



ANNUAL REPORT

April 2003 - March 2004

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.
- To establish good communications between Forum members.
- To establish sub groups or 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.

The objects of the Forum are:

- 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.
- The promotion of public safety and prevention of crime
- The preservation and protection of health

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Chairman's Statement

The Forum was set up in October 2001 by Shirehampton Public Hall Community Association to address the issues raised in a Community Profile of Shirehampton, which was published in January 2001. The Forum aims to address these issues by strengthening ties and building partnership working between statutory agencies, private enterprise, and voluntary and community groups in Shirehampton.

Until March 2003 the Forum operated as an offshoot of the Public Hall Association. However, from the outset, we hoped that the Forum would become an independent organisation, with its own management and finances. We achieved this on 1 April 2003. This is our first annual report as an independent body.

We have made excellent progress both in delivering benefits to the local community and setting up a viable organisation. Our community work is mainly carried out by Action Groups, whose work is described in more detail later in this report. I will highlight a few of their achievements here.

The Youth Support and Community Safety Groups have well-established networks of people in the voluntary and statutory fields. The good relationships established in these groups enabled us to respond very quickly to an invitation from Connexions to bid for funding for Positive Actions for Young People. We were awarded a contract to manage a programme holiday activities delivered through our partner organisations.

Shirehampton Greens has consulted 350 people of all ages to find out how they would like the Lamplighters Marsh area developed as a community park. They held a successful Fun Day on the field, which was very enjoyable and helped to raise local awareness of the project. They have built up excellent relationships with the City Parks Department, who are consulting with us on their work to improve the site.

As an organisation, we have recruited a set of Trustees, and become both a Company Limited by Guarantee and a registered charity. We have worked with 36 partner organisations. 17 local residents have participated in the Forum or its Action Groups. In addition at least 1000 local people have attended events run by SCAF, or given their views on local issues in consultation exercises.

We were delighted to be included in HRH The Earl of Wessex's visit to the Public Hall in September. His Royal Highness received a presentation on SCAF's activities, and was very impressed with what he saw.

We could not have achieved as much as we have without the efforts of many people. I am very grateful to my fellow Trustees, all those who have contributed to SCAF's activities, and our funders. In particular, I would like to thank our employees, Richard Fletcher (who supported the Greens for most of last year), and Ash Bearman, our Community Development Officer. Without her skill and enthusiasm we could not have got as far as we have so quickly.

David Thomas, Chairman



Trustees

The Directors of the Company are the Charitable Trustees. They have replaced the Development Group, which oversaw the transition from the Public Hall Association to an independent body. The Trustees were drawn from a broad cross-section of local individuals and groups, and are:

Chair:	Dr David Thomas	Shirehampton Public Hall Community Ass'n
Vice Chair:	Rev Tim Baynes Clarke	Shirehampton Baptist Church
Secretary:	Mr John Hardy	Kings Weston House
Treasurer:	Mrs Thelma Tillett	Shire Traders' Association
	Insp Iwan Jones	Avon & Somerset Constabulary
	Mr John Parsons	Shirehampton Community Group (until Dec '03)
	Mr Neil Sykes	Portway Community School (until March 2004)
	Ms Nicky Rodaway	Shire Traders' Association
	Mr Richard Devereux	Shire Traders' Association

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.

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.

Working Partners

The Forum and action groups have created strong and effective working partnerships in the areas of Community Safety, Youth Support, Housing & the Environment. These have involved statutory agencies, community groups, voluntary sector organisations, private enterprises, churches, schools, Tenants & Traders Associations and individuals from the community.

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 provides admin support.

In addition to the work of the action groups SCAF also has an extensive database of contacts (currently 130) 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.

SCAF also contributes to the VOSCUR North Bristol Network, VOSCUR C-Net & Bristol Development Trust Network.

