update

#14

Financial Report

Report from the accountants,
Martletts



REVIEW OF THE YEAR

Heather Foster November 2016

In my review last year, I mentioned that 2016 would be an important year and this has proved to be the case. It is fifteen years since the Worthing Community Chest became a charity; it has been one of the best years to date for awarding grants to local groups within Worthing.

Funding applications received this year rose from 35 in 2014-15 to 38 in 2015-16. Most significantly, grants awarded to groups, have risen by an impressive 66.7 per cent from 18 last year to 30 this year. The total value of grants awarded was £28,631, an increase of £6,073 or 27 per cent up on the previous year.

Our media coverage has successfully raised awareness of the charity through high profile press coverage, social media, cheque presentations and further development of our website. I would like to pay tribute to Catherine Attwood, our Charity Co-ordinator who has taken every opportunity to raise our profile not least through Twitter. We now have 968 followers and 127 Facebook likes.

We are actively looking to encourage further diversity in the groups which we support with grants. In 2016 we launched our brand new e-newsletter and are very pleased with the feedback we have been getting.

A 66.7% increase in groups funded

Worthing Community Chest relies heavily on the commitment of our Trustees; they devote their time and knowledge in so many ways. This Report provides information on the new Grants Committee and the significant work of the Appraisal Panel. This is at the core of the purpose of the charity.

We are always sorry to say goodbye to Trustees and this year Val Challenger and Joan Bradley stepped down. However, we are very pleased to welcome Tom Wye to our Board. We have conducted

a skills audit and are actively looking to recruit new trustees, if you are interested please contact Catherine Attwood on 01903 221080.

The Appraisal Panel, which was referred to earlier, consists of volunteers who give up their time to review funding applications; we also have volunteers who support the office. This is an important resource and the Trustees appreciate all their valuable input.

Without funding, Worthing Community Chest could not reach so many worthwhile groups in Worthing. I would like to thank Worthing Borough Council for their continued valuable support through its Small Grants Scheme. In line with the conditions of the grant, we match fund this income.

This is my first year as Chair of Worthing Community Chest and I would like to express my gratitude to all the Trustees who have ably supported me throughout the year.

The background is a collage-style illustration. The top half is a blue sky with various shapes representing clouds: a yellow triangle, a white wavy line, a tan rectangle, and a white circle. The bottom half features a large, stylized red flower with dark red outlines and a green stem with leaves. The left side of the page is a solid yellow vertical bar.

The total value of grants in 2015/16 was £28,631

Although we have had a very successful year in awarding grants, we seek to increase our income through new fundraising in 2017, to enable Worthing Community Chest not only to continue to support community groups, but also to encourage new groups to apply for funding.

GOVERNANCE - THE BOARD



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.



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.



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 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 for the FDM Group developing and delivering training for new recruits.



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.



TOM WYE

Tom has been a Councillor since 2003. Joined the Army at 17 and retired when reaching 55.

He has been involved with Worthing Community Chest in different capacities over the years.



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.

THE WORTHING COMMUNITY CHEST GRANTS COMMITTEE

The past year has seen the Community Chest Grants Working Party review and define the Criteria for Grant Applications. The recommendations were formally adopted as policy by the Board of Directors in March. Role descriptions for Panel members and Panel Chair were also formalised.

Board approval was given in July for the setting up of the Grants Committee to take over the work of the Working Party. Terms of Reference were adopted and the committee held its first meeting in August. It is staffed by the Grants Administrator with three Trustees as members reporting to the Board.

During the year the Working Party initiated

a comprehensive review of the processes involved in grant applications and decision making. The existing procedures have been in place since the creation of the Worthing Community Partnership (now Worthing Community Chest) over 11 years ago and have tended to evolve piecemeal over that time.

Easier for groups to apply

This work will take a while to complete but when done is planned to make it easier for groups to apply for grants as well clarify and streamline the administration.

Amongst the many factors being reviewed is the role of the Appraisal Panel, its members and their period of stay on the Panel. This is in conjunction with the upgraded training of prospective Panel members now undertaken by the Grants Administrator. The Committee will also be examining the range and scope of grant awards for regular reporting to the Board.

Members of the Working Party and other Board members attended several cheque presentations for the grants awarded and were able to see at first hand how the grants benefit the wide variety of voluntary groups throughout the Borough.





WORTHING COMMUNITY CHEST GRANTS PROCESS

Worthing Community Chest grants are here to support projects and activities that enable social and economic well being.

We aim to make the grant application process simple and accessible for all local voluntary and community groups, regardless of size and professional fund-raising expertise.

We have four rounds of funding per year, August, November, February and May. Your application will need to be in the month before to be assessed. The earlier you submit your application the longer we will have to review it and get any additional information off you.

