

SHIREHAMPTON COMMUNITY ACTION FORUM

ANNUAL REPORT

APRIL 2015 – MARCH 2016

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

Money raised by
HealthTogether
through



**AVON (UNIVERSITY SETTLEMENT)
COMMUNITY ASSOCIATION**

Supported by a Wellbeing Grant from



MY NEIGHBOURHOOD

Avonmouth & Kingsweston
Neighbourhood Partnership

SHIRE
Shire Publications

The Astley Trust



BRISTOL
2015 EUROPEAN
GREEN CAPITAL

CHAIRMAN'S STATEMENT

This is the Forum's thirteenth 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 have continued to be very active. They have made improvements to Shirehampton Station, carried out planting on the Daisy Field, and organised a series of events to mark Bristol's year as European Green Capital. Following the designation of Lamplighters Marsh as a nature reserve, they have encouraged the formation of the Friends of Lamplighters Marsh, which is becoming an independent organisation.

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. Our full forum and community safety meetings carry out the functions of the Partnerships local Forums in Shirehampton. Following changes to ward boundaries, the Partnership became Avonmouth & Lawrence Weston Partnership at the beginning of the current year.

As in the previous three years we did not receive a grant from Bristol's Voluntary and Community Investment Strategy. This left a major hole in our income, and for the first nine months of the year it was not clear that we could continue in our current form. For most of the year we were using our reserves to fund day to day expenditure. We did receive substantial grants from Avon (University Settlement) Community Association and the Astley Trust, which enabled us to reach the end of the year. Towards the year end, we were very pleased to receive a larger grant, for a 2 year period, from the People's Health Trust, which should enable us to continue for at least 2 years.

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 Val Jenkins	
Mrs Thelma Tillett	
Mr John Taylor	until 7 Oct 2015
Ms Barbara Franco	from 23 Dec 2015. Resigned 25 April 2016.

Rosemary Watkins and Bethan Thomas were appointed as Trustees after the end of the financial year under review.

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

SCAF has a Reserves Policy, which 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. At the start of the year, our unrestricted reserves were slightly more than 6 months of our annual unrestricted costs. These reserves were substantially diminished during the year. However, after a number of larger grants mentioned in the Chairman's Statement above, we ended the year with unrestricted reserves which matched the policy requirement.

The Accounts for the Year are set out below. The principal sources of unrestricted funds were grants from Avon (University Settlement) Community Association, The Astley Trust, and the People's Health Lottery, and a number of smaller grants from local businesses, and from SHIRE newspaper. These funds were primarily used to pay the salary and associated costs of the development worker, enabling her to support the activities of the Forum and the Action Groups. We also received a restricted grant of £1500 from the Neighbourhood Partnership Well-being Fund to support door to door shopping trips.

Although we ended the year under review with 6 months reserves in place, our income for the forthcoming year is not fully assured. The People's Health Trust grant will cover about half of our running costs, but we will again be depleting our reserves unless we can secure funds from other sources.

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 250 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).

SCAF also supported & contributed to the following partnerships:

- Avonmouth Employment and Economy Working Group
 - North Bristol Domestic Abuse Forum
 - Severn Beach PACT
 - Coastal Communities Steering Group
-
- 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 and supported their applications as the accountable body for unincorporated groups.
- 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

I am now into my 7th year as the Beat Manager for the area and as the Chair of the Community Safety Action Group.

In this time I have seen a number of changes within the Police organisation however the one group that has remained solid is the Community Action Forum.

Whilst some members have moved on, we have been able to welcome new members to the group and to our regular meetings.

The priorities for the area have continued to be discussed and agreed with in the group.

In particular tackling Anti-Social Behaviour (ASB) as this can effect anyone of us at any time.

From the end of last year in to the beginning of this year, we had an increase in ASB. Large groups of youths were causing damage as well as causing residents to feel effected by their rowdy behaviour.

The Beat Team carried out targeted patrols and arrests were made of the 'ringleaders'.

We also made the whole of Shirehampton a dispersal zone which had a positive impact. The ASB dramatically reduced as a result of the zero tolerance approach.

The group have continued with our walk-about in order to identify any areas of fly tipping etc.

As always, Ash Bearman remains committed to taking on any actions raised from them and will do everything possible to achieve results.

In particular, the whole group were really pleased to finally see that an issue with a dangerous and slippery pavement on the High Street was completed after many, many months of Ash chasing this matter.

As all will be aware, PCSO Zaheer left the team and since this time it has been just myself and PCSO Abby covering the Beat.

We are now pleased to welcome PCSO Chris BRICE to the team and I am looking forward to introducing him to the SCAF team as I know you will all make him feel at home in Shirehampton!

Amanda Patterson PC 4059,

Avonmouth and Shirehampton Beat Manager, Chair

SHIRE GREENS – ENVIRONMENT ACTION GROUP

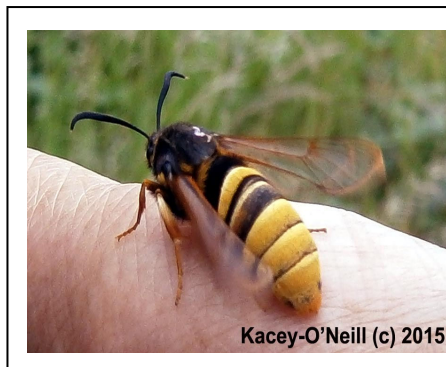
Barbara and the Station Ladies kept the Station planters in excellent order and again took part in the RHS “It’s Your Neighbourhood” Severn Beach Line entry, achieving the award of “Thriving” so continuing to improve in the award categories. We also “Cleaned For The Queen” at Shire station - part of a UK wide tidy up for the Queens 90th Birthday.



