



CHRISTCHURCH COMMUNITY PARTNERSHIP

Charity No. 1125977

Financial statements and report for the year
1 April 2011 to 31 March 2012

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ANNUAL REPORT OF TRUSTEES
YEAR ENDING 31 MARCH 2012

Introduction

- As part of an agreed timescale (by 1 Sep 12) for the Partnership to achieve financial and administrative independence from Christchurch Borough Council, it was also necessary to review its structure and governance which has resulted in some major changes.
- The Partnership is currently in the process of incorporation.
- The Partnership will continue to work alongside the Council through a service level agreement; it is anticipated that a grant will be made available to assist in the delivery of the agreed outcomes.
- The Partnership has also benefited enormously over the past year from the hard work, creativity and commitment of its two Volunteer Executive Officers who have been responsible for the preparation of the Management Plan and the monitoring and evaluation of many of the current CCP projects.
- Overall the Partnership is in good health and the Trustees are optimistic about its future as it continues to evolve over the next three years of the Management Plan.
- An increase in income above the 2010/11 level is due to the Dial-a-Bus project and the purchase of a bus; funding was made available through grants from Bournemouth Airport Community Fund, Christchurch Borough Council and Big Lottery Transition Fund as well as income generated from the services it offered.

Structure and Governance

- The change process provided the Partnership with an invaluable opportunity to re-examine how it engaged with all sectors of the community. This review was conducted not only from the perspective of a networking facilitator, but also as a pro-active partner in the identification and delivery of projects and longer term initiatives which met the shared vision of the public, private and voluntary organizations within Christchurch.
- A major aspect of this engagement has been through the employed Volunteer Coordinator whose role continues to be to recruit, train and support an increasing volunteer base.
- This also prompted a complete review of the Partnership's structure and governance, resulting in significant changes as outlined in the new Management Plan adopted by the Board of Trustees in March 2012. It is envisaged that the new structure will offer a much greater opportunity to facilitate collaborative thinking in areas of common interest across Christchurch.
- The main changes of the new structure can be summarized as follows:
 - A reduction in the size of the Board of Trustees from 14 to 6 comprised of the Chair, Secretary, and Treasurer and three other Trustees with responsibility for specific areas such as Marketing, Business Engagement and Volunteer Issues.
 - The introduction of the new Project Steering Group will be the vehicle to introduce appropriately appraised and resourced new projects, monitor the progress of those projects under development and oversee the continuing success of established projects. This group will be comprised of Theme Champions, Project Leaders and members of voluntary and statutory organizations with a shared interest in the project/theme. The Theme Champions will facilitate a cross cutting approach to all embryonic projects under consideration.
 - The introduction of the Support Group which will perform a secretariat function carrying out much of the administrative and day to day financial management of the Partnership.
- The eight thematic lines of development in operation during the financial year 2011/12 were:

- Community Safety.
- Culture and Learning.
- Health and Care.
- High Quality Environment.
- Generations.
- Increased Prosperity.
- Travel and Access.
- Physical Activities.

Membership

- Membership continues to be open to individuals over eighteen years of age and any corporate body that is interested in furthering the Charity's work. Special provision is also made for individuals under the age of eighteen with an interest in the work of the CCP to be members subject to the approval of the Trustees. Recruitment and appointment of the Board of Trustees is done annually by the nomination of candidates by members followed by a vote at the AGM. Recruitment for all other offices within the CCP is also done from the general membership and appointments are made based on the identification, nomination and election of candidates to the respective office.

Vision

- Our Vision is to be a household name within Christchurch by 2015; recognized and supported fully for the Partnership's contribution to the Community.

Mission Statement

- By engaging all sectors of the community and reaching out to every Christchurch resident, the Partnership wishes to play an influential role in building a better Christchurch community.
- By building local pride, ownership and community esteem this will benefit both personal well-being and the success of local charitable, business and statutory organizations.

Overarching Objectives

- Promote the benefits of the inhabitants of Christchurch (without distinction of sex, sexual orientations and race or, of political, religious or other opinions) by bringing together statutory, private and voluntary organizations in a common effort to improve the physical and economic conditions of life in the Christchurch area.
- Promote all or any charitable purpose for the benefit of the community within Christchurch.