Our policy is to:

- **Encourage and support the local community in developing ways to enhance community life.**
- **Ensure that money we are responsible for is spent wisely and honestly.** To this end we operate a reimbursement scheme rather than an up front payment of the grant. We do not approve applications for projects that have already begun.
- **Be accountable to the community for the funds**
- **Treat each application individually, equally and fairly** and provide as much support and help as possible, within our criteria

We want the application process to be as easy as possible, to do so requires detailed information. We welcome the opportunity to discuss your event/project before you submit an application, especially if you are a first time applicant.

For enquiries please call Inga Lielgalve, Grants Administrator, on 01903 221080.

Over fifteen years of giving, more than £300,000 given to community groups in Worthing

GRANTS AWARDED 2015/16

The Appraisal Panel reviewed 38 funding applications this year and awarded grants to 30 groups.

The total amount awarded was £28,631.83, the successful community groups are listed below:

- £1,260.00** *Home-Start*
Speech and language therapy for children
- £500.00** *We are Food Pioneers*
Cookery sessions for the elderly
- £500.00** *Worthing D&D Basketball*
Facilities hire
- £800.00** *Pakistani Welfare Association*
Venue hire and decorations for Pakistani national day celebration
- £1,402.99** *CircusSeen*
Circus equipment and a new sound system
- £1,500.00** *Sustainable Sussex*
A dehydrator was purchased to dry chillies



*"The students love their new sound system"
CircusSeen*

- £1,500.00** *Impacting Families*
Sleeping bags for the night shelter
- £500.00** *Men In Sheds*
A new printer to make templates
- £1,199.94** *Oak Grove College*
Towards the cost of an electric changing bed
- £499.00** *Friends of Homefield*
Purchased a new park bench
- £1040.00** *Superstar Arts*
Recorded their choir and produced a CD
- £1,500.00** *The Empty Plate Cafe*
A food display showcase was purchased

*"We found the process enlightening"
Friends of Homefield*



- £300.00** *Davison High School*
A Christmas event was organised
- £1,000.00** *Worthing Children's Parade*
The grant helped purchase materials for the event
- £1,000.00** *Root Experience*
Development of Project Oggbots
- £500.00** *Acorn Pregnancy Counselling*
Infertility course

"The grant was extremely helpful"
Root Experience



- £1,500.00** *Worthing Allotments and Gardens Association*
Towards a new shipping container for a shop at Humber Avenue Allotment
- £500.00** *Worthing WOW*
Marketing for the literary annual event
- £1,218.00** *Worthing Croquet Club*
New croquet balls for the club
- £557.33** *Headway West Sussex*
Training
- £1,100.00** *Creative Waves*
Materials and installation of children's artwork
- £1,008.00** *Old Barn Short Mat Bowls Club*
New mats



"Our new mats mean better matches"
Worthing Short Mat Bowls
Bowls

- £1,500.00** *Shopmobility*
Delivery and collection of mobility scooters
- £375.00** *Wordthing*
Book printing costs
- £800.00** *West Sussex Mediation Service*
Venue hire and training costs
- £750.00** *Christians Against Poverty*
Client costs
- £500.00** *Big Enchilada*
Paint for underpass artwork
- £1,500.00** *Worthing Rotary Carnival*
A marquee tent and circus services.

RENAISSANCE HOUSE

WORTHING
CommunityChest
SUPPORTING OUR COMMUNITY

RENAISSANCE HOUSE

WORTHING
CommunityChest
SUPPORTING OUR COMMUNITY

Our property on Rowlands Road is currently fully let. Our tenant is the Western Sussex NHS Hospital Trust.

Over the last year, along with carrying out ongoing maintenance, we have installed new building signage and refurbished the first floor.

LOOK OUT FOR OUR RECYCLING BINS



Worthing Community Chest receives funds from nine clothes recycling bins in the town.

If you would like to support our work please remember to donate your clothes to our bins!



Currently we have recycling bins in the following locations :

1. Marine Crescent Car Park
2. B & Q Car Park, Lyons Farm Road
3. Brooklands Park, Western Road
4. Civic Centre, Assembly Hall Car Park
5. Mulberry Shopping Parade Car Park, Goring on Sea
6. Waitrose Supermarket Car Park
7. Thomas a Becket Public Car Park, Offington Lane
8. Tesco Supermarket, West Durrington
9. Worthing Leisure Centre, Shaftesbury Avenue

OFFICE UPDATE

At the start of 2016 our office in the Town Hall moved to the second floor of the building. It was a shame to lose our position near to the entrance, but we now have more space in our new offices.

