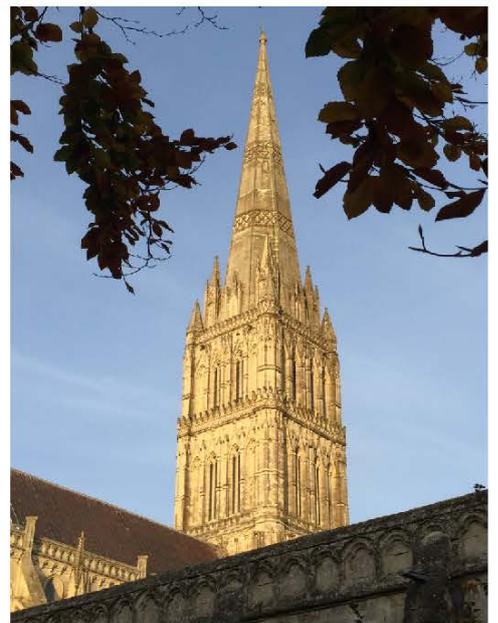


# Annual Report

For the year ended

# March 2016



Charity number: 1019716

# Our Mission

Wessex Community Action's mission is to improve the wellbeing of people living in the Wessex area by providing help, advice, training and support to community and voluntary organisations.

## Our Objectives

- To provide a range of support services that include training, information, advice and practical help
- To support, deliver and develop projects
- To identify need in local communities and work collaboratively to address those needs
- To encourage liaison between groups and organisations
- To support and enable active representation in the strategic planning of services
- To participate in and support the voluntary sector in strategic partnerships

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# Board of Directors

Christopher Horwood      Voluntary Sector Representative on Salisbury NHS  
Foundation Trust's Council of Governors

Clive Hewitt

Jon Tucker

Karen Winchcombe      (left 07-07-15)

Mary Paisey MBE

Norman Barter

Peter Curbishley      Chair

Peter Wrighton

## Staff

Debrah Biggs      Advisor to the Board of Trustees and HR Manager

Jane Davies      Secretary to the Board of Trustees

Dennis Fletcher      Financial and HR Assistant

Beth Sells      Office Assistant      (left October 2015)

Louise Hicks      Office Assistant      (appointed October 2015)

### *Amesbury Youth Café*

Jonathan Russell      Manager

Darren Grinter      Youth Worker

### *Redworth Club*

Vera Westmoreland      Manager

### *Salisbury Child Contact Centre*

Amber Skyring      Co-ordinator

### *Transport*

Shani Marshall      Manager

Catherine Smith      Consultant

Bryan Griffiths      Consultant

### *Drivers:*

Elizabeth Collins, Chris Coombes, Mark Guyatt, Gary Smith, Geraldine Whettleton

## ***Wiltshire Children & Families Voluntary Sector Forum***

Lisa Lucas

Co-ordinator

Thanks to the following staff and consultants that left us during the year: Catherine Smith, Carolyn Beale and Beth Sells. Our thanks also go to trustee Karen Winchcombe who has been a great supporter of the work of Wessex Community Action and the voluntary and community sector.

### ***Professional Advisors Auditors:***

Fletcher & Partners, Crown Chambers  
Bridge Street, Salisbury, SP1 2LZ

### ***Bankers:***

Unity Trust Bank  
Nine Brindley Place, Birmingham, B1 2HB

### ***Name and Registered Office***

Wessex Community Action is a registered charity no. 1019716 and a company limited by guarantee, registered in England no. 2797768

**Registered office:** Unit 6, Paxton Business Centre, Whittle Road, Churchfields,  
Salisbury SP2 7YR

**Telephone:** 01722 326822

**E-mail:** [info@wessexcommunityaction.org.uk](mailto:info@wessexcommunityaction.org.uk)

**Web:** [www.wessexcommunityaction.org.uk](http://www.wessexcommunityaction.org.uk)

### ***Governing document***

Wessex Community Action is a company limited by guarantee incorporated on 9 March 1993 governed by its Memorandum and Articles of Association

### ***Appointment of Trustees***

Trustees serve on a Board of Directors and are Company Directors. Board Members shall be those elected annually at the Annual General Meeting. The Board shall have power at any time to co-opt any person representing a member to be a Board Member, either to fill a casual vacancy or as an addition to the existing members. Board Members so appointed shall hold office only until the following Annual General Meeting, and shall then be eligible for reappointment.

