



# ANNUAL REPORT

## APRIL 2010 – MARCH 2011

SHIREHAMPTON PUBLIC HALL STATION ROAD SHIREHAMPTON BRISTOL BS11 9TU

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Company Registration No: 4686738

Charity Registration No: 1099221

We acknowledge the support of



## CHAIRMAN'S STATEMENT

This is the Forum's eighth 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, so as this Annual Report is published we are celebrating our 10<sup>th</sup> Anniversary. 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.

In our ten years existence, we have made substantial contributions to community life in Shirehampton and beyond. Two of the Action Groups formed at our launch meeting continue to thrive. 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.

Our Youth Support Group has successfully gained funding for activities for young people, through the Positive Actions for Young People, and latterly Targeted Positive Activities. These activities are delivered by a number of local organisations with whom we work closely, in each of the school holidays.

We have started other Action Groups since the initial ones. Shire Greens have done much work in the Lamplighters Marsh and Daisy Field area, and have worked with the Parks Department, and First Great Western, on improved seating, information, planting and maintenance issues at Shirehampton Station. They played a particular part in the consultations on the City's Area Green Space Plan.

A temporary group, Vision for Shire, carried out a detailed inventory of all community facilities in Shire, and held widespread consultations on what people considered the greatest future needs. This concluded that the lack of play areas for children was a major problem. Our Play Areas Group was formed as a direct result. Shortly before this report went to press, we learnt that we have been awarded a grant of £49,999 from the Lottery, with matching funding of £37,000 from Bristol City Council, to put a new play area in Springfield Avenue.

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.

In the past few years, the City has been developing Neighbourhood Partnerships. SCAF has played a full role in the Avonmouth & Kingsweston Partnership from its inception. Our experience with developing partnership working between local groups, the City Council, and other statutory bodies, means we can make significant inputs to the Neighbourhood Partnership.

In our early years, our financial position was very precarious. However, for some years now Bristol City Council awarded us a grant, as part of its Voluntary and Community Investment Strategy. Whilst this does not meet all of our financial needs, it provides a firm basis for a major part of our core funding, and acts as a foundation for a range of smaller contributions to our total requirements. Looking ahead, we hope that this support can be continued under the City's new Community Investment Strategy, which has reduced funds available.

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. For all of the past 10 years, 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 (resigned 21 July 2011)
Mr John Hardy	Company Secretary (resigned 26 April 2010)
Mr Darren Jones	Company Secretary from 26 April 2010, resigned 30 April 2011
Mrs Thelma Tillett	Honorary Treasurer
Ms Val Jenkins	
Rev Chris Grant	(from 2 December 2010)
Ms Lizzy Tucker	(from 2 December 2010)
Mr Julian Mines	(from 2 December 2010)
Ms Liz Clifford	(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, covering 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. They adopted a Data Management Policy during last year. 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 Accounts for the Year are set out below. The principal sources of unrestricted funds were a grant from Bristol City Council's Community Investment Strategy, and a grant from Quartet Community Foundation. The latter was awarded close to the end of the year, and enabled us to end the year very close to financial break-even. 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. The restricted income arose from a contract to provide services in the Targeted Positive Activities programme for young people.

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.

### **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 celebrating our tenth anniversary, 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, 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 nearly 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.

- Supported the Avonmouth & Kingsweston Neighbourhood Partnership, and have delivered much of the agenda for Shirehampton through SCAF's Full Forum meetings & action groups
- Set the local PACT (Partners & Communities Together) priorities for Shirehampton through our Community Safety Action Group with our local Police team and statutory agencies
- Continue to strengthen partnership working with Oasis Academy Brightstowe, particularly the Community Hub Team
- Continued success - now in our 8<sup>th</sup> year – of delivery through the Youth Support Partnership a full programme of activities & opportunities for local young people through the Targeted Positive Activities Programme
- 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*

### **COMMUNITY SAFETY ACTION GROUP**

During the year, the group have continued to meet every 6 weeks and have maintained a good turn out of residents at each meeting.

The concerns raised by members included, tackling Anti Social Behaviour and Drugs.

From these concerns, it became apparent that dealing with drug crime was very high on the list of priorities.

Last year, the Police set up a new team called Operation Beacon with the aim to identify drug dealers and reduce crimes relating to drugs.

By working alongside the local Neighbourhood team, we have managed to send a clear message out to those involved with drug crime that we are committed to driving drugs out of our area.

