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Trustees Report 2009—2010

FOR THE YEAR ENDED
31 MARCH 2010



HYNDBURN COMMUNITY NETWORK TRUSTEES/DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2010

The Trustees/directors of Hyndburn Community Network Limited (the Network) present their Annual Report and the financial statements for the year ended 31 March 2010.

Structure, governance and management

Governing document

Hyndburn Community Network Limited (the Network) is a not-for-profit company limited by guarantee registered in England with the Registrar of Companies under company number 5741364. Hyndburn Community Network Limited (the Network) registered with the Charity Commission on 24th June 2009 under charity number 1130310. The Network is governed by a Memorandum of Articles and Association dated 22 January 2009.

Organisational Structure

The charity trustees/directors are responsible for the general control and management of the charity. The charity trustees/directors' give their time freely and receive no remuneration or other financial benefits.

The trustees/directors meet together as a body quarterly and are responsible for all decisions taken in relation to running the Network and the activities provided by the charity. To assist in the smooth and efficient running of the charity the trustees/directors have set up a sub committee, the Core Management Team (CMT), that oversees the day-to-day operation of the charity. There is a Terms of Reference for the Core Management Team (CMT) and a Board Delegation Policy. The CMT reports back with their recommendations to the full meeting of the trustees/directors. The CMT meets six times a year. The chair of trustees/directors is also the chair of the CMT whose membership reflects the particular knowledge, skills and experience that trustees/directors can bring to the work of the CMT. The day-to-day management of the Network and projects is delegated to staff managed by a Network Manager.

Recruitment and appointment of trustees/trustees/directors

The existing trustees/directors are responsible for the recruitment of new trustees/directors but in doing so seek the views and recommendations of the Network Manager. The Network is an infrastructure organisation and trustees/directors are nominated by member organisations of the Network. This approach ensures that new trustees/directors are respected members of the voluntary, community and faith sector in the geographical area of Hyndburn and good relations are fostered between the Network and the people of the local community of Hyndburn that we serve.

Trustees/directors are nominated by members of the Network and appointed at the Annual General Meeting. Nominations are invited from member organisations and the Network takes steps to ensure that candidates reflect the diversity, priority areas, community interest groups and the geographical townships of the borough of Hyndburn and includes community, voluntary and faith organisations to truly reflect the diversity of the community it serves.

Trustees/directors can be co-opted to the Board during the financial year but must be approved by the members at the first Annual General Meeting following their appointment.

In selecting new trustees/directors the Network seeks to identify people who regularly attend meetings, events and functions organised by the Network and are willing and able to volunteer and help broaden our community engagement, development and empowerment work. Potential trustees/directors are given more details of the charity's aims and objectives and the role and activities of the Network together with information on the role of a charity trustee.

The Network undertakes a skills audit of existing trustees/directors to identify gaps where specialist knowledge and skills is required.

This process allows for due consideration of the person's eligibility, personal competence and also allows the trustees to recruit new trustees/directors with specialist knowledge and skills during the financial year for the benefit and efficiency of the Network.

Induction and training of trustees/directors

Following appointment, new trustees/directors are given copies of the Memorandum and Articles of Association, a copy of the latest accounts and an induction pack containing policies and procedures adopted by the charity. A number of publications from the Charity Commission are also provided and additional information on the Network and its projects is also provided throughout the year and added to the induction packs. Information on being a company director is also included in the induction pack. This ensures that trustees/directors are aware of the scope of their responsibilities under both the Charities Act and the Companies Act. Trustees/directors are made aware of training opportunities in governance and the quality assurance system (PQASSO) available to them.

Objectives and Activities

The Network is a non political organisation and is an independent charity. The Network has been a company limited by guarantee since March 2006 and became a charity in June 2009. When registering as a charity and planning our activities for the year, the trustees considered the Commission's guidance on public benefit.

Our Purpose - Mission Statement

The Network is a not-for-profit company limited by guarantee and a charity that exists in order to promote general charitable purposes for the benefit of the community of Hyndburn and the surrounding area. Hyndburn Community Network's aim is to work with communities to develop strong, active and empowered communities, in which people are able to do things for themselves, define the problems they face and tackle them in partnership with public bodies and Government.

Objects

The charity's objects (the Objects) are:

1. To promote the voluntary sector for the benefit of the public within Hyndburn and its' neighbourhoods. Voluntary sector shall mean charities and voluntary and community organisations. Charities are organisations which are established exclusively for charity purposes in accordance with the law of England and Wales, voluntary and community organisations which are established for purposes that add value to the community as a whole, or a significant section of the community, and which are not permitted by their constitution to make a profit for private distribution.
2. To develop the capacity and skills of the members of the socially and economically disadvantaged community of Hyndburn in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society.
3. To further any purpose for the benefit of the public that is charitable according to the laws of England and Wales.

