



The Hangleton & Knoll Project

Working for a better community

Registered Charity Number: 1009953

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2010**

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FOR THE YEAR ENDED 31ST MARCH 2010**

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1. REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES, ADVISERS, STAFF AND VOLUNTEERS

Name: The Hangleton and Knoll Project

Legal Status: Unincorporated Association

Registered Charity Number: 1009953

Registration Date: 21st March 1992

Principal Office: The Hangleton & Knoll Project
St. Helen's Parish Offices
Hangleton Way
Hove
East Sussex BN3 8ER

Trustees: Mr Roy Taylor (Chair)
Mrs Patricia Weller (Vice Chair)
Mr Tom Patterson (Treasurer)
Ms Elaine Batchelor
Fr Keith Perkinton
Mr Keith Mason
Ms Michelle Pooley
Lady Ann Tizzard
Mr Daniel Walker (Nov 2009 to May 2010)
Ms Kay Densley (Co-opted December 2009)
Ms Joanne Heard (Stood down May 2009)
Miss Kerry Bridge (Stood down Sep 2009)
Ms Caron Patmore (Stood down November 2009)

Non-voting Observers: Cllr David Smart; B&H City Councillor (died Dec 2010)

Chief Executive: Nicole Monney

Auditors: Clark Brownscombe Ltd
8 The Drive
Hove
BN3 3JT

Bankers: The Bank of Scotland
8 Air Street
Brighton
East Sussex

**Staff employed during the year
Ended 31st March 2010:**

Management & Administration:
Kathryn Farrell - Finance Co-ordinator
Lulu Russell - Project Administrator
Nicole Monney – Chief Executive

Community Development:
Claire Sillence – Community Development Worker
Gemma Goodey – Senior Community Development Worker
Kaye Duerdoth – Inclusive Communities Worker (contracted from Newman Francis)
Lizzie Beckett - Community Development Worker

Youth Work:
Helen Bartlett - Youth Participation Worker
Lucy Henry – Youth Participation Worker (joined July 2009)
Max Wheeler – Youth Worker
Michelle Old – Youth Work Co-ordinator
Nina Bhirangi-Bishop – Youth Worker

Youth Activities:
Adam Muirhead – Sports Development Worker (joined November 2009)
Daniel Brooker – Sports Development Worker (joined October 2009)
Jordan Tudge – Activities Support Worker (Sept – Jan 2010)
Sally Holder – Youth Services Development Manager (joined September 2009)
Simon Topham – Youth Activities Co-ordinator (joined September 2009)

HaKIT:
Beebop – Freelance Trainer
David Purkiss – Freelance Trainer
Debbi Thomas – Freelance Trainer
Denise Felkin – Freelance Trainer
Helen Goss – Freelance Trainer
Patricia Hughes – Freelance Trainer
Ruth Melia - HaKIT Co-ordinator

IT Technical Support :

Sam Simmons of EmbedX

Volunteers:

Alexander Monney – HaKIT, web design & YSDF database creation
Ann-Marie Roberts - HaKIT
Angela Caldwell – Community Development 50+
Ann Marie Roberts – HaKIT
Ann Tizzard - HaKIT
Beebop – HaKIT website
Connie Patterson – HaKIT
Con O'Neil - HaKIT
Dan Walker – Youth Work
Dora Taylor - HaKIT
Ed Hughes – HaKIT
Elizabeth Jones - HaKIT
Jordan Tudge – Youth Music Trainer

Jack Grover – Youth Work
Jo Prior – Youth Work
Julie Hay – HaKIT
Karen Bridger - HaKIT
Keith Mason – HaKIT trainer
Kerry Bridge – Youth Work
Lauren Parsons – Youth Work
Lee Grinstead – Youth Work
Pat Hunt – Community Development 50+
Ron Hodgton – Community Development 50+
Sharon McLenahan – Youth Work
Sarah Mulholland – Youth Work

Project Offices:

St. Richards Church & Community Centre
Egmont Road
Hove BN3 7FP
Te: 01273 410 858

Hangleton Community Centre
Harmsworth Crescent
Hove BN3 8BW
Tel: 01273 821 380

The Trustees present their report together with the audited financial statements of the company for the year ended 31 March 2010.

The Trustees believe that the financial statements comply with statutory requirements and the Charity's Governing Document.

