



SHIREHAMPTON COMMUNITY ACTION FORUM

ANNUAL REPORT APRIL 2011 – MARCH 2012

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



CHAIRMAN'S STATEMENT

This is the Forum's ninth 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 during the period covered by this report we celebrated our 10th Anniversary. We were pleased to welcome the Lord Mayor of Bristol, Cllr Geoff Gallop, and the Lady Mayoress, to our AGM in October 2011, to celebrate the 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, 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.

Our Youth Support Group continued to gain funding for activities for young people, through the Targeted Positive Activities programme. 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. They played a particular part in the consultations on the City's Area Green Space Plan, which finally removed the threat to the Daisy Field and Tynings Field. They contributed to the successful Wild City funding bid, which will support work at a range of sites across Bristol, including Lamplighters Marsh. In conjunction with this project, they have organised a number of events such as bat, and wildflower, walks

Our Play Areas Group was formed as a direct result of earlier work by the Vision for Shire. We were 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. This has now opened to the public.

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. The future of the former National School (Snooker Club) in Station Road has been a particular concern.

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, means we can make significant inputs to the Neighbourhood Partnership.

In recent years Bristol City Council awarded us a grant, as part of its Voluntary and Community Investment Strategy. 2011/12 was the third year of a 3-year grant under this programme. Unfortunately, from April 2012 the criteria for grants were substantially changed, and we no longer meet the new criteria, so were not awarded a grant for the current year. This leaves a major hole in our income, and will require a lot of work in the current year to fill this large gap.

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 Darren Jones	Company Secretary (resigned 30 April 2011)
Mrs Thelma Tillett	Honorary Treasurer
Ms Val Jenkins	
Rev Chris Grant	
Ms Lizzy Tucker	(resigned 26 March 2012)
Mr Julian Mines	(Company Secretary from 1 May 2011)

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 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 now in place meets Bristol City Council's baseline standards. 5. All Procedures and Policies reviewed by Board in October 2011. No changes were made, but all will be reviewed before 31 March 2013. 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 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 2012/13 year with considerable uncertainty about our financial prospects, following the withdrawal of the Bristol City grant.

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 grants from Quartet Community Foundation and 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. There was a planned deficit of about £4000 in unrestricted funds, which brought our year-end reserves closer the level set out in our reserves policy. The restricted income arose from a contract to provide services in the Targeted Positive Activities programme for young people.

The Accounts do not show the £49,999 Lottery Grant. Bristol City Council provided project and financial management for this work. The Lottery grant was paid directly to the Council.

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 Lady Mayoress cutting SCAF's 10th Birthday cake. Photo: Bob Pitchford

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.

- 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
- 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

COMMUNITY SAFETY ACTION GROUP

Disrupting drugs activity has continued to be a priority for the area and this has been the focus when discussing the Police priorities at the PACT and Community Action Forum meetings.

With the assistance of the Operation Beacon team, a number of positive drugs warrants have been executed in Shirehampton. This has led to arrests and prosecutions as well as drugs destined for our streets being seized.

We will continue with this work which we can only do with the help of information provided by the community.

Issues involving licensing have also been addressed locally and with the assistance of the Joint Enforcement Team who comprise of Police, Trading Standards and Bristol City Council, the beat team have worked closely with the pubs in our area which has reduced Anti Social Behaviour relating to licensed premises.

This year also saw the loss of one of the local PCSO Jasper Hughes who left the team and is now a Police Constable in Weston. Jasper was a well known and popular face in the community and will be missed!

We now have a new member of the team, PCSO Kane MARTIN who has already made a huge impact with his dedication to the area. He has settled in well and is working with PCSO Zaheer BULBUL to reduce criminal activity and Anti Social Behaviour.

The community action group have continued to meet every 6 weeks with a good turn out of members and partnership agencies all working together to tackle local issues.

