

SHIREHAMPTON COMMUNITY ACTION FORUM

England & Wales · Charity number 1099221

Details

Other names SCAF, Shirehampton Action

Status Registered

Legal form Charitable company

Company number [04686738](#)

Registered 2003-09-01

Register [View on the Charity Commission register](#)

Contact

Address Shirehampton Public Hall
Station Road
Shirehampton
Bristol
BS11 9TU

Phone 01179829963

Email contact@shirehamptonaction.org.uk

Website www.shirehamptonaction.org.uk

Activities

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 CRIME3. THE PRESERVATION AND PROTECTION OF HEALTH.

Activities: Shirehampton Action provides activities to improve the area of Shirehampton and the quality of life for the people who live, work, learn and play here. Activities include supporting young people, operating a community safety forum, supporting road safety initiatives, monitoring local planning applications, improving local green spaces, and creating community and climate action plans.

Classification

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Accommodation/housing, Arts/culture/heritage/science, Environment/conservation/heritage, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** SHIREHAMPTON AND THE NEIGHBOURHOOD
- Bristol City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£29,577	£36,769	-	-
2024-03-31	£29,361	£35,845	-	-
2023-03-31	£41,518	£46,347	-	-
2022-03-31	£50,975	£31,820	-	-
2021-03-31	£33,246	£19,258	-	-

Trustees

Name	Role	Appointed
Michelle Ann Silvestre	Chair	2021-05-10
Kathryn Marie Courtney		2021-05-10
Kim Lee Tudor		2022-10-05
Ludo Tolu		2021-05-10
Mark Richard Pummell		2022-10-31
Mona Lisa Leena Lindell		2025-11-03
Nicholas Peter Mortell		2025-01-16

SHIREHAMPTON COMMUNITY ACTION FORUM

England & Wales - Charity number 1099221

Accounts



SHIREHAMPTON COMMUNITY ACTION FORUM

ANNUAL REPORT APRIL 2023 – MARCH 2024

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



CHAIR'S STATEMENT

2023-24 has been another successful year of Shirehampton Community Action Forum delivering its key activities for our communities, as well as reviewing our strategy and supporting new groups and ideas.

We've supported the implementation of a Road Safety Action Group, continued to be a key partner of the Shirehampton Community Plan, operated a Community Safety Action Group and provided a weekly Planning Watch newsletter. We've also continued to support:

- Shire Greens
- Shire Climate Emergency Group
- the Planning Group
- BEE Happy Shire
- Poppies on The Green
- two local walking groups (Nomads and Walkie Talkies)
- Door to Door Shopping Trips
- monthly markets in the Tithe Barn and seasonal fayres at Shire Public Hall
- the community living room with the Friends of Shirehampton Library
- a monthly bereavement support group
- monthly community litter picks.

More details of these activities are given in the body of this report.

With partners we are still exploring the use of the empty Penpole Residents Association building for youth work. Although the lease has not yet been finalised, Oasis Hub uses the building for work with children.

As a follow on from the strategy event we held the previous year, we've been exploring the main strategic themes and planning new ideas and work for the next year. Our key strategic themes are:

1. support a thriving high street
2. build an inclusive community
3. improve wellbeing

And we'll have an additional theme of nature and climate in the forthcoming year.

We are very grateful to all of our funders for this period; People's Health Trust, Bristol City Council, West of England Combined Authority.

Ash Bearman, our Community Development Officer, has continued in post throughout the year. We are very appreciative of Ash for ensuring that SCAF has continued to provide support to so many people and groups in our community.

At the start of the year we had seven trustees and we currently have six. After more than 20 years, David Thomas stepped down as trustee and chair at the October 2023 AGM. We're very thankful to the long service and contribution David gave to SCAF over the years.

Michelle Silvestre, 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

David Thomas Acting Chair (until October 2023)
Jess Martens
Ludo Tolu (Treasurer)
Michelle Silvestre (Chair from October 2023)
Kathryn Courtney
Kim Tudor
Mark Pummell

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 Trustees met eight times during the year and the Full Forum met three times, including the AGM. 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. Five Action Groups existed throughout the year. These were Community Safety, Road Safety, Shire Greens, Community Plan, and the Shirehampton Climate Emergency Group.

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 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. This would be equivalent to around £20,000. We are currently holding reserves in excess of this and welcome the membership's views on how they wish Trustees to manage that over the next year.

The Accounts for the Year are set out below. The principal sources of funds were grants from Bristol City Council, The People's Health Trust & West of England Combined Authority. We are very grateful to these organisations, and individual donors for their support. Whereas our principal activities are better understood through the narrative in the rest of the annual report, when ranked by expenditure they primarily include the door to door shopping activities and our monthly high street market.

8. 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.

9. Key working partners

Our activities have involved statutory agencies, community groups, voluntary sector organisations, private enterprises, churches, schools, Residents' Associations, and individuals from the community.



The Shire Community Plan Steering Committee met every 6 weeks and continued work on our many & varied projects including:

Healthy & Active Shire
Street Scene "I ♥ Shirehampton"
Our Future – Our Young people
Our High Street – the centre of our village

We also helped & supported the work of:

Friends of Shire Library (FoSL)
Shire Jobs, Training & Enterprise Hub at the Methodist Church
Shire Baptist Church Community Garden
Friends of Lamplighters Marsh (FOLM)

Community Safety Action Group

From a policing perspective our main focus has been dealing with ASB within Shirehampton. We have worked very hard to work with the community, schools, shops and parents to identify the individuals / groups and deal with behaviour accordingly. We have also worked in close liaison with neighbouring beat teams.

A number of ABCs (Acceptable Behaviour Contracts) have been put in place with conditions to manage behaviour. A Problem Solving Plan was put in place and has since been closed due to the decrease in the number of logs raised. This work will continue. We have scheduled additional patrols in our hotspot areas and will continue to do this.

Jo Hancock, Police Community Support Officer 6955

Shirehampton Markets

Our High Street Markets continue taking place at Tithe Barn in Shirehampton. St. Mary's Church have informed us that at some point the building will be put up for sale in the next year or so and is classed as a Church Hall. Despite rumours, our High Street Markets are NOT closing and will continue well into the future, even with a new owner, whenever the building is sold, with a new agreement being negotiated.

It has been a mixed year for Shirehampton Markets. The three Community Fayres will be whittled down to one for 2025 and we will continue with our annual Autumnal Christmas Fayre that will happen during November at Shirehampton's Public Hall. The Spring and Summer Fayres will be scrapped as we cannot run them without the help of volunteers. Despite requests, no additional volunteers have come forward. Additionally, the Spring and Summer events have been low on visitors compared to our High Street Markets held on a Thursday, whilst our Autumnal Christmas Fayre is a busy event throughout the day.

As with every market across the city we have all been effected by the Cost Of Living crisis but holding our own. We have noticed that people are being more careful with their money, gift buying ahead of time for birthdays, Christmas etc, buying essentials and some using our market as a monthly treat day.

All our Market Traders are small businesses and self-employed so supporting them and of course our very own High Street traders is of the utmost importance for each to remain open for business.

We have lost our Fishmonger, Steve due to retirement and continue to look for another Fishmonger to join our markets and we won't give up on this. The Chocolate Bar have expanded their business to include a bakery of their own and due to the increased workload are no longer able to do our market. Our Jewellery ladies, JuLeS 4U will also be retiring this year with their last market being the 5th September and the Autumnal Christmas Fayre on 30th November, being their final event with us. We wish everyone well in their retirement. There will be a varied selection of Jewellery stalls joining us in the future.

We have lost several regular stall holders having folded their business for other employment due to the Cost Of Living Crisis, whilst some others have become stall shares coming in every other month whilst juggling additional part-time work. We always do our best to work with small businesses. We have added a variety of additional stalls new to our market and also have a great cheese stall - Rebel Cheese. UK - adding chutneys, jams and delicatessen meats to their stall and a fabulous local honey stall - Paul The Beekeeper.

This year we celebrate our 5th Anniversary for the High Street Market which is quite an achievement, and we continue to have seven Market Stall Traders who originally started with us on 5th September 2019, so we must be doing something right!

From 3rd October High Street Market we will be trialling new opening hours from 9am until 2pm for 3 months. This is due to requests from customers and a business view, removing the quiet hour from 2pm until 3pm. Many stallholders want to try this new time. A final decision on opening hours will be made the end of the year but the High Street Markets/Shirehampton Markets are here to stay.