2. STRUCTURE, GOVERNANCE AND MANAGEMENT

Nature of governing document

The Project is an unincorporated association governed by a Constitution.

Recruitment and appointment of Trustees

Throughout the year Project staff encourage local residents to take up membership of the Project and, as the AGM approaches, to put themselves forward for election to the Board of Trustees. Invitations to the AGM are sent to all members and local community groups and to a wide range of people within the statutory and voluntary sector. All residents are invited via the local newsletters which are distributed to houses on the estates. The covering letters encourage non-members to become members and non-Trustees to consider standing for election on the Management Committee.

Constitutional provisions relating to appointments:

- Nobody shall be appointed as a member of the Management Committee who is under 18 or who would if appointed be disqualified under the provisions of the following clause.
- No person shall be entitled to act as a member of the Management Committee whether on a first or on any subsequent entry into office until after signing a declaration of acceptance and of willingness to act in the trusts of the Charity.

A member of the Management Committee shall cease to hold office if he or she:

- Is disqualified from acting as a member of the Management Committee by virtue of section 45 of the Charities Act 1992 (or any statutory re-enactment or modification of that provision);

- Becomes incapable, by reason of mental disorder, illness or injury, of managing and administering his or her own affairs;
- Is absent without the permission of the Management Committee from all their meetings held within a period of six months and the Management Committee resolve that his or her office be vacated; or
- Notifies to the Management Committee a wish to resign (but only if at least three members of the Management Committee will remain in office when the notice of resignation is to take effect)

Management Committee Members are not to be personally interested

- Subject to the provisions of sub-clause (2) of this clause no member of the Management Committee shall acquire any interest in property belonging to the Charity (otherwise than as a trustee for the Charity) or receive remuneration or be interested (otherwise than as a member of the Management Committee) in any contract entered into by the Management Committee.

Project Membership

We are actively seeking to increase Project membership. Membership is open to all individuals (over the age of 18) who are interested in furthering the work of the Charity.

Policies and procedures for induction and training of trustees

All newly appointed Trustees receive an Induction Pack and undergo an induction training period. This includes attending the first Management Committee Meeting held shortly after the AGM, meeting with staff, and shadowing an appointed, existing Trustee. Roles and responsibilities are explained in accordance with the Charity Commission Leaflet CC3(a).

Equal Opportunities Policy

The Hangleton & Knoll Project is an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, marital status, sexual orientation, creed, religion, disability or age, or is disadvantaged by conditions or requirements which have a disproportionately adverse effect on his or her racial group, sex, marital status, religion, disability or age and which cannot be shown to be justifiable on grounds other than those of race, colour, nationality ethnic or national origins, sex, marital status, sexual orientation, creed, religion, disability or age. Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees and trustees will be given equal opportunity and, where appropriate and where permissible under the Race Relations Act and Sex Discrimination Act, employees of under-represented groups will be given training and encouragement to achieve equal opportunity within the organisation.

Organisational structure and how decisions are made

See the Hangleton & Knoll Management Structure diagrams April 2009 (Appendix 1) and September 2009 (Appendix 2).

Management Committee

The Management Committee meets four times a year and is the forum where all major decisions are made and agreed. The Committee receive written reports from the staff and from its Sub-Committee on work in progress and opportunities arising. The Committee sets policy and takes decisions on major matters that arise. The Minutes and papers for the Management Committee Meetings are also circulated to the staff to keep them aware of the decisions being taken by the Board. Officers for the Management Committee are elected at the AGM and invitations include an invite for new members to join the Management Committee.

Sub-Committees of the Management Committee

The Employment and Finance Sub-Committee meets regularly and consists of at least 3 persons nominated by the Project's Management Committee. The Chief Executive and

Finance Co-ordinator attend when required. The Sub-Committee ensures the Project's Trustees control the finances of the organisation and reports to the Management Committee making recommendations on financial and employment matters where necessary, or at least on an annual basis. The Sub-Committee considers (and instructs staff accordingly on) the following aspects:

- i) The general financial health of the Project
- ii) Financial planning and annual budgeting
- iii) Income & expenditure accounts
- iv) Cash flow analysis
- v) Annual accounts and audits
- vi) Fundraising and income generation
- vii) Payroll and staff salaries
- viii) All other matters of a financial nature

In addition, the Sub-Committee, in consultation with the Chief Executive, agree the Terms and Conditions of Employment of the Project's staff, take responsibility for the process of employment of new or replacement staff and advise the Management Committee of the process to be adopted for selection and interview of candidates, following equal opportunities policies. The Sub-Committee acts as an advisory group for personnel and employment matters on any relevant issues in such a way as to pre-empt and prevent situations of difficulty to the Project arising.

