



## SHIREHAMPTON COMMUNITY ACTION FORUM

# ANNUAL REPORT

## APRIL 2017 – MARCH 2018

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](mailto:enquiries@shirecaf.org.uk) Website: [www.shirecaf.org.uk](http://www.shirecaf.org.uk)

### We acknowledge and thank our funders



## CHAIR'S STATEMENT

This is the Forum's fifteenth annual report but the first written by me as Chair. The first change to the Forum to note was the retirement of Dr David Thomas as our Chairman. The Forum and Shirehampton recognise and are grateful for the years of work by David to ensure that the Forum grew into the well-established and respected local organisation that it is today. It will not be easy to follow his example but thankfully David has chosen to continue to support SCAF by remaining a trustee.

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 but not only, 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 later incorporated into the (now discontinued) Neighbourhood Partnerships.

We have started other Action Groups since the initial ones, most notably Shire Greens, environmental action group in 2003 which has contributed a whole array of practical projects over the years, not least the planting of the Daisy Field community orchard nearly 15 years ago. They continue to be very active with a range of projects with Bristol Zoo, Severn Beach Community Rail Partnership (Shirehampton Station) and continue to nurture the Daisy Field. In 2015 they founded Friends of Lamplighters Marsh (FOLM), which has this year become an independent organisation.

The Shirehampton Community Plan steering group has been meeting for over a year and started discussions early in the New Year about how to ensure that the issues raised by residents and the solutions to these issues, will become a reality. The group hopes that the Shirehampton Community Plan group will become a SCAF Action Group soon after the launch of the Plan.

The Forum has been involved in Planning & Development matters for well over 10 years. The weekly Planning Watch bulletins began in 2006 which detail all Planning Applications within our ward and major applications Bristol/region wide of community interest, planning news and legislation & details public consultations/briefing sessions on proposed developments.

The Community Plan survey has identified that some residents are interested in forming a Planning Group, which will discuss and comment on planning applications that affect the village. SCAF welcomes this interest and will support residents to form a Planning Group in the future.

SCAF continues to support two walking groups in the village and group membership continues to grow; at the last estimate the groups attract about 40 people in total, walking together every week. The Forum continues to be the Shirehampton contact for the Community Navigators project started by North Bristol Advice Centre. These two initiatives play a vital role in promoting health and social support for residents of the village.

We continue to work in partnership with Bristol City Council on major improvements to St Mary's Rec (AKA Beachley Walk) park and play area. Due to BCC cutbacks and personnel changes, progress has been much slower than desired, but a Landscape Architect has been employed and a full design statement & detailed drawing plans produced. We have secured just under £40,000 from section 106 monies, and have a further application in for £50,000 to the Area 1 CIL/s106 committee. We will still need to secure additional funds as the estimated cost of the park & play area redevelopment project is £172,000.

There has been little information yet about what will replace the neighbourhood partnerships across Bristol. SCAF continues to play a significant role in networks across the ward and wider to ensure that partnership working between residents, the City Council and other statutory bodies is maintained. SCAF's Full Forum and community safety meetings continue in their aim of keeping residents informed of any changes in public services and in creating a space for residents to influence those changes.

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, especially in these first few months as Chair of the organisation. 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.

Dianne Frances, Chair

## **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**

Dianne Frances	Chair from November 2017
Peter Kirsén	Treasurer from May 2017
Dr David Thomas	resigned as Chairman October 2017
Ms Val Jenkins	
Rosemary Watkins	
Mrs Thelma Tillett	resigned October 2017
Mr Stephen Brown	Deputy Treasurer – resigned June 2017
Bethan Thomas	resigned 1 July 2017

After the end of the financial year Stephen Brown resigned as Hon Treasurer and as a Trustee. We are very grateful to him for his four year's work as Treasurer. We are pleased to welcome Peter Kirsén in his place.

### **3. Staff**

The Forum employs one part-time staff member, Ms Ash Bearman, who is the Community Development Officer. She is also the Company Secretary.

### **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 well below 6 months of our annual unrestricted costs. However, we received two unbudgeted large grants in the first month of 2017-18, which re-established our reserves, and ensured that we could operate throughout 2017/18. At 31 March 2018, our unrestricted reserves were about 5 months of our core revenue costs.

The Accounts for the Year are set out at the end of this report. The principal sources of funds were grants from the People's Health Lottery, Avon (University Settlement) Community Association, the Astley Trust, and the Co-op Local Community Fund. 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. They also support door to door shopping trips.

For the forthcoming year grants from the People's Health Trust, the Astley Trust, the Co-op Local Community Fund, Comic Relief, and other bodies, will allow us to broadly break even.