Kathryn Courtney, Shirehampton Markets Management Team

Road Safety Action Group

The Shirehampton Road Safety Group launched last year in June. It was met with positive feedback from many in the community, as there is widespread concern about road safety throughout the village. After speaking with the council and police, it became clear that the concerns of the village were mainly anecdotal, with little solid data available to illustrate the problem. With this in mind, we planned to start gathering opinions and encourage people to report their concerns on the BCC and Avon and Somerset Police websites. Theresa attended most Village markets with a suggestion box and we attended a few other village events. If there is solid evidence of the problem, we can start to talk about what can be done.

One of the main aims of the group was to set up a community speedwatch, which would be an excellent way of registering the speeds of motorists through the village and perhaps lead to more careful driving as people become aware that it is a speed watch area. Unfortunately the launch of the Speedwatch had to be put on ice as Anna got pregnant! However, there are plans to start afresh later in the year. The main thing needed is volunteers!

Anna Williamson & Theresa Flanagan

Shirehampton Planning Group

'There hasn't been too much new activity in the last year which is probably just as well as the various Applications & Appeals for the Nurseries have kept us busy. On 3rd September myself and Ash will be attending the latest Appeal for a Care Home. There is also an outstanding

application for houses but it is not known when that is to go before the Development Control Committee. Whilst we welcome the land being developed residents are opposed to the access being into the quiet cul-de-sac of Avonwood Close. We are also concerned about the building of local interest as there are no fixed plans for it and it continues to be the subject of vandalism and arson.

Other concerns which residents regularly bring to our attention is the increase of HMO's & related issues caused by parking and waste management. Ash & myself continue to contribute to the Wessex Water Community Liaison Group and are kept updated on their Extension plans, sewage treatment and Odour reporting and management. If anyone wishes to attend one of their 'Round the Bend' tours please let us know.

We continue to increase our Membership numbers but unfortunately attendances at meetings are very low but the main thing is when it counts people are there to fight for the interests of our Village!

Kim Tudor, Officer of Shire Planning Group

Shirehampton Climate Emergency Group April 2023 – March 2024

SCEG continued to have a presence at Community Fayres and local celebrations of national events like the Coronation throughout the year. We also sent representatives to local and national Climate actions. Some of us were in London in April 2023 with thousands of other climate activists from around the country. Some of us travelled to Bath to the #Unite to Survive event in October which saw climate groups from CND to XR to Greenpeace coming together from all over the Southwest in October 2023.

Here in Shirehampton we offered free talks to spread local information about what we can do to reduce carbon emissions. In June 2023 we had a talk about replacing gas boilers with heat pumps from a local homeowner who had just gone through that process. In October 2023 Nikki Jones, founder of Avon Needs Trees and well-known speaker on Climate, chaired a workshop asking us to imagine how Shirehampton could be more resilient in different climate scenarios.

We offered our first Climate Fashion Repair Cafe in September 2023 in the Public Hall. Because of scheduling problems we were unable to offer a second repair cafe until late January 2024, but we hope to make the re-named Repair Cafe a more frequent event with two planned for autumn 2024.

We all contributed to planning our 2024 Flood Awareness morning during the last months of 2023. But individual members of the group also engaged in their own actions, large and small. One of us wrote and directed a short revue, Black Gold Blues, about the urgent need to Just Stop fossil fuels. It was performed at the Alma Theatre to great acclaim. One of us gave a short Climate Talk for Songs of Praise. Several of us joined the Christian Climate Action Climate Choir singing at local events and travelling to London for national actions.

SCEG is still focussed on raising awareness of the effects climate change is having on our daily lives here in Shirehampton and exploring how we as a community can adapt to those effects.

Renee Slater, 16 August 2024

Shire Greens – Environmental Action Group

We are only a small group looking for members to join us. The station flowerbeds have been well watered by the Weather! We put up poppies for Remembrance Day. We met members from GWR for health and safety checks/advice. Hoping for funding to improve the flowerbeds

Barbara Franco, Co Chair

Poppies on The Green

Poppies On The Green continues to be an annual event for the community to be part of, either painting new poppies in red or purple to the ever expanding display and assist in putting up the display on The Green in Shirehampton usually a week before Armistice Day and taken down again a week after the event.

We added two more soldiers, Paddy & Bill who joined Reg & Les. All named after relatives of our volunteers, who played their part in WWI, WWII and beyond and lived locally. And we added additional displays that could be used in the Daisy Field and on the War Horse there. (Thank you to Paul McMillan for doing Bill and Paddy soldiers last year.)

The Poppies On The Green Displays continue to be a popular attraction for the public and visits continue to increase year on year with positive feedback being received. Thank you to our volunteers who continue to provide their assistance with the annual display. This year will see white doves, a Navy Medic and a Wren being added to the display. Thanks to Sally- Ann Knowlson for this. And additional poppies will be painted to be added the Shirehampton Railway Station display as well as The Green itself.

We continue to be in need for volunteers to help put up and take down the displays as well as running 'painting poppies' sessions from September until beginning of November.

Kathryn Courtney.

BEE Happy Shire

The BHS project for this year has been to create a Pollinator Park on the Penpole Lane site that we adopted at the end of 2022.

In April 2023, through SCAF, we applied for a grant of £3,500 from WECA's Community Pollinator Fund and in June 2023 we found out we were successful. The application "particularly impressed our expert panel"!

Since then we have been working with the community to create the Penpole Lane Pollinator Park and so far we have planted a bank of pollinator-friendly spring bulbs and a small orchard. Next year we plan to plant an All-Year-Round Flowerbed and a Mini Meadow.

It has been a busy year with wonderful results. My thanks to Ash Bearman and Sonia Grogneuf, who are an essential part of the BHS Team and without whom none of this would be possible.

Sara Cech-Lucas

Weekly Walking Groups Shire Nomads (Tuesdays) & Shire Walkie Talkies (Wednesdays)

Shire Nomads - John Hastings, Walk Leader

The Shire Nomads Walking Group has had yet another productive year. Between 15 and 25 of us walk every week, starting from either St Mary's Churchyard, one of the local bus stops, or Shirehampton Station. We have a packed programme which changes every three months.

We've taken advantage of the new direct rail service to Weston Super Mare, which is always a fun day out, and the new 41 bus service, to Kingswood.

For many of the group, it's the highlight of the week as it's always an opportunity to meet up with friends, or new people, and have a chat, as quite a few of the group have been widowed in recent years.

Shire Walkie Talkies – Barbara Franco, Walk Leader

We continue to meet every Wednesday rain or shine! We welcome the new 41 Bus Service which goes direct to Kingswood. We have tried some new walks and are always open to ideas. Numbers vary and we welcome new walkers.

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 ward have been emailed to 130+ recipients, including a few members who 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 – all these contribute to informing the quarterly Shire Planning Group meeting agenda.

Details of public consultations involving planning applications of community interest and/or major developments (local, city-wide, regional) were circulated including:

- ✚ 8-10 Station Road – old Coles Nursery Site – multiple applications
- ✚ Iron Bridge (Foot Bridge over Kings Weston Road)
- ✚ Proposed new Bristol Cycling Centre - Merrimans
- ✚ High Street developments & change of use applications
- ✚ Wessex Water – expansion of Bristol Sewage Treatment Plant
- ✚ Hinkley Point C Connection Project
- ✚ ASEA (Avonmouth Severnside Enterprise Area) ecological mitigation & flood defence project
- ✚ New Railway Station at the Portway Park & Ride on the Severn Beach Line
- ✚ Climate Emergency updates & Bristol – Carbon Neutral City, Net Zero
- ✚ HMO's (Houses of multiple occupancy) Tracking & Monitoring
- ✚ Many industrial/warehousing/distribution applications across Avonmouth & Severnside

Acknowledgements

SCAF would like to thank the following organisations & groups for their partnership work, support, commitment and enthusiasm over the past year...