Related Parties

The Charity is not part of a wider network where any relationship impacts on the operating policies adopted by the Charity. The Charity is committed to supporting 'good-will' partnership work wherever it meets the charitable objectives as laid out in The Constitution. We have worked with (this list is not exhaustive):

- Active for Life
- Blatchington Mill School
- Brighton & Hove City Council
- Brighton & Hove Food Partnership
- B&H Integrated Youth Support Service
- Brighton & Hove Libraries
- B&H Adult Learning Group
- Carers Centre
- Community & Voluntary Sector Forum
- Friends Centre
- Hove Park School
- Hove YMCA
- Neighbourhood Care Scheme
- Portslade Community College
- Sussex Community Internet Project
- Sussex Police
- The Working Together Project
- The Children & Young People's Trust Cluster Group

Risk Management

The Charity has examined the major risks to which it is exposed and systems have been established to mitigate these risks.

The Charity recognises that it has a responsibility to manage hazards and risks and supports a structured and focused approach to managing them through approval of the risk management strategy. In this way The Hangleton & Knoll Project will better achieve its overall objectives and enhance the quality of work delivered.

The Charity has systems in place that enable us to regularly examine the risks to which we are exposed. Primarily, the Employment and Finance committee, comprised of a minimum of three persons nominated by the Management Committee, and the Chief Executive and the Finance Co-ordinator, meets as regularly as twice a month where necessary to address imminent risks to the organization's operation. In addition, the Charity's Management Committee meets four times a year, and more frequent meetings are convened where required, as this is the forum where all major decisions and proposals are agreed. All activities delivered by Hangleton & Knoll Project staff are subject to detailed risk assessments.

The Charity's risk management strategy's objectives are to:

- Integrate risk management into the culture of the Hangleton & Knoll Project
- Manage risk in accordance with best practice
- Anticipate and respond to changing social, environmental and legislative requirements
- Prevent injury, damage and losses and reduce related costs
- Raise awareness of the need for risk management by all those connected to the Hangleton & Knoll Project and the delivery of it's services

3. OBJECTIVES AND ACTIVITIES

Objects of the Charity

- a) To promote the benefits of Brighton & Hove (as covered by the newly formed Brighton & Hove City Council) hereinafter called "the area of benefit" without the distinction of race, or sex, or of political, religious or other opinions by associating the Local Authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the inhabitants. The Charity shall be non-party in politics and non-sectarian in religion.
- b) In furtherance of the said objects the Charity shall:
 - i) Assist and support existing community groups and work with local residents to initiate new groups responding to identified need in the "area of benefit"
 - ii) Promote and support community resources for the area in association with other voluntary groups and Statutory Agencies
 - iii) Promote and support the development of community buildings to provide facilities for all residents
 - iv) Encourage the participation of local residents in all forms of voluntary activity, education, and employment, which may improve the quality of life in "the area of benefit".

Charity's Aims

Mission Statement: "The Hangleton and Knoll Project exists to work in partnerships with residents to access and develop opportunities and resources and to facilitate positive change as identified by the residents of our communities."

Strategic Aims:

1. To encourage people to have a greater sense of ownership of their community, resources and environment.
2. To ensure longer sustainability of the Hangleton and Knoll Project
3. To empower residents to establish sustainable skills and activity in response to their needs.
4. To promote the use and development of community facilities.
5. To actively seek working relationships and partnerships with residents, organisations and agencies, to share skills and information and to influence on behalf of residents.

6. To promote best practice as a community development organisation and as an employer
7. To continually identify, respond to and support residents' needs.

Main Activities

Community Development

Community development is the process of enhancing socially or economically disadvantaged communities by working with local people to develop the skills, knowledge and experience necessary to collectively improve their community's resources.

In practical terms, the Community Development Team:

- makes contact with residents,
- develops relationships,
- raises the awareness of residents' common concerns and responsibilities,
- helps foster a feeling of ownership of their area,
- co-ordinates the coming together of residents to agree a plan of action,
- supports the development of a group to undertake the tackling of an issue, and supports them through their development for 6 months to a year so that they are able to fully undertake their individual and group roles and manage issues such as fundraising, financial management, forward planning, working as a team, and the delivery of a service.