# ACHIEVEMENTS and PERFORMANCE

Debrah Biggs, Advisor to the Board of Trustees

Peter Curbishley, Chair

Welcome to our Annual Report for the year 2015/16. It has been another year of change for Wessex Community Action, ending with us moving premises once again to another new home on Churchfields Industrial Estate! We started the year with some major changes in staffing: Jane Davies, our Services and Events Manager, left her post on 30th April, but continues to serve as Secretary to the Board, offering us both continuity and the benefit of many years' experience with Wessex Community Action. Jane has been with Wessex Community Action for 17 years and during that time has delivered front line work, organised countless events and forums, kept the legal policies and procedures up together, supported the staff team and administered all things Board related. She has been a great support to everyone, especially the Chief Executive and the Board of Trustees, and has been greatly missed in the office. We would like to take this opportunity once again to thank Jane and hope that retirement is suiting her.

Coinciding with Jane's departure, the Chief Executive's role was also unavoidably changed due to a lack of funding. Since the creation of the Unitary Council for Wiltshire in 2009, Wessex Community Action has not received funding for Infrastructure Support Services but, despite this, we have continued to deliver as much as possible to local groups. However, we finally had to take the difficult decision to withdraw from many local Partnerships and Boards, including the Wiltshire Compact, Wiltshire Forum of Community Area Partnerships, Purple Flag, and the Salisbury Neighbourhood Tasking Group and we miss being involved in these partnerships and the benefits that they have brought to the organisation and to the local voluntary sector. Debrah has remained with the organisation on reduced hours as the Advisor to the Board of Trustees and also fulfilling the role of HR manager.

At the beginning of the year the Salisbury Five Rivers Campus was well under way, with a completion date of winter 2015 being promised. The campus was to include facilities for musicians, young people, adults with learning disabilities, a larger gym and a climbing wall, as well as rooms for Community Groups to use and a large public space where it would be possible to meet up with friends and colleagues. Neighbourhood and Response Officers from Wiltshire Police were also to have shared facilities at the campus. Although Debrah remained on the steering group for the campus, no further meetings were convened by the council and the use of the building has changed dramatically from that for which it was designed. As Wiltshire Council no longer fund youth and music provision in the county, the upper floor of this building is now being occupied on a long term lease by Wiltshire Fire and Rescue services, with the downstairs being used by the Learning Disability services and Council staff.

We have continued to deliver our core services and support some varied projects. In October Beth Sells, our Office Assistant, left us to seek the bright lights of London and we thank her for her contributions while she was with us. We benefited greatly from her artistic talents and calm and pleasant manner both in person and on the telephone and we wish her well in her new employment. At that time we welcomed Louise Hicks to our small team in the office. Louise is finding her feet and is continuing to organise a range of training courses. These courses are open to all people from the Voluntary Sector, Public Sector and small businesses and we encourage those on our circulation lists to pass the details on to other interested parties. We now have a weekly newsletter for our members' news with additional mailings as necessary to promote training courses and our transport services.

You will see from this annual report that all our projects continue to do well serving their specific clients.

The Redworth Club, based in the Redworth Centre in Amesbury is a social and leisure club for adults suffering from learning or physical disabilities, or recovering from mental illness. The club which is funded by Wiltshire Council has been running for many years and is still popular, drawing in a regular group from Amesbury and Salisbury. We still have spaces for some new members and would encourage people to phone the office if they or someone they know would like to attend. The club is open every Monday and Thursday and Vera has given you a flavour of what takes place there later in this report.

The Amesbury Youth Café which also runs from the Redworth Centre in Amesbury on Tuesdays and Fridays has now been open for a year and is attracting many young people from the town and surrounding areas. The varied activities that are provided by the café are detailed later on in this report. It is good to see the centre being used more in the evenings for the benefit of young people in the local community and we hope that the Amesbury Area Board will continue to support the project financially in the future. Again we rely a lot on word of mouth to promote the Youth Café and would encourage all readers to spread the word.

The Salisbury Child Contact Centre is still open every first and third Saturdays and is run by Amber and her team of volunteers. The centre received no statutory funding so we are always asking local and national funders to dip into their coffers to fund this essential service which benefits local children, enabling them to build relationships with both of their parents. We would like to thank these funders as without them we would not be able to provide this service. There is more about the centre further in the report.