### **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.

**SCAF's strategic objectives 2017-2021, adopted in September 2017, are:**

1. To raise the profile of SCAF by following our clear and strengthened publicity strategy
2. To recruit and support residents as new members and associates of SCAF, aiming to engage across all groups so the organisation will reflect the community profile of Shirehampton
3. To support and encourage the residents of Shirehampton to produce the Shire Community Plan and to then enable residents to 'Make it Happen'
4. To remain aware of the changes in Bristol City Council as they affect the residents of Shirehampton and to assist residents to influence those changes
5. To continue to search for funding sources by keeping abreast of the funding environment and by promoting a strong public profile of the achievements of SCAF

**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 continues 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 BCC Avonmouth & Lawrence Weston Neighbourhood Partnership, delivering much of the agenda for Shirehampton through SCAF's Full Forum & Community Safety meetings. Also involvement in the Bristol City Council Port Community Resilience Fund (PCRF) Community Facilities & Jobs, Training & Enterprise strands. Future work will also focus on the "Thriving High Streets" element of this fund working in partnership with the BCC PCRF Officers to determine expenditure of Shirehampton's allocation of £40,000.
- Set the local PACT (Partners & Communities Together) priorities for Shirehampton through our Community Safety Action Group with our local Police Beat Manager PC Amanda Patterson.
- 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, Portishead, Morrisons, Wyevale Garden Centre, Willow Brook Shopping centre etc for Shire residents aged 60+ in a fully accessible minibus).

SCAF also supported & contributed to the following partnerships:

- SevernNet Economy, Employment and Skills Forum
  - NBAVA – North Bristol Against Violence and Abuse
  - North Bristol Community Navigators 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 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 and publicised and supported local groups/clubs and organisations activities and events

### **Shirehampton Community Plan**

It's been a very busy and productive year for the steering group developing the Shirehampton Community Plan. All residents were invited to complete the Survey between August and December and invited to take part in three focus groups in the village. Members of the steering group visited and talked to local groups and businesses, encouraging people to complete the survey and to talk about the issues they thought affected life in Shirehampton.

The survey asked residents questions on every aspect of living and/or working in the community. The initial findings from the data analysis are clear; people love living in Shirehampton and a surprising number of them want to stay here. But there is sadness that the village is looking unkempt in some areas, there are very few facilities for our children and young people, the High Street needs improving and we need more activities in the community that everyone can be involved in. We are developing 4 Action Plans from the information so that we can all be involved in improving our village in ways in which the residents would like to see.

We expect the Plan to be launched in the early summer and everyone will be invited to take part. The process of developing the survey, delivering it and writing the Plan itself has stirred up interest in people working together to improve our village. Many people and local groups have helped over the year and we are grateful to all of them for their time and energy.

Dianne Frances, Chair of Steering Committee



### **Community Safety Action Group 2017/18**

Once again there have been a number of changes within the beat.

This year we lost PCSO Paula PERRY to another beat in South Gloucestershire as she had worked in Bristol for a number of years and wanted a change. We then gained PCSO Pat GARDINER only to lose her to work in a temporary role in our headquarters! Hopefully in the New Year we will have a regular high visible presence on the beat.

2016/17 saw a large amount of ASB related issues involving large groups. I am pleased to report that this has not been repeated this year.

I have continued to have the support from the local residents in particular those who attend the community safety meetings.

We have worked together to tackle local issues that have ranged from ASB and litter to road safety issues and domestic abuse.

The group have maintained its members and for those who are unable to attend our meetings we make sure that they are kept up to date with access to the minutes and my monthly beat report.

I would not be able to complete this report without once again saying a huge thank you to Ash who works so hard to achieve the best results for our area with her dedication to her role!

Amanda Patterson PC 4059

Avonmouth and Shirehampton Beat Manager, Chair.

### **New Shire Planning Group**

Formed in response to some local residents saying in the Shirehampton Community Plan Survey they wanted a new planning group for Shire. SCAF in partnership with enthusiastic local residents have formed this new group which held its first meeting on 5 March 2018. This was well attended by local residents and our Local Councillors and we had an excellent presentation by our guest speaker Alison Bromilow from the Bristol Neighbourhood Planning Network

### **Shire Greens – Environmental Action Group**

Shire Greens have been active on two fronts this year. The Green Station Ladies have kept the Station up to its prize winning standards and the Friends of Lamplighters Marsh (FOLM) have been maintaining and enhancing the Nature Reserve along the Yellow Brick Road. As well as leading work on the Station, Barbara Franco has also been taking part in Bristol Zoo's Calendula project.