Powers

The Network is based at Hyndburn Voluntary & Community Resource Centre in Accrington and in addition to the powers contained in Clause 4, in order to further the objects in Clause 3, of the Memorandum and Articles of Association has the following powers:

- 1) To advance the education of the public in the subject of community engagement & empowerment by:**
 - a) acting as a resource for the voluntary, community and faith organisations in Hyndburn.
- 2) To develop the capacity and skills of the members of the socially and economically disadvantaged community of Hyndburn in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society by:**
 - a) the advancement of citizenship and community development;
 - b) acting as an umbrella organisation, where necessary, when making representation to local authorities, statutory agencies and other organisations;
 - c) providing a platform where matters of concern to people of Hyndburn can be raised and policies developed.
- 3) To promote equality and diversity for the public benefit by:**
 - a) the elimination of discrimination on the grounds of race, gender, disability , sexual orientation or religion;
 - b) promoting activities to foster understanding between people from diverse backgrounds;
 - c) being non-party political and non-sectarian and seeking to represent all voluntary and community organisations located and active in Hyndburn.
- 4) To promote racial harmony for the public benefit by:**
 - a) promoting knowledge and mutual understanding between different racial groups;
 - b) advancing education and raising awareness about different racial groups to promote good relations between persons of different racial groups;
 - c) working towards the elimination of discrimination on the grounds of race.

- 5) To advance the relief of unemployment for the benefit of the public in such ways as may be thought fit, including assistance to find employment by:**
- a) providing opportunities for the aforementioned residents to participate fully in the life of their community in ways which address and alleviate social and economic disadvantage.
- 6) To promote religious harmony for the benefit of the public by:**
- a) educating the public in different religious beliefs including an awareness of their distinctive features and their common ground to promote good relations between persons of different faiths;
 - b) promoting knowledge and mutual understanding and respect of the beliefs and practices of different religious faiths.
- 7) To promote sustainable development for the benefit of the public by:**
- a) the relief of poverty and the improvement of the conditions of life in socially and economically disadvantaged communities;
 - b) providing relief from financial hardship and social and/or economic disadvantage;
 - c) the promotion of sustainable means of achieving economic growth and regeneration.
- 8) To act as a resource for young people up to the age of 24 living in Hyndburn by providing advice and assistance and organising programmes of physical, educational and other activities as a means of:**
- a) advancing in life and helping young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
 - b) providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances with a view to improving the conditions of life of such persons.

Strategies

The Network aims to be welcoming and accessible to the voluntary, community and faith sector in Hyndburn. All our activities are widely promoted and we welcome the participation of all in our local community of Hyndburn. All of our activities are free and are supported by grant funding.

Use of volunteers

Volunteers are an important resource in our community engagement, empowerment and development work. Volunteers are involved in all our Forums and during the year 220+ people gave their time freely to Forums and Network activities. We also encourage volunteering at the Network office to enable volunteers to gain skills, knowledge and experience for future employed work or to assist them to run their own voluntary and community groups. The Network recognises the value of volunteers and utilises the Volunteering in Lancashire and SAMS resources when recruiting and supporting volunteers. All our trustees also give of their time freely. We encourage all volunteers to be involved across the voluntary, community and faith sector and to share their knowledge, skills and experience with others especially those new to volunteering.

We would like to thank all the volunteers who work so hard to make the Forums, community interest groups, the Network and member organisations the successful, lively and vibrant communities of Hyndburn.

During the year our trustees put in over 178 hours of their time. This does not include one-to-one meetings between trustees and Network staff. More than 491 volunteer hours were recorded for Forum meetings. This does not include the hours the Forum volunteers spend in executive meetings or representing the various Forums at external meetings and events. More than 620 hours of volunteer time was put into organising, hosting and attending events. Workshops hours accounted for a further 26 hours of volunteer time and volunteer time at the Annual General Meeting was recorded as 56 hours.

The Network engaged a volunteer from August to November and the total number of volunteer hours was 141.75 calculated at the minimum hourly wage as the volunteer performed similar tasks to the Network's funded apprentice.

Using the 2009 Median hourly rate for Hyndburn of £9.59 (taken from www.statistics.gov.uk) the value of volunteer hours (income in-kind) for this accounting period is in excess of £13,630.

Achievements and Performance

The Network carries out a wide range of activities in pursuance of its charitable aims. The trustees consider that these activities, summarised below, provide benefit both to those who engage with the Forums, community interest groups and projects, our member organisations and the wider community of Hyndburn. The Network provides these activities in order to carry out the charity's aims for public benefit

Representation

The Network provides a hub for representation, participation, activities and workshops associated with the Local Strategic Partnership and other public bodies. The specific aims of this work are:

- to bring the voluntary, community and faith sector together to work in partnership with the public and private sector and the Hyndburn Local Strategic Partnership Board (LSP)
- to tackle and overcome problems for the benefit of citizens to encourage improvement and achieve success. The Network acts as the first point of contact and a conduit to the public sector, statutory bodies, agencies and the media for community engagement, empowerment and development in Hyndburn;
- to increase voluntary, community and faith sector participation in the LSP and the LSP themed and sub groups;
- to provide a platform where matters of concern to the people of Hyndburn can be raised and policies developed.

During 2009-2010 the VCFS has been invited, via e-bulletins and meetings, to take part in 19 consultations for key agencies and citizens have taken part in 8 consultation workshops or questionnaires mailed out to them. This supports the role of the Network in acting as a funnel through which the public sector can engage with key communities.

The Network hosted a workshop during the development of the LSP 'Community Engagement Strategy' to ensure that 'community engagement' is a key priority for the LSP and the community of Hyndburn had an opportunity to contribute to the strategy.