Our new website was launched in 2015, it continues to be refreshed with regular blogs about our work and groups we have supported. Along with regular updates on Twitter and Facebook we have launched a quarterly e-newsletter to provide updates about our work. This has been incredibly successful with the number of sign ups always increasing. Our followers on Facebook and Twitter have been increasing and awareness of the charity continues to grow.

With the help of our office volunteer, Lisa Dobson, we are researching local

businesses who we can work with as part of their corporate social responsibility.

Worthing Community Chest receives a large part of its income from our property in Rowlands Road. The team have spent a lot of time this year working on the leases and rental at the property.

This work is now coming to an end and the increase in rent will be coming into the pot in the next few months.

In 2016 we launched our e-newsletter

There has been a marked increase in the number of articles in the press about our work this year. Along with our own press releases appearing in the local papers groups we have supported have also contacted the

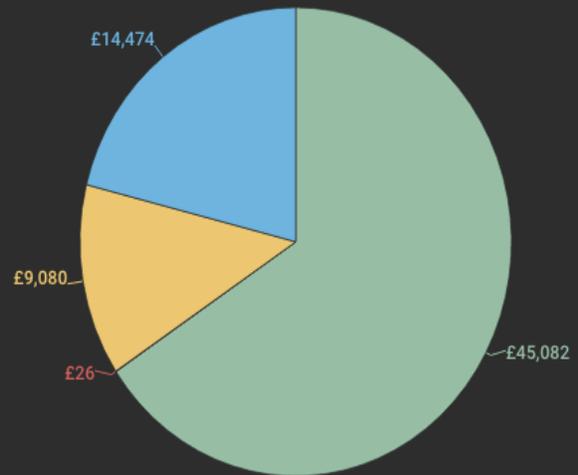
press. This increases awareness of our work in the community and encourages more groups to apply.

Our aim to streamline our IT software continues. This year we are upgrading our financial systems, so our reporting is more efficient.

In 2015/16 Worthing Community Chest has made a big push to increase the diversity of groups who are awarded funds. By going out into the community and talking to groups about the work that we do we have encouraged a number of new groups to apply. We will be continuing to talk to as wide a range of groups as possible in 2016/17.

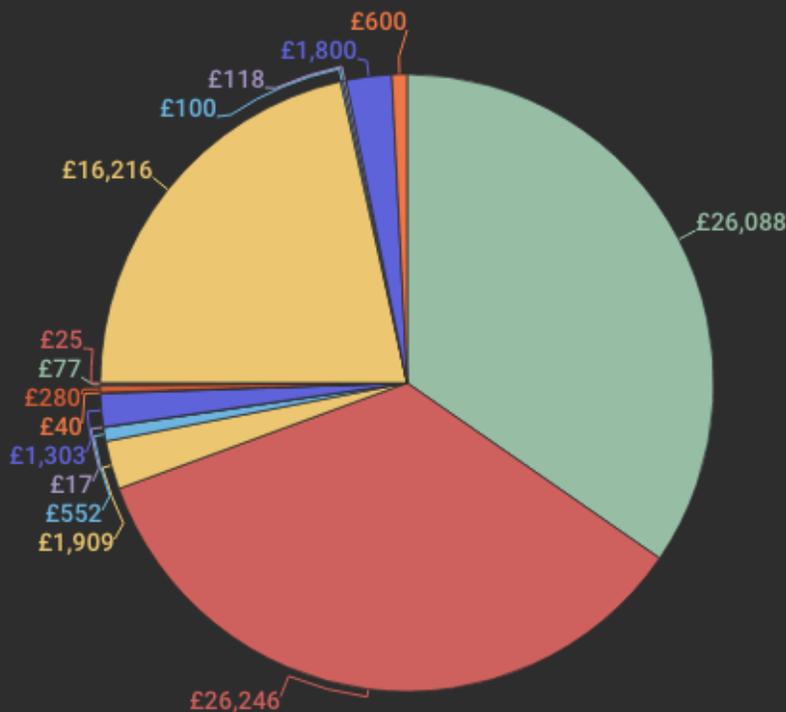
FINANCE SUMMARY

2015/16 Income (£68,662)



- Charitable Activities
- Investment Income
- WBC Grant
- Recycling

2015/16 Expenditure (£75,371)



- Community Chest Grants
- Staff Cost
- Printing etc
- Professional fees
- Depreciation
- Meeting and Development Expenses
- Advertising
- Staff Training
- Staff Expenses
- Trustee gifts
- Property Expenses
- Miscellaneous
- Book Keeping
- Accountancy Fees

THANKS TO

WORTHING
COMMUNITY
CHEST

WORTHING COMMUNITY CHEST

TOWN HALL

WORTHING

BN11 1HA

WORTHINGCOMMUNITYCHEST.ORG

IMAGES BY BIG ENCHILADA

REGISTERED CHARITY NUMBER: 1098284