#### Shirehampton Station

Shire Greens continue to look after the flowerbeds at Shirehampton Station and last year The Severn Beach Line were again awarded outstanding from The Royal Horticultural Society and South West in Bloom It's Your Neighbourhood Awards.

We managed to prevent the flowerbeds completely drying out with the help of Fraikin next door who let us use their hosepipe. We recently had a visit from the RHS Judge who was impressed by how we kept the beds watered and our use of drought tolerant plants. We are awaiting the award results due in October.

We will be meeting shortly with officials from Severnside Community Rail Partnership to discuss Heritage plaques for the station and ideas on how to celebrate 100 years since the end of the 1st world war.

#### Bristol Zoo Community Plant Project

We continue to take part in the Bristol Zoo Community Calendula project and were invited to an evening of Calendula Celebration at the Zoo where we sampled a cake made with Calendula colouring and watched a demonstration on how to make Calendula Soap.

#### Friends of Lamplighters Marsh

FOLM have continued to run their monthly first Saturday work days. Apart from keeping up with the litter the tide brings each day, FOLM offered two nature walks in May and July 2017 and hosted a very well-received Bee Talk from Haley Herridge of Buglife and Urban Buzz.



As a result of this FOLM obtained funds to build a Bee Bank on the Marsh. Avon Wildlife mustered twenty volunteers who shifted seven tons of sand and aggregate in a morning to create the bank. Unfortunately, it needs constant repair and greater protection from the curious: mostly frisky dogs and nocturnal Marsh creatures!

Renee Slater, Chair & Barbara Franco

### Planning Watch - Ash Bearman

Throughout the year, BCC Planning and Planning Finder websites and other sources of planning 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 & Lawrence Weston wards have been emailed to 250+ recipients and a few members who prefer to receive the bulletin by post. This is a free service.

47 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 community interest and/or major developments (local, city-wide and were circulated including:

- ✚ New Park Bylaws – BCC Budget & Your Neighbourhood/Supporting People Consultation - Bristol Libraries – Bristol Arena – Congestion Task Group – BCC Housing Strategy & Developments
- ✚ Community Infrastructure Levy (CIL) and section 106 monies
- ✚ Avonmouth & Severnside Enterprise Area (ASEA) Ecological Mitigation & Flood Defence Scheme
- ✚ West of England Joint Spatial Plan – Bristol Local Plan – One City Plan
- ✚ Hinkley Point Connection Project updates
- ✚ Bristol Parks & Green Spaces Consultation
- ✚ Robin Cousins – Old School/Snooker Hall – Iron Bridge – 8-10 Station Road (Coles Nursery) – Multiple planning apps in Pembroke Road, Shire High Street & The Parade – Karakal – Fairways
- ✚ New railway station at Portway Park & Ride - Rapid Bus Transit system updates & local bus services/changes
- ✚ Multiple industrial/chemical & warehousing/distribution applications across Avonmouth & Severnside

### 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 and volunteers involved with SCAF

**FUNDERS:** The People's Health Trust ☆ Avon (University Settlement) Community Association ☆ Comic Relief (Quartet Community Foundation) ☆ The Astley Trust  
The Richard Davies Charitable Trust ☆ The Co-op Local Community Fund ☆  
Shire Newspaper ☆ Nisbets



# SHIREHAMPTON COMMUNITY ACTION FORUM

## Accounts for year ending 31 March 2018

### Statement of Financial Activities for year ended 31 March 2018

	2018			2017		
	Restricted	Unre- stricted	TOTAL	Restricted	Unre- stricted	TOTAL
<b>Incoming resources</b>						
Incoming grants & donations	11009.00	16619.05	27628.05	10737.00	2750.00	13487.00
Other voluntary resources	0.00	183.00	183.00	0.00	565.00	565.00
Income from investments	0.00	12.01	12.01	0.00	7.61	7.61
Other incoming resources	0.00	111.14	111.14	0.00	0.00	0.00
Funds for other bodies	0.00	0.00	0.00	3635.69	0.00	3635.69
<b>Total Incoming resources</b>	<b>11009.00</b>	<b>16925.20</b>	<b>27934.20</b>	<b>14372.69</b>	<b>3322.61</b>	<b>17695.30</b>
<b>Resources expended</b>						
Activities to support Objects	6219.39		6219.39	3871.13		3871.13
Funds held in trust	0.00		0.00	2500.00	0.00	2500.00
Management and Administration	8185.72	10750.55	18936.27	9635.15	9715.72	19350.87
<b>Total Resources Expended</b>	<b>14405.11</b>	<b>10750.55</b>	<b>25155.66</b>	<b>16006.28</b>	<b>9715.72</b>	<b>25722.00</b>
<b>Net Movement of Funds</b>	<b>-3396.11</b>	<b>6174.65</b>	<b>2778.54</b>	<b>-1633.59</b>	<b>-6393.11</b>	<b>-8026.70</b>
<b>Balances B/F on 1 April</b>	<b>5002.11</b>	<b>1501.17</b>	<b>6503.28</b>	<b>6635.70</b>	<b>7894.28</b>	<b>14529.98</b>
<b>Balances CF on 31 March</b>	<b>1606.00</b>	<b>7675.82</b>	<b>9281.82</b>	<b>5002.11</b>	<b>1501.17</b>	<b>6503.28</b>

