

SHIREHAMPTON COMMUNITY ACTION FORUM

ANNUAL REPORT

APRIL 2013 – MARCH 2014

Shirehampton Community Action Forum is a Company Limited by Guarantee
Registered in England, number 4686738. Registered Charity number 1099221

Registered Office: Shirehampton Public Hall, Station Rd, Shirehampton, Bristol BS11 9TU
Email: enquiries@shirecaf.org.uk Website: www.shirecaf.org.uk

We acknowledge the support of



The Astley Trust

**CHANGING SPACES
COMMUNITY SPACES**



SHIRE
Shire Publications

CHAIRMAN'S STATEMENT

This is the Forum's eleventh annual report. The Forum became an independent organisation in April 2003. However, the Forum was launched, under the auspices of Shirehampton Public Hall Community Association, at a public meeting on 22 October 2001. SCAF aims to address issues of concern to local residents, by strengthening ties and building partnership working between statutory agencies, private enterprise, and voluntary and community groups in Shirehampton.

Since our foundation, we have made substantial contributions to community life in Shirehampton and beyond, primarily through our Action Groups. The Community Safety Group holds regular meetings between local residents, the police, and other bodies such as Safer Bristol, housing providers, and council departments such as street cleansing. It became in many ways a prototype for the PACT meetings later rolled out across the City and beyond, and now incorporated in Neighbourhood Partnerships.

We continued to support activities for young people, but at a lower level than in previous years, as funding has been greatly reduced. We now work through the North 1 Youth Forum, and have held grant funds for them, and disbursed these to partners providing the activities.

We have started other Action Groups since the initial ones. Shire Greens played a major role in the Wild City project, which supports work at a range of sites across Bristol, including Lamplighters Marsh. This project provided interpretation boards, illustrated leaflets, and picnic benches on Lamplighters Marsh, and culminated in a successful River Festival. They have organised a number of events such as bat tracks and wildflower walks, and contributed to bulb planting days, and the gardens at Shirehampton Station.

The Forum has been involved in Planning & Development matters for some years. Our Planning Watch service circulates information on planning applications & public consultations/briefing sessions on proposed developments likely to be of interest to local residents and organisations.

SCAF has continued to play a full role in the Avonmouth & Kingsweston Neighbourhood Partnership. Our experience with developing partnership working between local groups, the City Council, and other statutory bodies, allows us to make significant inputs to the Neighbourhood Partnership. We are concerned that frequent changes of City Council personnel supporting the Partnership lessen its effectiveness.

As in the previous year we did not receive a grant from Bristol's Voluntary and Community Investment Strategy. This left a major hole in our income, which was partly filled with a number of one-off grants. We did receive £10,000 from the City for a Polish Community Cohesion Project, which improved local contacts with the Polish Community. It identified a list of future actions, but no funding has been secured to progress these at the time of writing. This is not a sustainable situation, so financial concerns remain.

Many local people and organisations have contributed to our successes. I am very grateful to my fellow Trustees, all those who have contributed to SCAF's activities, and to our funders. Since our foundation Ash Bearman, our Community Development Officer, has been the mainstay of SCAF. Without her skill and enthusiasm we could not have achieved anything like as much as we have.

David Thomas, Chairman

REPORT OF THE TRUSTEES

1. Name and Registered Office

The charity's name is Shirehampton Community Action Forum. It is also known as SCAF. It is a registered charity, number 1099221, and a company limited by guarantee, no 4686738. The Registered Office is Shirehampton Public Hall, 32 Station Rd, Shirehampton, Bristol BS11 9TU.

2. Names of Charity Trustees and Company Directors

Dr David Thomas	Chairman
Mrs Thelma Tillett	Honorary Treasurer until Aug 2013
Ms Val Jenkins	
Revd. Chris Grant	
Mr Stephen Brown	Honorary Treasurer from Aug 2013
Ms Farida Ahmed	Company Secretary from Aug 2013

3. Staff

The Forum employs one part-time staff member, Ms Ash Bearman, who is the Community Development Officer.