2011/2012 Outcomes

- Implementation of new Governance Structure. Although it is still bedding in the new structure looks promising. The development and implementation of the new CCP Management Plan and the launch of the Project Steering Group are key milestones.
- Investing in Volunteers. This is continuing to progress towards accreditation and has been instrumental in the formulation of new policies and in the review of governance and structure this year.
- Christchurch Volunteer Forum. A Partnership initiative that seeks to bring together all agencies and organizations in Christchurch with any interest in volunteering. At the inaugural meeting several issues were identified and projects developed.
- Proposed New Druitt Hall. Although on hold as a Partnership project – as a consequence of the economic climate and the considerable change underway within the Partnership – the Trustees remain

committed to the provision of a town centre community hall, and this will hopefully be facilitated in partnership with other organisations. However, there is a significant amount of work to be done in advance of reviving this project, including the need for a new business plan to assess the financial viability. The funds raised by the Partnership (circa £20,000) remain ring-fenced in a separate HSBC account and currently there is still £60,000 of grant funding earmarked, the project remains under review.

- **Dial-a-Bus.** In February 2012 the Partnership purchased its own vehicle with grants from Bournemouth Airport Community Fund (£8,500), Christchurch Borough Council (£9,000) and Big Lottery Fund Transition Fund (£5,000 (capital expenditure) and £14,645 (operating costs)); the £14,645 is ring-fenced as a reserved fund. Employing two part time drivers, this is still an evolving project.
- **Christchurch Sailing.** Hosting 79 students split between 2 projects; 'Introduction to Water-Sports' for year 7 students across the Borough and 'Christchurch Water-Sport Ambassadors' which enables young people in Higher Education to follow a course of training leading to the UK Coaching Certificate level II. In year grants include £3600 from 'Christchurch Hotels' and £9,955 from 'Sports England' building on the 2012 Olympic legacy.
- **Bus Buddy.** Utilizing a £2,293 Dorset County Council Grant to employ the Volunteer Coordinator to find 'buddies' for those individuals who are 'challenged' by the prospect of travelling on their own by public transport.
- **Fiesta Fayre.** In its second year of running at the Red House Museum it brought together many of the different creative arts in Christchurch.
- **Carols with the Mayor.** Now firmly established as an annual event and one of the highlights of Christmas in Christchurch. Before the Service children from Christchurch Junior School conduct a candle-lit procession, with lanterns they had made themselves, through the town to the Priory.

Future Goals

- Continue to bed in the new Governance structures, in particular empowering Project Leaders and supporting grant applications as the Partnership and its projects become financially independent.
- Evolve the Christchurch Volunteer Forum (a Partnership initiative) as a focal point of creativity and integration through which individuals, local charitable, business and statutory organizations can network together in delivering a more expansive and successful approach to community focused projects.
- Implement the Befriending Project and reach out to all Christchurch citizens, of any age or background, who is in need of support.
- By engaging interested parties broaden the current purview of the annual Fiesta Fayre so as to reflect the vigor of the Christchurch community, its culture and long history.
- Recognizing the challenges of delivering Youth Employment in sufficient volume to meet the ever increasing need, be the catalyst that networks all interested parties – educational organizations and business community – with a view to maximizing employment opportunities / experience for Christchurch youth.
- Through networking to be a means of responding to the needs of minority and sometimes excluded groups such as those with learning difficulties.

Conclusion

- Throughout the past year the Partnership fulfilled its intent of working with others towards a shared vision to improve the social, financial, and emotional wellbeing of the residents of Christchurch. By re-evaluating structures and governance and making the changes this can now be done more effectively and collaboratively by harnessing the skills and resources of the wider community.