Key partners working with the action groups include:

- Police
- Bristol City Council Area Housing Office, Young Peoples Services, Community Safety, Parks & Landscape, Tenants Support Team
- Penpole Tenants Association
- Shirehampton Traders Association
- Portway Community School
- Shirehampton Churches: Baptists, Methodists, Roman Catholic & Church of England

The Forum

The Aims of the Forum are set out on the front page. 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 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.

The Forum also carried out the following activities:

- Continued to develop and attract new members and partners
- Disseminated information on a number of key local services and organisations e.g. Avon University Settlement (Advice & Info services), Carers Networks, SHAWL (Local Lifelong Learning Courses & Venues) and Severn Four Credit Union
- Used as a contact point for information about local organisations and services
- Developed database listing all local contacts and organisations
- Contributed to the wider North Bristol Network of organisations working within the field of Community Regeneration & Neighbourhood Renewal (BCC, VOSCUR, Bristol Development Trust Network etc)
- Significantly raised the profile of Shirehampton within Bristol City Council, Funders etc
- Kept the community informed and involved with SCAF's work through regular articles in "Shire" (Local newspaper)
- Publicised and supported local groups events
- Identified funding for transport & equipment costs for Penpole Tenants Association luncheon Club

Action Group Achievements

Community Safety Action Group

The Group have recently completed a comprehensive Planning For Real, Community Consultation on all aspects of community safety. The results have been analysed, and these have indicated the priority areas of concern within the local community, which have been used to set the priority project work for this group over the next 12-18 months:

- Road safety
- Young people related issues
- Support the construction of an off road, local motor bike circuit
- Continue to develop links with Youth Inclusion Project and the Youth Offending Team
- RadioNet
- Parenting Courses in particular to explore the possibility of linking the funding to the parents of children involved in the Youth Inclusion Project
- Education (residents) Various Community Safety Initiatives - Crime Prevention Officer Continue to develop partnerships with Portway Community School
- Develop stronger ties with the Neighbourhood Watch Network in Shire
- To develop multi-agency initiatives aimed at addressing antisocial behaviour
- Fire safety
- Domestic abuse

In addition the Group

- Organised local "Leap into Action" event, part of the community clean up campaign with Police & Bristol City Council.
- Took part in the Police "Action on Street Crime" event.
- Promoted and publicised consultation on Road Safety improvements in High Street & on Bristol Health Services Plan.

Youth Support Action Group

The Group successfully applied for £12,000 funding from Connexions, to put on a whole range of activities and opportunities for local young people aged 8 - 19 years during each of the school holidays.

It also pro-actively supported plans for a new and emerging local youth group, and supported a planning application for the redevelopment of Grovelease Youth Centre as a day nursery and after school club.

Housing

Shire Residents drop-in sessions are a welcome opportunity to discuss issues with representatives from several local Housing Associations, Bristol City Council Area Housing Office, and Local Beat Managers from the Police and local Councillors.

Shire Greens/Environmental Action Group

The Greens are currently working to develop a community park in partnership with Bristol City Council on an ex-landfill site on the outskirts of the village. Known locally as the "Daisy Field" this is the focus of activity at present.

Over the past year, the group consisting almost entirely of local residents has planted a hedgerow, with about 600 trees & shrubs and planted a small orchard. The Greens are now focusing on art & sculpture projects within the area and are hoping to team up with local children on these projects.

Bristol City Council will continue the planned work to replace the perimeter fencing, improve the entrances for accessibility and continue to work closely with the Greens on future plans which include putting in seating and planting a wild flower meadow.

Events & Projects

The Great Shire Youth Litterthon

In October 2002 on a very wet and cold wintry day, the Great Shire Youth Litterthon took place. This was in response to a questionnaire completed by pupils at Portway School which cited litter as a serious issue. The event also promoted environmental awareness - particularly recycling. The event was timed to coincide with Youth/Volunteering events happening all over the country as part of the MADD/CSV "Make A Difference Day". The pupils at the school were involved in many aspects of making the day a success - they came up with the event name, designed the posters, and appointed the team leaders that organised the litter pick. The Litter pick went on until 12, and resulted in a fantastic haul of 20 huge plastic sacks full of rubbish and recyclables. Lunch was followed by the opportunity for all the young volunteers to spend a couple of hours on the Avon Youth Association Bus.



