



SHIREHAMPTON COMMUNITY ACTION FORUM

ANNUAL REPORT APRIL 2014 – MARCH 2015

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 and thank our funders

The Astley Trust

**Shirehampton Public Hall
Community Association**

SHIRE
Shire Publications

The Mall Fountain Fund



 **Community
First**

Supported by a Wellbeing Grant from



MY NEIGHBOURHOOD
Avonmouth & Kingsweston
Neighbourhood Partnership

CHAIRMAN'S STATEMENT

This is the Forum's twelfth 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 including 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 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. At the time of writing it is unclear how the Partnership will be configured after forthcoming changes to Ward boundaries.

As in the previous two years 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, some to support specific projects. We did receive two major one-off grants, including £4000 from Shirehampton Public Hall Community Association, and £7500 on a matched grant basis from the Astley Trust. We are very grateful to these two bodies for these vital contributions. However, reliance on one-off grants is not a sustainable situation, and we go into the current year with significant financial concerns.

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
Mr Stephen Brown	Honorary Treasurer
Ms Farida Ahmed	Company Secretary. Resigned 9 Dec 2014
Ms Val Jenkins	
Mrs Thelma Tillett	
Revd. Chris Grant	until 1 Oct 2014
Mr John Taylor	from 1 Oct 2014

3. Staff

The Forum employs one part-time staff member, Ms Ash Bearman, who is the Community Development Officer. She was also appointed Company Secretary after Farida Ahmed's resignation.

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 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 8 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 2014/15 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 deficit of £762 in our unrestricted funds. At the end of the year, our unrestricted reserves were £10,005, slightly more than 6 months of our annual unrestricted costs of £18,534.

The Accounts for the Year are set out below. The principal sources of unrestricted funds were a one-off grants from The Astley Trust, who agreed to match other grants up to £7500, and Shirehampton Public Hall Community Association, who gave £4000. We also received £2500 from the Community First Fund, matched by the Astley Trust, Grants totalling £2500 from the Neighbourhood Partnership Well-being Fund to support our Community Safety and Planning Watch work, and £750 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 restricted grants (those for specific projects) from the Green Capital Fund, the Mall Fountain Fund, and the Neighbourhood Partnership. 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. At the time of writing (August 2015) we are eating into our reserves, and will have exhausted them by the end of the financial year if we do not achieve more funding.

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.

- 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
- Projects included the very popular and successful Shire Door to Door Shopping Trips with a series of programmes. (These are FREE weekly door to door shopping/social trips to a variety of supermarkets/shopping centres e.g Yate Shopping Centre, Morrisons, Wyevale Garden Centre, Willow Brook Shopping centre, Tescos for Shire residents aged 60+ in a fully accessible minibus). We also ran an 8 week pilot programme for Sea Mills Residents.

SCAF supported & contributed to the following partnerships:

- Avonmouth Employment and Economy Working Group
- Severn Net
- Severn Beach PACT
- North Bristol Domestic Abuse Forum
- Bristol Schools & Business Forum
- Avonmouth & Kingsweston Sports Action Group
- Avonmouth Restorative Justice Project

- Planning Watch – kept the community well informed of all local planning and development issues, including public consultations. City wide new developments and local & regional public transport issues, road works, energy and housing matters.
- 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
- Seen 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 Community Safety Action Group has continued to hold meetings every 6 weeks to discuss local issues and ways to tackle any matters arising.

The group set the area priorities for both the local authority and for the Police and these continue to be reviewed at the meetings during the year.

Although reports of Anti-social behaviour (ASB) have been generally low, we have continued to prioritise the High Street where there are a number of licenced premises and the potential for ASB related matters.

At the start of the year, the Police team patrolled Shirehampton Train Station following a number of incidents of criminal damage to work carried out by Shire Greens. These incidents dramatically reduced which was met with thanks from both residents and BTP.

The group have continued with the walk-about and we have been able to identify areas of fly-tipping. These have been raised with the council and residents encouraged to report.

Residents were made aware earlier in the year about the new changes to the local Policing teams. This has seen Avonmouth Police Station close down and the Beat Team relocate to Southmead. This has seen a reduction in the visibility of the Beat Team however we are always pleased to be contacted by local residents for local issues to be discussed.

I would like to take this opportunity to say a big thank you to the members of SCAF who represent the residents and especially Ash who works hard to make Shirehampton a lovely village to be part of. SCAF will hopefully continue as a group and carry out the valuable work for the area.

Finally I would like to say a goodbye to PCSO Zaheer BULBUL who will be leaving the team in September. He has been a part of the Shire beat team for over 8 years and he has decided to offer his experience to the Henleaze team. PCSO Abby and I will miss him!

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

SHIRE GREENS – ENVIRONMENT ACTION GROUP

Our work during the spring and summer of 2014 centred on Shirehampton Station where an enthusiastic group of new members led by Barbara Franco entered the Royal Horticultural Society “It’s Your Neighbourhood Award” in partnership with Severnside Community Rail Partnership & First Great Western. We suffered serious setbacks when thieves targeted the most interesting and exotic planting on the eve of competition judging. Undaunted, the team went to Blaise Nurseries who generously gave us the remains of their plant sales. The team went to Frome in the autumn to receive the certificate of merit on behalf of the Severn Beach Line. Fraikin Haulage helped with planting and watering and now the railway has installed a permanent water butt so we can adequately maintain the planters.