### Balance Sheet as at 31 March 2018

<b>Assets</b>						
<b>Current Assets</b>						
Affirmative Deposit Fund	0.00	0.00	0.00		489.31	489.31
Current Account	0.00	1449.97	1449.97		444.67	444.67
Deposit Account	0.00	35.58	35.58	5562.11	771.06	6333.17
Aldermore Easy Access A/c	1606.00	6399.03	8005.03	0.00	0.00	0.00
<b>Total Current Assets</b>	<b>1606.00</b>	<b>7884.58</b>	<b>9490.58</b>	<b>5562.11</b>	<b>1705.04</b>	<b>7267.15</b>
<b>Liabilities</b>						
Trade creditors	0.00	208.76	208.76	560.00	203.87	763.87
Prepayments	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Liabilities</b>	<b>0.00</b>	<b>208.76</b>	<b>208.76</b>	<b>560.00</b>	<b>203.87</b>	<b>763.87</b>
<b>Net Assets/Total Reserves</b>	<b>1606.00</b>	<b>7675.82</b>	<b>9281.82</b>	<b>5002.11</b>	<b>1501.17</b>	<b>6503.28</b>

For the year ended 31st March 2018 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

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 responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and preparation of accounts.

The accounts have been prepared in accordance with the micro-entity provisions and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the board on 17 September 2018

And signed on their behalf by:  
Dianne Frances, Chair and Director



# Notes to the financial statements for year ended 31 March 2018

## Accounting Policies

### *Basis of accounting*

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014;

And with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)

And with the Charities Act 2011.

### *Going concern*

The accounts have been prepared on a going concern basis, in the opinion of the trustees the charity is able to continue its activities and will be able to meet its debts as they fall due.

### *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.

<b>Creditors</b>	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
PAYE & NI	208.76	203.87
Restricted fund costs		560.00
	<u>208.76</u>	<u>763.87</u>

## Restricted funds

Included in the financial statements is an amount at the balance sheet date of £1,606 allocated as restricted funds. This amount is in respect of the Shirehampton Community Plan. These funds were allocated for the printing and launch of the Shirehampton Community Plan.

### *Shirehampton Community Plan*

We have received 3 grants for this plan over the last 2 years from the BCC Neighbourhood Partnership, the Port of Bristol and, Quartet Community Foundation - Planning Grants.

The grant income totals £3,990.

Expenditure has been incurred to date amounting to £2384.

The remaining restricted balance as at 31st March 2018 is £1,606.

Signed by 2 trustees on behalf of all of the trustees:

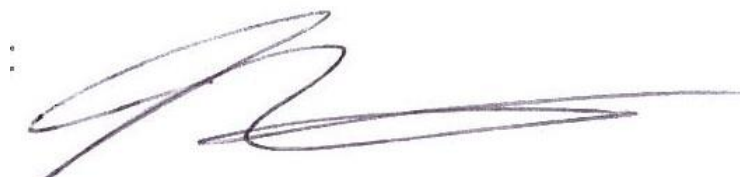
Signed:



Date: 17/9/2018

Dianne Frances, Chairman and Director

Signed:



Date: 17/9/2018

Jess Martens, Director

## **Independent examiner's report to the Trustees of Shirehampton Community Action Forum (SCAF) Charitable Company**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31<sup>st</sup> March 2018 which are set out on pages 9 to 10.

### **Responsibilities and basis of report**

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the '2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Independent examiner's report**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1) accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2) the accounts do not accord with those accounting records; or
- 3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- 4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Edward Holcombe FMAAT ACA

Institute of Chartered Accountants in England & Wales (ICAEW) – 3174840

Address: 4 Branscombe Road, Bristol, BS9 1SN

Date: 13/9/2018

## PLEASE SUPPORT SCAF

SCAF is a registered charity.  
**We need to raise a minimum of £24,000 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?

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