Bristol City Council departments working in partnership with SCAF – Cotswold CA – Friends of Shire Library (FoSL) – Shire JTE Hub, Shire Churches, Shire Public Hall - Shire Police Beat Team & Shire Neighbourhood Watch Groups

&

A huge thank you to all local resident volunteers involved with SCAF

&

Many Thanks to our funders & grant givers - The People's Health Trust – Bristol City Council – WECA Community Pollinator Fund

PLEASE SUPPORT SCAF

SCAF is a registered charity.
We need to raise a minimum of £26,000 per year to keep going and run our whole range of community projects & activities. 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 £ <input type="text"/>
Gift Aid Donation? 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

Shirehampton Community Action Forum
Statement of Financial Activities for year ended 31 March 2024

	Note	2022-2023			2023-2024		
Incoming resources		Restricted	Unrestricted	Total	Restricted	Unrestricted	Total
Grants & donations	1	£ 31,466	£ 4,077	£ 35,543	£ 22,360	£1,098	£23,458
Investments		£ -	£ 672	£ 672	£-	£1,256	£1,256
Other resources	2	£ -	£ 5,304	£ 5,304	£-	£4,648	£4,648
Total Incoming resources		£ 31,466	£ 10,052	£ 41,518	£ 22,360	£ 7,001	£ 29,361
Resources Expended							
Activities to support Objects	3	£ 19,917	£ 4,120	£ 24,037	£9,911	£391	£10,302
Management & Administration	4	£ 12,075	£ 10,234	£ 22,309	£5,070	£20,473	£25,543
Total Resources Expended		£ 31,992	£ 14,354	£ 46,347	£14,981	£20,864	£35,845
Transfer to unrestricted	5	£ (3,740)	£ 3,740	£ -	£(6,140)	£6,140	£-
Net Movement of Funds		£ (4,266)	£ (562)	£ (4,828)	£1,239	£(7,723)	£(6,484)
Balances B/F on 1 April		£ 9,669	£ 43,019	£ 52,687	£5,403	£42,456	£47,859
Balances CF on 31 March		£ 5,403	£ 42,456	£ 47,859	£6,642	£34,733	£41,375

		2022-23			2023-24		
	Note	Restricted	Unrestricted	Total	Restricted	Unrestricted	Total
Current Assets							
Current Account		£ -	£ 7,050	£ 7,050	£-	£8,512	£8,512
Aldermore Savings		£ 11,335	£ 38,019	£ 49,354	£6,642	£26,468	£33,111
Total Current Assets		£ 11,335	£ 45,069	£ 56,404	£6,642	£34,981	£41,623
Liabilities	6						
Trade creditors		£ 5,932	£ 917	£ 6,850		£235	£235
Salary and Expenses		£ -	£ 1,695	£ 1,695	£-	£13	£13
Net Assets/Total Reserves		£ 5,403	£ 42,456	£ 47,859	£6,642	£34,733	£41,375

Notes to the financial statements for year ended 31 March 2024

- The accounts have been prepared by Ludo Tolu - Treasurer & Director.
- The accounts have been verified by an independent examiner, Edward Holcombe ACA, on the 8th October 2024.
- For the year ended 31st March 2024 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 to the small companies regime.

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 or 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.

Detailed Notes

1. Incoming grants and donations

- People's Health Trust: £16,110
- Bristol City Council: £6,400
- West of England Combined Authority: £700
- Donations: £248

2. Other resources: *compared to the previous financial year our income from stalls and membership has remained roughly constant, but our income from the cafe and book sales has fallen.*

- High Street Market and Community Fayre Stalls: £3,343
- High Street Market and Community Fayre Cafe: £798
- Membership: £125
- Book Sales: £84
- Transfer from Friends of Shire Library for expenses: £30
- Contribution for participating in a workshop: £268

3. Activities to support objects: *compared to the previous financial year we had no activities directly related to "Welcome Spaces", which accounts for a large difference between the two years.*

- Wellbeing Activities - Door to Door Shopping: £5070
- High Street Market and Community Fayre: £2350
- Community Plan and Community Meetings: £1547
- Nature and Climate Activities - BEE Happy, Repair Cafe: £1336

4. Management and administration: *compared to the previous financial year there has been a slight increase in office rental, insurance, and salary due to inflation.*

- Salary: £23,477
- Office: £777
- Insurance: £550
- IT: £333
- Photocopying, stationery, training, domain names, and meeting room bookings: £406

5. Restricted funds: Our restricted funds, at year end, are as follows

- People's Health Trust: £4,900 carried forward
- Avonmouth Wind Turbine "Bee Happy Shire": £354.65 carried forward
- Community Plan Funds: £1346.40 carried forward
- Baptist Community Garden Project: £41.01 carried forward

6. Liabilities: These relate to tax on salary which is always paid a month after incurring, and expenses incurred in 2023/24 paid out after the end of the financial year.



Signed, Ludo Tolu, 8th October 2024

The dates differ from our independent examiners because I signed the accounts after a final quality assurance before the AGM. No material changes were made after the independent examiner had reviewed them.

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 31st March 2024.

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 ACA

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

Address: 4 Branscombe Road, Bristol, BS9 1SN

Date: 05/07/2024

SHIREHAMPTON COMMUNITY ACTION FORUM

England & Wales - Charity number 1099221

Accounts



SHIREHAMPTON COMMUNITY ACTION FORUM

ANNUAL REPORT APRIL 2022 – MARCH 2023

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



CHAIR'S STATEMENT

Last year was the first since the pandemic when SCAF could continue its normal wide range of activities for the whole year. These include supporting the implementation of the Shirehampton Community Plan, operating a Community Safety Action Group, Shire Greens, our environmental Action Group, a Planning Group, two local Walking Groups, transport to a range of shops for residents, and the monthly market in the Tithe Barn. More details are given in the body of this report. Our Planning Watch weekly newsletter continued as normal during the year.

We continued to support the new initiatives started in the previous year. These include a Community Living Room, in partnership with the Friends of Shire Library, and a Bereavement Support Group. With partners we explored the use of the empty Penpole Residents Association building for youth work with the landlords. Although the lease has not yet been finalised, Oasis Hub started to use the building for work with children, shortly before the end of the year.

The newly formed Shirehampton Climate Emergency Group has become a new SCAF Action Group. We agreed with them that they would campaign and provide public information on climate-related issues, but would not associate the group's name with any potentially illegal activities.

We received 2 grants from Bristol City. A Welcoming Spaces grant enabled us and several local partners to support local people to stay connected to the community. A High Street Culture and Events grant supported our community market and a series of other events. Full details are given below, in the Review of the Year section. We also received the second part of a 2 year grant from the People's Health Trust to support our general activities, and a grant from Richard Davies Charitable Trust. We are very grateful to all of our funders.

Just before the year end we held a Strategy Event, where the Trustees met with other local stakeholders to explore options for the future. The very constructive discussions generated proposals for the future development of SCAF. The Trustees will develop these in the coming year.

Ash Bearman, our Community Development Officer, has continued in post throughout the year. We are once again very grateful to Ash for ensuring that SCAF was able to offer support to many people and groups as we recover from the pandemic.

At the start of the year we had 7 trustees. During the year John Knight and Rosemary Watkins resigned, but I was very pleased to welcome 2 new trustees, Kim Tudor and Mark Pummell, in October. I will be stepping down as a trustee, after more than 20 years, in October this year, but I am pleased that we have a good team in place for the future.

David Thomas, Acting 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

David Thomas Acting Chair

Jess Martens (Treasurer until 31 October 2022)

Ludo Tolu (Treasurer from 31 October 2022)

Michelle Silvestre

Kathryn Courtney

Kim Tudor (from 5 October 2022)

Mark Pummell (from 31 October 2022)

Rosemary Watkins (until 5 Oct 2022)

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 Trustees met seven times during the year, plus one non-quorate meeting where on-going actions were monitored. The Full Forum met three times, including the AGM.

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. Three Action Groups existed throughout the year. These were Community Safety, Shire Greens, and Community Plan, and the Shirehampton Climate Emergency Group was added during the year.

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 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. This would be equivalent to around £20,000. We are currently holding reserves in excess of this and welcome the membership's views on how they wish trustees to manage that over the next year.

The Accounts for the Year are set out below. The principal sources of funds were grants from Bristol City Council, the People's Health Trust, the Richard Davis Charitable Foundation and GFY Trust Quartet. We are very grateful to these organisations for their support. Whereas our principal activities are better understood through the narrative in the rest of the annual report, when ranked by expenditure they primarily include the door to door shopping activities and our monthly high street market.

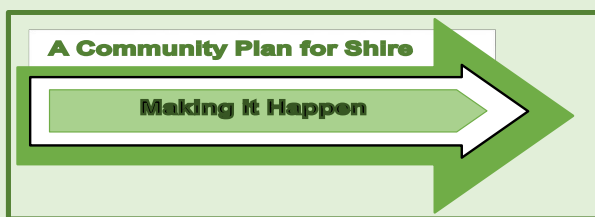
SCAF's aims are:

- 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, the Community Safety and Shire Greens (Environment) action groups, and now the new Shire Planning Group and the Shirehampton Community Steering group, continue 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.