ADMINISTRATIVE DETAIL

Board of Trustees (At 31 March 2012)

| | |
|--|--|
| Reverend Sandra Prudom (Chair) Robert Gilbertson Lesley Cooke Stella Jackson-Smith Josephine Spencer Nicki Burt | Mike Turvey (Secretary) Mark Merritt (Treasurer) Fred Neale Denise Jones Mike Green Lance Cliff |
|--|--|

Contact Details

| | |
|--|---|
| Christchurch Community Partnership c/o Christchurch Information Centre High Street CHRISTCHURCH Dorset | Website: www.christchurchcommunitypartnership.org.uk (Under development – points to Facebook page) |
|--|---|

Bankers

National Westminster Bank
57 High Street
CHRISTCHURCH
Dorset
BH23 1AZ

HSBC
15 High Street
CHRISTCHURCH
Dorset
BH23 1AF

Registered Charity Number: 1125977

Independent Examiner: Clement Wareham FCCA, Wareham & Associates Chartered Certified Accountants

Governing Document: Constitution as amended 2008

SECTION 2
INDEPENDENT EXAMINERS REPORT

CHRISTCHURCH COMMUNITY PARTNERSHIP

Registered Charity No: 1125977

Independent Examiner's Report to the Trustees of Christchurch Community Partnership

I report on the accounts of the Charity for the year ended 31 March 2012 which are set out on pages 8 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act;
- To follow the procedures laid down in the general directions given by the Charities Commissioners (under section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

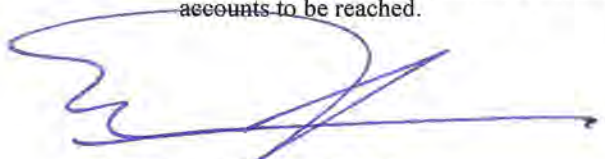
Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

Independent examiners statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Charities Act;
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Clement M J Wareham FCCA
38 Mudeford
Christchurch
Dorset
BH23 3NL

SECTION 3
STATEMENT OF FINANCIAL ACTIVITIES

CHRISTCHURCH COMMUNITY PARTNERSHIP
Income and Expenditure Account (Year ending 31 March 2012)

| Grant and Donations | | Notes |
|--|-----------|-------|
| Christchurch Borough Council | 21,440.00 | |
| Dorset Strategic Partnership - General | 1,857.00 | |
| Dorset County Council (Bus Buddies) | 2,293.00 | 2 |
| New Drutt Hall | | 2 |
| CADArts Calendars | 1,745.05 | |
| DVD Sales | 318.00 | |
| Lottery BREEAM | 1,586.00 | |
| | 3,649.05 | |
| Christchurch Sailing | | 2 |
| Christchurch Hotels | 3,600.00 | |
| Student Registration | 1,950.00 | |
| ESC Lottery Fund | 9,955.00 | |
| | 15,505.00 | |
| Toy Trust Project | 1,450.00 | |
| Community Radio | 150.00 | |
| Donations | 8,658.50 | |
| | 55,002.55 | |
| Income | | |
| Give 'N' Gain | 13,518.62 | |
| Dial-a-Bus | 12,494.15 | |
| Christchurch Station | 208.62 | |
| Fiesta Fayre | 324.20 | |
| Interest | 11.77 | |
| | 26,557.36 | |

| | | |
|--|-------------------|-------------------------|
| less: Direct Expenses | | |
| Miscellaneous Expense | | (425.68) |
| Travel & Subsistence | | (1,862.29) |
| Dial-a-Bus | | |
| Christmas Lunch | (686.00) | |
| Easter Lunch | (412.00) | |
| Nordcat Bus Transport | (2,443.98) | |
| Running Costs | (4,499.05) | |
| Lottery Funding Expenditure | 0.00 | |
| Depreciation | <u>(4,461.60)</u> | |
| | | (12,502.63) |
| Christchurch by Scooter, Cycle & Foot | | (3,930.00) |
| Carols with the Mayor | | (71.82) |
| Duke of Edinburgh Event | | (600.00) |
| Christchurch Sailing | | (8,502.50) |
| Christchurch Station | | (436.48) |
| Community Radio (Keys & Tascam Recorder) | | (116.35) |
| Fit Christchurch | | (4,802.00) |
| Finding you Feet | | (1,834.40) |
| Christmas Festival | | (2,601.60) |
| Toy Trust Project | | <u>(1,450.00)</u> |
| | | <u>(39,135.75)</u> |
| Gross Surplus (Deficit) | | 42,424.16 |
| less: Overheads | | |
| Salaries | | |
| General | (8,323.34) | |
| Bus Buddies | <u>(1,096.00)</u> | |
| | | (9,419.34) |
| Membership and Licences | | (155.24) |
| Professional Fees | | (904.64) |
| Volunteering England | | (2,430.00) |
| Give 'N' Gain (Rent) | | (4,575.00) |
| Dial-a-Bus (Insurance) | | (600.00) |
| Public Liability Insurance | | (779.10) |
| Audit and accounting fees | | <u>(1,635.00)</u> |
| | | <u>(20,498.32)</u> |
| Net Surplus (Deficit) | | <u>21,925.84</u> |