The Wiltshire Children and Families Voluntary Sector Forum is hosted by Wessex Community Action. Debrah sits on the Executive Committee shaping the strategic direction of the forum and its work. The forum continues to provide a service enabling representation of the voluntary sector and essential information sharing. Attending the Forum meetings enables one to listen to presentations from a variety of people involved in children's services,

as well as providing an opportunity to network and gain knowledge about other groups who work within the children and families field.

Dennis continues to look after our finances and works with many small groups helping them with some bookkeeping issues and managing their payrolls. If you would like us to take the payroll burden or bookkeeping off your desk please phone or email and ask Dennis to provide you with a competitive quote. Our thanks go to Dennis for increasing the financial services which we provide as well as looking after our own funds.

Wessex Community Action continues to be involved in many projects and we always strive to do our best to provide a valuable service to our local groups in particular. We are continuing to try to expand our Transport Services and would like to utilise our buses more in the middle of the day as well as renew and increase the number of journeys we do for local councils to enable elderly and disable people to access essential day care and school services. Bryan Griffiths has recently been engaged as a Transport Consultant to drive the service forward, he comes to us with a wealth of experience in the Cotswold area in particular. We are still waiting for our brand new minibus from the Department of Transport's Community Transport Minibus Fund to help us to continue to deliver services which can be a vital lifeline to communities. This will be a fantastic resource for us and the local community and reflects the good work that we already deliver with Shani managing the team of drivers and liaising with clients on a daily basis.

Back office services such as payroll, book-keeping and printing are still available together with selected training courses and Louise is in the office on the usual numbers and email to discuss your requirements.

Once again this has been an extremely busy year albeit we have not taken on any new projects. However, our new premises in Paxton Business Park means that the servicing of all our activities is now in one place, with our offices and vehicle base combined. In the coming year we will continue to do our best to provide improved transport and back office services and we thank you for your support and for taking the time to read our Annual Report.

## OBJECTIVES & ACTIVITIES

The company was established under a memorandum of association which established the objects and power of the charitable company. Under the objects the charity is established to: "...promote any charitable purpose for the benefit of the community in the administrative area covered by Wiltshire Council, the Borough of Swindon and its neighbourhood, Bristol and the counties of Gloucestershire, Somerset and Dorset, and in particular the advancement of education, the furtherance of health and the relief of poverty, distress and sickness."

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

Wessex Community Action has been carrying out these objects by focusing on local community needs and supporting our membership. We also provide payroll and photocopying services. Our activities this year have centred on the following:

## TRAINING

Our training courses remain a good source of information and guidance. This is now a competitive market place with a great many providers of training, however despite a difficult year our customers have appreciated what we have provided. All of our course details are posted on our website, through a MailChimp newsletter and through our Facebook and Twitter accounts. Through the course of the year we have run 15 courses including Excel Formulas and Functions, Word Getting Started, Outlook, First Aid, Understanding the power of Media and Risk Assessment, with 56 learners attending.



## AMESBURY YOUTH CAFÉ

The Youth Cafe is open to all and free to attend. Local people volunteer at the cafe and we signpost young people to other positive activities in the area. The cafe is widely advertised especially in all the local schools and using social media. We provide a Youth Club designed to meet basic leisure needs for young people aged 13 to 19 and steer them in the direction of other more specific positive activities. We have worked with over 100 Young People with attendances averaging 23 per session. 50 of those attended on a regular basis (more than 26 times) in the year and over 40 of these young people are from targeted groups. NEET, in care, subject to care orders, special needs, young offenders, homeless, travelling community, single parents, LGBT.

Young People who attend have access to refreshments and a variety of recreational activities. They are encouraged to set their own agenda and be involved in the planning and running of the facility but with no obligation. We have talked to young people and discussed their wishes needs and desires. Jonathan (the Manager) and Darren (the Youth Worker) try to talk face to face with each young person making small talk as often as possible and this often leads to more meaningful conversations. Young People are involved in the layout of the furniture, the programming and the implementation of our

activities. So they have been quizmasters, cooks and referees to name but a few!