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

PLAY AREAS ACTION GROUP

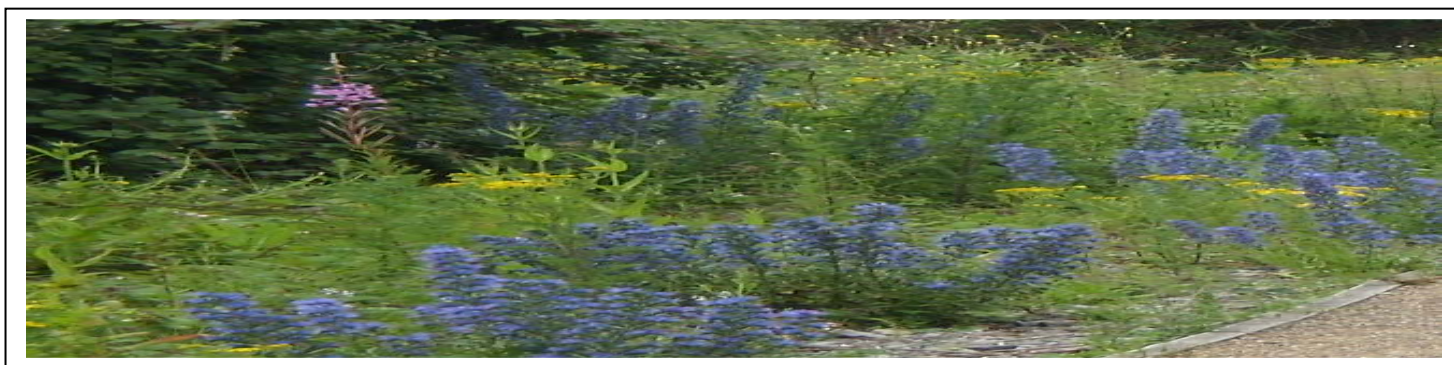
With the lottery funds successfully secured the group working in partnership with Bristol City Council prepared the documents and papers required for a formal tendering process. The £87,000 project for a full redevelopment of the play area and park went out to tender just after Christmas, and a series of meeting appointed a contractor, *Blakedown Landscapes* in late January.

The work will happen in many different stages and is scheduled to begin in early March. We are looking forward to the new park & play area being open again by the end of June, and are so pleased that Shire will have a much-improved “new” and modern local amenity & not be counting the loss of another.

I would like to thank the SCAF Play Areas Action group (Bert Welch, Sam Jefferies, Anita Johnston) for all their hard work, commitment and enthusiasm to this project over the last three years; they have done a brilliant job, often in quite challenging and testing circumstances!

Ash Bearman, on behalf of Bert Welch, Chair

SHIRE GREENS – ENVIRONMENT ACTION GROUP



The future of the Daisy Field, and other open spaces in Avonmouth and Kingsweston wards has been secured. In June, the councillors in the Neighbourhood Partnership voted unanimously to retain nine of the eleven green spaces on the Council's disposal list.

Gary Brentnall, our new Parks manager, has repaired the seating along the river in the Lamplighters Fields and has set up picnic tables near the children's play area and near the entrance to the PBA fields at the other end.

Local people were concerned about works going on in the privately owned parts of Lamplighters Marsh this spring. These proved to be legally required efforts to get rid of stands of Japanese knotweed in the Marsh. The owners have also repaired and renewed fencing along the approaches to the Yellow Brick Road and secured the entrance to the Marsh, which had seen repeated illegal fly-tipping.

Meanwhile, the Lamplighters Pub still stands empty. The firm which owns the pub commissioned preliminary plans to develop the garden, building five townhouses to help pay for restoration of the grade II listed pub. They held a public consultation in June to gauge reactions of local people. While most people attending had reservations about various aspects of the plans, everyone agreed that something needs to be done. In the event, the Council rejected the development proposals on a number of planning grounds. They also wanted legal guarantees that the money raised from development would in fact be spent on restoration of the pub.

Shirehampton Greens have been working closely with the Wild City project this year. There was a very successful local history walk, led by local historian Judy Helme, in the winter and a very well attended wild-flower walk led by ecologist Rupert Higgins in June.