2

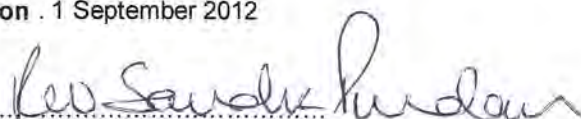
SECTION 4
BALANCE SHEET

CHRISTCHURCH COMMUNITY PARTNERSHIP
Balance Sheet as at 31 March 2012

| | 2012 | Notes | 2011 |
|--|------------|-------|-------------|
| Current Assets | | | |
| NatWest Account Current | 54,158.24 | | 44,768.00 |
| Give'N'Gain Bank Account | 2,274.20 | | - |
| HSBC - New Druitt Fund | 20,942.58 | 2 | 20,930.00 |
| Petty Cash | 76.84 | | 38.00 |
| | 77,451.86 | | 65,736.00 |
| plus: Debtors & Prepayments | | | |
| Net Wages | 1,065.00 | | |
| | 1,065.00 | | |
| | 78,516.86 | | |
| less Creditors | | | |
| Christchurch Borough Council | (4,256.00) | | |
| Net Current Assets | 74,260.86 | | |
| plus: Fixed Assets | | | |
| Bus | 32,308.00 | | |
| less: Accumulated depreciation | (4,461.60) | | |
| | 27,846.40 | | |
| Net Total Assets | 102,107.26 | | 65,736.00 |
| Capital & Reserves | | | |
| Reserves: Community Funds | 65,736.42 | | 119,016.00 |
| Lottery Funding Reserve | 14,645.00 | 2 | - |
| P&L Account | 21,725.84 | | (53,280.00) |
| | 102,107.26 | | 65,736.00 |

Approved by the Trustees on . 1 September 2012

Signed on their behalf by



Reverend Sandra Prudom
Chair
Christchurch Community Partnership

SECTION 5
NOTES TO THE ACCOUNTS

Accounting Policies

These accounts have been prepared in accordance with the Statement of Recommended Accounting Practice (Accounting and Reporting by Charities (SORP 2005), issued in March 2005), UK Accounting Standards and the Charities Act 2011.

Depreciation on the bus has been provided using the straight line method over 5 years with an estimated residual value of £10,000.

Notes:

1. Dial-a-Bus Funding

| | |
|---|-----------|
| Bus purchased Feb 12 for: | 32,808.00 |
| Grants: | |
| Lottery | 5,000.00 |
| Bournemouth Airport | 8,500.00 |
| Christchurch Borough Council | 9,000.00 |
| CCP Donation | 9,808.00 |
| (Lottery Grant totalled £19,845.00; £14,845.00 to be spent against operating costs) | |

2. 'Restricted and Unrestricted Funds':

| | | Income | Expenditure | Outstanding |
|----------------------|-------------------------------|---------------------|--------------------|--------------------|
| Dial-a-Bus | Lottery Grant | | | 14,845.00 |
| Christchurch Sailing | Christchurch Hotels | 15,505.00 | (8,502.50) | 7,002.50 |
| | Student Registration | | | |
| | ESC Lottery Fund | | | |
| Bus Buddies | Dorset County Council | 2,293.00 | (1,096.00) | 1,197.00 |
| | | | | <u>23,044.50</u> |
| New Druitt Hall | CADArts Calendars | 3,649.05 | | <u>3,649.05</u> |
| | DVD Sales | | | |
| | Lottery BREEAM | | | |
| | | Unrestricted | Restricted | Total |
| | NatWest Current Account | 31,113.74 | 23,044.50 | 54,158.24 |
| | HSBC (New Druitt Hall) | | 20,942.58 | 20,942.58 |
| | NatWest Give 'N' Gain Account | 2,274.20 | | 2,274.20 |