Ash organised a series of free walk & events throughout 2015 funded by BCC as part of Bristol’s European Green Capital status, mostly on Lamplighters Marsh (Yellow Brick Road) & The Daisy Field. A varied, fun and informative programme of events, including wildflower walks, bat tracks, bug hunts, inter-generational bird box & insect hotel making workshop & practical pruning events.

On our “Walk on the Wildside” with Steve England we were lucky enough to find a rare Hornet Moth (pictured).

All the events were very well attended and enjoyed by young and old alike!



We also took part again in the Bristol Zoo’s Community Plant Project, growing rare strains of calendula’s (Marigold) that were part of the Zoo’s Heritage seed stall at the Hampton Court Flower show – some of the Green’s volunteered with the Zoo staff & had a day on the stall & visiting the flower show. Some of us also went to the Zoo for expert training in pollination and seed collection techniques.

The Greens also care for the Community Orchard in the Daisy Field. We successfully applied to Avon Gardens Trust for a small grant for specialist pruning tools. Several of us have now had expert training in orchard maintenance from Pauline Markovits and we have the equipment to keep the orchard in good condition. We pruned the stone fruit trees in the summer and the apple trees & others in the winter.

The Greens also began working with Avon Wildlife Trust and Bristol City Council to establish wildflower meadow areas on the top section of the Daisy Field.

Our biggest new project in 2015 -16 has been the creation of a Friends group for Lamplighters Marsh Local Nature Reserve. We learned back in February that Lamplighters Marsh was the ONLY local Nature Reserve in the City without a Friends group. So Ash and I called a series of meetings inviting interested people to set up a group. We had a large and enthusiastic response and FOLM came into being. The group intends to assist BCC with management of the reserve and organized a number of work days before nesting season put a stop to scrub clearance.

FOLM has established links with Bristol Naturalist Society and with the Water City Project which is interested in our area as a tidal landscape and plans a ‘Tidal Festival’ for mid-October.

FOLM has a website and a Facebook page where you can find out about forthcoming events, meetings and work days. Anyone interested is very welcome to come along to any of these.

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

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

- Electoral & ward boundary review
- Bristol Arena development
- Joint Spatial Plan
- Old School/Snooker Hall
- MetroBus development
- Bristol Local Plan – Central Area
- BCC Library Consultation, updates & press releases
- Former Shire Lodge site above Alldays (Shire High Street)
- Local bus & public transport issues
- West of England Devolution Deal
- CPRE Green Belt Campaign
- BCC Housing Strategy
- Temple Quarter Spatial Framework
- MetroWest Phase 2
- Government Housing & Planning Bill
- Parks & Open Spaces Bye Laws

Acknowledgements

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

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

FUNDERS:

The Astley Trust — The People's Health Trust
Avon (University Settlement) Community Association
Shire Newspaper

Grants supporting specific projects received from BCC Avonmouth &
Kingsweston Neighbourhood Partnership & BCC Bristol 2015 European Green Capital

SHIREHAMPTON COMMUNITY ACTION FORUM

Accounts for year ending 31 March 2016

Statement of Financial Activities for year ended 31 March 2016

	2016			2015		
	Restricted	Unre- stricted	TOTAL	Restricted	Unre- stricted	TOTAL
Incoming resources						
Incoming grants & donations	8802.00	12831.12	21633.12	4760.00	17300.00	22060.00
Other voluntary resources		417.50	417.50		385.00	385.00
Income from investments		20.00	20.00		34.17	34.17
Other incoming resources		0.00	0.00		52.95	52.95
Funds for other bodies			0.00	500.00		500.00
Total Incoming resources	8802.00	13268.62	22070.62	5260.00	17772.12	23032.12
Resources expended						
Activities to support Objects	2020.00	93.12	2113.12	1050.00	0.30	1050.30
Funds held in trust	0.00	0.00	0.00	500.00	0.00	500.00
Management and Administration	3496.30	15287.17	18783.47	1235.00	18534.25	19769.25
Total Resources Expended	5516.30	15380.29	20896.59	2785.00	18534.55	21319.55
Net Movement of Funds	3285.70	-2111.67	1174.03	2475.00	-762.43	1712.57
Balances B/F on 1 April	3350.00	10005.95	13355.95	875.00	10768.38	11643.38
Balances CF on 31 March	6635.70	7894.28	14529.98	3350.00	10005.95	13355.95

Balance Sheet as at 31 March 2016

Assets

Current Assets

Affirmative Deposit Fund	487.00	0.00	487.00	3350.00	2119.69	5469.69
Current Account		302.80	302.80		199.39	199.39
Deposit Account	6248.70	7591.48	13840.18		8205.87	8205.87
Undeposited Funds		0.00	0.00		0.00	0.00
Total Current Assets	6735.70	7894.28	14629.98	3350.00	10524.95	13874.95

Liabilities

Trade creditors	100.00	0.00	100.00	0.00	519.00	519.00
Prepayments	0.00	0.00	0.00	0.00	0.00	0.00
Total Liabilities	100.00	0.00	100.00	0.00	519.00	519.00

Net Assets/Total Reserves	6635.70	7894.28	14529.98	3350.00	10005.95	13355.95
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For the year ending 31 March 2016 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:



Dr David Lyddon Thomas, Chairman and Director
Date: 13/6/2016

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: 13/6/2016

Dr David Lyddon Thomas, Chairman and Director



Date: 29/6/2016

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 2016.

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

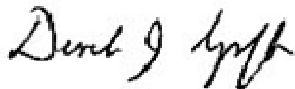
In connection with my examination, no matter has come to my attention:

- 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: 9/6/2016

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:
Amount of Membership Subscription £ _____
Gift Aid Donation? <input type="checkbox"/>
Are you a UK tax payer? Yes <input type="checkbox"/> No <input type="checkbox"/>
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