At the end of the process, the community has an additional resource, targeted at an identified need, which is independent, self-sustainable and physically and financially accessible to residents.

The community development process is effective in maximising organisational time as the independent management of pieces of work by the community enables the community development worker to move on to support the development of further community initiatives. Community managed services also alleviate the demand placed upon the resources of statutory agencies.

Within the process, the development work is taking place primarily not for the end product – e.g. to set up a group that produces an annual festival - but for the benefits that residents will receive from the process:

- increasing the capability and skills of individuals;
- developing support networks and easing isolation;
- increasing the skills base of the community as a whole;
- improving community resources.

Additional to direct work with residents is work with statutory agencies and other providers to develop a climate in which residents and local community groups are able to have an active role in the development of their neighbourhood. This includes:

- the development of meetings where residents can request information, make suggestions and challenge agencies;
- liaising with agencies to signal the needs of the target area or to raise difficulties caused by policies or practice;
- informing residents of new and existing policy, opportunities presented by these, and facilitating a process where involvement and planning can take place.

Youth Work

All youth work delivered by the Charity follows the community development ethos as listed above. In addition it works to the Youth & Connexions Service Core Curriculum:

- **Personal and Social Education:** helping young people in making informed and constructive choices about their personal well-being regarding health, education and training, employment, recreation and legal issues as well as making and maintaining positive personal relationships.
- **Participation and Empowerment:** good youth work practice puts young people at the centre of its programmes – young people voluntarily participate in the planning and direction of the programmes as decision makers as well as participants. It encourages young people's development of critical faculties and promotes the confidence with which to take control of their own lives – at local, community, City, national and international levels.
- **Equality of Opportunity:** youth workers are expected to challenge oppression and inequality as well as encouraging young people to do the same.
- **Voluntary Engagement:** the Charity provides a range of programmes which young people can engage with voluntarily. These programmes offer a range of opportunities and challenging experiences in the company of their peers and the local community. The work supports a successful transition into adulthood.

These aims are achieved through the implementation of a range of youth work methodologies including:

- Detached youth work
- Group and project work
- Work in schools
- Partnership work with other agencies and services

HaKIT

Hangleton & Knoll InformationTechnology (HaKIT) has developed two award winning UK Online IT Training Suites, one at Hangleton Community Centre and the other at St. Richards Church and Community Centre. Free and low cost training courses are delivered from these suites and the facilities are offered as a resource for local community groups and individuals.

HaKITs strategic aims are:

1. To provide a locally based, accessible and responsive I.T. resource for residents, community groups, voluntary, statutory and business organisations.
2. To encourage and support residents and community groups in the use of I.T. in all forms of voluntary activity, education, training and employment.
3. To continually identify, respond to, and support residents' I.T. needs.
4. To support the development and integration of I.T. and multi-media needs across all departments of the Hangleton & Knoll Project.

Outreach training opportunities are delivered within local community spaces such as the library, sheltered housing schemes, and local schools. The planning and delivery of learning opportunities is directed by existing and potential learners through ongoing consultation and evaluation.

Public Benefit

In shaping our objectives and planning our activities for the year, the trustees have given due consideration to the duties set out in Section 4 of the Charities Act 2006 to have due regard to public benefit. In particular, the trustees have considered how the planned activities will contribute to the overall aims and objectives they have set.

The Charity's Objectives for 2009-10

- To support the existing infrastructure groups and support the development of new and emerging community infrastructure groups
- To support the development of a range of groups and activities as identified through the participatory research project with local Black and Minority Ethnic residents.
- To support the development of structures whereby residents have a role in directing and shaping learning and training opportunities locally.

- To develop a range of opportunities for local residents as part of the Adult Advancement and Careers Service prototype.
- To work with residents, community groups, committees and local service providers in the Hangleton & Knoll area to promote fun, health, independence, learning, inclusion and empowerment for residents aged 50+.
- To support young people's participation in local and City wide activities and groups.
- To work with young people to identify their health concerns and priorities, and to support young people to develop appropriate methods and strategies to address these.
- To develop a range of sports and recreational activities available for young people.
- To support young people in developing a youth forum as a means for young people to have a more formalised role in local decision-making processes.
- To continue the provision of a locally based and responsive IT resource for residents and community groups.
- To continue to develop an ongoing and pre-emptive fundraising strategy to ensure the sustainability of the Charity's work.
- To better promote the Project and its work.