Activities include Gaming, X-box etc., Pool Table, Football, Quiz, Basic Cooking, Nail Art, Parkour and free running, Gladiators, Football, Rap, Balloon Twisting, Prestidigitation and educational seminars. Educational Seminars have included Faith and Secularism in a modern society, Mortality, Saying NO, The Issue of Sugar and Social Respect. We are aiming to introduce our customers to wider aspects of the community and expose them to external influences locally that go beyond popular culture. We will monitor attendance and attempt to include young people from all of the area board villages. We will work with other providers in the area to suggest further activities for the young people to attend. We will be attending the Local Youth Network to enable us to build relationships with other community partners.

This project is very successful because of help and support provided by the following:

- Amesbury Police
- Wessex Community Action
- Jody Huxley and Circus Wessex
- Local Youth Network
- Sports and Leisure Services
- Dave Roberts Community Officer for Wiltshire Council
- Councillor Fred Westmoreland

We would like to thank our partners and volunteers for providing the following activities:

- |  |                        |
|--|------------------------|
| • Gaming Night                             | Amesbury Police        |
| • Cheerleading Workshop:                   | Briony Johnson         |
| • Tumble Track                             | Circus Wessex          |
| • Gladiator Arena by 2                     | Buzz Action Roadshow   |
| • Pizza Workshop                           | Circus Wessex          |
| • The House Always Wins/Gambling awareness | XPG Events             |
| • Football Targets                         | XPG Events             |
| • Learn to Lead Weekend x 2 YP             | Community First        |
| • Learn to Lead 2                          | Community First        |
| • Pancake Workshop                         | Circus Wessex          |
| • Halloween Crafts                         | Circus Wessex          |
| • Summer Barbeque                          | Jonathan the Jester    |
| • Teen Extreme                             | Buzz Action Roadshow   |
| • Nail Art Workshops and Art Materials     | Amesbury Players       |
| • Make up workshop                         | Boscombe Down Rec Club |
| • Hair Braiding Workshops                  | Pixies Faces           |

- Sport Relief Spin Challenge

Amesbury Sports Centre

All of the workshops above were a success on many levels, giving young people something different to do and trying new things.

We have also tried to engage young people with visiting councillors and other interesting people. This has been a mixed success. The Police regularly visit and are always welcome. The local police enjoy a friendly relationship with the young people.

### HIGHLIGHTS

- The Magna Carta Procession in Salisbury and trip to Runnymede: Ten young people from the Café painted, constructed, supported or marched with a very colourful and educational project which included a trip to Runnymede and a procession at a very large community event in Salisbury.
- Teen Xtreme: Eleven young people helped younger children to take part in some very challenging activities including slack rope, circus skills, CYR wheel and crazy bikes. While they enjoyed the activities too, the experience of helping smaller children was something they mainly enjoyed.
- Inflatables: Several inflatable activities added colour to programme.
- Mini Rave: A spontaneous dance night sparked by the young people themselves included podium dancing and lots of water being consumed, thrown or poured. Please note: Lots of water, exercise and NO DRUGS!



We are looking forward to continuing the Amesbury Youth Café with financial support from Amesbury Area Board.

## REDWORTH CLUB

Vera Westmoreland, Manager

For more than twenty five years the Redworth Club has provided social and leisure activities for members from Amesbury, Salisbury, Porton and Mere. As was previously reported, due to the price of taxis, our members from Salisbury no longer visit, although those from Porton and Dinton are still regular attenders. In addition, changes in levels of support have also affected our attendance. The numbers of members are unchanged but the frequency of



visits is less regular. We have about twenty regular attendees, with about a dozen on Thursdays and slightly fewer on Monday.

We are trying a number of methods to attract new members, including articles in the Salisbury Journal and the Stonehenge Trader, but are beginning to believe that the only effective way of recruiting is through direct referral. With that in mind, the club is starting to be promoted through the Area Board's Health and Wellbeing panel and the Local Housing Panel. We are also networking through the Local Youth Network.



Good relations are maintained with the Sport and Leisure Centre and the Youth Café (which shares the same premises on different evenings).

We hold music and film nights, bingo sessions and occasional karaoke and Wii sessions. We still aim to have something 'special' every month: with pub suppers and subsidised barbecues and garden parties, visits to the theatre and concerts.



## SALISBURY CHILD CONTACT CENTRE

Amber Skyring, Co-ordinator



The Salisbury Child Contact Centre is a project that provides the opportunity for children of separated families to meet with a parent after the breakdown of their parents' relationship.

Once a relationship has broken down one of the hardest issues for parents to agree on are contact arrangements for their children. Many children lose contact with the parent they no longer live with and the Salisbury Child Contact Centre helps these children to stay in touch. It is important that children stay in contact with both parents as research is clear that children do better when they have access to both parents.