The Network has engaged in a mapping exercise and established a quick guide to the voluntary sector in Hyndburn. This is in addition to the previously produced quick guide on Hyndburn Voluntary Sector Forum and its role.

Currently there are 14 places on the LSP for voluntary, community and faith sector representatives. These are elected by the community interest forums and include 4 community representatives nominated from Network member organisations or the Network board, 3 Hyndburn Voluntary Sector Forum, 2 Hyndburn Inter Faith Forum, 2 Hyndburn & RV Black Minority Ethnic (BME) Forum, 1 Hyndburn Disabled Persons' Forum, 1 Hyndburn Over 50's Forum and 1 representative from the priority ward areas of Hyndburn.

In addition there are many other volunteers from Hyndburn third sector organisations on the LSP themed groups (Community Safety Partnership, Hyndburn Children's Trust, Health & Wellbeing and Economic Development and Enterprise) and their sub groups ensuring that individuals are empowered to make a difference both to their own lives and to the area in which they live. A key indicator of community empowerment is the extent to which people feel able to influence decisions affecting their local area.

Community engagement and empowerment is provided through the various Forum meetings, outreach work with voluntary, community and faith groups and through regular topic specific workshops. We have engaged with 337 VCFS groups through ebulletins, postal mail outs, meetings and events.

Forums

The Network involves citizens in collective effort through 'communities of interest' so that they gain confidence in their own abilities and their ability to influence decisions that affect them. The 'communities of interest' are known as forums and many reflect the interests of 'hard to reach' groups or the interests of one of the diverse groups in Hyndburn. The Network administers the forums and supports their activities and annual programme of events.

The Forums have continued to grow during the period under review and most continue to operate successfully. The Forums have grown since they started to meet at different venues across Hyndburn instead of always meeting at the Resource Centre. The Forums have had an annual plan for meeting dates, business meetings, themed workshops, socials and guest speakers. This forward planning has enabled the forums to grow and for volunteers to be more active in the decision-making process and the delivery of the activities undertaken by the forums.

The mainstay of the Network's activities is the many volunteers who are involved with the Forums which include:

- Hyndburn Children and Young Peoples VCFS Reference Group
- Hyndburn Disabled Persons' Forum
- Hyndburn Inter Faith Forum
- Hyndburn Over 50's Forum
- Hyndburn Voluntary Sector Forum
- Woman's Voice in Hyndburn

Below are just some of the examples of the Forums and activities making local life better through joint activities supported by the team at the Network.

There were a total of 34 Forum or community interest meetings held during the year and the Network produced agenda and minutes for each meeting together with 25 posters or pieces of publicity information and 16 press releases for meetings and events.

The trustees are committed to developing both individual representatives and the forums as a whole. The forums provided opportunities for members to share information and concerns, receive relevant policy information and provide a vehicle for consultation.

Hyndburn Borough Council appoints three community champions – Hyndburn Inter Faith Champion, Hyndburn Disabled Persons' Champion and an Older Persons Champion. These champions hold the civic mandate, attend meetings and are able to inform and support the Forums on key issues as they arise locally or nationally.

Hyndburn Children and Young Peoples VCFS Reference Group

This Forum is the first third sector Forum set up as a sub group of an LSP themed group and gives the sector a strong link to the Hyndburn Local Children's Trust Board and the Lancashire Children's Trust. Attendees are from the voluntary and community sector and issues the main issues covered have been safeguarding children, workforce development and funding.

Hyndburn Disabled Persons' Form

The Forum has been involved in discussions and meetings with regards to a Hyndburn Disability Centre. The Forum is supporting awareness training in general disability awareness and deaf awareness and has key speakers at its meetings. Two outdoor events were held. Members of the Forum enjoyed a visit to Tinker Brook Tree Nursery. The project has been developed into an organic food growing site, complete with nature trail and pond dipping platform. Tinker Brook provides a day service to clients with learning disabilities from the local area. The clients enjoy therapeutic activities such as gardening and food growing, in a training and work type environment. Forum members also enjoyed the Woodnook Vale nature walk with a Lancashire County Council Countryside Ranger acting as the guide and several members took advantage of the off road tramper vehicles supplied.

Hyndburn Inter Faith Forum

The Hyndburn Inter Faith Forum has held events as part of the PREVENT agenda as well as holding regular business meetings. E-bulletins were sent out on a weekly basis to members of the Forum and cover a wide range of topics often relating to articles and statements made in the national press. The Forum lobbies on key issues and hosted a 'hustings' during the general elections in 2010 where members of the audience had an opportunity to interview all the Hyndburn prospective parliamentary candidates. The Forum provides a voice for issues associated with faith, a platform to promote inter-faith dialogue and an opportunity for inter-faith activities and social/community cohesion.

Hyndburn Over 50's Forum

The Forum is growing steadily with the support of the Network. It now has a Constitution an executive sub group with elected officers, holds an annual Full of Life Older Peoples Day event in October and manages its own funding from Lancashire County Council. The Forum has representatives on many Hyndburn, East Lancashire and Lancashire wide bodies in both the third and public sectors.