REVIEW OF THE YEAR - The Forum & Other work areas



The Shire Community Plan Steering Committee resumed meetings in October 2021 after the Coronavirus pandemic and continued work on our many & varied projects including:

Shirehampton Markets

Our High Street: £40k PCRF Shire High Street improvement - BCC & *Sustrans* & BCC High Street Recovery & Engagement Programme

Healthy & Active Shire
Street Scene "I ❤️ Shirehampton"

Window Wanderland
Poppies on The Green

We also helped & supported the work of:

Friends of Shire Library (FoSL)
Shire Jobs, Training & Enterprise Hub
Shire Baptist Church Community Garden
Shire Climate Emergency Group
BEE Happy Shire

Shirehampton Markets

The Community Fayres are held 3 times a year at the Public Hall mid April, Mid July and Mid October on a Saturday and remain in need of volunteers. If more volunteers don't come forward there is a risk that our Saturday Community Fayres could stop The High Street Markets now happen 11 times a year - first Thursday of each month - at the Tithe Barn with a break being taken in January as it is always a quiet time.

Overall, the big highlight was the Queen's Platinum Jubilee Celebration at the Public Hall on Saturday.

21st May 2022 in partnership with St. Bernard's Catholic Primary School that gave extra space for activities, stalls and fun. The Lord Mayor & Lady Mayoress of Bristol were in attendance and judged the fancy dress competition as well as cutting the Jubilee cake that was made by Liv of the Lavender & Lime Bakery. The Gospel Generation Community Choir and Quinn School of Irish Dance, Bristol provided entertainment and Avonmouth Sea Cadets did a first aid demonstration. Board and garden games were also played along with plenty of face painting. There was a great selection of stalls available to buy from, high tea with scones, jam cream and strawberry trifles were available at the Market Kitchen that day. Great fun was had by everyone and it was extremely busy, so much so there were five people serving refreshments and cake throughout most of the day. You could say our feet didn't touch the ground! Without our volunteers, family and friends who were helping that day, together we created a fun community event for all to enjoy!

July's Summer Community Fayre was cancelled due to health & safety as scaffolding remained around the Public Hall building & it wasn't a decision we took lightly. However we were back in October with our Autumn Community Fayre which was another busy event for us.

Our High Street Markets held at Tithe Barn received a boost with funding from the High Street Recovery and Renewal Programme funded by Bristol City Council and the West Of England combined authority's Love our High Streets project. This has enabled us to buy equipment, gazebos, tables, temporary floor covering for the garden, banners, t-shirts and the ability to do some advertising in local print newspapers and online, as well as incidentals. We were also able to expand our markets out onto the High Street to provide an extra eight outdoor market stalls. We are able to loan out our two gazebos and tables to new start up small business market stalls on Market day which has given us some flexibility.

We admit that the cost of living crisis, just like other retail shops on the High Street, has seen people being more careful with their money but our customer base remains resilient and is now attracting customers from outside the four villages area.

We have had a few changes with stall holders who have either retired or have found they have to do an extra job for their own stability but the choice of stalls and goods remain vibrant. However a

permanent fruit & veg stall is evading us due to cut backs on the number of markets they are attending and staff reduction. We haven't given up though! We have also adapted some of market stalls as stall shares to help our traders as they juggle additional work commitments. We will continue to support small local business where we can and our High Street.

Our Christmas High Street Market, once again was very popular and busy with many enjoying Father Christmas turning up at our market to meet our customers from the young to gracefully mature whilst he also does a bit of last minute Christmas shopping of his own!

We continue to do the High Street Character Hunts during the school holidays and community fayres that take our customers through our High Street. Around thirty-two businesses are now part of this fun activity. We also have games, craft activities and face painting available during these times.

The one thing we do need is volunteers to help out at our seasonal Community Fayres which are held 3 Saturdays a year. Please contact shirehamptonmarkets@outlook.com for more details. Help is needed for set up and take down of the event, placing notices on lamp posts on the day of the event, our Market Kitchen. We'd hate to make the decision that our Community Fayres have to close due to lack of volunteers.

We will continue to be family and disability friendly for the four villages & beyond.

Kathryn Courtney, Shirehampton Markets Management Team

Shire Planning Group

Things have been relatively quiet on the new application front in Shire.

We are still having ongoing problems with the Developers & their Agents on the Coles Nursery site.

It would seem they have total disregard for the opinions & feelings of residents and they are repeatedly wasting the Planners & our time with resubmissions on applications that they have already been told by BCC, will be declined? They are determined to have access to the site via Avonwood Close but at this moment in time no one knows what they intend to build there?

We have been greatly supported by the Bristol Tree Forum & David Martyn, Senior Conservation Architect at BCC but are resigned to ongoing battles whilst the site deteriorates.

HMO's (Houses of Multiple Occupancy) are becoming an increasing issue in Shire as BCC are failing in their duty to record & monitor applications. We are getting streets where the Council's own guideline of no more than 10% of properties is not being adhered to and many landlords aren't even registering for a licence? We are working with Residents to identify & report suspected new unlicensed households.

On a positive note, the Shirehampton Planning Group were instrumental in liaising with Wessex Water to set up a Customer Participation Group. We meet every couple of months and are given the opportunity to air local issues and receive updates on the progress of the Wessex works in our area.

We often receive requests for help & advice from residents in other local areas with the adage 'they know we will try to help' even if they have their own Planning Group"

Kim Tudor, Officer of Shire Planning Group

Shire Climate Emergency Group - SCEG

The Group has been active throughout the year supporting national climate actions and organizing local talks and events. In April 2022 we held a Climate Cafe to discuss our future climate activism.

In May Peter Lang gave a talk on the possibility of hydrogen cars. Just Stop Oil spoke to us about their work as climate activists in June and in July we co-hosted a talk by Paul Williams, BBC natural history photographer, about the making of the series Green Planet. And we had a presence at all the community celebrations marking the Queen's Jubilee and Funeral and the King's coronation. We attended events organized by Darren Jones and Bristol Energy Network.

Apart from arranging public events which we hope will help keep people informed and engaged on climate issues we have strengthened our connections with other climate groups, especially Christian Climate Action and the Sea Mills and Coombe Dingle Climate action group.

We have met with our Shirehampton church leaders and held supper meetings with Sea Mills. Some of us are also active with BAAN in opposing airport expansion, others have joined major national events travelling to London to swell the numbers of people demanding government action on Climate Change.

We still meet regularly at 7:30 on the second Tuesday of the month. Venues vary but you can email m.renee.slater@outlook.com for details.

Community Safety Action Group

From a Community Safety perspective we have continued to monitor and patrol hotspots for antisocial behaviour within the local area.

Off the back of our meetings another group has been formulated to establish a Community Speedwatch group which we will support going forward.

We have continued to support and identify vulnerable people within the area.

We have established a number of new community links and groups.

We will continue to liaise with our partner agencies to work together regarding litter, traffic and parking.

PCSO Jo Hancock, Police Chair

Poppies on The Green

This community display continues to grow and painting poppies sessions continue to add more poppies to the display. Thanks to Ash Bearman who took the helm November last year and got some volunteers together to help put the display on The Green in Shirehampton. Sadly my involvement was limited due to family commitments taking priority. Thank you to all involved. It means a lot.

We will always be happy to accept your knitted or crocheted red and purple poppies as well as plastic poppies made from plastic bottles. They are resilient and will last a long time due to being upcycled for another use.

Poppies On The Green received some funding earlier this year that will enable us to add more silhouettes to The Green display in the future and also include some displays in High Street shops. Once again this remains a volunteer led activity and we are always wanting volunteers to help set

up and take down the displays in November plus a volunteer or two to help run the 'painting poppies sessions' too. Please email: poppiesonthegreen@gmail.com for more information.

Kathryn Courtney

Shire Greens – Environmental Action Group

The Greens are still taking care of the Shire Railway Station flower planters but this is more difficult now that Fraikin - who were so helpful with watering – have closed.

The Greens are very pleased with Council improvements to the Daisy Field.

They have also supported the Baptist Church Community Garden in Pembroke Avenue and the BEE Happy Shire project.

We welcome new community initiatives but we haven't the capacity to offer more than encouragement.

Renee Slater & Barbara Franco, Chairs

Weekly Walking Groups Shire Nomads (Tuesdays) & Shire Walkie Talkies (Wednesdays)

Shire Nomads - John Hastings, Walk Leader

The Shire Nomads Walking Group goes from strength to strength. We have several new members and many more friendships formed. We have widened the range of walks and now do them in many other areas of Bristol. It's the highlight of the week for most of the group.

Shire Walkie Talkies – Barbara Franco, Walk Leader

Report year ending March 2023 we continue to meet every Wednesday, our numbers are varied 8 to 12 and we try out some exiting new walks.

Our walks are suitable for those who walk at a more leisurely pace giving a chance for someone who wants to talk. Many walks are planned that if someone can't walk far they take a shorter route and we all meet up after for coffee after. We have had some new walkers and returning walkers.

