

Charity Registration Number: 1165496

Poole Quays Forum

**Trustees' Annual Report and Accounts
for the Year Ended 31 December 2021**

Poole Quays Forum

Trustees' Annual Report for the Year Ended 31 December 2021

Reference and Administration Details

Charity name

Poole Quays Forum

Charity registration number

1165496

Charity's principal address

Poole Quays Forum

2 Poplar Close

Poole

BH15 1LP

Trustees

William Constance (Chair) - re-appointed 25/03/21

Christopher Allenby (Treasurer)

Duncan Challis

Lisa Fall

Gordon Sutterby – appointed 25/03/21

Poole Quays Forum

Trustees' Annual Report for the Year Ended 31 December 2021

Structure, Governance and Management

Poole Quays Forum is a Charitable Incorporated Organisation ('CIO'), which was created and registered with the Charity Commission on 9 February 2016.

Poole Quays Forum is a membership-based organisation. Membership of the CIO is open to;

- i. anyone who resides, or works or, in the case of a corporate body or a partnership has a place of business in the Neighbourhood Area; or
- ii. anyone who is an elected member of a County Council, a Borough Council or District Council any of whose area falls within the Neighbourhood Area; and is interested in furthering the purposes of the CIO.

The general management and control of the charity rests with a board of trustees, who are elected by the membership of the charity at each annual general meeting. The board of trustees may also appoint new trustees during the year, although such persons will hold office until the next AGM, where they may be re-appointed. Trustees are required to retire by rotation, with one third of the trustees retiring each year. Trustees who retire at an Annual General Meeting (AGM) may, if still willing to act, be reappointed.

The board of trustees meet approximately once a month to manage the affairs of the charity. All trustees give their time voluntarily. They are assisted by a group of voluntary advisors, who provide advice and guidance to the trustees on a range of technical issues.

Objectives and Activities

The objects of the charity, as set out in its governing document, are to promote for the benefit of the public:

- a. the protection, preservation, improvement and revitalisation of the built environment;
- b. high standards of architecture and town planning;
- c. the provision or improvement of public amenities, open spaces and recreational facilities for the public at large or those who have need of them by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances; in the neighbourhood area, in particular but not exclusively by such sustainable means as may promote sustainable development, in order to improve the social economic and environmental wellbeing of the neighbourhood area.

The 'neighbourhood area' means the area known as Poole Old Town and Hamworthy East.

Poole Quays Forum (PQF) primarily pursues its objects as defined in the Neighbourhood Plan for the Poole Quays Forum area. Under the Localism Act 2011,

a neighbourhood forum has the powers to prepare a Neighbourhood Plan and Development Order for a neighbourhood area. The PQF plan was adopted by the Local Authority (LA) in February 2017 and is now part of the LA's planning policies. As a formal group recognized by the Local Authority, Poole Quays Forum can therefore represent the neighbourhood and the local community's various interests. It is an opportunity for interested parties to share ideas and work together to make the neighbourhood area a better place.

Poole Quays Forum also pursues its objects by pursuing improvements to public amenities in the neighbourhood area. Such work involves working in partnership with other bodies to identify opportunities and bring forward plans to improve public space.

The trustees have referred to the Charity Commission's guidance on public benefit when reviewing aims and objectives and when planning future activities. The trustees are satisfied that the charity meets the Charity Commission's public benefit test.

Achievements and Performance

Our objective is to encourage the local community to play an active part in shaping the future environment for the PQF area. Providing, timely and accurate information on activities, developments and changes to the local environment, which may affect people's work and/or living conditions. That means bringing people together, physically, to share concepts and work towards improvements in the area. The COVID pandemic and resulting government restrictions, laws and guidance have seriously curtailed the activities of the Forum during the year.

We have maintained communication with members electronically, by email and the use of the social media platform, Facebook, which has proved to be very popular and is reaching a wider audience.

The last AGM was held in March 2021, using Zoom, which enabled proper governance of the organisation.

The Trustees and Advisors continued to meet electronically by Zoom on a monthly basis until August after which face to face meetings were reintroduced following the lifting of restriction by the Government. The focus continues to be working closely with developers and BCP Council on potential developments and public realm projects, which will improve the environment and benefit the existing and future community of the Neighbourhood area.

Trustees and advisors regularly review all planning applications within the area, submitting comments to the Planning team, when appropriate. Information is passed to Members, who are encouraged to give their own views and comments. The objective is to inform people and encourage them to be active in the community.

Positive progress has been made in the 'Poole High Street Action Zone' project, which is moving ahead as planned. We participate in the Partnership Board and are actively engaged supporting the Project Manager.

PQF Neighbourhood Plan policies relate to the High Street, which is of major importance for a vibrant and successful Poole. We continue to work closely with the Poole Business Improvement District (BID) team. Unfortunately, the area has seen an increase in incidents of Anti-social behaviour (ASB), litter and public realm cleanliness issues. We are working with BID, BCP Council and the Police in an effort to address these problems.