Hyndburn Voluntary Sector Forum

This Forum is for chief officers and is a vehicle for sharing information and support, and provides an opportunity for key agencies in the sector to work together and learn from each other. Key topics have been representation, funding, procurement and commissioning, the COMPACT and the Local Area Agreement targets.

Woman's Voice in Hyndburn

This was a new Forum set up in late Summer 2009 is a branch of the national Woman's Voice. Woman's Voice was set up to empower and support women in their lives and endeavours in the voluntary, community, faith, private and public sectors, offering them a platform from where their needs and their voice can be heard. Woman's Voice embraces all women of all creeds, cultures, races and ages but does not work exclusively with any specific sector.

Forum Summary

Finally, through these Forums the trustees believe that people are involved in collective effort and gain confidence in their own ability to influence decisions that affect them and that the activities meet Network aims and objectives and have paid due regard to public benefit when deciding what activities to undertake.

Information and Advice (Resources)

The trustees recognise that quality and timely information is very important to help build the capacity of the third sector in Hyndburn. We continued to develop our website to contain increased information and downloadable resources, funding guides and quick guide fact sheets.

The Network acts as a resource for the voluntary, community and faith sector in Hyndburn. Several information leaflets, Quick Guides and posters have been produced and these are now available in public, community and faith buildings across Hyndburn and are also available to download from the Network's website.

The 48 Quick Guides include:

- a series of funding guides targeted at key groups such as those working with children and young people or in the BME community;
- how to get involved – citizenship and how to take part and have your say;
- a series of 21 reference guides on a wide range of topics from – Managing community and voluntary organisations; Equal access; Looking after your money; Monitoring and evaluation; Contracts, compacts and partnerships etc.
- Quick Guides to each of the Forums, community engagement, the Local Strategic Partnership

We have continued to provide details of funding and training available to the VCFS and also promote the events of our member organisations and the VCFS in the events section of the website. A total of 71 training opportunities were promoted on the website. The Network trustees, staff and volunteers took up 18 training opportunities throughout the year which demonstrates the Trustees commitment to personal development.

Key documents are made available through the website and these cover such diverse topics as 'Being a Teenager isn't easy, Faith and the Environment and we also made available 8 national and locally developed strategies. More than 180 downloadable documents were added to the website this year.

To assist our member organisations and to help strengthen the third sector we promoted more than 165 VCFS events through the website and in our e-bulletins.

In addition the Network has sent out regular e-bulletins on key topics to member organisations and to the membership of the Forums.

The number of e-bulletins sent out was 90 (which often included references to the latest downloadable documents) and this was way in excess of our initial annual target of 12.

We regularly monitor the usage of our website and produced quarterly reports. In 2006 – 2007 the first year of the new website we had 24,612 page views but this is now up to 85,049. The most popular pages are those of the Forums and community interest groups followed by training and events.

Outreach Work – Neighbourhood Renewal Fund

The work of the Network in reaching out to hard to reach and diverse groups continued to expand in the year under review. The Neighbourhood Renewal Fund was only available for quarter one due to the end of the funding stream and this has affected the amount of outreach work that could be undertaken in geographical areas including the priority wards but we were able to reach the groups through other funded work.

Working Neighbourhoods Fund

The Working Neighbourhoods Fund (WNF) is a dedicated fund for local councils and communities to develop more concentrated, concerted, community-led approaches to getting people in the most deprived areas of England back to work. It replaces the Neighbourhood Renewal Fund (NRF) and incorporates the Department of Work and Pensions Deprived Areas Fund (DAF).

The funding is to work with lone parents to encourage active participation and help lone parents to develop a higher level of personal organisation and drive and help them address barriers to learning or work. The Network provides support and guidance to lone parents and those engaged with them, by removing barriers in order to promote effective participation, enhance individual confidence, raise aspirations and help them achieve full potential. The project contributes to the reduction of lone parents not in education, learning or work through community engagement and empowerment by helping lone parents to tackle issues that affect their daily lives.

The outcomes are achieved through drop-in-sessions, training and workshops sessions, advice and information sheets and sessions, one-to-one sessions and signposting to other organisations.

We did not reach our initial targets due to the resignation of the community development officer however we maintained contact with many lone parents and held a number of courses.

We work in close cooperation with Hyndburn Borough Council in operating this project and with the Local Strategic Partnership (LSP) Economic Development and Enterprise working group for monitoring and evaluating the project.

We have worked with many other public and third sector organisations in the Year 2 delivery of this project. The WNF project has one more year to run and we are grateful for the support and funding from Hyndburn Borough Council.

PVE (Preventing Violent Extremism - PREVENT)

The trustees are committed to creating strong, prosperous and empowered communities, where individuals, families and communities can realise their potential, culture is embraced and shared, and there is mutual trust and respect is engendered.

One of the many challenges to achieving this vision is the threat of violent extremism. Hyndburn Borough Council funds the Network to deliver part of its PREVENT strategy.

The key activities undertaken were aimed at:

- improving our collective understanding of our multi cultural communities;
- promoting positive understanding of different cultures and religions in order to undermine distorted interpretations promoted by violent extremists groups;
- building the capabilities of communities, including young people and women, to provide positive leadership to local communities and confidence to challenge extremism;
- providing opportunities and safe spaces in which communities can discuss and address the grievances that ideologues are exploiting.