Planning Watch - Ash Bearman

Throughout the year, every week 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 ward have been emailed to 130+ recipients, including a few members who prefer to receive the bulletin by post. This is a free service.

46 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 – all these contribute to informing the monthly Shire Planning Group agenda. Details of public consultations involving planning applications of community interest and/or major developments (local, city-wide, regional) were circulated including:

- ✦ 10-12 Station Road – old Coles Nursery Site
- ✦ Former Lawrence Weston Secondary School Site (major housing development)
- ✦ The Old Sports Centre (Robin Cousins)
- ✦ Land South East of Ermine Way (major housing development)
- ✦ Wessex Water – North Bristol Relief sewer Project
- ✦ Iron Bridge (Foot Bridge over Kings Weston Road)
- ✦ High Street developments & change of use applications
- ✦ Open Space Henacre Road (major housing development)
- ✦ Hinkley Point C Connection Project
- ✦ ASEA (Avonmouth Severnside Enterprise Area) ecological mitigation & flood defence project
- ✦ New Station at the Portway Park & Ride on the Severn Beach Line between Avonmouth & Shire
- ✦ Multiple 5G Telecomms Mast applications
- ✦ Forest of Avon - Tree & woodland Strategy
- ✦ Climate Emergency updates & Bristol – Carbon Neutral City
- ✦ HMO's (Houses of multiple occupancy) Tracking & Monitoring
- ✦ Many industrial/chemical, warehousing/distribution applications across Avonmouth & Severnside

Acknowledgements

SCAF would like to thank the following organisations & groups for their partnership work, support, commitment and enthusiasm over the past year...

Bristol City Council departments working in partnership with SCAF –
Cotswold Community Association – Friends of Shire Library (FoSL) – Shire JTE Hub, Shire Churches, Shire Public Hall - Shire Police Beat Team & Shire Neighbourhood Watch Groups

&

A huge thank you to all local resident volunteers involved with SCAF

&

Many Thanks to our funders & grant givers

The People's Health Trust - Bristol City Council

PLEASE SUPPORT SCAF

SCAF is a registered charity.
We need to raise a minimum of £26,000 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

Shirehampton Community Action Forum
Statement of Financial Activities for year ended 31 March 2023

	Note	2021-2022			2022-2023		
Incoming resources		Restricted	Unrestricted	Total	Restricted	Unrestricted	Total
Grants & donations	1	£ 15,374	£ 32,073	£ 47,447	£ 31,466	£ 4,077	£ 35,543
Investments		£ -	£ 167	£ 167	£ -	£ 672	£ 672
Other resources	2	£ -	£ 3,360	£ 3,360	£ -	£ 5,304	£ 5,304
Total Incoming resources		£ 15,374	£ 35,601	£ 50,975	£ 31,466	£ 10,052	£ 41,518
Resources Expended							
Activities to support Objects	3	£ 5,101	£ 5,067	£ 10,168	£ 19,917	£ 4,120	£ 24,037
Management & Administration	4	£ 8,200	£ 13,452	£ 21,652	£ 12,075	£ 10,234	£ 22,309
Total Resources Expended		£ 13,301	£ 18,519	£ 31,820	£ 31,992	£ 14,354	£ 46,347
Transfer to unrestricted	5				£ (3,740)	£ 3,740	£ -
Net Movement of Funds		£ 2,073	£ 17,082	£ 19,155	£ (4,266)	£ (562)	£ (4,828)
Balances B/F on 1 April		£ 7,596	£ 25,937	£ 33,533	£ 9,669	£ 43,019	£ 52,687
Balances CF on 31 March		£ 9,669	£ 43,019	£ 52,687	£ 5,403	£ 42,456	£ 47,859

	Note	2021-2022			2022-23		
		Restricted	Unrestricted	Total	Restricted	Unrestricted	Total
Current Assets							
Current Account		£ -	£ 4,217	£ 4,217	£ -	£ 7,050	£ 7,050
Aldermore Savings		£ 9,669	£ 39,013	£ 48,682	£ 11,335	£ 38,019	£ 49,354
Total Current Assets		£ 9,669	£ 43,230	£ 52,899	£ 11,335	£ 45,069	£ 56,404
Liabilities	6						
Trade creditors			£ 211	£ 211	£ 5,932	£ 917	£ 6,850
Salary and Expenses					£ -	£ 1,695	£ 1,695
Net Assets/Total Reserves		£ 9,669	£ 43,019	£ 52,687	£ 5,403	£ 42,456	£ 47,859

Notes to the financial statements for year ended 31 March 2023

- The accounts have been prepared by Ludo Tolu - Treasurer & Director.
- The accounts have been verified by an independent examiner, Edward Holcombe ACA, on the 9th November 2023.
- For the year ended 31st March 2023 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 to companies subject to the small companies regime.

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 or 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.

Detailed Notes

1. Incoming grants and donations

- Bristol City Council: £10,750
- GFY Trust: £10,000
- People's Health Trust: £9,811
- Richard Grant Charitable Foundation: £4,000
- Community Wind Turbine Grant: £650
- Donations: £331.86

2. Other resources

- High Street Market Stalls: £3,560.00
- High Street Market Cafe: £1,146.29
- Book Sales: £482.40
- Membership: £115.0

3. Activities to support objects

- Welcome Spaces (transfer of funds received from the GFY Trust Quarter to the Cotswold Community Association, the Friends of Shire Library, and the Shirehampton Public Hall): £8390.00
- Other Activities (Window Wanderland, Bee Happy Shire, Strategy Day, and more): £7674.08
- Door to Door Shopping (People's Health Trust & Welcome Spaces): £5650.00
- High Street Market: £2323.36

4. Management and administration b

- Salary: £20,241.30
- Office and meeting room rental: £1048.38
- Accountants, IT: £520.05
- Insurance: £499.51

5. Restricted funds

The trustees agreed to release £3,740 from restricted funds, following approval from the awarding body. This related to funding received from Quartet to support youth activities. The released funds will go towards the lease of Penpole Ridge.

Our restricted funds, at year end, are as follows

- Bristol City Council - High Street Recovery Fund: £3020.97 carried forward
- Avonmouth Wind Turbine - BEE Happy Shire: £385.15 carried forward

- Community Plan Funds: £1955.46 carried forward
- Baptist Community Garden: £41.01 carried forward

6. Liabilities

Liabilities relate to expenses incurred in March 2023 but paid out in April 2023. These include a strategy day, payments related to the March edition of Window Wanderland, and a delayed salary payment.

A handwritten signature in black ink, appearing to read 'Ludo Tolu', written in a cursive style.

Signed, Ludo Tolu, 9th October 2023

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 31st March 2023.

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 ACA

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

Address: 4 Branscombe Road, Bristol, BS9 1SN

Date: 09/11/2023

SHIREHAMPTON COMMUNITY ACTION FORUM

England & Wales - Charity number 1099221

Accounts



SHIREHAMPTON COMMUNITY ACTION FORUM

ANNUAL REPORT

APRIL 2021 – MARCH 2022

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



CHAIR'S STATEMENT

At the beginning of the year, virtually all of our normal activities were suspended because of the Covid pandemic. Since then, SCAF has continued to support residents and community groups, and stayed connected to the community. Ash Bearman, our Community Development Officer, continued in post throughout the year.

From last summer SCAF began to resume its normal wide range of activities. These include supporting the implementation of the Shirehampton Community Plan, operating a Community Safety Action Group, Shire Greens, our environmental Action Group, a Planning Group, two local Walking Groups, transport to a range of shops for residents, and the monthly market in the Tithe Barn. More details are given in the body of this report. Our Planning Watch weekly newsletter continued as normal during the year.

We have supported new local initiatives. These include a Community Living Room, in partnership with the Friends of Shire Library, and a Bereavement Support Group. With partners we are discussing the possible use of the empty Penpole Residents Association building for youth work with the landlords.

We received 2 large grants from Bristol City to support residents self-isolating due to Covid. We passed some of this to other local groups doing similar work. These grants enabled us to support residents and community groups to stay connected to the community. Full details are given below, in the Review of the Year section. We also received a 2 year grant from the People's Health Trust to support our general activities, and a grant from the Co-op Local Communities Fund. Local Resident Richard Coates published a book, *Shirehampton Sketches*, and donated the entire print run to SCAF for us to sell to raise funds. We are very grateful to all of our funders.

Ash Bearman, our Community Development Officer, has continued in post throughout the year, and for a time worked increased hours for the Covid isolation support project. We are very grateful to Ash for ensuring that SCAF was able to offer support to many people and groups in this difficult time.