4. Structure, Governance and Management

The Forum is a Company Limited by Guarantee, and is governed by its Memorandum and Articles of Association. These set out how individuals and organisations can become members. It is managed by the Trustees, who are elected by the members at the Annual General Meeting. Additional Trustees may be appointed by the existing Trustees, to serve until the next AGM.

The Trustees are the managing body of SCAF, and are responsible for finance and assets, and employing any staff. The Board of Trustees are supported by a Steering Committee, also known as the Full Forum, and by a variable number of Action Groups, which will be formed or dissolved as the need for them arises. Two Action Groups existed throughout the year. These were Community Safety, and Shire Greens. The Play Areas Action Group completed its work with the successful commissioning and launch of the Springfield Park project. The North 1 Youth Forum, covering a wider geographical area, superseded the former Youth Support Group. It has continued to raise funds to support holiday activities for young people, but at a lower level than previously, because of severe reductions in funding for these activities.

The Memorandum and Articles of Association are supported by Rules. These set out the membership structure, and the relationship between the Trustees, the Full Forum, and the Action Groups. The Trustees held 9 meetings during the year. They approved the budget and Business Plan for the year, and received regular financial reports. SCAF's Development Officer, Ash Bearman, attended their meetings. The Trustees exercise overall control of her work priorities, but the Chairman acts as her line manager.

The Trustees adopted a range of Policies and Procedures in previous years. The Trustees consider that the range of Policies and Procedures in place meet Bristol City Council's baseline standards. The Trustees do not have a formal Risk Management Policy at present. However, they consider that the greatest risk the Forum faces at present is uncertainty in future funding.

5. Charitable Objects

1. To promote the benefit of the parish of Shirehampton and the neighbourhood without distinction of sex, or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to provide facilities in the interests

of social welfare for recreation and leisure-time occupations with the object of improving the conditions of life for the said inhabitants.

2. The promotion of public safety and prevention of crime.
3. The preservation and protection of health.

6. Public Benefit

The charity is required to act in accordance with its objects, and for public benefit. The activities which produce public benefit are summarised in this report. The trustees consider that they have had regard to the Charity Commission's Public Benefit Guidance when exercising their powers and duties.

7. Financial Review

The Trustees maintained their Reserves Policy. This states that where possible provision should be made to hold approximately the equivalent of 6 months revenue costs of the Forum as set out in the annual budget. We entered the 2013/14 year with considerable uncertainty about our financial prospects, as we no longer receive a grant for our core costs from Bristol City Council. In the event, we received a number of grants during the year, which led to a small surplus of £812 in our unrestricted funds. At the end of the year, our unrestricted reserves were £10,768, very close to 6 months of our annual unrestricted costs of £21,242.

The Accounts for the Year are set out below. The principal sources of unrestricted funds were a one-off grant from Bristol City Council for the Polish Cohesion Project, a grant from Quartet Community Foundation, a grant from the Community First Fund, matched by the Astley Trust, and a grant from SHIRE newspaper. These funds were primarily used to pay the salary and associated costs of the development worker, enabling her to support the activities of the Forum and the Action Groups. We also received a restricted grant from BYCA to be distributed to other local organisations to arrange activities for young people, and a grant from the Big Lottery to organise a celebratory event for the Springfield Play Area, which was completed in the previous year, and funded by the Big Lottery and the City Council. There were also a number of cases where we acted as the receiver for grants to other bodies, which had not got a constitution or bank account at the time the funds were received. We only held these funds temporarily.

Although we ended the year under review with 6 months reserves in place, our income for the forthcoming year is extremely uncertain. Several of the main sources from last year will not be repeated. We will be substantially eating into our reserves unless we can tap other, as yet unidentified, resources.

SCAF's aims are:

- To discuss the issues raised in the Community Profile and come to a consensus of opinion as to the priorities.
- To develop a strategic and multi-agency approach to address the priority issues.
- To establish links and support the work of other local initiatives. To establish a working structure with regular meetings.
- Establish good communication between Forum members.
- To establish sub groups/working groups to address specific issues e.g. housing, lack of youth activities etc.
- To be inclusive and fully representative of all sections of the Shirehampton Community.
- To be open to and consult the residents of Shirehampton.

Key working Partners

The Forum and the Community Safety and Shire Greens (Environment) action groups have continued to attract new partner organisations & individuals from the community to work together in strong and effective partnerships. These activities have involved statutory agencies, community groups, voluntary sector organisations, private enterprises, churches, schools, Residents' Associations and individuals from the community. Details of the work areas of each of these groups appear later in the report.

How it works....

The action groups decide the focus of work and their work plans. Each group has a Chair, although all members enjoy equal status. The Community Development Officer, facilitates the development of both groups as well as the overall Forum and is responsible for the day-to-day management of SCAF, and delivery of the identified projects and work areas, and attends all the meetings.

REVIEW OF THE YEAR - The Forum & Other work areas

The Full Forum met 5 times during the year. The main purpose of the Forum is to enable the Action Groups to report on their activities. There is a very fruitful interaction between the various groups in these discussions, and each group benefits from the inputs from members of other groups, and from SCAF members who are not also members of a group

In addition to the work of the action groups SCAF also has an extensive database of over 350 contacts, which continue to strengthen ties between current partnerships, attract new members and also support and contribute to the work of other organisations both statutory and voluntary sector working for community regeneration in North Bristol.

A major new piece of work this year was a Polish Community Cohesion Research Project – this was funded by Bristol City Council with the aims of:

- ❖ To make positive and welcoming contact with local residents from the Polish Community & encourage participation in SCAF's work programme for 2013/14
- ❖ To meet with Polish groups, clubs, community leaders, churches etc. to establish initial contacts
- ❖ To find out what are the key barriers to community involvement e.g. language barriers, lack of information about what going on in their local community – groups, clubs, events etc.
- ❖ To run focus groups and open targeted public consultation to find out what the key issues and/or concerns of the community are
- ❖ To produce a detailed report on our key findings and recommendations for further work areas
- ❖ To create a contacts database of information of local Polish groups & as a resource for related contacts & networks.

The project was very successful in meeting these aims, and we have also identified several areas for further work and are looking to secure funding to make this happen..

- Supported the Avonmouth & Kingsweston Neighbourhood Partnership, and have delivered much of the agenda for Shirehampton through SCAF's Full Forum & Community Safety Action Group meetings.
- Set the local PACT (Partners & Communities Together) priorities for Shirehampton through our Community Safety Action Group with our local Police team and statutory agencies
- New projects included Shire Door to door Shopping Trips which is a great success and very popular and we are looking for more funding to run further weekly programmes.
- With a small grant from the Lottery – on the back of the major re-development of Springfield Avenue Park & Play Area last year - we put on a free programme of events in the park throughout October and November, most notably Tai Chi, Football Coaching and Play Ranger sessions

SCAF supported & contributed to the following partnerships:

- Avonmouth Jobs, Skills & Enterprise Forum
 - North1 Youth & Play Partnership
 - Severn Net
 - Severn Beach PACT
 - North Bristol Domestic Abuse Forum
 - Bristol Schools & Business Forum
 - Avonmouth Restorative Justice Project
- Planning Watch – kept the community well informed of all local planning and development issues, including public consultations
 - Contributed to BCC Consultations, Conferences, seminars and workshops addressing local & city wide community issues
 - Assisted & supported other local community groups & organisations by providing information on new funding & grant opportunities
 - Used as the main contact point for information about local organisations, services, venues and activities
 - Publicised and supported local groups/clubs and organisations activities and events

COMMUNITY SAFETY ACTION GROUP

The past year has seen a mixture of issues raised for the Beat Team and SCAF. The group continue to meet every 6 weeks and have regular walk-about around the area.