We did not reach our initial targets because of the resignation of the community development officer but a consultant was brought in to deliver the project for the remaining nine months of the project.

Part of the project was delivered through Hyndburn Inter Faith Forum and a PREVENT related topic was covered at each of the Forum meetings. E-bulletins were sent out to individual members of the Forum and faith organisations that are members of the Network.

A successful 'Tastes of Hyndburn' day was held by the Hyndburn Inter Faith Forum in the autumn of 2009 with more than 150 people attending. A wide range of faith, voluntary and community groups were represented thanks to the active engagement of other forums and Network member organisations.

We worked with Preston Racial Equality Council and Lancashire Constabulary to run a one day conference on Hate Crime and Effective Interventions in Challenging Hate and Discrimination & Human Rights: What does it mean to me? This was attended by representatives from women's groups, BME groups, Islamic and Christian faiths, young Muslim males and key community leaders.

Other key activities undertaken were dialogues on:

- Faith and the Environment
- Multi-cultural Education in Hyndburn

We work in close cooperation with Hyndburn Borough Council in operating this project and with key partners who also receive funding for the PREVENT agenda.

We have worked with many other public and third sector organisations in the Year 2 delivery of this project. The PVE project has one more year to run and we are grateful for the support and funding from Hyndburn Borough Council.

Migration Impact Fund

Helping people who have moved to Hyndburn settle into the community successfully is important to us. We are involved in two projects:

- the Migration Impact Fund run through Hyndburn Borough Council;
- a joint project Improving Reach run by one of our partners Pendle Community Network.

The Citizens Together Migration Impact Fund aims at building the capacity of local community groups to deal effectively with the migrant community, as well as offering certain

materials in translated form to assist the community to access services. Outcomes include:

- conferences raising awareness around challenges and benefits in service delivery to migrant communities;
- workshops – to identify issues that local and migrant community may encounter and identify ways of making best use of this data, so gaps in services can be identified;
- an information session on different cultures for organisations working with migrant workers;
- translation of materials into community languages which will ensure that non-English speaking residents are able to access essential services;
- revision and up date of the welcome pack ‘Welcome to East Lancashire’ which will outline the services available and the means of access;
- encourage individuals from different migrant communities to participate in mixed social activities through joint events with other partners;

The Improving Reach project provides support and information to assist their development of migrant communities and represent their views and ideas in the following ways:-

- one-to-one learning opportunities for personal development;
- helping groups to engage in decision-making processes which affect them;
- information advice and guidance to existing groups;
- group learning opportunities for organisational development;
- supporting new and emerging groups;
- enabling groups to effectively express their views and opinions.

Partnership working

In developing our community engagement programmes we are pleased to work with Hyndburn Borough Council who has provided funding and invaluable support and advice. We have worked in partnership with many VCFS organisations and in particular Aawaz and Hyndburn Cultural Association. Many of our stakeholders including the East Lancs NHS PCT, Lancashire County Council, Lancashire Constabulary, Lancashire Fire and Rescue Service, Leisure in Hyndburn have worked closely with us during the year. We look to all our partners and stakeholders to give feedback on our initiatives so that the trustees can review progress. We have continued to develop strong relationships with a wide range of partner organisations from the third and public sector.

Future Plans

The Network plans to continue the activities outlined above subject to satisfactory arrangements. In addition, the trustees/directors plan to acquire more office space to accommodate additional staff, funded apprentices and volunteers.

We plan to increase the representation role of the Network in relation to the Local Strategic Partnership and public sector partners and to offer increased support to the volunteers who represent the various communities of interest by using the NAVCA ‘Skilling Up for Stronger Voices’ training resources. The consultants working on funded projects and retained during 2009-2010 will be replaced by a full-time staff member for 2010-2011.

We intend to maintain our existing range of voluntary, community and faith activities working in partnership with the community and to further develop our community projects in collaboration with Hyndburn Borough Council, the Hyndburn Local Strategic Partnership and other partners/stakeholders.

We will continue to explore opportunities for joint working with other voluntary, community and faith sector organisations and to secure funding for activities to work with hard to reach groups and those living in the most deprived areas of Hyndburn.

We continue to place great importance on sharing good understanding of community engagement, empowerment and development whilst gaining an even greater understanding of the established and emerging communities we support.

During the next twelve months the Network will:

- *pro-actively identify needs in the local community and facilitate improvement in services provision to meet those needs.* As a result of the Network's activity VCFS groups will know more about needs in the communities in their area; review/change their services in response about changing or emerging needs; involve a range of individuals/organisations, reflecting the diversity of the local community, in the identification of needs and solutions. The Network will do this by working with new and emerging groups; maintaining an up-to-date database of VCFS organisations; facilitating forums/community interest groups where needs can be identified; work with partners to improve the capacity of the sector and produce an annual report. As a result of the Network's activity statutory organisations and funders of the local voluntary and community sector are informed about changing needs in the local community.
- *assist the local VCFS organisations to function more effectively and deliver quality services to their users, members and constituents.* As a result of the Network's activity VCFS groups will know about the Network and other available support services in the area; increase the knowledge, skills and qualifications in their workforce; increase their knowledge of current local, regional and national developments affecting their work; have access to a range of funding sources; increase their knowledge of how to improve their performance and use quality tools and techniques; accessing the Network's services reflect the diversity of the local community. The Network will do this by maintaining an up-to-date website and producing e-bulletins; model good practice by committing itself to achieving an appropriate quality assurance standard (at least PQASSO level 1 or agreed equivalent); provides access to routinely updated information and resource materials about legal structures and effective management of a voluntary organisation; provide information on financial management; distribute and disseminate funding information and advice on a range of local, regional and national funding sources; signpost organisations to appropriate training and support;
- *facilitate effective communication, networking and collaboration amongst local VCFS groups.* As a result of the Network's activity VCFS groups will benefit from meeting and communicating with each other; work more collaboratively and, where relevant, form partnerships or consortia to address particular needs or tasks; make better use of resources by sharing good practice, expertise and/or equipment, premises etc., where possible.
- *enable the diverse views of the local VCFS to be represented and support structures which promote effective cross-sector partnership working.* As a result of the Network's activity VCFS groups will have a more integral role in local planning and policy making; have access to appropriate and sufficient information to enable them to develop views about key issues and respond to consultation; have their views sought by key external agencies through consultation processes; are more actively involved in the development and operation of working partnerships; benefit from working agreements, protocols and/or compacts with statutory bodies and other support organisations.

- *ensure the third sector's role as an integral part of local planning and policy making.* As a result of the Network's activity VCFS groups will have the knowledge and skills to become more involved in local planning structures. As a result of the organisation's activity, the local VCFS will have genuinely accountable members involved in key local strategic initiatives with feedback to the whole sector; provide representatives from a wide range of voluntary organisations and community groups for planning and policy-making bodies.

Financial Review

Total income for the period was £101,447.

Total receipts of unrestricted funds were 58,170.

Restricted grants of £43,277 were also received and detailed in the Financial Statements.

The total income went up by £12391 on the previous year and totals funds at 31st March 2010 were £63948 which is slightly down on the previous year.

The balances carried forward at 31st March 2010 on unrestricted funds totaled £55,504.

The balances carried forward at 31st March 2010 on restricted funds totaled £8,444.

There was an increase on equipment during the year due to old computer equipment being replaced to improve the efficiency of the Network office.

A grant of £2938.65 received in November 2008 for 5 Wards Youth Forum was not shown in the accounts for the previous period as a restricted fund. Only £200 has been spent during this accounting period so £2738.65 remains in restricted funds.

Principal Funding Sources

The Network's main source of income is grant funding. Core funding of £15,000 was received from Hyndburn Borough Council. This represents the same amount as the previous year and given the economic conditions currently affecting the public, voluntary, community and faith sectors is both generous and encouraging.

Restricted funding was received from the Working Neighbourhoods Fund (WNF); Preventing Violent Extremism (PVE); Migration Impact Fund; funding for a Health & Wellbeing directory; funding to administer and facilitate the Hyndburn Over 50s Forum from Lancashire County Council; Improving Reach made a contribution to overheads in relation to the Network and activities with migrant communities; a grant from the Duchy of Lancaster Benevolent Fund was received towards two events linked to PVE (Tastes of Hyndburn & Race Hate Crime).

The salary and associated costs of two apprentices were met through the Working Neighbourhoods Fund and an arrangement between Hyndburn Borough Council and Accrington & Rossendale College.

Reserves Policy

This year the trustees/directors established a reserves policy whereby the unrestricted funds not committed or invested in tangible assets should be between 3 and 6 months of annual running costs, which equates to £47,070 in general funds. This would enable the Network to continue the current activities in the event of a drop in income, while the trustees/directors consider how to replace the funding or change the activities and to cover emergency situations that might arise from time to time.

At present the level of reserves is £50,000 and therefore reaches the target level. The trustees/directors are considering ways in which the target level can be reached as part of the Network's strategic financial plan.

Investment Policy

Sufficient funds are retained in a short-term current account at any one time to ensure that the Network can meet all its liabilities. In the period under review there were no long term investments.

The Network has also made new arrangements for banking which will be implemented in the next financial period to make best use of income and unrestricted funds. It will be the policy to open fixed term deposit accounts and keep only sufficient funds in the current account for day-to-day operation of the Network. We accept that the receipt of interest on bank accounts is a feature of the UK banking industry and will use any interest to further our aims and objectives for public benefit. Any interest earned is considered by the trustees/directors as a gift of the UK banking system.

Risk Review

The trustees/directors assess the risks the charity faces and review the risks at meetings. The trustees/directors are satisfied that systems are in place, or arrangements are in hand, to manage the risks that have been identified. In particular, insurance cover is in place and the finances of the Network are kept under review and the Network's financial management system is reviewed and updated regularly. Appropriate Criminal Records Bureau (CRB) checks, supported by regularly reviewed policies, are made for all those who work with children and/or vulnerable adults.

The trustees/directors have undertaken their own review of the major risks to which the charity is exposed through the strategic, business and financial planning processes. Systems are currently being established to mitigate the risks. Significant external risks to funding have led to the development of a financial strategic plan which will allow for the diversification of funding and activities and which will be completed during the 2010-2011 accounting period. Internal risks are minimised by the implementation of procedures for authorisation of transactions and projects to ensure consistent quality of delivery for all aspects of the Network. These procedures are periodically reviewed to ensure they meet the needs of the Network.