At the start of the year we only had 4 trustees, but I was very pleased to welcome 3 new trustees, Ludo Tolu, Michelle Silvestre, and Kathryn Courtney, in May.

David Thomas, Acting 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

David Thomas Acting Chair

Jess Martens Treasurer

Rosemary Watkins

John Knight (resigned 6 June 2022)

Ludo Tolu (from 10 May 2021)

Michelle Silvestre (from 10 May 2021)

Kathryn Courtney (from 10 May 2021)

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 Trustees met seven times during the year. Three of these were held using Zoom, to reduce Covid risks. The Full Forum did not meet during the year, apart from at the AGM, because of the pandemic.

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. Three Action Groups existed throughout the year. These were Community Safety, Shire Greens, and Community Plan.

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. Because of the coronavirus restrictions, the Trustees only held 2 meetings during the year, but they kept in regular contact with each other and the Community Development Officer by phone and email throughout the year.

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.

The Accounts for the Year are set out below. The principal sources of funds were grants from Bristol City Council, the People's Health Lottery, and the Co-op Local Community Fund. We are very grateful to these organisations for their support.

Our expenditure in 2020/21 was less than normal because of the pandemic, but was substantially greater last year. However, because of the timing of the grants received last year, our year-end balance significantly exceeded the requirements of the reserve policy. However, now our normal activities have resumed, we will be able to fund these by utilising these reserves.

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:

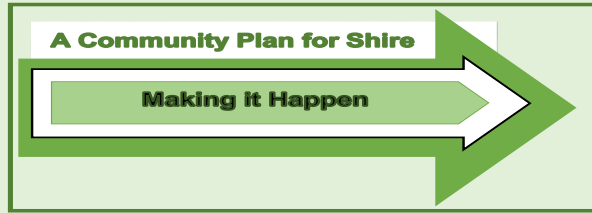
1. To raise the profile of SCAF by following our clear and strengthened publicity strategy
2. To recruit and support residents as new members and associates of SCAF, aiming to engage across all groups so the organisation will reflect the community profile of Shirehampton
3. To support and encourage the 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

Please note we will be reviewing our strategic objectives in autumn 2022

Key working Partners

The Forum, the Community Safety and Shire Greens (Environment) action groups, and now the new Shire Planning Group and the Shirehampton Community Steering group, continue 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.

REVIEW OF THE YEAR - The Forum & Other work areas



The Shire Community Plan Steering Committee resumed meetings in October 2021 after the Coronavirus pandemic and continued work on our many & varied projects including:

Shirehampton Markets

Our High Street: £40k PCRF Shire High Street improvement - BCC & *Sustrans* & BCC High Street Recovery & Engagement Programme

Healthy & Active Shire

Street Scene "I ❤️ Shirehampton"

Window Wanderland

Poppies on The Green

We also helped & supported the work of:

Friends of Shire Library (FoSL)

Shire Jobs, Training & Enterprise Hub

Shire Baptist Church Community Garden

Shire Climate Emergency Group

BEE Happy Shire

Shirehampton Markets

Our High Street Market returned to the Tithe Barn in September 2021 having been absent due to Covid. Whilst away we did monthly online markets with our stall holders. We were missed and the local communities continue to show their support for the markets.

This year, 2022 has proved eventful. Our markets continue to attract new applications from new stall holders, and we have a waiting list. Holidays and sickness have meant we can call on this waiting list to do cover stalls and we have now have some unique finds who are part of our Market Family. We are in the process of expanding our High Street Markets with the help of funding through the High Street Grants. Ash has done a superb job with the funding side of things and is awaiting confirmation, but we could be adding another 8 or 9 stalls in the future.

Our Community Fayres are in their infancy but The Queen's Platinum Jubilee Celebration at the Public Hall on Saturday 21st May was a huge success and very busy with St. Bernards School coming on board with our special celebrations.

We cancelled the July Summer Community Fayre due to health and safety reasons and not having access to the Public Hall garden which was needed due to scaffolding issues. We are now looking forward to our Autumn Community Fayre being held on Saturday 15th October.

We have added new features to our markets and fayres. Our Fayres will feature arts & crafts, painting poppies sessions, family games and DIY face painting, whilst any of our High Street Markets that fall into school holidays will feature similar. We have also added 'Find The Sunflower', 'Find The Pumpkins' hunts etc that High Street Shops display in their window or inside the shop. It is a walk of discovering what is available on our High Street. From shop owners to people taking part feedback has been very positive. And I think the bags of sweets for the children helped.

We will face the cost-of-living crisis with our market traders together and adapt where needed but we will survive. The year 2023 looks exciting with a Saturday event for King Charles III Coronation and the planned expansion of the High Street Market. HOWEVER, for us to continue the Saturday Community Fayres we do need volunteers to help. There is no magic wand, and the three community fayres will depend on volunteers joining us to make this a regular calendar feature for our communities to enjoy.

Kathryn Courtney, Shirehampton Markets Management Team

Shire Planning Group

We have a fluctuating Membership of about 60 people that are on our emailing list but it is regularly growing according to what's happening in the village and surrounding areas. Our Email address is well used as Residents contact us whenever they have a problem in their Street. Sometimes it's for help but also for information and advice on other issues they are concerned about. A favourite topic is local planning rules regarding neighbours building extensions although 1 resident wanted advice on getting her son involved in the Princes' Trust! We also find as we are the most active Planning Group non-residents refer to us first before seeking out their own local group?

We currently have 612 regular Followers on Facebook. We have a good rapport with local Businesses and recently negotiated a successful meeting with Wessex Water at their request to include residents from other villages as 'Invited Guests'. Other ongoing local issues include the future of The Nurseries in Station Road and (HMO's) Houses of Multiple Occupancy springing up without notification or even Licenses in Shirehampton, including in our Conservation Area.

Kim Tudor, Officer of Shire Planning Group

Community Safety Action Group

Chaired by our Police Beat Manager, PC Mark Blackledge and supported by our PCSO's Becky Stone & Jo Hancock resumed meetings in August. This group continues to set the community priorities (PACT) every 3 months – which is currently: *Anti-Social Behaviour (ASB) to cover all of Shirehampton – special attention to Penlea Court Bus Stop, Gym bus stop in High Street & Coles Nursery Site.*

The group also focuses on road safety issues (inc parking & traffic), licensing enforcement & monitoring, community safety initiatives and crime prevention. Regular "walkabouts" in different parts of Shire log everything e.g. litter, fly tipping, graffiti, potholes, uneven pavements, health & safety issues, road signage, dog fouling, local transport issues. We report these in to BCC & work with other agencies/partners to resolve these issues.

Shire Greens – Environmental Action Group

Shire Greens' Station Ladies have been maintaining the planters on the Station and working with the rail partnership to introduce new planters and a new art exhibition. Barbara Franco, who leads the Station Ladies, writes "*Fraikin* still help with connecting our hose pipe when needed after a dry spell. But vandalism is still a problem and there are more security cameras in situ since the last report. We did however help with placing poppies on the station and Daisy field gate for Remembrance Day.

We have also been helping with the Community Garden, which is located behind the Baptist Church in Pembroke Avenue. And we have some exiting plans for this year.

Friends of Lamplighters Marsh (FOLM) resumed activities in the spring of 2021. They have been active and successful raising money for the War Horse statue for the Daisy Field. They have also worked closely with Bristol City Council to establish a butterfly and pollinator friendly mowing cycle for the Field. They have conducted regular butterfly transects that have put the Daisy Field on the local naturalists map as a fine breeding ground for numerous butterfly species.

Working with the Council over the winter of 2021-22 FOLM has helped plant nearly a thousand trees in the Field, extending the Community Orchard laying native woodland screening. The Council has agreed a woodland management plan for the upper field and is considering siting a wildlife pond at the foot of the rise.

Meanwhile, the Environment Agency is working on new flood defences at the Avonmouth end of the Yellow Brick Road, which is currently closed to walkers.

Renee Slater & Barbara Franco, Chairs

Weekly Walking Groups: Shire Walkie Talkies (Wednesdays) & Shire Nomads (Tuesdays)

Shire Walkie Talkies – Barbara Franco, Walk Leader

Our Walkie Talkies group continues to meet every Wednesday. We vary our programme and have found some more interesting walks. We walk at a steady pace and allow for different abilities eventually all meeting up at the end of the walk for coffee together.