Barbara and her team have also entered Bristol Zoo's Community planting project again this year and raised rare species of calendula from seed. These were exhibited by Bristol Zoo in the Heritage Marque display at Hampton Court Flower Show.



Ash Bearman successfully applied to Green Capital for funding for a programme of ten guided walks and events on Lamplighters Marsh which began in the spring of 2015 and are continuing now. So far we have had a spring bird walk and wildflower walk, a bat track! and a wild food foraging walk led by Steve England. This autumn will see another early bird walk led by Ed Drewitt and a Wildflower walk highlighting the differences in the seasons on Lamplighters Marsh. There is also to be an inter-generational workshop project making bird boxes and insect hotels!

But it hasn't been all fun and learning. As you know, Avon Wildlife Trust purchased the former Bristol and West playing fields on the Portway in Sea Mills to create a new nature reserve. Barbara, Ash and Renee went to their opening workshop on creating urban wildlife meadows and subsequently, with the help of BCC's conservation officer, planted two strips of wildflower meadow in the top section of the Daisy Field.

Ash also organized a summer fruit tree pruning and maintenance workshop in the Daisy Field where Pauline Markovits taught us how to prune and care for the wide variety of fruit trees in the Community Orchard. We will be doing another event in Late November/December to prune and look after our apple trees.

Finally, saving the best till last, after two years of waiting and heroic following up from John Knight and Ash, the Council is at last about to formally declare Lamplighters Marsh a Local Nature Reserve.

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 230+ recipients and a few members who prefer to receive the bulletin by post. This is a free service.

48 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:

- New Earth Solutions – Avonmouth Low Carbon Energy Facility
- Seabank Power Station
- Lamplighters Pub
- Balfour Beatty/Nexterra Waste Wood Gasification Facility
- Bristol Arena development
- Old School/Snooker Hall
- BCC Statement of Community Involvement
- MetroWest – Phase 1 Portishead, Severn Beach & Bath local rail line proposal
- Bristol Local Plan – Central Area
- Temple Gate (Improvements to area around Temple Meads Station) consultation/proposals
- Boomeco – Fly infestation & BCC Environmental Health orders
- Electoral Review of Bristol - Ward boundary consultation/changes
- BCC new Council Homes building sites
- Call For Sites – West of England Joint Strategic Planning Strategy – Housing & Economic Land Availability Assessment
- BCC Library Consultation, updates & press releases
- Avon Power Ltd - Part of former Sevalco site – development of renewable energy plant
- Former Alldays site (Shire High Street) proposed redevelopment

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
Shire Neighbourhood Watch Groups

Shire Churches - BCC Departments working in partnership with SCAF
Avonmouth & Kingsweston Neighbourhood Partnership

&

All local residents involved with SCAF

FUNDERS:

The Astley Trust – Shirehampton Public Hall Community Association –
BCC Avonmouth & Kingsweston Neighbourhood Partnership – The Mall Fountain
Fund/Quartet Community Foundation - Shire Newspaper - Community First

SHIREHAMPTON COMMUNITY ACTION FORUM

Accounts for year ending 31 March 2015

Statement of Financial Activities for year ended 31 March 2015

	2015			2014		
	Restricted	Unre- stricted	TOTAL	Restricted	Unre- stricted	TOTAL
Incoming resources						
Incoming grants & donations	4760.00	17300.00	22060.00	7495.07	21669.42	29164.49
Other voluntary resources		385.00	385.00		335.00	335.00
Income from investments		34.17	34.17		50.70	50.70
Other incoming resources		52.95	52.95			0.00
Funds for other bodies	500.00	0.00	500.00	1000.00	0.00	1000.00
Total Incoming resources	5260.00	17772.12	23032.12	8495.07	22055.12	30550.19
Resources expended						
Activities to support Objects	1050.00	0.30	1050.30	7620.07	0.00	7620.07
Funds held in trust	500.00	0.00	500.00	1000.00	0.00	1000.00
Management and Administration	1235.00	18534.25	19769.25		21242.28	21242.28
Total Resources Expended	2785.00	18534.55	21319.55	8620.07	21242.28	29862.35
Net Movement of Funds	2475.00	-762.43	1712.57	-125.00	812.84	687.84
Balances B/F on 1 April	875.00	10768.38	11643.38	1000.00	9955.54	10955.54
Balances CF on 31 March	3350.00	10005.95	13355.95	875.00	10768.38	11643.38

Balance Sheet as at 31 March

Assets						
Current Assets						
Affirmative Deposit Fund	3350.00	2119.69	5469.69		5439.26	5439.26
Current Account		199.39	199.39		-131.06	-131.06
Deposit Account		8205.87	8205.87	875.00	5979.18	6854.18
Total Current Assets	3350.00	10524.95	13874.95	875.00	11287.38	12162.38
Liabilities						
Trade creditors	0.00	519.00	519.00	0.00	519.00	519.00
Total Liabilities	0.00	519.00	519.00	0.00	519.00	519.00
Net Assets/Total Reserves	3350.00	10005.95	13355.95	875.00	10768.38	11643.38

For the year ending 31 March 2015 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: 9 July 2015
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: 9 July 2015
Dr David Lyddon Thomas, Chairman and Director



Date: 9 July 2015
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 2015.

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

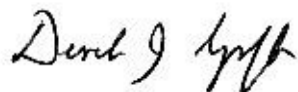
In connection with my examination, no matter has come to my attention:

- 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: 18 June 2015

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