Summer 2003 & Easter 2004 and other future events planned...

PC Nick Merrick & PC Helen Coates hosted a three day Murder Mystery for 24 young people. The event was part of a whole series of activities and opportunities delivered by The Police and Lawrence Weston YIP through Connexions' 'Positive Activities for Young People'. The young people received inputs from a crime scene investigator and detective constable. They were then able to use the skills they had been taught in the sessions to analyse evidence and solve the 'murder'!

SCAF and partners have again been successful in securing £12,000 of funding to put into activities for young people aged 8 - 19 through each of the school holidays. We have also received a grant from BYCA for £3,500 that will sponsor the entire Summer Scheme in 2004 at Portway Community School. This scheme is open to all young people between 8 and 14 years old.



SCAF Family Fun Day, September 2003

SCAF organised a Family Fun Day on the Daisy Field in September. The event was enjoyed by several hundred local people, and featured something for everyone including: an inflatable assault course, falconry displays, puppet shows, face painting, kite making, stalls and jugglers.

"But the best thing of all was the people of Shire all coming together for a Shire event. It appears we suddenly have something very worthwhile in our midst - SCAF (Shirehampton Community Action Forum)" - A local resident



SCAF Launch Party, June 2003

The event was an informal celebration of the Forum's achievements over the last 18 months, and a THANK YOU to all those individuals and organisations that have contributed to its success. It also marked SCAF becoming an independent organisation. Over 50 guests - including local Councillors Pat Roberts & Spud Murphy - enjoyed a lovely buffet and a glass of wine on a pleasant summer evening.

Accounts for year ended 31st March 2004 (1)

Statement of Financial Affairs

	Shire Greens	Young People	Unre- stricted	TOTAL
Incoming resources				
Incoming grants & donations	1850.00	0.00	13344.00	15194.00
Other voluntary resources	0.00	0.00	325.00	325.00
Contracts for charity service	0.00	11000.00	1000.00	12000.00
Income from investments	0.00	0.00	90.24	90.24
Other incoming resources	0.00	0.00	140.01	140.01
Total Incoming resources	1850.00	11000.00	14899.25	27749.25
Resources expended				
Activities to support Objects	3109.79	8671.03	0.00	11780.82
Management and Administration	6227.23	0.00	13313.23	19540.46
Total Resources Expended	9337.02	8671.03	13313.23	31321.28
Net Movement of Funds	-7487.02	2328.97	1586.02	-3572.03
Balances B/F from SHPCA (2)	7777.67	0.00	3588.33	11366.00
Balances carried forward	290.65	2328.97	5174.35	7793.97

Balance Sheet as at 31st March 2004

	Shire Greens	Young People	Unre- stricted	TOTAL at 31/3/04
Assets				
Current Assets				
Current Account			3221.81	3221.81
Deposit Account	290.65	2328.97	4431.29	7050.91
Total Current Assets	290.65	2328.97	7653.10	10272.72
Liabilities				
Creditors			58.75	58.75
Grant received in advance			2420.00	2420.00
Total Liabilities			2478.75	2478.75
Net Assets	290.65	2328.97	5174.35	7793.97

NOTES

1. Accounting policies are in accordance with the Charity Commission General Directions and SORP 2000.

2. SCAF assumed responsibility for the Action Forum on 1 April 2003. The Forum had operated under the aegis of Shirehampton Community Action Forum until that date. £11366 was transferred from SHPCA to SCAF on 1 April 2003.

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 2004.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 43(3)(a) of the Act)
- Follow the procedures laid down in the General Directions given by the Charities Commissioners (under section 43(7)(b) the Act)
- 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 Charities 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 the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently, I do not express an audit opinion on the accounts.