We found it hard going in the hot weather and had to abandon some walks, but now it's cooler our numbers are increasing again. Hoping to continue catching up with old friends and some new walkers

Shire Nomads - John Hastings, Walk Leader

We managed to keep our walks going when we were allowed to, post pandemic, although we tended to do more local walks, not involving public transport when possible. A few members were hesitant to resume, naturally due to concerns about the spread of the various variants of Covid, but we were pretty much back to a full quota of walkers by the end of March 2022.

One thing we did manage during the lockdown periods was experiment with different walks in small groups and these have now become a part of our walks cycle now. We have several newer walkers now and they have been warmly welcomed by the rest of the group.

Planning Watch - Ash Bearman

Throughout the year, every week 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 ward have been emailed to 130+ recipients, including a few members who prefer to receive the bulletin by post. This is a free service.

46 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 – all these contribute to informing the monthly Shire Planning Group agenda. Details of public consultations involving planning applications of community interest and/or major developments (local, city-wide, regional) were circulated including:

- ✚ 10-12 Station Road – old Coles Nursery Site
- ✚ Former Lawrence Weston Secondary School Site (major housing development)
- ✚ The Old Sports Centre (Robin Cousins)
- ✚ Land South East of Ermine Way (major housing development)
- ✚ Wessex Water – North Bristol Relief sewer Project
- ✚ Iron Bridge (Foot Bridge over Kings Weston Road)
- ✚ High Street developments & change of use applications
- ✚ Open Space Henacre Road (major housing development)
- ✚ Hinkley Point C Connection Project
- ✚ ASEA (Avonmouth Severnside Enterprise Area) ecological mitigation & flood defence project
- ✚ New Station at the Portway Park & Ride on the Severn Beach Line between Avonmouth & Shire
- ✚ Multiple 5G Telecomms Mast applications
- ✚ Forest of Avon - Tree & woodland Strategy
- ✚ Climate Emergency updates & Bristol – Carbon Neutral City
- ✚ HMO's (Houses of multiple occupancy) Tracking & Monitoring
- ✚ Many industrial/chemical, warehousing/distribution applications across Avonmouth & Severnside

Acknowledgements

SCAF would like to thank the following organisations & groups for their partnership work, support, commitment and enthusiasm over the past year...

Bristol City Council departments working in partnership with SCAF –
Cotswold Community Association – Friends of Shire Library (FoSL) – Shire JTE Hub Shire Public Hall – Shire Churches - Shire Police Beat Team & Shire Neighbourhood Watch Groups

&

A huge thank you to all local resident volunteers involved with SCAF

&

Many Thanks to our funders & grant givers

The People's Health Trust - Bristol City Council - Quartet Community Foundation
Shire Newspaper

Shirehampton Community Action Forum
Accounts for year ending 31 March 2022

Statement of Financial Activities for year ended 31 March 2022

	Notes	2021-2022			2020-2021		
Incoming resources		Restricted	Unrestricted	Total	Restricted	Unrestricted	Total
Incoming grants & donations	1	£15,374.00	£32,073.31	£47,447.31	£0.00	£33,124.18	£33,124.18
Income from Investments		£0.00	£167.45	£167.45		£121.81	£121.81
Other incoming resources	2	£0.00	£3,360.20	£3,360.20			£0.00
Total Incoming resources		£15,374.00	£35,600.96	£50,974.96	£0.00	£33,245.99	£33,245.99
Resources Expended							
Activities to support Objects	3	£5,101.00	£5,067.15	£10,168.15	£2,040.00	£450.00	£2,490.00
Release restriction	4			£0.00	£1,510.00	-£1,510.00	£0.00
Management & Administration	5	£8,200.00	£13,452.02	£21,652.02	£1,760.00	£15,008.30	£16,768.30
Total Resources Expended		£13,301.00	£18,519.17	£31,820.17	£5,310.00	£13,948.30	£19,258.30
Net Movement of Funds		£2,073.00	£17,081.79	£19,154.79	-£5,310.00	£19,297.69	£13,987.69
Balances B/F on 1 April		£7,595.55	£25,936.96	£33,532.51	£12,905.55	£6,639.27	£19,544.82
Balances CF on 31 March		£9,668.55	£43,018.75	£52,687.30	£7,595.55	£25,936.96	£33,532.51

		2021-2022			2020-2021		
		Restricted	Unrestricted	Total	Restricted	Unrestricted	Total
Current Assets							
Current Account		£0.00	£4,216.54	£4,216.54	£0.00	£2,211.20	£2,211.20
Aldermore Savings	6	£9,668.55	£39,013.45	£48,682.00	£7,595.55	£23,919.00	£31,514.55
Total Current Assets		£9,668.55	£43,229.99	£52,898.54	£7,595.55	£26,130.20	£33,725.75
Liabilities							
Trade creditors			£211.24	£211.24		£193.24	£193.24
Salary payment							
Net Assets/Total Reserves		£9,668.55	£43,018.75	£52,687.30	£7,595.55	£25,936.96	£33,532.51

For the year ended 31st March 2022 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

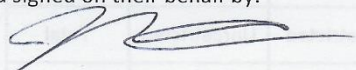
The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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 to companies subject to the small companies regime.

Approved by the board on 26 July 2022

And signed on their behalf by:



Jess Martens, Treasurer and Director

Notes to the financial statements for year ended 31 March 2022

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.

Detailed Notes

1. Incoming grants and donations. These include the following grants:

Co-op Local Community Fund	£3,112.14
Bristol City Council	£28,600.00
Wind Turbine fund	£660.00
People's Health Trust	£14,714.00
Other donations	£361.17
Total	£47,447.31

2. Other incoming resources includes:

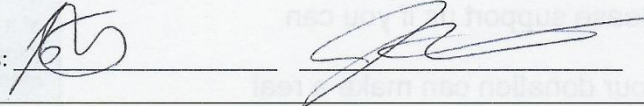
Market stall & cafe income	£2055.20
Book sales	£1120.00
Window Wanderland	£185.00
Total	£3360.20

- The activities to support objects included projects funded by restricted grant income received in previous years, and both restricted and unrestricted items funded by current year grants.
- The restrictions released relate to funds from the People's Health Trust received for specified activities which did not take place because of Covid. The Trust agreed to release the restriction.
- The major cost of management and administration was salary costs. Part of this was restricted funds from the People's Health Trust grant.
- The restricted cash balance includes money which remains unspent from a large youth support grant from Quartet Community Foundation in the previous year. The youth activities were suspended because of Covid. The People's Health Trust grant included a payment which relates partly to expenditure planned for 2022/23. The

Baptist Garden Project received a grant, which was not fully spent at the year end. The total restricted funds carried forward at the year end were:

Quartet Youth Support grant	3740
Community Plan support	1990
People's Health Trust	3674
Baptist Garden project	264
Total restricted funds	9668

Signed by 2 trustees on behalf of all the trustees:



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 31st March 2022.

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 ACA
Institute of Chartered Accountants in England & Wales (ICAEW) – 3174840
Address: 4 Branscombe Road, Bristol, BS9 1SN
Date: 03/10/2022

PLEASE SUPPORT SCAF

SCAF is a registered charity.
We need to raise a minimum of £26,000 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

SHIREHAMPTON COMMUNITY ACTION FORUM

England & Wales - Charity number 1099221

Accounts



SHIREHAMPTON COMMUNITY ACTION FORUM

ANNUAL REPORT APRIL 2020 – MARCH 2021

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We acknowledge and thank our funders

THE RICHARD DAVIES
CHARITABLE TRUST



Co-op Local
Community Fund

money raised by
healthTogether



SHIRE
Shire Publications

CHAIR'S STATEMENT

I am writing this in September 2021, when we are gradually restarting the full range of our activities, as the restrictions imposed by the coronavirus, and associated lockdowns, are eased. Nearly all of our normal activities, and Action Groups, were suspended for the whole year.

In spite of these difficulties, SCAF has functioned well throughout the restrictions, supporting residents, community groups, and staying connected to the community. Full details of these are given below, in the Review of the Year section. Ash Bearman, our Community Development Officer, has continued in post throughout the year, although for a period she had reduced working hours, to reduce our costs. We are very grateful to Ash for ensuring that SCAF was able to offer support to many people and groups in this difficult time.

In a normal year, SCAF has a wide range of activities. These include supporting the implementation of the Shirehampton Community Plan, operating a Community Safety Action Group, Shire Greens, our environmental Action Group, a Planning Group, two local Walking Groups, the launch of monthly market in the Tithe Barn, and developing improvements to children's play areas. Virtually all of these have now restarted, and will be fully reported in next year's Annual Report. Our Planning Watch weekly newsletter continued as normal during the year.

