



ANNUAL REPORT

APRIL 2009 – MARCH 2010

SHIREHAMPTON PUBLIC HALL STATION ROAD SHIREHAMPTON BRISTOL BS11 9TU

Tel: 0117 982 9963 E-mail: enquiries@shirecaf.org.uk Website: www.shirecaf.org.uk

Company Registration No: 4686738

Charity Registration No: 1099221

We acknowledge the support of



CHAIRMAN'S STATEMENT

This is the Forum's seventh annual report. The Forum became an independent organisation in April 2003. It aims to address the issues raised in a Community Profile of Shirehampton, by strengthening ties and building partnership working between statutory agencies, private enterprise, and voluntary and community groups in Shirehampton.

We have again made excellent progress in delivering benefits to the local community. Our community work is mainly carried out by Action Groups, whose work is described in more detail later in this report. I will highlight a few of their achievements here.

The Youth Support and Community Safety Groups have well-established networks of people in the voluntary and statutory fields. Following our successes in previous years, we again managed a full and varied activity programme in each of the school holidays, delivered through our partner organisations, and managed by the Youth Support Group. This was part of the Targeted Activities Programme, which has more complicated criteria and procedures than the Positive Activities for Young People programme in previous years.

The Community Safety Action Group facilitates contact between the Police, Fire Brigade, Safer Bristol, the City Cleansing Department, local organisations and residents. The Group's priorities were Litter, Anti-Social Behaviour, and Road Safety. The Police have recognised this group as the PACT (Partners and Communities Together) group for Shirehampton, but the relationship of this with the new style Neighbourhood Partnership had not been fully resolved at the end of the year under review.

Shire Greens continued to be active. They have been particularly involved in the initial consultations on the City's Area Green Space Plan, which was published after the end of the year under review.

The Play Areas Action Group has carried out a public consultation to identify the needs for the Springfield Avenue site, and is working in partnership with council officers to develop detailed plans.

The Forum has continued to be involved in Planning & Development matters during the year. 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.

Although we made a small deficit during the year, our financial position remained healthy. Once again Bristol City Council awarded us a grant, as part of its Voluntary and Community Investment Strategy. Whilst this did not meet all of our financial needs, it provides a firm basis for a major part of our core funding needs, and acts as a foundation for a range of smaller contributions to our total requirements. Looking ahead, we have not yet have secured such additional funding for the current year, but have identified a number of possible sources.

This was the second full year of the Kingsweston and Avonmouth Neighbourhood Partnership set up by the City Council. This is intended to be a way for local communities to have a greater say in the way services are delivered to their communities. It was relaunched with revised terms of reference near the end of the year. The detailed working of these new terms of reference had not been resolved at the end of the year. SCAF has played a full part in the Partnership.

We could not have achieved as much as we have without the efforts of many people. I am very grateful to my fellow Trustees, all those who have contributed to SCAF's activities, and to our funders. Once again 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
Ms Pat Roberts	Vice Chair
Mr John Hardy	Company Secretary (resigned 26 April 2010)
Mr Darren Jones	from 2 Sep 2009, Company Secretary from 26 April 2010)
Mrs Thelma Tillett	Honorary Treasurer
Ms Val Jenkins	
Ms Liz Clifford	from 26 Sep 2009 (resigned 28 July 2010)

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. Four Action Groups existed during the year. These were Youth Support, Community Safety, Shire Greens, which covers environmental matters, and Play Areas Action Groups.

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 10 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 now in place meets 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.

The activities carried out to support these objects are set out in the Review of Activities for the Year. The Trustees consider that these activities meet the charitable objects and satisfy the Charity Commission's Public Benefit test.

6. Financial Review

The Forum did not have a formal policy on Reserves at the start of the year under review. This is because the uncertainty in funding had not previously enabled us to generate adequate reserves. However, during the year, the Trustees adopted a formal 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.

The Accounts for the Year are set out below. The principal source of unrestricted funds was a grant from Bristol City Council Community Investment Strategy. These funds were primarily used to pay the salary and associated costs of the development worker, and enabled her to support the activities of the Forum and the Action Groups. In addition, we had a contract to provide services for the Care Forum, and raised funds from a Christmas Dinner. The restricted income arose from a contract to provide services in the Targeted Positive Activities programme for young people.

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

Now in our eighth year the Forum and action groups have continued to attract new partner organisations & individuals from the community to work together in strong and effective partnerships in the areas of Community Safety, Youth Support and Shire Greens (Environment) & Play Areas.