PQF continues to be actively involved with the BCP Council planning team, a variety of potential developers and the local community to ensure positive communication and the promotion and adoption of PQF policies within the area. Generally, developers welcome the opportunity to engage with the community and present their concepts. In the absence of physical meetings this has been achieved by electronic means. As we move on from the pandemic face to face meetings are increasing.

Contributions have been made to a new BCP Local Plan and the BCP Seafront Strategy. PQF Neighbourhood Plan policies relate to Poole Quay, which is included in this later Strategic Review. We have submitted the Aecom Design Brief, which was prepared for the Neighbourhood Plan.

Poole Museum, a major tourist destination, located in the PQF area has announced some exciting plans for refurbishment and expansion. We have actively supported their funding bids. We maintain a close relationship with this important cultural centre.

Regular meetings are held with the BCP Future Places team. Detailed discussions have resulted from the "Power Station" site consultation exercise and we will continue to work closely on projects within the PQF area.

Communication with other local community-based organisations is beneficial. We continue to liaise with, The Power House, Harbour Ambition and the Society for Poole.

PQF were actively involved with the VE/VJ +1 celebrations held on Poole Quay in August. The event was led by the Society of Poole, with support from a number of local groups. The PQF exhibition was well attended, with lots of interest and additions to the membership.

The Neighbourhood Plan is now firmly established as part of the BCP Council planning process. PQF will continue to work in partnership with other interested parties such as the Council, Poole Harbour Commissioners, local businesses, potential developers and the Poole BID team to share ideas and work together to make the neighbourhood area a better place.

PQF Trustees wish to thank all members for their continued support. Membership at the year-end was 518 and continues to grow. All members are encouraged to participate in PQF activities and new members are most welcome.

The Trustees wish to thank the RNLI for their continued support and assistance.

A special thank you is due to fellow Trustees and Advisors, who continue to give of their time, knowledge, experience and effort on a voluntary basis.

We welcome the return to normality.

Financial Review

The charity's incoming receipts for the period were £327 (2020: £374), with the majority of funds being raised through donations from the charity's members and other supporters. All of the funds were unrestricted.

The charity relies extensively on the voluntary effort of its trustees, voluntary advisors and other supporters. For this reason, it is able to operate on relatively low levels of expenditure. During the period, payments made by the charity totalled £727 (2020: £3960).

The trustees aim to retain sufficient cash funds within the charity's bank account to provide adequate working capital to sustain day-to-day operations and to meet costs as they arise. These form the general reserves of the charity. As at 31 December 2019, the charity's cash reserves were £1206 (2020: £1605).

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees;

A handwritten signature in black ink, appearing to read 'W. Constance', with a stylized flourish at the end.

William Constance
Chairman of Trustees

Poole Quays Forum
Receipts and Payments Accounts
For the Year Ended 31 December 2021

	Notes	2021 £	2020 £
Receipts			
Grants		-	-
Donations and gift aid		327	374
BCP & BoP		-	-
Total receipts		<u>327</u>	<u>374</u>
Payments		-	-
Workshop		-	-
Print & publicity		-	(10)
Website Domain		-	(78)
Insurance	5	(175)	(172)
ECA		-	(3700)
Other miscellaneous costs CVS Subscription		(552)	-
Sub-total		<u>(727)</u>	<u>(3960)</u>
Net receipts / (payments)		<u>(400)</u>	<u>(3586)</u>
Cash funds brought forward		-	-
Cash funds carried forward		<u>(400)</u>	<u>(3586)</u>

All funds are unrestricted.

Poole Quays Forum
Statement of Assets and Liabilities as at 31 December 2021

	Notes	2020 £	2020 £
Cash funds			
HSBC current account		1206	1605
HSBC savings account		-	-
		<hr/> 1206 <hr/>	<hr/> 1605 <hr/>
Liabilities			
Payments due		(100)	(100)
Loan notes	5	(3,000)	(3,000)
		<hr/> (3,100) <hr/>	<hr/> (3,100) <hr/>

All funds are unrestricted.

Signed on behalf of all the trustees



William Constance
Chairman of the Trustees

Accounts reviewed by



DEBBIE L. FERGUSON
4th June 2022

Poole Quays Forum

Notes to the Accounts for the Year Ended 31 December 2021

The following notes provide additional analysis to assist with the understanding of the accounts.

1. Basis of preparation

As a CIO, the charity is required to follow accounting and reporting requirements set out by charity law. As the charity's annual income is below £250,000, it is permitted to prepare its accounts on a receipts and payments basis. The charity has therefore chosen to present receipts and payments accounts with a statement of assets and liabilities.

2. Independent examination of the accounts

An audit or independent examination is only required if the charity's gross income is over £25,000. The trustees have therefore decided not to have an independent examination performed in accordance with the Charity Commission's guidance set out in '*Independent examination of charity accounts: examiners (CC32)*'. The Trustees have, however, subjected the accounts to informal external verification by a suitably experienced person not connected to the charity.

3. Loan notes

	2021	2020
	£	£
Christopher Allenby	(1,000)	(1,000)
Duncan Challis	(1,000)	(1,000)
William Constance	(1,000)	(1,000)
	<hr/>	<hr/>
	(3,000)	(3,000)
	<hr/>	<hr/>

Repayment terms are currently under review.