The majority of these have seen the list of actions being reduced. This shows how hard the team are working in partnership to make Shirehampton a clean and safe community.

This year we had the World Cup and this had the potential to raise both Anti-social behaviour and licensing issues. The Beat team carried out patrols during the England games and are pleased to report that ASB calls were very low.

Also on the subject of ASB, like with previous years, we ran Operation Burner which covers the period of Halloween and firework night. As a result of high visible patrols, we had no issues or concerns raised.

As part of the SCAF meetings, cycling on pavements has been highlighted as a safety concern and the group are going to be focusing their attention on finding ways to tackle this. In Feb 2014 we ran an initiative which saw partnership working between Police, SCAF and Safer Bristol. During this day of action, we spoke to a number of cyclists and advised them on road safety advice. This is something that we will continue to focus on next year.

In the New Year the Police restructure under the new operating model will go ahead and the Beat Team will see some changes. PCSO Zaheer and PCSO Abby and I will remain as the Shirehampton and Avonmouth Team and look forward to working with SCAF and the partnership agencies in the year ahead.

Amanda Patterson PC 4059, Avonmouth and Shirehampton Beat Manager, Chair

SHIRE GREENS – ENVIRONMENT ACTION GROUP

The major event of 2013 was the Wild City River Festival held on Lamplighters Marsh June 22nd, 2013. Over 500 people attended the Festival. Five local schools, Shirehampton Stitchers and Penpole Residents Association created art works associated with the river and Marsh which were displayed along the Yellow Brick Road.



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Local artists ran a series of workshops using reclaimed wood, willow, plant dyes, and wild foraged food to demonstrate the many resources the Marsh offers. The Sea Cadets performed the Piling of the Drums, Bella's Banquette provided hot food, there were musicians and story tellers and the day was fine and dry.

The Wild City project has left a lasting legacy in the form of a willow sculpture planted by Green volunteers. There are five new benches or picnic tables situated along the Yellow Brick Road, new litter bins for litter and dog mess, one at each end of the path, and new notice boards at both entrances to the path.

There are three new interpretation boards designed by Ruth Coleman with botanical drawings of the Marsh wildflowers contributed by Jenny Brooks. Also designed and produced by Ruth was a new walking and info guide to the Lamplighters Marsh

The Wild City project commissioned a management plan for the Marsh which is in operation and the process leading to the Marsh being declared a Local Nature Reserve is underway.

Before the Wild City project finished in March 2014 we supported a return of Judy Helme's very entertaining talk on the history of the river as it flows along Lamplighters Marsh and also heard Peter Insole's update on the archaeological work investigating the WWI Remount depot in the Daisy Field and lower Shirehampton.

Ed Drewitt led an early morning mid November bird walk and a small group of Green volunteers under the direction of Pauline Markovits pruned and tended the apple trees in the Daisy Field orchard, our last outdoor activity of 2013.

January and February 2014 were a wash out, but the Greens with Kerry Rowe from the Lawrence Weston Community Farm, did prune the willow sculpture on the Yellow Brick Road.

Alistair Park, wood artist made a lovely new bench for the orchard area in the Daisy Field.

This was a joint venture with Shirehampton Link Age and was part of a very successful inter-generational project.



Finally, the Greens would like to record their thanks to Helen Adshead for her leadership and hard work in organizing the River Festival and making many of our Green events possible.

Renee Slater, Chairperson

PLANNING WATCH - Ash Bearman

Throughout the year, BCC Planning and Planning Finder websites and other related sources of information have been visited. SCAF is also a member of Bristol Neighbourhood Planning Network and so receives information on a regular basis on pre planning and outline applications. Planning related news and details of all pre/new/decided planning applications affecting commercial, industrial & community premises in Avonmouth & Kingsweston wards have been emailed to 200+ recipients. This is a free service.

45 weekly planning watch bulletins were produced this year, enabling individuals and groups to be informed & make their own decisions to either support or oppose planned developments. In addition to this, there were Planning Watch Special Bulletins. Also, details of public consultations involving planning applications of specific community interest and/or major developments were circulated including:

- Old school/snooker Hall
- Lamplighters Pub
- Hinkley Point C Connection
- BCC - Bristol better at 20mph
- Wind turbine developments
- BCC Bristol Local Plan – Site Allocations & Development Management Policies
- Seabank Power Station - SSE Proposed gas fired power station
- MetroBus – (Rapid Transit – Northern Fringe to Hengrove)
- Regeneration of St Mary-le-Port site & Enterprise Zone
- Local Community Asset Transfers
- Local Flood Risk Management Strategy
- Bristol Arena Development
- Cribbs Patchway New Neighbourhood

Acknowledgements

SCAF would like to thank the following for their support, commitment and enthusiasm over the past year...

Penpole Residents Association - Avonmouth Neighbourhood Police Team
BCC Safer Bristol Partnership - Shire Neighbourhood Watch Groups
Shire Churches - BCC Departments working in partnership with SCAF
Avonmouth & Kingsweston Neighbourhood Partnership
&
All local residents involved with SCAF

FUNDERS:

Bristol City Council - The Astley Trust - Quartet Community Foundation
The Lalonde Trust - Shire Newspaper - Community First
Community Spaces Lottery Fund

SHIREHAMPTON COMMUNITY ACTION FORUM

Accounts for year ending 31 March 2014

	2014			2013		
	Restricted	Unre- stricted	TOTAL	Restricted	Unre- stricted	TOTAL
Incoming resources						
Incoming grants & donations	7495.07	21669.42	29164.49	1000.00	15179.02	16179.02
Other voluntary resources		335.00	335.00		325.00	325.00
Contracts for charity service			0.00	3000.00		3000.00
Income from investments		50.70	50.70		214.84	214.84
Other incoming resources			0.00		154.10	154.10
Funds for other bodies	1000.00	0.00	1000.00	5925.00		5925.00
Total Incoming resources	8495.07	22055.12	30550.19	9925.00	15872.96	25797.96
Resources expended						
Activities to support Objects	7620.07	0.00	7620.07	4246.79	597.86	4844.65
Funds held in trust	1000.00	0.00	1000.00	5925.00		5925.00
Governance costs			0.00			0.00
Management and Administration		21242.28	21242.28		20545.04	20545.04
Total Resources Expended	8620.07	21242.28	29862.35	10171.79	21142.90	31314.69
Net Movement of Funds	-125.00	812.84	687.84	-246.79	-5269.94	-5516.73
Balances B/F on 1 April	1000.00	9955.54	10955.54	1246.79	15225.48	16472.27
Balances CF on 31 March	875.00	10768.38	11643.38	1000.00	9955.54	10955.54
Balance Sheet as at 31 March						
Assets						
Current Assets						
Affirmative Deposit Fund		5439.26	5439.26		7393.37	7393.37
Current Account		-131.06	-131.06		787.73	787.73
Deposit Account	875.00	5979.18	6854.18	1000.00	1073.69	2073.69
Accruals			0.00		700.75	700.75
Total Current Assets	875.00	11287.38	12162.38	1000.00	9955.54	10955.54
Liabilities						
Trade creditors	0.00	519.00	519.00	0.00	0.00	0.00
Prepayments	0.00	0.00	0.00	0.00	0.00	0.00
Total Liabilities	0.00	519.00	519.00	0.00	0.00	0.00
Net Assets/Total Reserves	875.00	10768.38	11643.38	1000.00	9955.54	10955.54

For the year ending 31/03/14 the company was entitled to exemption from audit under section 477 of the Companies Act 2006. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006. The Directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies' regime.