The Centre is a 'supported' contact centre whose aims are to provide a safe, neutral and comfortable place for children to meet with their non-resident parent or family. It is important that families who are experiencing hard decisions about access arrangements for their children have this facility. We maintain a stance of impartiality when working with parents and other family members and we have a strict code of confidentiality in place at all times.

Salisbury Child Contact Centre (SCCC) is part of Wessex Community Action and has been delivering a service to families in Salisbury, South Wiltshire for the last 7.5 years. The organisation receives no core funding from any statutory provider and has to date been run entirely on grants and donations. We employ one paid part-time worker and currently have a team of 10 trained volunteers. Supported contact is offered to separated families operating out of the St Osmund's Pre-School on the first and third Saturday of every month between 11-1pm. Referrals come through the National Association of Child Contact Centres' (NACCC) Safe Referral route (of which SCCC is an accredited centre) or through our own Self Referrals system, Family Courts, Solicitors, CAFCASS and Social Services.

From 1st April 2015 – 31st March 2016 the SCCC supported 21 families to use the centre thus helping 30 children to stay in contact with their non-resident parents.

We receive no statutory funding and historically rely on local and national pots of grant funding to supplement the small amounts which come from CAFCASS. In the next financial year, 2016/17, we have made a difficult decision to charge parents for contact sessions in a bid to ensure that we can create some income and help with the financial sustainability of the centre and thereby maintain our service to families. We have been very fortunate for the last year to have been able to provide the service as a result of a legacy left to the centre and for the last 7.5 years this service has been offered either free to parents, or more recently at very low cost, however, this is sadly not sustainable in the future.

This year we sought and secured a small amount of funding from Wiltshire Council to develop a Feasibility Study exploring the potential of extending our existing service to include a Supervised Contact Centre that would sit alongside the existing Supported Contact. The findings from that report will be published in June 2016.

We were also very fortunate have secured some funding from the Children & Families' Voluntary Sector Forum for our training programme. This has allowed us to work directly with external organisations that specialise and have experience of working with particular client groups, and has in turn helped us to shape and inform our existing mandatory training programme for the Staff/Volunteers and Trustees.

This year we were thrilled to have welcomed five new volunteers that have been an additional asset to the service we offer to families. Each brings with them a set of unique skills that offer families and their children a safe and supported environment to meet. Sadly we had to say goodbye to a few long term volunteers who had been with the centre many years and we would like

to honour each and every one of them for their long and dedicated service to the Contact Centre, they include: Gillian Hill; David Jones; Bob Wells; Lenn Lunn and Dawn Martin.

Many thanks go to Sue Cox, Manager of the Women's Refuge, who offers peer supervision to the SCCC Manager and has also delivered training this year to staff and volunteers on Domestic Abuse.

Many thanks also to Trudy Sirman from the St Osmund's Pre-School who allows us to use their facilities and continues to support whole heartily the service we provide to families. Without their facility and support we would struggle to deliver this valuable service.

Last but not least special thanks go to Liz Sirman for her role as mentor to the Amber and for her continued support and wisdom, and also for continuing to work with the centre in a voluntary capacity, when required, as Deputy to run the contact sessions.

## TRANSPORT

Shani Marshall, Manager

Bryan Griffiths, Consultant

Transport has continued to be a vital service delivered by Wessex Community Action. Our Day Centre transport is still very much in demand with us continuing to provide transport to five centres. We also transport children with special needs to a local school on a daily basis.



Wessex Community Action Trading Ltd, the social enterprise arm of the charity, now has an Operator's Licence allowing it to tender commercially



with any profits made being gift aided back into the charity. We are now looking at opportunities in health transport with particular attention being paid to GP surgeries and the difficulty people have in accessing these services.

With the departure of Catherine Smith, Bryan Griffiths has joined the Wessex family. Bryan has a history of 15 years working in Community Transport and is a Chartered Member of the Institute of Logistics and Transport. He will be holding the Operator's Licence on behalf of the organisation and will spend time involved in business development.

# The Wiltshire Children and Families Voluntary Sector Forum



Lisa Lucas, Co-ordinator

A new Independent Chair has been appointed – Amanda Bennett joined us in June 2015 and the vacant positions on the Executive Body have been filled with a total of 7 members now sitting on the Executive. In the coming year we are anticipating a significant reduction in funding which will inevitably lead to a change in the wider Governance arrangements of the forum. A consultation workshop will be held with members in April to consider the reshaping of the forum.