As a result a large number of warrants have been executed with positive results and offenders being brought to justice.

Anti Social Behaviour has also seen a reduction in calls and this is due to the continuation of Operation Brave which was developed to provide a regular high visible Police presence to deal with groups, as well as individuals, who can cause ASB and also to provide reassurance to the public. Tackling ASB will maintain a priority in our area.

SCAF members have continued to carry out regular walk-about's and having identified areas that require attention, for example fly tipping and graffiti, we have been able to maintain the high standard of the area by dealing with these issues ASAP and in partnership with the Council. We even struggled to find any areas of concern during the latest walk-about which shows that the residents of Shirehampton are proud of the area they live in!

Shirehampton continues to have the dedication of its local Neighbourhood Beat Team and special thanks must be paid to PCSOs Zaheer BULBUL and Jasper HUGHES who continue to work very hard! We look forward to working with the members of SCAF in the year ahead.

**Amanda Patterson PC 4059**  
**Avonmouth and Shirehampton Beat Manager**



**SPRINGFIELD  
AVENUE  
BS11**



### **PLAY AREAS ACTION GROUP**

The group continued their work in partnership with Bristol City Council and completed a first stage application to the Lottery – Changing Spaces Grant for £49,999.

This was successful and we were invited to apply to the second stage. This took many months and a lot of hard work by 6 people to complete a very complex, long and detailed application with associated documents.

We recently heard that this application has also been successful – so with the matched funding from Bristol City Council we have £87,000 to totally revamp and modernise the play area and park. During the next few months we will be working on further public consultation re aspects of the parks design and on completion of this will be preparing final drawings and putting the contract out to tender.

We hope that the new play area and park will be completed by the end of March 2012, when we shall have a big launch event - A family Fun Day - in the park.

## SHIRE GREENS – ENVIRONMENT ACTION GROUP

As you will know, the Daisy Field remains on the Council's list for disposal despite our numerous representations. However, since the local elections a cross-party working group has been reviewing the Parks and Green Spaces strategy and we await their report.

More positively, Tynings Field (the Woodwell Road grazing field) has become a Community Farm thanks largely to the hard work and perseverance of Caroline Penny. The field has been cultivated this summer and there are plans for a bonfire night event. The community farm group has many supporters, but needs more workers.

Jerry Cole, our local parks ranger, has been very helpful all year and we are especially pleased with the repairs to the path along the riverbank beside the PBA playing fields. Meanwhile, the Neighbourhood Partnership is considering parks improvement projects in our area and has agreed that Children's Play Space and Formal Green Space should take priority. If you have views on this you can make them known through SCAF.

Finally, the Wild City Access to Nature project has got underway. Shire Greens have been working with our project leader, Helen Adshead, to organize a series of walks on Lamplighters Marsh. The Marsh is one of seven key sites around Bristol chosen for delivery of the three-year project. Already we have hosted a walk for Lockleaze & Horfield Strollers and a Bird Walk, which was open to the general public. We are planning three more walks over the coming months. These will be publicized in *Shire* and by posters outside the Public Hall and in the Daisy Field. The project aims to make Lamplighters Marsh better known to people from all over Bristol, but we hope that many local people will also enjoy the walks and other events that will take place.

Renee Slater

Chairperson



## YOUTH SUPPORT ACTION GROUP

The group again successful secured funding this year for our local children and young people from the Targeted Positive Activities (TPA) Fund. This is the eighth successive year the partnership has been able to put on a whole range of activities, events and opportunities through programmes in and around each of the school holidays throughout the year.

We continue to work in partnership with Oasis Academy Brightstowe Community Hub Team and other local schools, the churches of Shire, the Police and many small local clubs/groups and organisations – who do a marvellous job supporting our local young people. Particularly Avon Youth Association (AYA) who run the youth bus sessions every Thursday on the Ridge and Avonmouth Sea Cadets and Families in Touch.



We hope that with the Oasis Community Hub Team taking on Beachley Walk a lot more outreach and support work will be delivered in the coming years across Shire. We are all still working toward finding a permanent “home” to establish a youth club/centre in the village.

I would like to thank all our partners in the action group for their continued commitment and enthusiasm in supporting our local children and young people, particularly in these economically difficult times when increasing so much more is needing to be done on a voluntary basis.