Dianne Frances became our Chair in 2017, and many of the activities listed above were started under her auspices. Unfortunately, Dianne was taken ill shortly before the end of the year, and resigned through ill-health as Chair and as a Trustee, on 16 March. We are very grateful to her for steering SCAF through over 3 years, and wish her a full recovery.

Val Jenkins, who was one of our founder trustees, stepped down at the AGM in October. We are very grateful to her for her wise counsel over 18 years.

David Thomas, Acting 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 until 16 March 2021
David Thomas Acting Chair from 16 March 2021
Val Jenkins until 28 October 2020
Rosemary Watkins
Jess Martens Treasurer
John Knight

In addition, Ludo Tolu, Michelle Silvestre and Kathryn Courtney were appointed as Trustees on 10 May 2021, after the period covered by this report.

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. Three Action Groups existed throughout the year. These were Community Safety, Shire Greens, and Community Plan.

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. Because of the coronavirus restrictions, the Trustees only held 2 meetings during the year, but they kept in regular contact with each other and the Community Development Officer by phone and email throughout the year.

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.

The Accounts for the Year are set out below. The principal sources of funds were grants from Bristol City Council, the People's Health Lottery, Quartet Community Foundation, the Co-op Local Community Fund, and The Richard Davies Charitable Foundation. We are very grateful to these organisations for their support.

Because of the major reduction in our activities caused by coronavirus, our expenditure was substantially reduced from the budget. This resulted in a large surplus for the year, so that the year-end balances substantially exceeded the requirements of the reserve policy. However, as our normal activities resume, we will be able to fund these by utilising these reserves.

SCAF Review of the Year

Coronavirus Pandemic:

- ✚ SCAF is part of the Bristol City Council Coronavirus Response Network “Can Do Bristol” to help & support Shire local residents during lockdowns and self-isolation with shopping, picking up prescriptions etc.
- ✚ Weekly zoom meetings as the Shire partner in the Avonmouth & Lawrence Weston ward Covid 19 Task Force: Disseminating info, vaccine myth busting, Lateral Flow Test Roadshows/handouts, work with local shops & businesses – supporting mask wearing (supply of masks to Shire High Street businesses) High Street signage – Lamp posts & pavements “hands, face, space” - giant footprints (social distancing)
- ✚ Bi-weekly zoom meetings of the Bristol-wide Community Exchange Covid Network.
- ✚ Every Tuesday & Thursday BCC COVID updates, help & advice line info sent to all 120+ contacts on the SCAF mailing list
- ✚ Partnership work with Avonmouth Ladies Rugby Club – distribution of 2,600 flyers hand delivered to households across Shire (free food parcels & SCAF/BCC Community Hub free phone number)

Other main projects/work areas:

- ❖ Beachley Walk/St Mary’s Rec – New Childrens play area partnership
Ongoing work with BCC to secure additional funding
- ❖ PCRF/*Sustrans* - £40K Thriving High Streets - community consultations
- ❖ Planning Group – supporting/objecting to local planning applications & work with BCC Consultation on the Shire Conservation Area review
- ❖ Penpole Residents Association building – discussions with Guinness Trust re possibility of taking over management of the building with our Shire Youth Network partners (Oasis & Young Bristol)
- ❖ Poppies on The Green Project – November
- ❖ *Sustrans* Ride & Stride – 4 Villages Light Trail (December/Christmas)
- ❖ CIL Funded – Community Notice Board for the Cotswold Estate (Feb 021)
- ❖ Produced weekly Planning Watch Bulletins throughout the year



Current 2021 - SCAF Projects, groups & activities:

- *Nomads* Walking group meets every Tuesday - Up to 5 miles and up to 3 hour walks
Full quarterly walking programme published.
- Door to Door Shopping trips – free weekly shopping trips on Wednesday mornings to a wide variety of destinations in a fully accessible minibus
- *Walkie Talkies* walking group meets every Wednesday – 2-3 miles & up to 90 minute walks. Full quarterly walking programme published
- Shire Community Market – Tithe Barn, Shire High Street 10-3pm 1st Thursday of every month
- Community Safety Action Group - Next meeting Tuesday 12th October 11-12.30 at Shire Public Hall, Station Road
- Shire Greens – Regular Shire station tidy up’s/planting
- Shire Planning Group – Next meeting Wednesday 13th October 7pm at Shire Methodist Church
- BEE Happy Shire – Community Bulb Planting Event, 10-1pm Saturday 23rd October, meeting On The Ridge (opposite Penpole Residents Association)
- Community Living Room (with Friends of Shire Library) open sessions 3-5pm every Tuesday afternoon in Shire Library
- Shire Community Plan Steering Committee – restart meeting in late October

Shirehampton Community Action Forum

Accounts for year ending 31 March 2021

Statement of Financial Activities for year ended 31 March 2021

	Notes	2020-2021			2019-2020		
Incoming resources		Restricted	Unrestricted	Total	Restricted	Unrestricted	Total
Incoming grants & donations	1	£0.00	£33,124.18	£33,124.18	£39,680.00	£6,033.75	£45,713.75
Income from Investments			£121.81	£121.81		£252.73	£252.73
Other incoming resources				£0.00		£2,420.60	£2,420.60
Total Incoming resources		£0.00	£33,245.99	£33,245.99	£39,680.00	£8,707.08	£48,387.08
Resources Expended							
Activities to support Objects	2	£2,040.00	£450.00	£2,490.00	£26,790.00	£1,402.23	£28,192.23
Release restriction	3	£1,510.00	-£1,510.00	£0.00			
Management & Administration	4	£1,760.00	£15,008.30	£16,768.30	£6,968.00	£13,710.43	£20,678.43
Total Resources Expended		£5,310.00	£13,948.30	£19,258.30	£33,758.00	£15,112.66	£48,870.66
Net Movement of Funds		-£5,310.00	£19,297.69	£13,987.69	£5,922.00	-£6,405.58	-£483.58
Balances B/F on 1 April		£12,905.55	£6,639.27	£19,544.82	£6,983.55	£13,044.85	£20,028.40
Balances CF on 31 March		£7,595.55	£25,936.96	£33,532.51	£12,905.55	£6,639.27	£19,544.82
Balance Sheet as at 31 March 2021							
		2020-2021			2019-2020		
		Restricted	Unrestricted	Total	Restricted	Unrestricted	Total
Current Assets							
Current Account		£0.00	£2,211.20	£2,211.20		£2,921.88	£2,921.88
Aldermore Savings	5	£7,595.55	£23,919.00	£31,514.55	£12,905.55	£5,487.19	£18,392.74
Total Current Assets		£7,595.55	£26,130.20	£33,725.75	£12,905.55	£8,409.07	£21,314.62
Liabilities							
Trade creditors			£193.24	£193.24	£0.00	£420.00	£420.00
Salary payment					£0.00	£1,349.80	£1,349.80
Net Assets/Total Reserves		£7,595.55	£25,936.96	£33,532.51	£12,905.55	£6,639.27	£19,544.82

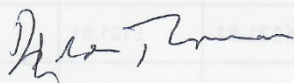
For the year ended 31st March 2021 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

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 to companies subject to the small companies regime.

Approved by the board on 21 Sep 2021

And signed on their behalf by: 

David Thomas, Acting Chair and Director

Notes to the financial statements for year ended 31 March 2021

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.

Detailed Notes

1. Incoming grants and donations. These include the following grants:

Co-op Local Community Fund	£5,029.18
Bristol City Council	£17,000.00
People's Health Lottery	£2,000.00
Quartet Community Foundation	£4,200.00
Richard Davies Charitable Foundation	£3,300.00
Other donations	£1,595.00
Total	£33,124.18

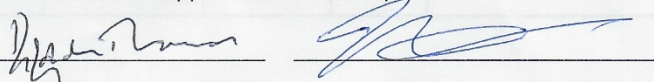
2. The activities to support objects were primarily projects funded by restricted grant income received in previous years, so their costs reduce the restricted balances.

3. The restrictions released relate to funds from the People's Health Trust received for specified activities which did not take place because of Covid. The Trust agreed to release the restriction.

4. The major cost of management and administration was salary costs. Part of this was restricted funds paid to us in previous years.

5. The restricted cash balance includes £5240 which remains unspent from a large youth support grant from Quartet Community Foundation in the previous year. The youth activities were suspended because of Covid. The balance of restricted funds carried forward to next year relates to work to support the Community Plan.

Signed by 2 trustees on behalf of all the trustees:



**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 31st March 2021 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: 05/10/2021

PLEASE SUPPORT SCAF

SCAF is a registered charity.

We need to raise a minimum of £25,000 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 £ <input type="text"/>
Gift Aid Donation? 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