



# SHIREHAMPTON COMMUNITY ACTION FORUM

## ANNUAL REPORT APRIL 2020 – MARCH 2021

Shirehampton Community Action Forum is a Company Limited by Guarantee  
Registered in England, number 4686738. Registered Charity number 1099221

Registered Office: Shirehampton Public Hall, Station Rd, Shirehampton, Bristol BS11 9TU  
Email: [enquiries@shirecaf.org.uk](mailto:enquiries@shirecaf.org.uk) Website: [www.shirecaf.org.uk](http://www.shirecaf.org.uk)

**We acknowledge and thank our funders**

THE RICHARD DAVIES  
CHARITABLE TRUST



Co-op Local  
Community Fund



**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 1<sup>st</sup> Thursday of every month
- Community Safety Action Group - Next meeting Tuesday 12<sup>th</sup> 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 13<sup>th</sup> 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
<b>Total Incoming resources</b>		<b>£0.00</b>	<b>£33,245.99</b>	<b>£33,245.99</b>	<b>£39,680.00</b>	<b>£8,707.08</b>	<b>£48,387.08</b>
<b>Resources Expended</b>							
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
<b>Total Resources Expended</b>		<b>£5,310.00</b>	<b>£13,948.30</b>	<b>£19,258.30</b>	<b>£33,758.00</b>	<b>£15,112.66</b>	<b>£48,870.66</b>
<b>Net Movement of Funds</b>		<b>-£5,310.00</b>	<b>£19,297.69</b>	<b>£13,987.69</b>	<b>£5,922.00</b>	<b>-£6,405.58</b>	<b>-£483.58</b>
<b>Balances B/F on 1 April</b>		<b>£12,905.55</b>	<b>£6,639.27</b>	<b>£19,544.82</b>	<b>£6,983.55</b>	<b>£13,044.85</b>	<b>£20,028.40</b>
<b>Balances CF on 31 March</b>		<b>£7,595.55</b>	<b>£25,936.96</b>	<b>£33,532.51</b>	<b>£12,905.55</b>	<b>£6,639.27</b>	<b>£19,544.82</b>
<b>Balance Sheet as at 31 March 2021</b>							
		<b>2020-2021</b>			<b>2019-2020</b>		
		<b>Restricted</b>	<b>Unrestricted</b>	<b>Total</b>	<b>Restricted</b>	<b>Unrestricted</b>	<b>Total</b>
<b>Current Assets</b>							
Current Account	5	£0.00	£2,211.20	£2,211.20		£2,921.88	£2,921.88
Aldermore Savings		£7,595.55	£23,919.00	£31,514.55	£12,905.55	£5,487.19	£18,392.74
<b>Total Current Assets</b>		<b>£7,595.55</b>	<b>£26,130.20</b>	<b>£33,725.75</b>	<b>£12,905.55</b>	<b>£8,409.07</b>	<b>£21,314.62</b>
<b>Liabilities</b>							
Trade creditors			£193.24	£193.24	£0.00	£420.00	£420.00
Salary payment					£0.00	£1,349.80	£1,349.80
<b>Net Assets/Total Reserves</b>		<b>£7,595.55</b>	<b>£25,936.96</b>	<b>£33,532.51</b>	<b>£12,905.55</b>	<b>£6,639.27</b>	<b>£19,544.82</b>



For the year ended 31<sup>st</sup> 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.

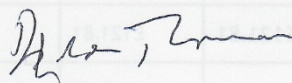
The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and preparation of accounts.

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

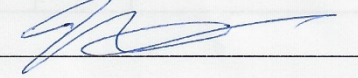
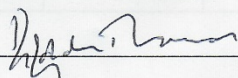
#### 2. The activities to support objects were primarily projects funded by restricted grant income received in previous years, so their costs reduce the restricted balances.

#### 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