During the period under review the Network has worked towards achieving Level 1 accreditation through the PQASSO quality assurance system.

The Network uses the Code of Governance and associated toolkit as its induction and training process for all trustees/directors who also undertake PQASSO training.

Administrative Information

Hyndburn Community Network Ltd is situated in Accrington but covers the whole of the borough of Hyndburn The correspondence address is Suite 4, HV&CRC (Old St James School), Cannon Street, Accrington BB5 2ER.

Auditors

The auditors (independent examiners) have expressed their willingness to be reappointed in accordance with section 384 of the Companies Act 1985.

Trustees/directors

Those who were elected and served as charity trustees and company directors during the year and up to the date of this report were as follows:

		Appointed		Retired
Shaw	Peter	14/3/2006	current	Chairman
Knight	Gayle	7/12/2007	Until 14/1/2010	Vice Chairperson
Sanderson	David	07/5/2009	current	Vice Chairperson
Hartley-Smith	Martin	11/6/2009	current	Treasurer
Sharples	Barbara	01/3/2007	current	Secretary only
Bateman	Arthur	26/4/2007	current	Director
Davis	John	11/6/2009	Until 14/1/2010	Director
Gibson	Kevin	24/1/2008	current	Director
Haralambos	Pam	11/6/2009	current	Director
Jackson	Lesley	30/8/2007	current	Director
Usman	Nazmun	11/6/2009	current	Director
Wolstenholme	Michael	07/12/2006	current	Director

The above were elected and approved at the Annual General Meeting on 11th June 2009. The trustees introduced a rotation policy during 2008-2009 which covered the 11th June 2009 election of trustees/directors.

Trustees/trustees/directors' Responsibilities

Company law requires the directors, who are also the charity trustees, to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Network, and of the incoming resources and application of the resources of the charity for that period and of the results of the Network for that period.

The charity trustees are responsible for preparing an annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In preparing these financial statements, the trustees/directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the Network will continue in business on that basis.

The trustees/directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the asset of the Network and hence for taking reasonable steps to prevent and detect fraud and other irregularities.

The trustees for the purposes of charity law who served during the year and up to the date of this report are set out on page 16.

Approved by the trustees/directors on 10th June 2010



and signed on their behalf by Peter Shaw (Chairman)

Hyndburn Community Network Ltd

(A Company limited by guarantee)

Independent examiner's report to the trustees of Hyndburn Community Network

31 MARCH 2010

I report on the accounts of the company for the year ended 31 March 2010, which are set out on pages 20 to 25.

The report is made solely to the charitable company's Trustees, as a body, in accordance with Section 43 of the Charities Act 1993 and regulations made under section 44 of that Act. My work has been undertaken so that I might state to the charitable company's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charitable company and the charitable company's Trustees as a body, for my work, for this report, or for the opinions I have formed.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 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 any 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.

HYNDBURN COMMUNITY NETWORK

(A Company limited by guarantee)

Independent examiner's report to the trustees of Hyndburn Community Network

31 MARCH 2010

Independent examiner's statement

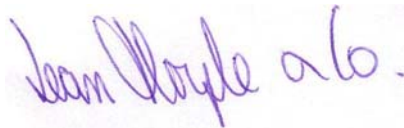
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed :



Dated: 10th June 2010

Jean Hoyle B A Hons., FCCA

Jean Hoyle & Co

Chartered Certified Accountants

19 Rolleston Road

Blackburn

BB2 6SX

HYNDBURN COMMUNITY NETWORK

(A Company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (incorporating the income and expenditure account)

YEAR ENDED 31 MARCH 2010

			Total Funds	
			2010	2009
			£	£
	Note			
Incoming Resources				
Incoming resources from generating funds				
	Restricted	Unrestricted		
Voluntary income	43,277	47,816	2	91,093
Other incoming resource	_____	<u>10,354</u>	3	<u>10,354</u>
Total Incoming Resources	<u>43,277</u>	<u>58,170</u>		<u>101,447</u>
Resources expended				
Charitable activities	(37,772)	(61,991)	4	(99,763)
Governance costs	_____	<u>(2,139)</u>	5	<u>(1,855)</u>
Total Resources expended	<u>(37,772)</u>	<u>(64,130)</u>		<u>(101,902)</u>
Net Movement in Funds	5,505	(5,960)		(455)
Reconciliation of Funds				
Total Funds at 1 April 2009	<u>2,939</u>	<u>61,464</u>		<u>64,403</u>
Total Funds at 31st March 2010	<u>8,444</u>	<u>55,504</u>		<u>63,948</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

HYNDBURN COMMUNITY NETWORK

(A Company limited by guarantee)

BALANCE SHEET

31 MARCH 2010

	Note	2010 £	£	2009 £	£
Current Assets					
Debtors	6	4,047		10,238	
Cash at bank & in hand		<u>60,900</u>		<u>55,076</u>	
			64,947		65,314
Creditors: Amounts falling Due within one year	7		<u>(999)</u>		<u>(911)</u>
Total assets less liabilities			<u>63,948</u>		<u>64,403</u>
Charity Funds					
Restricted funds	8		8,444		2,939
Unrestricted funds	9		<u>55,504</u>		<u>61,464</u>
Total Charity Funds			<u>63,948</u>		<u>64,403</u>

For the year ending 31/03/10 the company was entitled to exemption from audit under section 477 (2) of the Companies Act 2006.