Ash Bearman for Rita Rich, Chair

## **PLANNING WATCH**

Each week, throughout the year, BCC Planning and Planning Finder websites and other planning related sources of information have been visited. SCAF is also a member of Bristol Neighbourhood Planning Network and receives information on a regular basis on all planning and development issues affecting our area. Details of all new planning applications & decided planning applications affecting commercial, industrial & community premises in Avonmouth & Kingsweston wards have been circulated free to members by email.

This has resulted in 47 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.

It has also expanded to contain a news section and gave regular updates on Robin Cousins, Lamps Pub, Beachley Walk, Stoke Lodge Playing Fields & the Severn Beach Line Railway

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:

- 3 major proposals for various incinerators/waste recovery facilities from SITA, New Earth Solutions and Viridor
- Hinkley Point C
- Sea Mills Primary School
- Draft Community Asset Transfer Policy
- Licensing Act
- Local Flooding Survey

## **Acknowledgements**

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

**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 - Avonmouth & Kingsweston Neighbourhood Partnership  
& All local residents involved with SCAF**

**FUNDERS: Bristol City Council, Quartet Community Foundation**



# Accounts for year ending 31 March 2011

## Statement of Financial Affairs

	2011			2010		
	Young People	Unre- stricted	TOTAL	Young People	Unre- stricted	TOTAL
<b>Incoming resources</b>						
Incoming grants & donations		19442.00	19442.00		13978.90	13978.90
Other voluntary resources		365.00	365.00		405.00	405.00
Contracts for charity service	3700.00	600.00	4300.00	9000.00	3923.28	12923.28
Income from investments		89.27	89.27		72.45	72.45
Other incoming resources		111.00	111.00		1553.00	1553.00
<b>Total Incoming resources</b>	<b>3700.00</b>	<b>20607.27</b>	<b>24307.27</b>	<b>9000.00</b>	<b>19932.63</b>	<b>28932.63</b>
<b>Resources expended</b>						
Activities to support Objects	4160.83	0.00	4160.83	9643.17	900.00	10543.17
Governance costs		00.00	0.00		0.00	0.00
Management and Administration		20036.94	20036.94		19732.84	19732.84
<b>Total Resources Expended</b>	<b>4160.83</b>	<b>20036.94</b>	<b>24197.77</b>	<b>9643.17</b>	<b>20632.84</b>	<b>30276.01</b>
<b>Net Movement of Funds</b>	<b>-460.83</b>	<b>570.33</b>	<b>109.50</b>	<b>-643.17</b>	<b>-700.21</b>	<b>-1343.38</b>
<b>Balances B/F on 1 April</b>	<b>968.62</b>	<b>18656.69</b>	<b>19625.31</b>	<b>1611.79</b>	<b>19356.90</b>	<b>20968.69</b>
<b>Balances C/F on 31 March</b>	<b>507.79</b>	<b>19227.02</b>	<b>19734.81</b>	<b>968.62</b>	<b>18656.69</b>	<b>19625.31</b>

## Balance Sheet at 31 March 2011

				Young People	Unre- stricted	TOTAL at 31/3/10
<b>Assets</b>						
<b>Current Assets</b>						
Affirmative Deposit Fund		14066.06	14066.06			
Current Account		438.83	438.83		677.12	677.12
Fidelity Cash Fund		0.00	0.00		14210.22	14210.22
Deposit Account	507.79	4722.13	5229.92	968.62	3769.35	4737.97
Undeposited funds		0.00	0.00		0.00	0.00
<b>Total Current Assets</b>	<b>507.79</b>	<b>19227.02</b>	<b>19734.81</b>	<b>968.62</b>	<b>18656.69</b>	<b>19625.31</b>
<b>Liabilities</b>						
Creditors	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Assets</b>	<b>507.79</b>	<b>19227.02</b>	<b>19734.81</b>	<b>968.62</b>	<b>18656.69</b>	<b>19625.31</b>

For the year ending 31/03/11 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 Director's acknowledge their responsibility for complying with the requirements of the Act with respect to accountancy 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: 24 August 2011

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. 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 trustees on behalf of all of the trustees:

Signed:

David Thomas  
24 August 2011



Thelma Tillett  
24 August 2011



# 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 31<sup>st</sup> March 2011.

## 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 43(2) of the Charities Act 1993 (the 1993 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 43 of the 1993 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended); 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

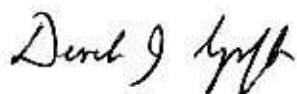
In connection with my examination, no matter has come to my attention:

- 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: 7 Aug 2011

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.