

Charity number: 1097521
Company number: 4350359

The Heathfield Partnership Trust Limited
(A company limited by guarantee)

Trustees' report and financial statements

for the year ended 31 March 2010

The Heathfield Partnership Trust Limited
(A company limited by guarantee)

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The Heathfield Partnership Trust Limited
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Legal and administrative information

Charity number 1097521

Company registration number 4350359

Registered office 8 High Street
Heathfield
East Sussex
TN21 8LS

Trustees R.A.J. Simmons (Chairman)
T.J. Goldsmith
R. Mays-Smith
T.J. Blaxland (Resigned 1/9/09)
J.P. Tolley
T.R.V. Hough
H.R.J. Hampton
A.D.G. Powell
C. Williams
C.C. Macklin (Appointment 2/12/09)

Secretary J.P. Tolley

Accountants Manningtons
8 High Street
Heathfield
East Sussex
TN21 8LS

Bankers Lloyds TSB Bank plc
82 High Street
Lewes
East Sussex
BN7 1XW

The Trustees present their report and the financial statements for the year ended 31 March 2010. The Trustees, who are also directors of The Heathfield Partnership Trust Limited for the purposes of company law and who served during the year and up to the date of this report are set out on page 1.

Structure, governance and management

Governing document

The Heathfield Partnership Trust Limited is a company limited by guarantee by its Memorandum and Articles of Association. It is registered as a charity with the Charities Commission.

Appointment of Trustees

Members of the Executive are those nominated by the bodies that are members of the Partnership and support its objectives, plus those offering professional assistance on a voluntary basis. Trustees are appointed by the Board from within the membership of the Executive.

Trustee induction and training

On first appointment Trustees are advised of their legal responsibilities by the Company Secretary. Trustees are de facto members of the Partnership Executive and they can attend all meetings of the working committees to acquaint themselves with the work of those committees.

Organisation

A Board of Trustees of 9 members, which meets quarterly, administers the charity and is responsible for the policies and projects of the Partnership and the appointment of the separate Chairman and Deputy Chairman of the Executive. There is an Executive which meets bi-monthly and which supervises the work of the committees. These Executive meetings are open to the public and the minutes are posted on the Partnership website (www.heathfield.net). There are committees covering the Farmer's Market, High Street improvements, Information Technology, Inward Investment, Tourism Transport and Leisure and Police Co-ordination. A Partnership Co-ordinator is appointed by the Trustees to assist the management of the day to day operations of the charity, including the Executive and all committees.

Risk management

In 2003 the Trustees carried out a detailed review of the charity's activities and produced a comprehensive strategic plan (the "Healthcheck") setting out the major opportunities available to the charity and the risks to which it is exposed. The Trustees monitor progress against the strategic objectives set out in the plan at each quarterly meeting and a comprehensive review of the plan is carried out annually. As part of this process, the Trustees have implemented a risk management strategy, which comprises:

- an annual review of the risks which the charity may face;
- the establishment of systems and procedures to mitigate those risks identified in the plan; and
- the implementation of procedures designed to minimise any potential impact on the charity should any of those risks materialise.

The strategic plan focussed the Trustees on the need to refurbish and develop our projects further, resulting in the applications for funding mentioned previously. A successful outcome is dependent on the charity meeting the challenges such major projects present and managing our finances prudently.

Related parties

The charity has a very close relationship with the East Sussex County Council, the Heathfield and Waldron Parish Council, the Chamber of Trade, Rotary and other local voluntary bodies. They provide some of the funding to enable the charity to carry out its charitable objectives.

Objectives and activities

The promotion for the public benefit of rural and urban regeneration in areas of social and economic deprivation and in particular the town of Heathfield and the surrounding area within the Parish of Heathfield and Waldron, East Sussex by all or any of the following means:

- 1) The relief of poverty;
- 2) The relief of unemployment;
- 3) The advancement of education, training or re-training, particularly amongst unemployed people, and providing unemployed people with work experience;

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- 4) The provision of housing for those who are in conditions of need and the improvement of housing in the state sector or in charitable ownership provided that such power shall not extend to relieving any local authority or other bodies of a statutory duty to provide or improve housing;
- 5) The provision, maintenance or improvement of amenities for the public;
- 6) The preservation of buildings or sites of historical or architectural importance;
- 7) The protection or conservation of the environment;
- 8) The provision of recreational facilities for the public at large;
- 9) The promotion of public safety and prevention of crime;
- 10) Such other means as may from time to time be determined subject to the prior written consent of the Charity Commissioners for England and Wales.