INDEPENDENT EXAMINER'S STATEMENT

The accounts under review are in respect of the year ended 31st March 2004. For the part of the year from 1st April 2003 until 31st May 2003, the accounting for the financial transactions of the Forum was managed by the Shirehampton Public Hall. From 1st June 2003, the Forum has managed its own financial affairs. Employee salaries, however, while forming part of these accounts, continue to be managed by the Shirehampton Public Hall who account to the relevant authorities for National Insurance and PAYE (if appropriate).

Other than the matters referred to above, 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 41 of the 1993 Act and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act 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: D.J.Griffin

Dated: 16 August 2004

Name: Derek J Griffin ACMA

Address: Glenhaven, Scot Lane, Chew Stoke, Bristol. BS40 8UW.

Ongoing Activities

SCAF with key partners has again been successful in attracting grants to put on activities for local young people. The Connexion, Positive Activities For Young People grant of £12,000 will be used to provide a whole range of opportunities and activities in all of the school holidays for young people who are 'at risk'. The activities programmes are for young people aged 8 - 19.

The BYCA grant of £3,500 will be used to fund an extensive Summer Activities Programme organised by, and based at Portway Community School, Shirehampton. This Summer Scheme is open to all young people aged 8 - 14 years.

Other planned projects for 2004/5

- Connexions contract
- BYCA contract
- Youth Café
- Truancy
- Litter/clean up campaigns with young people
- One to One Support Project/Young Carers Project
- Continue to build on partnership working with Portway School (particularly Learning Mentor Team & PC Helen Coates), BCC Youth Service & Lawrence Weston YIP
- Support Youth Group in Sea Mills & Coombe Dingle
- Continue to identify new partner organisations in Avonmouth and surrounding local area
- Environmental Project links with Shire Greens/ Daisy Field Project
- Explore other opportunities for provision/funding for facilities and events for young people in Shire and surrounding areas

Acknowledgements

The Forum would not have continued to develop without the contribution of a large number of people. We are very grateful to the Public Hall Community Association for sponsoring us from the beginning, and providing accommodation. The Chairs of the Action Groups have worked hard to continue their work, and to bring a wide range of people and organisations on board.

Many people have contributed to the work of the Groups and to the Forum itself. It is thanks to their involvement that we have been able to build on the constructive partnerships that the Forum depends on. A number of local organisations have provided practical help, including venues for meetings. These include Penpole Tenant's Association, the Baptist Church, Portway Community School, and Kings Weston House.

We have been very pleased with the support we have received from our elected representatives. Councillor Pat Roberts has regularly attended both the Forum meetings and various Action Groups, and made valuable contributions there. Dr Doug Naysmith MP has given support and encouragement, and attended Forum meetings when his parliamentary duties allow.

We are also grateful to our funding bodies. In 2003/4 these include Greater Bristol Foundation Churngold, Pockets Money & Express Funds, Bristol City Council, Shire Newspaper, Whitbread Action Earth, Countryside Trust & Western Power Distribution. Without their support it would have been impossible to proceed. Finally, Ash Bearman has fired everyone with her enthusiasm, and has very skilfully pulled many disparate strands together.



Thanks to Cherry D and Co:media Design for the funding and design of this report.

Please support SCAF

SCAF is a registered charity. We need to raise £30,000 per annum to keep going, and we rely on donations and grants for our survival. Please support us if you can.

Your donation can make a difference to the Community Action Forum.

How to give

I enclose a donation of

I am a UK taxpayer
(Please send a Gift Aid Declaration)

I want to give regularly
(Please send a Standing Order form)

I would like to receive regular updates on how my donation is working

Title
Forename(s)
Surname
Address
Postcode
Tel
E-mail
Web

SCAF is Data Protection registered. Please indicate here if you do not wish to receive future mailings.

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:

Do you require a receipt?

Please return this membership slip with your cheque (made payable to) SCAF to:

**Ash Bearman,
Community Development Officer,
Shirehampton Public Hall,
Station Road,
Shirehampton,
Bristol BS11 9TU**

Tel: (0117) 982 9963