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 responsibility for:

- i. ensuring the company keeps accounting records which comply with Section 386; and
- ii. preparing accounts which give a true and fair view of the state of the affairs of the company as at the end of the financial year, and of its profits or loss for the financial year, in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as is applicable to the company.

The financial statements were approved by the Trustees on 10th June 2010 and signed on their behalf by: -



Mr Peter Shaw (Chairman)

HYNDBURN COMMUNITY NETWORK

(A Company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2010

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 1985.

Cash Flow Statement

The Trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the company is small.

Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charitable company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the charity company for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

Grants

Grants, where entitlement is not conditional on the delivery of a specific performance by the Charity, are recognised when the Charity becomes unconditionally entitled to the grant.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the Charity earns the right to consideration by its performance.

Pension

The charitable company operates a defined contribution pension scheme and the pension charge represents amounts payable by the charitable company to the fund in respect of the year.

HYNDBURN COMMUNITY NETWORK (A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS (Continued)

YEAR ENDED 31 MARCH 2010

Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT that cannot be fully recovered, and is reported as part of the expenditure to which it relates;

Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the SOFA on a basis designated to reflect the use of the resource. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis.

Fixed assets

Fixed assets would be stated at cost less accumulated depreciation. The costs of minor additions or those costing below £1,000 are not capitalised.

2. VOLUNTARY INCOME

	Restricted	Unrestricted	Total Funds	
	£	£	2010	2009
			£	£
Acc & Ross College		12,851	12,851	5,482
H B C Core		15,000	15,000	15,340
H B C N H S Directory		2,000	2,000	
M I F		5,630	5,630	
LCC SLA		3,097	3,097	
Hyndburn Disabled Persons Forum				2,500
Hyndburn Inter Faith Forum				673
Hyndburn Over 50's Forum				2,803
Hyndburn Over 50's Forum Grant				200
Improving Reach		9,238	9,238	
PCN				3,404
PVE	20,777		20,777	20,000
WNF	22,500		22,500	20,000
5 Wards Youth Forum				2,939
PCN				1,281
Safer & Stronger communities				2,283
NRF				7,776
Traveller project				4,375
	<u>43,277</u>	<u>47,816</u>	<u>91,093</u>	<u>89,056</u>

HYNDBURN COMMUNITY NETWORK (A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS (Continued)

YEAR ENDED 31 MARCH 2010

3. OTHER INCOMING RESOURCES

	Restricted £	Unrestricted £	Total Funds 2010 £	2009 £
Management recharges		9,671	9,671	-
Other income		<u>683</u>	<u>683</u>	<u>-</u>
		<u>10,354</u>	<u>10,354</u>	

4. COSTS OF CHARITABLE ACTIVITY BY TYPE

	Restricted £	Unrestricted £	Total Funds 2010 £	2009 £
Charitable activities	<u>37,772</u>	<u>61,991</u>	<u>99,763</u>	<u>85,545</u>

5. GOVERNANCE COSTS

	Restricted £	Unrestricted £	Total Funds 2010 £	2009 £
Independent examination		999	999	943
Insurance		<u>1,140</u>	<u>1,140</u>	<u>902</u>
		<u>2,139</u>	<u>2,139</u>	<u>1,845</u>

6. STAFF COSTS AND EMOLUMENTS

This is stated after charging

	2010 £		2009 £
Total staff costs were as follows;			
Wages and salaries	55,300		63,691
Pension costs	1,543		1,451
Recruitment & staff training	<u>1,017</u>		<u>1,214</u>
	<u>57,860</u>		<u>63,356</u>

Particulars of employees:

The average number of employees during the year, calculated on the basis of full time equivalents was as follows:

	2010		2009
Full Time	3		2
Part time	1		2

No employee received emoluments of more than £60,000 during the year. (2009 – Nil.)

HYNDBURN COMMUNITY NETWORK (A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS (Continued)

YEAR ENDED 31 MARCH 2010

7. TRUSTEES' REMUNERATION

The Trustees neither received nor waived any remuneration in the current or prior accounting periods.

No expenses were paid to Trustees in either period.

8	DEBTORS	2010	2009
		£	£
	Voluntary income not yet received	13,169	10,238
	Rent paid in advance	<u>1,116</u>	
		<u>14,285</u>	<u>10,238</u>

9	CREDITORS: Amounts falling due within one year	2010	2009
		£	£
	Accruals	<u>999</u>	<u>911</u>

10	CHARITABLE FUNDS				
	UNRESTRICTED FUNDS	Opening	Incoming	Expended	Closing
		£	£	£	£
	General funds	<u>61,646</u>	<u>58,170</u>	<u>(64,130)</u>	<u>55,504</u>
	RESTRICTED FUNDS				
	At 1 st April 2009	<u>2,939</u>	<u>43,277</u>	<u>(37,772)</u>	<u>8,444</u>

11 CONTROLLING PARTY

The Charity is under the control of the Trustees named in the Trustees Report.