Strategy to achieve objects

To achieve these objectives, The Heathfield Partnership Trust:

- offers opportunities for a broad range of groups to get involved in the planning of improvements in the Parish;
- provides facilities for groups in the District, which are given access to professional advice;
- concentrates on involving young people to help encourage a culture in which different age ranges play a complementary part;
- co-ordinates feasibility studies and projects funded by local authority and government agencies to improve the Parish and seeks long term funding for improvements in the fabric and infrastructure of the Parish;
- The charity's activities cover the area of the Heathfield and Waldron Parish Council in East Sussex.

Achievements and performance

A) HIGH STREET COMMITTEE

Improvement works started on the parade end of the High Street in January 2010 and were completed in May. This included a new mini-roundabout at High Street/Station Road, a new pedestrian crossing in a more convenient location and a complete upgrade of all pavements, parking bays and street furniture. Special arrangements have been made to allow for the bollards outside the Library to be temporarily removed when book deliveries are being made. The spacing of the bollards has been found to be insufficient to prevent car parking between them and recommendations have been made to install further bollards to ensure no cars cross the pavement. The whole Town should now be disabled access friendly and the amenity of the Town has been improved dramatically. This is a proud moment for the Partnership as this completes a comprehensive regeneration of the "Street Scene" in the Town, having raised in excess of £1 million for the purpose.

B) TRANSPORT COMMITTEE

Since October 2008 the Transport Committee has been running a transport service for the young People in the community. This is named as the "Youth Express" by the Youth Council in the Youth Centre and has number of dimensions. Its main objective is to provide, for young people living in the rural hinterland of Heathfield, access to attractive activities being put on by the Youth Service or Extended Schools programme at the Community College. Additionally it allows primary school pupils to access after-school activities at either the Heathfield Youth Centre or Heathfield Community College. One-off trips have also been organised for Youth Centre members to cinemas, outside swimming pools, and bowling alleys, none of which are available in the town.

Other local Community groups/organisations are now also able to access their own new transport service. Minibuses are being provided by a consortium of local organizations and commercial companies.

C) I.C.T. COMMITTEE

During the year a lot of programming has gone into continually improving and updating the website www.heathfield.net. We thank 21st Century for all the expertise and support contributed. The business site is now fully operational and supports all registered businesses in the Heathfield and Waldron Parish. The "Access to advice and guidance" site was put together with the help of all support agencies to provide either businesses or residents access to support information for these difficult times. The history and tourism section was a magnificent piece of research by the Partnership Co-ordinator to inform visitors to the Town of all the points of interest from our past. The other main responsibility for the

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Committee is the Public Information Point (PIPs) programme. These are publicly sited terminals with website access which are available in several locations throughout the area covered by the Partnership. These provide the public, whether resident or visitor, free access to a full library of local information. The PiPs are regularly maintained and some have the added benefit of a WiFi service.

D) INWARD INVESTMENT COMMITTEE

Two further Town Information Boards have been purchased, increasing the total to five. They provide valuable information on shop and service locations and activities throughout the Town. They are located in the most prominent positions and help promote the Market Town and all that it has to offer. The second copy of the Shoppers Guide was produced in October 2009 and has been distributed to all local businesses, is available to download from the website and also displayed on the information boards. Working in conjunction with the Chamber of Trade and Commerce it was distributed to all residences in the TN21 post code with the Heathfield First December 2009 edition.

The Partnership, working with other groups, once again helped put on the opening of the Christmas Lights at the launch of the Christmas shopping season. These lights are annually maintained and improved via funds from the Partnership and Chamber of Trade and Commerce.