Over the past year we have continued to hold bi-monthly meetings and produce the newsletter. The website has been revamped to make it more user-friendly. The focus this year has been on sustaining active membership and it is pleasing that attendance at the meetings has greatly improved. The Directory of Members' Services has been updated and is now available on line and links are also included in key documents and websites for Children's Services in Wiltshire.

A major strand of the work has been to support the voluntary sector in practice development. Speakers at the bi monthly meetings have been arranged to enable members to be kept up to date with national initiatives such as Child Sexual Exploitation and the new online assessment tool, new duties for agencies working with Young Carers and the Neglect Strategy and how this is working in Wiltshire. A full analysis of members training needs has been undertaken and a training schedule has been put in place in response – this includes domestic abuse training and various levels of safeguarding training – from Basic Awareness through to the 2-day Level 3 training.

The forum continues its work in maintaining and improving relationships with partners. The Forum holds seats on Local Authority Commissioning groups where it represents its members and has input into the planning of services for children, young people and families in Wiltshire. An Early Help event is being planned for the coming year, where practitioners from services providing Early Help for families will be attending. This will also be a good networking opportunity and members will have the opportunity to set up a promotional stand for their service.

The Forum is keen to increase its membership and we welcome applications from all types of organisations. We have many large and small organisations that are members and find the Forum very useful. If you work with children, young people or families in Wiltshire please get in touch and join the Forum:

Email: [lisa.lucas@cfvsf.org](mailto:lisa.lucas@cfvsf.org) or telephone: 07775 334557.

# FINANCIAL INFORMATION

## STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MARCH 2016

	Unrestricted funds 2016 £	Restricted funds 2016 £	Total funds 2016 £	Total funds 2015 £
<b>Income from:</b>				
Voluntary income	8,246	50,604	58,850	78,837
Other trading activities	3,271	-	3,271	2,766
Investments	349	477	826	1,455
Charitable activities	160,059	-	160,059	197,573
Other income	2,405	593	2,998	34,108
<b>Total Income</b>	<b>174,330</b>	<b>51,674</b>	<b>226,004</b>	<b>314,739</b>
<b>Expenditure on:</b>				
Raising funds:				
Voluntary	8,730	-	8,730	9,925
Other activities	6,579	-	6,579	6,925
Charitable activities	200,961	49,736	250,697	258,105
<b>Total Expenditure</b>	<b>216,270</b>	<b>49,736</b>	<b>266,006</b>	<b>274,955</b>
<b>Net Income / (Expenditure) Before Transfers</b>	<b>(41,940)</b>	<b>1,938</b>	<b>(40,002)</b>	<b>39,784</b>
Transfers between Funds	2,415	(2,415)	-	-
<b>Net Income / (Expenditure) before other Recognised Gains &amp; Losses</b>	<b>(39,525)</b>	<b>(477)</b>	<b>(40,002)</b>	<b>39,784</b>
Losses on revaluations of fixed assets	(2,164)	-	(2,164)	(594)
<b>Net Movement in Funds</b>	<b>(41,689)</b>	<b>(477)</b>	<b>(42,166)</b>	<b>39,190</b>
<b>Reconciliation of Funds:</b>				
Total funds brought forward	189,550	87,225	276,775	237,585
<b>Total Fund Carried Forward</b>	<b>147,861</b>	<b>86,748</b>	<b>234,609</b>	<b>276,775</b>

**BALANCE SHEET AS AT 31 MARCH 2016**

	£	2016 £	£	2015 £
<b>Fixed Assets</b>				
Tangible assets		6,844		14,018
Investments		3,420		5,443
		10,264		19,461
<b>Current Assets</b>				
Debtors	109,955		109,374	
Cash at bank and in hand	141,319		159,503	
		251,274		268,877
<b>Creditors:</b>				
amounts falling due within one year		(26,929)		(11,563)
		224,345		257,314
<b>Net Current Assets</b>		224,345		257,314
<b>Net Assets</b>		234,609		276,775
<b>Charity Funds</b>				
Restricted funds		86,748		87,225
Unrestricted funds		147,861		189,550
		234,609		276,775
<b>Total Funds</b>		234,609		276,775