

Community Council of Shropshire

Annual Review 2009-10



Chair's Report 2009-2010

The Chair's statement in last year's annual report commented on how challenging the year had been, and in the months since I have taken on the role of Chair, I find that the challenges faced by Community Council of Shropshire remain ongoing. We are operating in an environment where resources continue to shrink, and local authorities will have less funding readily available. While Shropshire Council remains our major funder, we are bracing ourselves for the inevitable knock on effects. All organisations are no doubt expecting financial cutbacks and the position looks to be even more serious in the months and years ahead.

Despite the current circumstances, we continue to fulfil our aim of maintaining and improving the quality of life in Shropshire, due to the dedication and hard work of our staff and volunteers. We welcome the focus of the new Coalition Government on "The Big Society" and CCS is well placed to play our part in the delivery of this new agenda, working with the people and communities of Shropshire

This Annual Report outlines how we approach our work, as well as some of our achievements. Most notably these include:

- We secured three years European funding to provide transport assistance for those in rural communities to access work and training.
- We offered practical training sessions, to over 100 carers across Shropshire, in a new partnership with Severn Hospice.
- We provided support to over 100 existing and new



Charity trustees through the Charity Trustee Network.

- We distributed 106 grants totalling £135,687 to voluntary and community organisations.
- We secured a capital investment grant from Capacity Builders to convert the existing second floor storage facilities into training and office space.

During the year there have been some changes to our Board. Mary Mantell stepped down as Chair of the Board in March 2010, but continues as a Director.

Mary has made a significant contribution over the course of 3 years as Chair, including introducing improvements to the governance and running of the Board, as well as seeing CCS achieve ACRE Level 3, and Matrix quality standards.

During the year we also appointed three new Directors: Olivia Redgrave, Bill Jones, and myself. These new members bring a range of expertise including strategic management, community buildings, and organisational finance. However we are very sorry that two long-standing members Francis Nock and Cecilia Motley have resigned from the Board due to the pressure of other commitments. We are grateful for their many years of combined service and the support given during that time, which has seen great development in the work of CCS. Their enthusiasm and contribution will be sorely missed.

Staff, as ever remain our most important resource and we are indebted to the Chief Executive Julia Baron, her Senior Management team, and all of the staff for their hard work and commitment, which enables CCS to provide the valuable and high quality services for which it is known. Finally, we also wish to express a sincere thank you to all of the volunteers who give their time so generously in supporting CCS and enable us to reach so many people in Shropshire through their commitment and dedication.

2011 will mark 50 years of operation for the Community Council of Shropshire and while we may not yet know what the future holds, we would like to make this a year of celebration to thank all those staff, volunteers, members, and funders for their support over the years.

A handwritten signature in black ink that reads "Fred Gravestock". The signature is written in a cursive, flowing style.

Fred Gravestock



Working together to deliver "The Big Society": L-R: Philip Dunne MP (Ludlow), Daniel Kawczynski MP (Shrewsbury and Atcham), Julia Baron, Chief Executive of CCS and Vince Craig, CCS Trustee

The focus of our work

Our main strategic objectives, as outlined in our Strategic Plan 2008 – 2012, were

- To champion rural and voluntary sector needs with policy makers
- To build capacity in voluntary and community sector organisations
- To build sustainable rural communities
- To support individuals at risk of isolation, exclusion or disadvantage
- To build a strong and substantial organisation, able to continue to deliver services and benefits to Shropshire People

In January our Strategic Plan was refreshed and these objectives were reduced from five to four as building sustainable communities was agreed to be a cross-cutting area of work for all staff. These changes will be effective from April 2010.

Ensuring our work delivers our aims

We review our objectives and activities each year in collaboration with the staff team. This review looks at what we have achieved and the outcomes of our work in the previous 12 months. The review looks at the successes of each key area of activity and the benefits they have brought to the groups of people we were set up to help. The review also helps us to ensure that our aims, objectives and activities remain focussed on our stated purposes.

How our activities deliver public benefit

Our main activities and who we try to help are described under the review of performance against each work area.

Who used and benefited from our services?