There will be a seed gathering walk led by Rupert in September and this year's round of activities concludes with an early morning bird walk in October.

Meanwhile, Greens have been contributing to planning a Festival of the River to be held in summer 2013 to conclude the Wild City initiative.

Renee Slater
Chairperson

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 43 planning watch bulletins being prepared throughout the financial year, which enables individuals and groups to be informed about 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 Lamplighters Pub, Robin Cousins, Old School/Snooker Hall, Stoke Lodge Playing Fields, Care Home Closures & the Severn Beach Line Railway.

In addition to a section dedicated to planned Highways improvements and consultations



A couple of key events has seen the conclusion to the Area Green Space Plan & Site Allocation for Avonmouth & Kingsweston wards – with the Daisy Field saved from the threat of development, and Robin Cousins sold at Auction for £125,000. Also major refurbishment to many of the PRC properties across our area with external insulation cladding & then rendered/paint finish

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

- New Earth Solutions Low Carbon Energy Facility
- Sea Mills Primary School
- Scottish Power's proposal for Avon Power Station, Severnside
- Hinkley Point C Connection
- 40mph Speed Limit Order on A4 Portway
- City Dock Conservation Area Character Appraisal & Management Proposals
- DEFRA Consultation on Town & Village Greens
- Tidal Energy Forum
- Community Infrastructure Levy (CIL)
- £50m Investment For Bristol's Priority Infrastructure

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

SHIREHAMPTON COMMUNITY ACTION FORUM

Accounts for year ending 31 March 2012

Statement of Financial Affairs

	2012			2011		
	Young People	Unre- stricted	TOTAL	Young People	Unre- stricted	TOTAL
Incoming resources						
Incoming grants & donations		14820.00	14820.00		19442.00	19442.00
Other voluntary resources		300.00	300.00		365.00	365.00
Contracts for charity service	3400.00	600.00	4000.00	3700.00	600.00	4300.00
Income from investments		177.06	177.06		89.27	89.27
Other incoming resources		68.35	68.35		111.00	111.00
Total Incoming resources	3400.00	15965.41	19365.41	3700.00	20607.27	24307.27
Resources expended						
Activities to support Objects	2661.00	0.00	2661.00	4160.83	0.00	4160.83
Governance costs			0.00		375.00	375.00
Management and Administration		19966.95	19966.95		19661.94	19661.94
Total Resources Expended	2661.00	19966.95	22627.95	4160.83	20036.94	24197.77
Net Movement of Funds	739.00	-4001.54	-3262.54	-460.83	570.33	109.50
Balances B/F on 1 April	507.79	19227.02	19734.81	968.62	18656.69	19625.31
Balances CF on 31 March	1246.79	15225.48	16472.27	507.79	19227.02	19734.81
Balance Sheet as at 31 March						
Assets						
Current Assets						
Affirmative Deposit Fund		14240.39	14240.39		14066.06	14066.06
Current Account		303.17	303.17		438.83	438.83
Fidelity Cash Fund		0.00	0.00		0.00	0.00
Deposit Account	1246.79	6181.92	7428.71	507.79	4722.13	5229.92
Undeposited funds		0.00	0.00		0.00	0.00
Total Current Assets	1246.79	20725.48	21972.27	507.79	19227.02	19734.81
Liabilities						
Prepayments	0.00	5500.00	5500.00	0.00	0.00	0.00
Total Liabilities	0.00	5500.00	5500.00	0.00	0.00	0.00
Net Assets	1246.79	15225.48	16472.27	507.79	19227.02	19734.81

For the year ending 31/03/12 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 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: 16 July 2012

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

16 July 2012



Thelma Tillett

16 July 2012

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 2012.

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

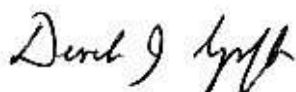
In connection with my examination, no matter has come to my attention:

- 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:

16 July 2012

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.