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....

Each action groups meets every 4-6 weeks. The action groups decide the focus of work and their work plans. Each group has a Chair, although all members enjoy equal status.

All the meetings are attended by the Community Development Officer, who facilitates the development of each group 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.

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 300 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.

- Continue to strengthen partnership working & support with Oasis Academy Brightstowe, particularly the Community Hub Team
- Continued success - now in our 7th year – of delivery through the Youth Support Partnership a full programme of activities & opportunities for local young people through the Targeted Positive Activities Programme
- Continued to work with local partners & politicians (from both Labour & Conservative Party) to try & progress Robin Cousins Sports Centre
- Planning Watch – kept the community well informed of all local planning and development issues, including public consultations
- Continued to raise the profile of Shirehampton & our local community issues to many Bristol City Council Depts
- 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 a contact point for information about local organisations, services, venues and activities
- Publicised and supported local groups/clubs and organisations activities and events
- Kept the Shire community informed & involved through regular local articles in *Shire Newspaper*



SPRINGFIELD AVENUE
BS11



PLAY AREAS ACTION GROUP

The focus of the groups work at the start of this year was to identify which of our 4 local play areas was in most need of major improvement & development.

Springfield Avenue was chosen – As the Play Pathfinders scheme was supporting a new play area on the Lamps Field, Home Ground play area is in good order & Beachley Walk (AKA St Mary's Rec) also in reasonable order compared to Springfield Avenue.

In November the group hand delivered over 900 questionnaires to all the local residents surrounding the park, asking them for their ideas, comments & suggestions. We received 70 back, and all the information collected was put on a giant database & a brief summary report produced. An open public consultation was held at Shire Public Hall in early Jan – in the snow!

Since then the group, working in partnership with John Knowlson, BCC Youth & Play Officer, have identified major sources of grants & funds to support a proposed modern, challenging & fun new play area (on the current play area space, whilst retaining the open grass area as it is). The project will cost in the region of £100,000 and the funding applications will be going in very soon.

COMMUNITY SAFETY ACTION GROUP

This year saw the arrival of new beat manager PC Amanda Patterson who took over the post in January 2010 from PC Gareth Davies who had served many years in the area.

Amanda also took over as the chair of the community safety group which, continues to meet every 6 weeks and the meeting still has a great support from the residents.

Following the success from previous walkabouts, the group has continued with these. As a result of both the walkabouts and the meetings a number of issues were raised which resulted in these becoming our priorities. These varied from fly tipping in the streets, parking issues to drugs related crime.

We have continued to work closely with the Partnership agencies in order to address the priorities. There have been many successes but in particular, last years community clean up day which saw both residents and partnership agencies working together to clean up a designated area of the village. This was a huge success and one which will hopefully continue to be repeated each year!

Whilst anti social behaviour continues to be a problem everywhere it is one that has be made a priority in Shirehampton. Operation Brave has provided a regular high visibility Policing presence and the area has seen a reduction in the amount of ASB. This will continue to be a priority in Shirehampton and ASB will be dealt with robustly.

Drug related crime has also been a priority and as a result of intelligence and information provided to the Police by members of the community, a number of warrants have been executed at local addresses. This saw the seizure and destruction of a large quantity of cannabis plants which would have been destined for our streets.

Shirehampton continues to have the hard work and dedication of PCSO'S Zaheer Bulbul and Jasper Hughes who are now well known faces around Shirehampton and we all look forward to another successful year ahead!

PC Amanda Patterson, Chair, Community Safety Action Group

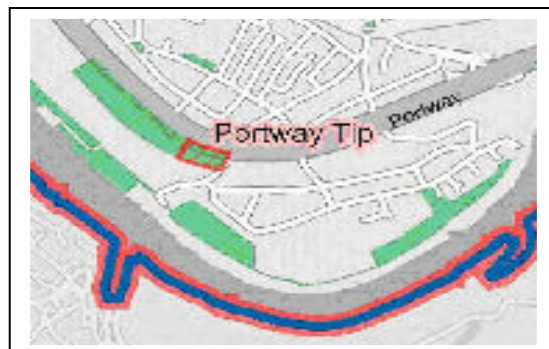
SHIRE GREENS – ENVIRONMENT ACTION GROUP

Apart from a walk about with Jerry Cole, our local parks ranger, and Ash Bearman to determine what needs doing in the Daisy Field and in Lamplighters Marsh Open Space, and a litter pick in a really quite clean Daisy Field, most of our activity this year has been devoted to following the Area Green Spaces Plan and the Sites Allocation document.