Our objects and funding limit the services we provide to those resident in Shropshire (including Telford and Wrekin) and those in the immediate surrounding area and potentially 300,000 people could call upon our services. However, our funding limits those we can help, and demand for our services is managed by giving priority to referrals, particularly from social and medical services, and from Job Centres, Connexions, the Probation Service and similar agencies. All our support services are provided free of charge to our users and where a charge is made (for example for places on our training courses) these are at a level which covers direct costs so that no organisation or individual is prevented from attending.

Equal access to our services is an important issue for us. In a large rural county like Shropshire we recognise that accessing our support can be a challenge for people who do not have access to personal or public transport. Our staff and volunteers undertake home visits; interview clients in accessible public venues in market towns (such as libraries and Job centres); and organise events, training and meetings in a variety of settings throughout the County. If necessary we will replicate the same event more than once in different locations. We check with users if they have special needs in advance of events and ensure accessible premises are used when required. We also pay volunteers travel expenses to enable them to travel on our behalf. We regularly monitor attendance at our events to ensure that our services are accessed by a wide range of users.

We provide information electronically through email and through our web site. People are able to access information about grants we distribute and download application forms from this source, and we are able to give telephone support



and advice if required. Further information about who benefits directly from our services is explained in the analysis of performance and achievements below.

The impact of our work goes far beyond those we help directly and includes improving the quality of life for the community by providing opportunities for building the capability of such organisations and through consultations and involvement in the decision-making process.

The main areas of charitable activity are support for carers to enable them to continue in their caring role; support for older and vulnerable people to enable them to stay fit, well and independent; support for unemployed people to access work and training through transport assistance; and outreach work for voluntary and community groups to enable them to access resources and support which improve the quality of life for the wider community. Underpinning this, we use our knowledge and experience to influence organisations and policymakers with the power to determine how resources are deployed strategically.

2692 carers
on our database

844 carers assessments
completed, compared with
637 in 2009, exceeding our
target of **720**

9 carers support
workers run carers
groups in **7** market
towns

100 carers attended
a positive psychology
conference

781 Extend classes delivered
increased from 25 to 40 classes
per week **20** tutors supported

19 health and wellbeing
events held, attended by
880 people

10 grants totalling
£7,338
distributed

98 community
exercise tutors
recruited to network

977 officers trained
in Signpost referrals
155 referrals made with
278 onward
referrals

Supporting Carers

Every carer has the right to have a Carers Assessment to discuss the help the carer needs to maintain their own health, and to balance caring with their life, work and family commitments. The process explores how a carer feels about their role, gives information on benefits and support available and looks at the help they may need over time.

The Carers Support Team at the Community Council of Shropshire has continued to fulfil its Service Level Agreements with the Local Authority and the Primary Care Trust and the past 12 months has seen a significant increase in the volume of work for the Support service.

The Carers Information Line provides a valuable resource for carers offering information on a wide variety of issues affecting carers and also a friendly and supportive response when carers often feel at their lowest ebb.

The Learning Together pilot programme, a joint venture with Severn Hospice, supports carers with practical sessions to help them in their role. This had been piloted in 2008/09 and was rolled out fully in Shropshire this year with over 100 carers attending the training. A further development was that Telford and Wrekin Council have commissioned four workshops to take place in 2011.

Signpost

Signpost in Shropshire is a single gateway to a range of services designed to help people over the age of 65 remain in their own homes supported by community-based services.



Launched in April 2009 as a partnership between CCS and Shropshire Fire and Rescue, with funding from Shropshire Council, SIGNPOST identifies people at risk and puts in place services which can support them to cope in their own homes and remain independent.

People are visited at home by Police, Fire Officers and District nurses who may realise that other support is needed. If a simple referral form is completed, the Signpost Co-ordinator makes an onward referral. For example, Mrs S is sole carer for her sister. After a routine visit from Shropshire Fire & Rescue Service for a Home Fire Safety Check, Mrs S was referred for a carers' assessment and a benefits check. This increased income for both Mrs S and her sister, helped Mrs S with caring for her sister and gave her a break by enabling her sister to attend day care. This considerably improved their life and wellbeing.

Support for unemployed people to access work and training through transport assistance (Wheels to Work)

Our three year contract with Advantage West Midlands came to an abrupt and unexpected end in April 2009, leaving this very successful scheme in doubt. A period of intense lobbying was undertaken and with the invaluable support of Shropshire Council we were able to remain operational while alternative funding was secured. In partnership with other Wheels to Work schemes in the West Midlands we were part of a successful bid for European funding which will secure delivery for the next three years. "Match funding" was secured from Shropshire Council and the Roy Fletcher Trust.

WHEELS TO WORK provides transport to help people access jobs or work-based training, helping to break the vicious circle of 'no job, no money, no transport, no job' which disadvantages many rural people.

22 year old Carl is on a voluntary work-placement at a stables but was struggling to get there. He has learning difficulties but is doing an NVQ in horse care. Thanks to W2W he can now attend the centre five days a week. He is independent and has been able to come in at unusual times to help out. So valuable has been Carl's input that his employer recently helped to submit a grant application for funds to assist Carl with his transport in the future. After a short wait, Carl has just received the news that a grant has been made to help him buy a moped of his own.

With one simple intervention, Wheels to Work has enabled Carl to kick start a career in a field of work he loves.



Support for older and vulnerable people to enable them to stay fit, well and independent

The Preventative Services Team has been involved in a range of activities such as talks to groups about grants, falls prevention, and physical activities for older people.

The **Sensory Resource and Development Service (SRDS)** aims to provide help, information and support including peer support to people with a hearing impairment, sight impairment and people with a dual sensory impairment in Shropshire and Telford & Wrekin. The objective is to improve

the quality of life, counteract social exclusion and provided access to a range of services.

The work includes effective hearing programmes, delivered by fully trained tutors for people with newly acquired hearing loss or new hearing aids, to maximise their hearing.

Several of our more experienced volunteers run repair clinics alongside Audiology clinics in Mayfair (Church Stretton), the Royal Shrewsbury Hospital and Princess Royal in Telford.

420 Wheels to Work clients supported

18 one-day 'effective hearing' courses attended by **252** people

32 fully trained volunteers made over **300** home visits

190 repair clinics attended
1520 people seen by volunteers and received attention to their hearing aids

600 people with sight or hearing loss assisted to visit the See Hear exhibition

The 'See Hear' vehicle visited **10** locations around the county with an average of **16** people per visit

7 events held during
Volunteers Week

261 volunteers currently
registered against a target of **100**

Celebration event in
December recognised
contribution of
110 volunteers

19 new parishes engaged
in parish planning

7 parishes received
grant aid towards
the cost of their plan

13 grants
totalling **£50,000**
awarded to village halls
and community buildings

Representatives from **27**
halls attended a conference
at Bayston Hill Village Hall

100 people attended
a conference about
the new Independent
Safeguarding Authority

Outreach work with voluntary and community groups

The Community Council supports other organisations in achieving better outcomes, building skills and capacity of voluntary and community organisations, particularly in rural areas. This includes our work as part of wider partnership arrangements (the Shropshire Infrastructure Partnership and the West Midlands Rural Community Action Network (WMRCAN) and the distribution of grants on behalf of other organisations

During the year, three of the District-based Councils for Voluntary Service folded due to lack of financial resources, leaving a gap in provision of volunteer brokerage.

Following the outcome of a successful Lottery bid, CCS stepped in to fill this gap and recruited new Outreach Officers covering central and southern Shropshire areas. 7 events took place during Volunteers Week in June and further events were held in October during "Make a Difference" day, to raise the profile of volunteering and to introduce the new arrangements for people to sign up (either as volunteers or as placement agencies) These are underpinned by fortnightly events in local libraries and other community venues.

The Bridgnorth Forum was expanded to cover the wider area of South Shropshire, complemented with the establishment of a new Ludlow Volunteers Forum. In total 7 meetings were held with up to 28 people attending.

Parish Planning

Parish planning has remained a high profile, key area of activity for CCS, with Shropshire parishes continuing to engage in the parish planning process. Parishes are supported by CCS officers including attending meetings (parish councils or parish plan steering groups) or giving support via email or telephone contact, supported by CCS staff. In cooperation with the other RCCs in the West Midlands we produced case study material to contribute to a West Midlands publication for statutory partners, and provided information to our national body, ACRE, for national influencing.