E) SPORTS AND LEISURE COMMITTEE

Ongoing work has been undertaken on the planning application for an indoor swimming pool and associated improved dry fitness facilities. This needs to include the necessary design work and drawings and as at March 2010 £7,500.00 had been raised. Another £20,000.00 is needed (N.B. the sum raised as at September 2010 is £16,500.00). We are working very closely with HAPI (Heathfield Area Pool Initiative) and the Heathfield Community College. The installation of the multi-user games area (MUGA) was completed in the autumn of 2009.

F) FARMERS MARKET

Farmers Markets have been feeling the effects of the financial downturn over the past year and our Market is no exception. The number of stalls has been down, 21 to 24 stalls compared with up to 30 in past years. The Stallholders report reduced takings generally, although some stalls are still managing to sell out. The end of 2009 and the beginning of 2010 were difficult with the bad weather, but we did not cancel any Markets in spite of the Christmas Market being held in snow.

In spite of the above Heathfield Farmers Market remains popular with both Stallholders and Customers and is often compared very favourably with other Farmers Markets in the area.

G) LOCAL ACTION TEAM (LAT)

During the year the Committee, working with the Local Police Team, has been looking at two main projects concerning both the town centre and the rural surrounds. The first is a modern sophisticated CCTV scheme which has three cameras which was designed with a databank at the Police Station. The funding was raised by the Committee; £25,000 from the Parish Council and £10,000 from the Safer Wealden Partnership. Working with our Neighbourhood Police Team and the Local Inspector, the CCTV scheme should be installed by the end of 2010.

The other development was the restricting of "cold calling" throughout the Parish. This was introduced in February 2010 with a great deal of help from the Parish Council and ESCC Trading Standards Officers.

Financial review

Financial review

The overall position was satisfactory, all debts being met and accounts paid. However, reserves are low and beyond continuation of current activities there is little scope for the growth that we would wish. One good result of the year was the achievement of a Service Level Agreement (SLA) with Wealden District Council, so that part of our finances is secure for the next three fiscal years.

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Report of the Trustees for the year ended 31 March 2010

Investment powers and policy

The trustees have therefore planned a new fund-raising strategy concentrating on raising funds from our existing Funders with a view to increasing our success rate. The trustees will closely monitor this initiative against targets that have been set.

Reserves policy

The company has adopted a policy of maintaining unrestricted cash reserves equal to or greater than the estimated minimum cost of operating the company for six (6) months. These reserves to be reviewed along with the accounts for each financial year and at any other time that the Treasurer requests such a review, subject to normal timing rules for convening of meetings.

Plans for future periods

The Partnership plans to continue with the structure that it has, with the Committees and Subcommittees that it has, and continue to work for its objectives in all areas of the town.

However, with the difficulties in obtaining funds, particularly from local government bodies, it may be necessary to scale back, the work to the level that can be funded in the next 12 months and in future years.

Statement of trustees' responsibilities

The Trustees (who are also directors of The Heathfield Partnership Trust Limited for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable the Trustees to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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Report of the Trustees for the year ended 31 March 2010

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

On behalf of the board

.....
R.A.J. Simmons (Chairman)
Director

Date

The Heathfield Partnership Trust Limited
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Statement of financial activities (incorporating the income and expenditure account)

For the year ended 31 March 2010

Independent examiner's report to the Trustees on the unaudited financial statements of The Heathfield Partnership Trust Limited.

I report on the accounts of The Heathfield Partnership Trust Limited for the year ended 31 March 2010 set out on pages 1 to 15.

Respective responsibilities of Trustees and independent examiner

The charity's trustees (who are also the directors of the company for purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed. It is my responsibility to examine the accounts under section 43(3)(a) of the Act, to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep proper accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
 - have not been met; or

- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
A E J Staples, BSc, FCA, CTA, Chartered Accountant

Independent examiner

Manningtons

8 High Street

Heathfield

East Sussex

TN21 8LS

Date.....

The notes on pages 11 to 15 form an integral part of these financial statements.