I have attended Neighbourhood Partnership meetings and joined a working party (yet to meet!) to prepare a response to Council proposals for land in our area, in particular the Daisy Field and the Woodwell Road Grazing Field.

As chairperson of the Greens I will be answering the Council's on-line surveys seeking response to their proposals. We have leafleted residents in roads adjoining the Daisy Field seeking their views.

All their responses have been completely opposed to any development on these lands and many have pointed out physical and historical objections to disposal.





There will be life after the Area Green Spaces consultation closes in October. Then we hope to return to efforts to set up a Transition/Sustainable Shirehampton group. I met with the leader of Sustainable Bishopston and with the Transition Bristol group back in April. They were very helpful sharing information and advising on successful activities. We hope to begin/resume work on this.

We have also been involved with supporting the Bristol Wild City Project's bid to Natural England, which was successful. The award is the full £250,000 grant (£336,000 total project value). The Key Wildlife City Project Sites include the Lamplighter's Marsh.

Renee Slater, Chairperson

YOUTH SUPPORT ACTION GROUP

As previously mentioned April 2009 gave us a new challenge in funding. PAYP (Positive Activities For Young People) was replaced by TPA (Targeted Positive Activities) Just to keep us on our toes! Like all new funding streams we had to get our heads around new criteria and paperwork.

This provided £10,000 for use through the year, and with our key partners of Bristol Gateway School, Families in Touch, Avon Youth Association, Shire Baptist Church & the Police put on a range of activities and events programmes for 46 local young people.

We continue to have excellent links in the community supported by Oasis Academy Brightstowe, particularly the Community Hub Team, where we hold our meetings, usually before all school holidays which is helpful to network with both voluntary & statutory groups. Ash as always is our 'rock' our central base for ingoing/outgoing communication.

The YS group is also well represented at our North 1 Locality Partnership which continues its excellent partnership working across our 4 communities of Shire, Sea Mills, Lawrence Weston, & Avonmouth. We also have a place on the Executive Board, with Ash Bearman attending as the Voluntary & Community sector representative, which has proven very useful and given our local issues a much higher profile.

A special mention to Peter Bentley & the 'team' at Extended Schools Partnership who have produced a fantastic brochure again this summer for North 1&2, full of information, activities going on in our local community.

I would like to pay a personal tribute to my friend & colleague, the late Jim Tolman (Jim was my line manager when I worked at Portway School.) Jim wore many hats, one of those was to support many young people in our community. When I doubted myself Jim never doubted me, his advice always sound.

Well done to all that supported the Memorial fun run and Family picnic at Oasis Academy Brightstowe on Sunday 18th July. It was great to catch up with pupils and staff. All funds raised on the day to Cancer Charities.

Rita Rich, Chair, Youth Support Action Group

PLANNING WATCH - Ash Bearman

Each week, throughout the year, the BCC Planning Application & Planning Finder websites have been visited, and details of all new planning applications & decided planning applications affecting commercial, industrial & community premises in Avonmouth & Kingsweston wards have been circulated to members by email.

This has resulted in 40 planning watch bulletins being prepared throughout the financial year, which enables individuals and groups to make their own decisions to either support or oppose any planned developments.

This year a key area has been the Area Green Space Plan & Site Allocation for Avonmouth & Kingsweston wards.

In addition to this, details of public consultations involving major planning applications and/or major developments have been circulated, including:

Lamplighters Open Space Play Area - CPRE Green Belt Land around Bristol & Bath - Viridor Resource Recovery Centre - New Earth Solutions Biological Treatment Facility - Wessex Waters Wind Turbines - National Grid & Hinkley Point C Connection Project & the Palm Oil Power Station.

Also, monitored & kept members informed on developments of the BCC Garage Strategy Project, Closure of the City of Bristol college site at Lawrence Weston, proposed new school on the site of Sea Mills Primary.

Acknowledgements

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

A special thank you to: John Hardy & all his team at Kingsweston House, who hosted & sponsored a wonderful fund raising dinner event, which raised over £1,500 for SCAF funds.