Community Buildings

The Community Buildings Advisory Service has continued its development during the year, and provides free advice, support, training and assistance to all community owned and run facilities. The Community Building Service continues to be very busy with enquiries about funding and fundraising, legislation, licensing, Health and Safety, constitutions and contract law.

Hallmark Quality Standards for Community Buildings cover charity administration and management (Level one); Health, safety, security and licenses (Level two); and Social awareness, community, forward planning and development (Level three). 3 Hallmark L1 assessments were carried out, with 2 pending. 2 new applications for L2 assessment were received.

Development of networks

The Charity Trustee Network continues to grow and currently has a membership of 200. During the period, one meeting and four training courses were held, and a newsletter was produced and widely circulated.

CCS receives funding from Shropshire Primary Care Trust to convene Voluntary Sector Health and Social Care Forum and provided secretariat services. Meetings are held approximately every 2 months attended by representatives from organisations all over the County. 19 organisations were represented at 5 meetings and a mailing list of over 40 organisations received regular information.

Distribution of delegated grants

Shropshire Community Fund is a small 'pump-priming' grant fund to enable group to become established, manage short-term emergencies or offer specialist training for staff and volunteers. During the year, 45 applications were considered and 30 grants were awarded totalling £10,103 were made (2008: 34 grants totalling £18,691).

In 2008 we were asked to distribute £25,000 from the Millichope Foundation as small grants to community buildings over the following five years. In 2009 8 grants totalling £2,800 were awarded (2008: 13 grants totalling £4,329.52).

The Government "Grassroots Grants" scheme in Shropshire required us to distribute £122,784 in small grants community and voluntary sector organisations – some of which had never previously accessed funding or grant support of any kind. 167 applications were considered and 68 groups were successful – a 40% chance of success for applicants.

In parallel with this, Government challenged us to raise an endowment fund for Shropshire by matching £1 for £1 any money raised. During the year we received tremendous "in-kind" support from the local business community who developed a web site and a variety of publicity material for us. Various fundraising events, including a fashion show were organised and a number of successful recipient groups also raised money to support the endowment. By the end of the year we were delighted to reach our target of £50,000 .

Influencing organisations and policymakers

As the largest voluntary sector infrastructure organisation in the county CCS has a key role in policy and representation work on behalf of other voluntary organisations, communities and groups. We use our experience at both 'grass roots' community level and local/sub-regional/ regional strategic level to influence policy makers and help shape strategies.



For several years CCS has supported communities to undertake a community-led plan. These 'parish plan' documents are the result of community-led fact-finding missions to establish what local people need, what they value and how the quality of life can be developed and improved for residents over the next five to ten years.

Shifnal Town Plan Group completed their plan in March this year and have gone on to set up lots of exciting new projects in the Town.

The Town Plan Steering Group, Shifnal Council and the Shifnal Society have already achieved a newly resurfaced car park and disabled parking spaces at the station. A superbly illustrated brochure produced by the Shifnal Society puts local people in touch with the town's rich history.

The Community Council of Shropshire represents both voluntary sector organisations and rural communities on the following partnerships and groups:

- **Local Strategic Partnership Leadership Group**
(representing the Voluntary Sector Assembly)
- **Carers Strategy Group**
- **Mental Health Local Implementation Team**
- **Health Partnership Boards**
- **Rural Access Partnership**
- **Regional work**

The West Midlands Rural Community Action Network has continued to represent the needs of rural areas at a West Midlands level. The Chief Executive of CCS is actively involved including attending regional meetings on behalf of other members

During the year the Network delivered a programme of work under the Capacitybuilders' "Improving Reach" programme. This brought additional resources to CCS. Further funding for the network was secured following an application to Capacitybuilders and funding has been allocated to the Network by ACRE as part of the devolved budget from Defra.



Outreach work

The LONGMYND ADVENTURE CAMP started life over 50 years ago as a tranquil campsite providing respite breaks for disadvantaged children. A former 'Dad's Army' hut was transformed into a mess hall with a large meeting room and other facilities. 30 years later a major refurbishment was necessary. This small charity faced the challenge of raising over £100,000 in order to maintain service.

Through the Community Council for Shropshire the volunteer Trustees were able to access Grassroots and other community resources to help get their fundraising campaign up and running. CCS was able to identify other prospective funding organisations via the Grant Finder. In addition the group has attended training courses and conferences and has made use of the new Shropshire Infrastructure Partnership information hub. It continues to go from strength to strength.

Statement of Financial Activities

(including an Income & Expenditure Account) for the year ended 31 March 2010

	Restricted Funds 2010 £	Unrestricted Funds 2010 £	Total Funds 2010 £	Total Funds 2009 £
Incoming resources				
Incoming resources from generated funds:				
Voluntary income	632,235	164,884	797,119	469,575
Investment income	30	12,754	12,784	27,482
Incoming resources from charitable activities	774,226	26,342	800,568	933,162
Total incoming resources	1,406,491	203,980	1,610,471	1,430,219
Resources expended				
Costs of generating funds:				
Costs of generating voluntary income:	3,195	23,910	27,105	10,992
Charitable activities	1,253,996	92,312	1,346,308	1,487,770
Governance costs	25,136	6,786	31,922	44,337
Total resources expended	1,282,327	123,008	1,405,335	1,543,099
Net incoming resources / (resources expended) before revaluations	124,164	80,972	205,136	(112,880)
Gains and losses on revaluations of investment assets	–	17,809	17,809	(40,219)
Net movement in funds for the year	124,164	98,781	222,945	(153,099)
Total funds at 1 April 2010	260,121	770,685	1,030,806	1,183,905
Total funds at 31 March 2010	384,285	869,466	1,253,751	1,030,806

Balance Sheet

as at 31 March 2010

	2010		2009	
	£	£	£	£
Fixed Assets				
Tangible fixed assets		800,555		827,957
Fixed asset investments		110,475		92,666
		<u>911,030</u>		<u>920,623</u>
Current assets				
Debtors	90,571		181,167	
Cash at bank and in hand	715,589		429,393	
	<u>806,160</u>		<u>610,560</u>	
Creditors: amounts falling due within one year	(120,352)		(147,477)	
		<u>685,808</u>		<u>463,083</u>
Net current assets				
		<u>1,596,838</u>		<u>1,383,706</u>
Total assets less current liabilities				
Creditors: amounts falling due after more than one year		(343,087)		(352,900)
		<u>1,253,751</u>		<u>1,030,806</u>
Net assets				
		<u>1,253,751</u>		<u>1,030,806</u>
Charity funds				
Restricted funds		384,285		260,121
Unrestricted funds		869,466		770,685
		<u>1,253,751</u>		<u>1,030,806</u>

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("The Act") and members have required the company to obtain an audit for the year in question in accordance with section 476 of the Act. However, an audit is required in accordance with section 43 of the Charities Act 1993. The Trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 March 2010 and of its profit for the year then ended in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Act relating to the financial statements so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

The financial statements were approved by the Trustees on 9 September 2010 and signed on their behalf, by:

H Darbhanga

Organisational structure and decision and decision making

The Board of Directors consists of the Trustees all of whom are individual members of the Community Council of Shropshire or nominated by a member organisation. Directors are elected at the Annual General Meeting for a period of three years and retire in rotation, one third each year as specified in the Memorandum and Articles of Association. Directors may be appointed for a second consecutive term. One of the Trustees is appointed by them as Chair for a period of three years.

Membership of the Board is voluntary. Members receive no benefits other than expenses for attending meetings if requested.

There were nine board meetings during the year. Sub

committees meet as and when required, dealing with finance, quality, human resources, strategic planning and accommodation. Each of these is chaired by a Board member and reports back to the Board.

Day to day operational decisions are taken by the Chief Executive and her staff of 36.

Our Aims and Objectives

To maintain and improve the quality of life in Shropshire, in particular in its rural communities, and to encourage, facilitate and enable voluntary effort, with a particular focus on the disadvantaged.

THE COMMUNITY COUNCIL OF SHROPSHIRE (a company limited by guarantee)

Trustees' Statement on the Summarised Accounts for the period ended 31 March 2010

These summarised accounts are an extract from the statutory annual report and accounts for the year ended 31 March 2010.

Whittingham Riddell LLP reported on the statutory accounts, as auditors, and gave an unqualified audit report.

The auditors have confirmed to the board of trustees that these summarised accounts are consistent with the statutory accounts for the period ended 31 March 2010.

The annual report and accounts were approved by the board of trustees and signed on their behalf on 9 September 2010.

These summarised accounts may not contain sufficient information to gain a complete understanding of the financial affairs of the charity.

Copies of the statutory annual report and accounts may be obtained from S Homden, The Creative Quarter, Shrewsbury Business Park, Shrewsbury, Shropshire SY2 6LG.

On behalf of the board of trustees.

H Darbhanga

Independent Auditors' Statement on the Summarised Accounts for the period ended 31 March 2010

We have examined the summarised financial statements of The Community Council of Shropshire.

Respective responsibilities of trustees and auditors

The trustees are responsible for preparing the summarised financial statements in accordance with the recommendations of the charities SORP.

Our responsibility is to report to you our opinion on the consistency of the summarised financial statements with the full financial statements and Trustees' Annual Report. We also read other information contained in the summarised annual report and consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the summarised financial statements.

Basis of opinion

We conducted our work in accordance with Bulletin 1999/6 'The auditors' statement on the summary financial statement' issued by the Auditing Practices Board for use in the United Kingdom.

Opinion

In our opinion the summarised financial statements are consistent with the full financial statements and the Trustees' Annual Report of The Community Council of Shropshire for the period ended 31 March 2010.

Whittingham Riddell LLP
Chartered Accountants
& Registered Auditors
9 September 2010

Belmont House
Shrewsbury Business Park
Shrewsbury
Shropshire SY2 6LG

Highlights of the year



Above and below: Volunteers Week in Shrewsbury

Celebrations at Whittington, winner of the Calor Village of the Year competition



Signing the Shropshire Compact. L-R: Julia Baron, CCS Chief Executive, Cllr Keith Barrow, leader of Shropshire Council, Sonia Roberts, Vice Chair of the Assembly, Michael Hyatt, Assistant Chief Executive, Shropshire Council and Cllr Martin Bennett, Third Sector Champion.



Above: Fashion Show at the Trinity Centre contributed over £3,000 into the Grassroots Endowment Fund for Shropshire.

Left: CCS Trustee and Chair of the Community Buildings Advisory Group, David Voysey, presents a Hallmark Certificate to Sheila Bruce of Kinnerley Parish Hall

December 2009, High Sheriff of Shropshire Mrs Anna Turner, presented certificates to over 100 volunteers.



We would like to thank the following agencies and organisations whose grants, donations and sponsorship have funded our work this year:

ACRE (Action for Communities in Rural England)	The Roy Fletcher Charitable Trust
Advantage West Midlands	Shropshire Council
AON Limited	Shropshire Council (Central Area Partnership)
Archant Publications (Shropshire Life)	Shropshire County Primary Care NHS Trust
Big Lottery Fund	Shropshire Housing Association
Calor Gas Limited	Shropshire Partnership
Capacity Builders (UK) Limited	Shropshire Voluntary Action for the Blind
Community Development Foundation	South West Charitable Giving
Community First Herefordshire & Worcestershire	Sports England (West Midlands Region)
Department for Environment, Food and Rural Affairs	Telford & Wrekin Council
Department of Health West Midlands	Volunteering England (Olympic Project)
European Regional Development Fund	Westcroft Trust
Millichope Foundation	

We would also like to thank those organisations and individuals who have donated to the Shropshire Grassroots Endowment Fund and the Shropshire Community Fund including:

Bannatynes (Shrewsbury)	Repro-Graphix Ltd
Cleobury Mortimer Concert Brass	Stiperstones Brass
Hope Bowdler Village Hall	The More Singers
Hunter Bevan Ltd	The Rotary Club of Shrewsbury
Meadowbrae Technical Services	The Roy Fletcher Charitable Trust
Orangeleaf Systems Ltd	Wem Amateur Dramatic Society
Reid Warblers	Wem Angling Club

We are also grateful for the continuing support of CCS members, community groups, Parish and Town Councils, village hall committees and other individuals and groups interested in our work.



Community Council of Shropshire

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