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Statement of financial activities (incorporating the income and expenditure account)

For the year ended 31 March 2010

	Notes	Unrestricted funds £	Restricted funds £	2010 Total £	2009 Total £
Incoming resources					
Incoming resources from generating funds:					
Voluntary income	2	-	33,100	33,100	24,200
Activities for generating funds	3	5,362	-	5,362	7,907
Investment income	4	32	-	32	852
Other incoming resources	5	-	1,784	1,784	500
Total incoming resources		<u>5,394</u>	<u>34,884</u>	<u>40,278</u>	<u>33,459</u>
Costs of generating funds:					
Cost of generating voluntary income	6	5,542	-	5,542	6,805
Charitable activities		500	23,192	23,692	6,824
Governance costs	8	73	5,694	5,767	5,600
Total resources expended		6,115	28,886	35,001	19,229
Net incoming/(outgoing) resources for the year /					
Net income/(expenditure) for the year		(721)	5,998	5,277	14,230
Total funds brought forward		10,932	53,284	64,216	49,986
Total funds carried forward		<u>10,211</u>	<u>59,282</u>	<u>69,493</u>	<u>64,216</u>

The notes on pages 11 to 15 form an integral part of these financial statements.

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Balance Sheet
as at 31 March 2010

	Notes	£	2010	£	£	2009	£
Fixed assets							
Tangible fixed assets	12			40			80
Current assets							
Bank and cash		70,280			64,941		
		<u>70,280</u>			<u>64,941</u>		
Creditors: amounts falling due within one year							
		(827)			(805)		
Net current assets				69,453			64,137
Net assets				<u>69,493</u>			<u>64,217</u>
Funds	14						
Restricted income funds				59,282			40,884
Unrestricted income funds				10,211			9,102
Total funds				<u>69,493</u>			<u>49,986</u>

The Balance Sheet continues on the following page.

The notes on pages 11 to 15 form an integral part of these financial statements.

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Balance Sheet (continued)

**Trustees statements required by the Companies Act 2006
for the year ended 31 March 2010**

In approving these financial statements as Trustees of the company the Trustees hereby confirm:

(a) For the year stated above the company was entitled to the exemption from audit under section 477(2) of the Companies Act 2006;

(b) The Trustees have not required the company to obtain an audit of in accordance with section 476 of the Companies Act 2006.

(c) The Trustees acknowledge Trustees responsibilities for:

(1) ensuring that the company keeps proper accounting records which comply with section 386 of the Companies Act 2006, and

(2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements were approved by the board on and signed on its behalf by

.....
R.A.J. Simmons (Chairman)
Director

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Notes to the financial statements
for the year ended 31 March 2010

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2005 2nd edition) and the Companies Act 2006.

1.2. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. Gifts donated for resale are included as income when they are sold. Donated assets are included at the value to the charity where this can be quantified and a third party is bearing the cost. The value of services provided by volunteers has not been included.

Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Income from investments is included in the year in which it is receivable.

1.3. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Resources expended are recognised in the year in which they are incurred.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

1.4. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Plant and machinery - 25% straight line

2. Voluntary income

	Restricted funds £	2010 Total £	2009 Total £
District Council and Parish Council grants	33,100	33,100	24,200
	<u>33,100</u>	<u>33,100</u>	<u>24,200</u>

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Notes to the financial statements
for the year ended 31 March 2010

3. Activities for generating funds

	Unrestricted Funds £	2010 Total £	2009 Total £
Sponsorships	5,362	5,362	7,907
	<u>5,362</u>	<u>5,362</u>	<u>7,907</u>

4. Investment income

	Unrestricted funds £	2010 Total £	2009 Total £
Bank interest receivable	32	32	852
	<u>32</u>	<u>32</u>	<u>852</u>

5. Other incoming resources

	Restricted Funds £	2010 Total £	2009 Total £
Sundry income	1,784	1,784	500
	<u>1,784</u>	<u>1,784</u>	<u>500</u>

In the year the company acquired a minority interest in Heathfield Syntonics Ltd which was dormant and is not considered as an investment.

6. Cost of generating voluntary income

	Unrestricted Funds £	2010 Total £	2009 Total £
Farmers market costs	5,542	5,542	6,805
	<u>5,542</u>	<u>5,542</u>	<u>6,805</u>

7. Costs of charitable activities - by activity

	Activities undertaken directly £	Support costs £	2010 Total £	2009 Total £
High Street Improvements	1,337	1,323	2,660	1,871
Inward investment	3,020	1,323	4,343	1,603
IT Web Site/Hubs	3,045	1,323	4,368	3,350
Transport	11,788	533	12,321	-
	<u>19,190</u>	<u>4,502</u>	<u>23,692</u>	<u>6,824</u>

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Notes to the financial statements
for the year ended 31 March 2010

8. Governance costs

	Unrestricted funds £	Restricted funds £	2010 Total £	2009 Total £
Accountancy fees	32	949	981	861
Secretarial assistance	-	677	676	847
Depreciation	41	-	41	41
Donations	-	100	100	100
Co-ordinators fees	-	3,968	3,968	3,750
	73	5,694	5,766	5,599
	73	5,694	5,766	5,599

9. Analysis of support costs

	High Street Improvements £	Sports and leisure £	IT Web Site/ Hubs £	Transport £	Governance costs £	2010 Total £	2009 Total £
Other	1,323	1,323	1,323	533	3,968	8,470	7,500
	1,323	1,323	1,323	533	3,968	8,470	7,500
	1,323	1,323	1,323	533	3,968	8,470	7,500

Co-ordinators fees have been split on the basis of time spent on the charitable activities and governance of the trust.

10. Net incoming resources for the year

	2010 £	2009 £
Net incoming resources is stated after charging:		
Depreciation and other amounts written off tangible fixed assets	41	41
	41	41
	41	41

11. Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

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Notes to the financial statements
for the year ended 31 March 2010

12. Tangible fixed assets

	Plant and machinery	Total
	£	£
Cost		
At 1 April 2009 and At 31 March 2010	2,316	2,316
	<u> </u>	<u> </u>
Depreciation		
At 1 April 2009	2,235	2,235
Charge for the year	41	41
At 31 March 2010	<u>2,276</u>	<u>2,276</u>
	<u> </u>	<u> </u>
Net book values		
At 31 March 2010	40	40
At 31 March 2009	<u>81</u>	<u>81</u>
	<u> </u>	<u> </u>

**13. Creditors: amounts falling due
within one year**

	2010	2009
	£	£
Accruals and deferred income	827	805
	<u> </u>	<u> </u>

14. Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Fund balances at 31 March 2010 as represented by:			
Tangible fixed assets	40	-	40
Current assets	10,998	59,282	70,280
Current liabilities	(827)	-	(827)
	<u>10,211</u>	<u>59,282</u>	<u>69,493</u>
	<u> </u>	<u> </u>	<u> </u>

15. Unrestricted funds

	At 1 April 2009	Incoming resources	Outgoing resources	At 31 March 2010
	£	£	£	£
General reserve	4,042	32	(32)	4,042
Farmers' Market	6,890	5,362	(6,083)	6,169
	<u>10,932</u>	<u>5,394</u>	<u>(6,115)</u>	<u>10,211</u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

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Notes to the financial statements
for the year ended 31 March 2010

Purposes of unrestricted funds

The general reserve represents those funds which are unrestricted and not designated for other purposes

Operate and manage the current monthly Farmers' Market to provide local produce to local customers.

16. Restricted funds

	At			At
	1 April	Incoming	Outgoing	31 March
	2009	resources	resources	2010
	£	£	£	£
Co-ordination	23,314	12,150	(7,122)	28,342
High Street Improvements	15,854	-	(2,160)	13,694
Inward Investment	43	3,450	(2,915)	578
IT Web Site/Hubs	(2,753)	1,784	(4,368)	(5,337)
Sports and leisure	6,076	1,500	-	7,576
Transport	10,750	16,000	(12,321)	14,429
	<u>53,284</u>	<u>34,884</u>	<u>(28,886)</u>	<u>59,282</u>

Purposes of restricted funds

Payments for partnership co-ordinator, minute taking at meetings and other clerical and office costs.

Payments for design, planning and construction costs of the next phase of High Street refurbishments.

Payments for feasibility study for redevelopment of properties in the town. Publicity for the encouragement of outside investment in the town.

Cost of updating and maintaining the town website.

Costs of addition to current trail and planning extension northwards.

17. Company limited by guarantee

The Heathfield Partnership Trust Limited is a company limited by guarantee and accordingly does not have a share capital. Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.