Signed:



Date: 29/7/14 Dr David Lyddon Thomas, Chairman and Director

The notes below form part of these accounts.

1. Accounting Policies: The financial statements have been prepared under the historical cost basis of accounting and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in October 2005, applicable accounting standards and the Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are as follows:
2. The Trustees have prepared the accounts of the Forum on a going concern basis, having reviewed forecast income and expenditure and related cash flows. They are satisfied that the Forum will have resources available to meet its debts as they fall due.
3. Tangible Fixed Assets. There are no Tangible Fixed Assets.
4. Cash Flow Statement. The Forum is taking advantage of the exemption offered by Financial Reporting Standard 1 from preparing a cash flow statement on the grounds that it qualifies as a small company.
5. Insurance. Professional indemnity and Trustees' and Officers' liability insurance is not included as part of the Forum's insurance cover. The Trustees have considered this to be unnecessary.
6. Funds. There are no endowment funds. Restricted Funds can only be used for the purposes specified by those who supplied the funds. Unrestricted Funds can be used for any purpose to further the charitable objects of the company.
7. Reserves. The Charity is limited by guarantee and therefore does not have share capital. The liability of its members is limited to £1 per share, such liability only arising in the event of the Charity being wound up. Any Trustee is ex officio a Member.
8. Operating Lease Commitments. There are no operating leases.
9. Related Party Transactions. During the year, there were no related party transactions.
10. Funds to and from other charities represent funds from grant-giving bodies awarded to other charities, where payment was made to SCAF on their behalf.

Signed by 2 trustees on behalf of all of the trustees:

Signed:



Date: 29/7/14

Dr David Lyddon Thomas, Chairman and Director



Date: 29/7/14

Mr Stephen Brown, Hon Treasurer and Director

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the Trustees and Members of the Shirehampton Community Action Forum on Accounts for the year ended 31st March 2014.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the 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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Act); and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's statement

My examination was carried out in accordance with 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

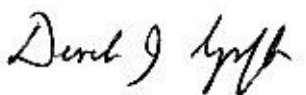
In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep 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 section 396 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

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

Signed:



Dated: 29/7/14

Name: Derek J Griffin ACMA

Address: Glenhaven, Scot Lane, Chew Stoke Bristol BS40 8UW

PLEASE SUPPORT SCAF

SCAF is a registered charity.
We need to raise a minimum of £22,000 per year to keep going, and we rely on donations and grants for our survival.
Please support us if you can.

Your donation can make a real difference to the Community Action Forum.

HOW TO GIVE

I enclose a donation of

£

I want to give regularly
(Ask us for a Standing Order Form)

I would like to receive regular updates
On how my donation is working

Title
Name:
Address:
Postcode:
Gift Aid Donation? Are you a UK tax payer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Tel No:
Email:
Receipt required: YES NO

SCAF MEMBERSHIP

SCAF is a membership based organisation open to all, living and/or working in Shirehampton – why not join us?

Individual: As a member you will have voting rights at general meetings of the Forum, choose the Trustees and influence the general policies of the Forum. You will also be kept regularly informed of Forum Activities. The annual membership subscription is £5.

Group: As a member your organisation will have voting rights at general meetings of the Forum, choose the Trustees and influence the general policies of the Forum. You will also be kept regularly informed of Forum Activities. The annual membership subscription for organisations is a minimum of £5, but we hope you may be able to donate a larger amount.

Local Companies: Please consider us for support, or join us as affiliate members for an Annual rate of £50 per year

Name/Group/Company:

Address:

Postcode:

Gift Aid Donation?

Are you a UK tax payer? Yes

☐

No

☐

Tel No:

Email:

Receipt required: YES NO

Please return this membership slip to:

Ash Bearman, Community Development Officer
Shirehampton Public Hall, Station Road,
Shirehampton, Bristol, BS11 9TU

SCAF is Data Protection registered.
Please indicate here if you do not wish to receive future mailings.