Penpole Residents Association – TPA Partner Organisations - The Police - BCC Safer Bristol Partnership – Shire Neighbourhood Watch Groups - Shire Churches – Oasis Academy Brightstowe & the Community Hub Team – BCC Departments working in partnership with SCAF in our Shire PACT & All local residents involved with SCAF

FUNDERS: Bristol City Council, Shire Newspaper

ACCOUNTS

The accounts for the year ended 31 March 2010 are attached.

Statement of Financial Affairs

	2010			2009		
	Young People	Unre- stricted	TOTAL	Young People	Unre- stricted	TOTAL
Incoming resources						
Incoming grants & donations		13978.90	13978.90	0.00	17917.23	17917.23
Other voluntary resources		405.00	405.00	0.00	250.00	250.00
Contracts for charity service	9000.00	3923.28	12923.28	9000.00	2448.15	11448.15
Income from investments		72.45	72.45	0.00	524.75	524.75
Other incoming resources		1553.00	1553.00	0.00	1801.24	1801.24
Total Incoming resources	9000.00	19932.63	28932.63	9000.00	22941.37	31941.37
Resources expended						
Activities to support Objects	9643.17	900.00	10543.17	10647.19	2611.13	13258.32
Governance costs		0.00	0.00	0.00	0.00	0.00
Management and Administration		19732.84	19732.84	0.00	18296.61	18296.61
Total Resources Expended	9643.17	20632.84	30276.01	10647.19	20907.74	31554.93
Net Movement of Funds	-643.17	-700.21	-1343.38	-1647.19	2033.63	386.44
Balances B/F on 1 April	1611.79	19356.90	20968.69	3258.98	17323.27	20582.25
Balances C/F on 31 March	968.62	18656.69	19625.31	1611.79	19356.90	20968.69

Balance Sheet at 31 March 2010

	Young People	Unre- stricted	TOTAL at 31/3/10	Young People	Unre- stricted	TOTAL at 31/3/09
Assets						
Current Assets						
Current Account		677.12	677.12		-770.77	-770.77
Fidelity Cash Fund		14210.22	14210.22		14180.66	14180.66
Deposit Account	968.62	3769.35	4737.97	1611.79	5779.48	7391.27
Undeposited funds		0.00	0.00	0.00	167.53	167.53
Total Current Assets	968.62	18656.69	19625.31	1611.79	19356.90	20968.69
Liabilities						
Creditors	0.00	0.00	0.00	0.00	0.00	0.00
Total Liabilities	0.00	0.00	0.00	0.00	0.00	0.00
Net Assets	968.62	18656.69	19625.31	1611.79	19356.90	20968.69

The directors have acknowledged their responsibilities for preparing accounts which give a true and fair view of the company and of its profit or loss for the financial year then ended in accordance with the requirements of Section 226 of the Companies Act 1985 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to this company.

The directors have acknowledged their responsibilities for ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985.

The directors have confirmed that no notice has been deposited under Section 249B(2) of the Companies Act 1985.

The directors have taken advantage of the Companies Act 1985 in not having these accounts audited under Section 249A(1) (total exemption).

Approved by the directors on

Signed:



Date: 26 July 2010

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 1985. 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. The Young People Fund is a restricted fund, which can only be used for the purposes specified by those who supplied the funds. The Unrestricted Fund 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.

Signed by 2
Signed:

trustees on behalf of all of the trustees:

David Thomas
26 July 2010



Thelma Tillett
26 July 2010



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 2010.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 43(3)(a) of the Act)
- Follow the procedures laid down in the General Directions given by the Charities Commissioners (under section 43(7)(b) the Act)
- 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 Charities 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 the trustees concerning 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 accounts.

Independent examiner's statement

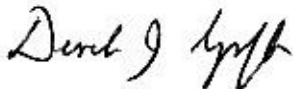
The accounts for the financial year ended 31 March 2010 are in agreement with the accounting records kept by the company under Section 221 of the Companies Act 1985, and having regard only to, and on the basis of, the information contained in those accounting records, these accounts have been drawn up in a manner consistent with the provisions of the Act specified in subsection (6), so far as is applicable to the company.

In my opinion, having regard to, and only on the basis of, the information contained in the accounting records kept by the company under section 221, the company satisfied the requirements of section 249A(1) and 249A(3), as modified by section 249A(5), for the year ended 31 March 2010, and did not fall within section 249B(1) (a) to (f) at any time during the financial year.

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 41 of the 1993 Act and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act 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: 7 July 2010

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

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: