



**the chase and kings forest**  
COMMUNITY PROJECT

## Annual Report 2006-7

### Chair's Report

Strategically this has been twelve months with two significant developments and a disappointment.

We continued to adapt and improve our services, and the process of a review of the management and administration was started. In the last annual report you were aware that Steph Bengry-Howell had just joined us in August 2006 as Community Development Worker, this was due to Emma Collier's departure to the post of Chief Officer at CVS South Gloucestershire. Steph had worked previously in a very much hands-on role supporting and developing voluntary organisations which gave an opportunity to review services we were already delivering and by engaging with member organisations to focus more on their needs. At the start it was crucial that Steph got to know the area, and met people. One outcome is we have developed a wide network of contacts with members and extended support through increased circulation of our newsletter.

As we are in the final year of the three year service contract with South Gloucestershire Council it was important to update our Three Year Development Plan. With support from a professional facilitator, Management Committee members and Steph are working together to provide a plan that will embody the service requirements from the council.

Work on establishing a Volunteer Centre for Kingswood received a set back when the Reaching Communities lottery fund were unable to provide funding for the three year development programme. This was very disappointing as Emma, Steph and Eleanor Armitage from CVS South Gloucestershire had pulled together a very comprehensive submission. Not giving up, some progress can be reported on Plan B for a smaller pilot study. This would eventually provide both evidence of the need for this service and gather widespread support from the community.

The move to Mulberry House has provided a more confidential working office and venue for committee meetings. My thanks are extended to the committee members for their continued support and the time given to the project. Steph has shown remarkable professionalism in coming to terms with picking up the ongoing commitments and looking into strengthening the organisation. Many comments from members show how Steph's contribution is valued and the management committee added their support in a big thank-you to Steph.

As the project moves on, one area of concern is that we have a very small management committee. We need more support from member organisations to function well and provide a sustainable future for the organisation. Please consider appointing a representative to help support the work undertaken by Steph.

Michael Packer

### **Community Development Worker's Report**

I started work in August 2006, so, as I write, I have been with TC&KFCP a little over a year. I have spent that time getting to know the area, and the groups working within it. This has been a period of review for our organisation, assessing what the organisation is about – what we are trying to achieve and why, what our members want from us as an organisation, how we can be most effective with the resources we have, and identifying our strengths and weaknesses.

We have consulted with local groups who are members of our organisation, both informally, I have met with individual groups, and more formally, at our Member's Lunch in May. Those groups felt we should be offering training to help them run their groups effectively, signposting to other services and information, a newsletter, a web-site with local information including a forum, help with finding volunteers, funding and publicity, support with setting up new projects and for small groups. Groups also felt that regular Member's meetings – every six months would be helpful.

As part of the review process we have been working with a consultant, and have started writing our 3 year development plan.

As well as the above, the day to day work that I undertake includes answering requests for advice and information from groups, signposting where necessary, producing a quarterly newsletter, providing one to one support to groups, sending out funding information, and liaising with other organisations, to address needs within the Chase and Kings Forest areas.

During my first year, I have supported Hilltop Young Mums, Friends of Kingswood Park, and Our Place with funding applications, publicity and with running their organisations. We helped Friends of Kingswood Park secure funding for this year's Festival in the Park and the Youth 4 Youth Group with securing funding for their event in September.

By the time this goes to print, I will have sent out 4 issues of the Community Link newsletter, with current readership at 170. The newsletter is sent to local groups, councillors and organisations within the Chase and Kings Forest areas. As well as including funding information in the newsletter, I have sent funding information out to The Jessie May Trust, Staple Hill Methodist Youth Project, Sanctuary Church, Kingswood Bus Project, AEK-Boco, The Indigo Project and Kingswood Heritage Museum.

I meet regularly with South Glos Community Engagement Team and Community Learning, with South Glos CVS, and South Glos Volunteer Centres. I regularly attend the Kingswood Safer and Stronger group and plan to start attending the Staple Hill group, while Michael Packer represents us at the G.I.T.C.H. meetings.

In our last annual report I mentioned the completion of a funding application to the Reaching Communities Programme of the Big Lottery. Unfortunately this application was unsuccessful, this programme being heavily over-subscribed. The funding was for Volunteer Centre Services for Kingswood. I will have to re-convene the Volunteering Kingswood Steering Group, but am currently working on a funding application for a pilot project with Carol Zorzo from Yate Volunteer Centre.

We have run (since I have been in post) our first training course for groups, with the support of the Community Learning Team at South Gloucestershire Council. This was held at the Park Centre in Kingswood and covered: the roles and responsibilities of management committees, running effective meetings and managing volunteers. We are hoping to run an identical course in Staple Hill, and have plans to run a series of 5 Pyramid of Purpose workshops, to give groups the opportunity to work with a consultant on their Development Plans.

Our future plans as an organisation are to offer more structured support for groups to find funding, continue to provide one to one support and training, offer a forum for groups via the newsletter, work on a Planning For Real consultation exercise with South Glos Community Engagement Team to assess and address the needs of the Kingswood community, and to develop a website.

I would like to thank my Management Committee, residents and groups in the Chase and Kings Forest area, the Community Learning and Community Engagement Teams at South Glos council, Yate, Thornbury and Patchway Volunteer Centres and staff from CVS for making my post an enjoyable one.

Steph Bengry-Howell  
September 2007

#### **Management Committee 2006-2007**

Chair	Michael Packer
Treasurer	Kay Halley
Secretary	Emma Collier
Committee	Caroline Eardley (left July 2006) Mary Hastings Eleanor Armitage (joined September 2006, left March 2007)
Auditor	Chris Thring ACA
Bankers	Lloyds TSB PLC
Funders	South Glos Council ( <i>Service Commissioning Contract</i> ) South Glos Council ( <i>Capital Grant Programme 2006-7</i> ) South Glos Council ( <i>Community Learning</i> )

**The Chase and Kings Forest Community Project**  
**Income & Expenditure account for year ending 31 March 2007**

	<b>2007</b>	<b>2006</b>
<b>Receipts</b>		
Service Level Agreement	£12,172	£11,799
Newsletter	£1,378	
Community Learning	£1,217	
Consultancy	£637	£2,178
Bank interest	£100	£69
Sundry	£60	£25
Other grant income	-	£186
Room hire	£2,276	£2,982
<b>Total</b>	<b>£17,840</b>	<b>£17,239</b>
<b>Operating costs</b>		
<b>Establishment expenses</b>		
Rent and services	£1,790	£2,674
Light and heat	£87	£237
Insurance	£165	£165
Security	£200	£239
Repairs and renewals	-	£284
<b>Sub-total</b>	<b>£2,242</b>	<b>£3,599</b>
<b>General expenses</b>		
Telephone	£1,161	£1,181
Equipment repairs and renewals	£248	£20
Printing, postage and stationery	£128	£750
Staff travel	£93	£429
Wages (including recruitment)	£8,835	£9,508
Insurance	£381	£375
Subscriptions	£132	£183
Miscellaneous	£391	£541
Training	£85	£224
IT Services	£556	-
Newsletter	£768	£311
Community Learning	£738	-
<b>Sub-total</b>	<b>£13,516</b>	<b>£13,522</b>
<b>Total</b>	<b>£15,758</b>	<b>£17,121</b>
Operating surplus/(loss)	£2,082	£118
Balance brought forward	£6,044	£5,926
<b>Balance carried forward</b>	<b>£8,126</b>	<b>£6,044</b>

The company has no recognised gains or losses other than the results for the year set out above. All of the activities of the company are classified as continuing.

Independent examination undertaken by Chris Thring ACA

**The Chase & Kings Forest Community Project**

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