Charity's Strategies

The Charity has finalised a three year Development and Strategic Plan.

Significant Activities

Voluntary Income:

The Charity received £170 in voluntary income during the year.

Activities for generating funds:

These activities include providing payroll bureau and administration services to community groups for a nominal fee and charging minimal course fees as a contribution towards HaKIT course costs.

Investment Income:

The Charity has earned no bank interest in the year.

Other Incoming resources for charitable activities:

Community Development

B&H City Council funds the Community Development Department through a number of funding streams including Community Development Commissioning and Local Area Agreement (LAA) 50+ Community Programme. Community Development Commissioning has enabled the Charity to provide community development support to residents and to continue to support the development of the Hangleton & Knoll Community Action group.

Hangleton & Knoll has been identified as a priority neighbourhood for developing a comprehensive community development programme of interventions for residents aged 50+. The Charity has continued to receive Local Area Agreement funding to support this process through engagement with local residents, and the development of a 50+ Steering Group through which priorities can be identified and appropriate interventions developed.

Through the B&H Primary Care Trust 'Communities for Health' funding the Charity was able to continue to deliver the Inclusive Communities project that brought together a partnership of local Black and Minority ethnic residents and local service providers. The aim of this funding was to engage with BME communities with priority health issues and to identify and implement appropriate responses such as health walks, swimming sessions, and to develop the groups' capacity to support individuals towards healthier lifestyles.

The Charity received funding through the Brighton and Hove Targeted Mental Health in Schools Pathfinder to provide after school activities, self-esteem groups and parent support for children, young people and parents supported through the TaMHS project.

The Charity received funding from the Novas Scarman Group to manage a small community based grants programme to enable local community groups to apply for funding to deliver health promoting activities.

Youth Work

The Charity received funding from B&H City Council through the Children & Young People's Trust. The City Council funds a weekly sexual health drop-in for young people at Hove Polyclinic. This project offers access to free pregnancy testing, Chlamydia testing, emergency hormonal contraception, condoms, contraception, information, advice and referrals. The clinic is staffed by a South Downs NHS Nurse alongside a Youth Worker employed by the Charity.

The Youth & Connexions Service funds weekly detached youth work sessions and one weekly project session to young people aged 13-19 years. Funding is also provided to deliver a programme of Positive Activities for Young People (PAYP) aged 8-19 years during the holiday periods with a focus upon young people at risk of social exclusion. Young people engaged through these projects are supported to enrol on the B&H Youth Award and other recognised accreditation opportunities.

The Charity receives funding from Hove Park School as part of the 'Extended Schools' programme. The aim of this partnership is to engage young people, who struggle within the formal education system, through accredited community-based activities to develop a range of personal and social skills identified by the young people themselves.

The Charity received Area Based Grant Funding to deliver youth work within a generic community development framework.

Big Lottery – Young People's Fund

The Charity received three year funding from the Big Lottery Young People's Fund to employ a Senior Youth Worker with a specific focus on young people's 'health'. The funding was awarded in 2006 and will run until August 2009. The focus of this work includes empowering young people to have a role in steering this work, increasing understanding and awareness of the risks associated with health damaging behaviours and how to reduce these risks, delivering peer-education training, and having a role in shaping programme delivery at a local level.

Big Lottery – Young People's Fund 2

The Charity received three year funding which commenced in December 2009. This funding will enable the Charity to assist local young people to further develop and formalize their involvement in the planning, delivery and control of the services/facilities offered for them by our organization and other local community organizations /service providers through :-

- a) Engaging with young people at times, and using methodologies, most appropriate for them,
- b) Supporting young people wanting to take action in their community and become young activists / community champions,
- c) Developing more 'formal' community structures to enable young people to have a voice within the community,
- d) Facilitating the development of a Hangleton & Knoll Youth Forum.

Children in Need

The Charity received three year continuation funding from May 2009 from BBC Children in Need to continue to employ a Youth Participation Worker. The aim of this post is to support young people's participation in local community groups, events and activities, to develop provision for the 8-12 year old age group, and to enable young people to have a voice within their own community.

The Henry Smith Charity

The Charity received three year funding to increase the participation of the area's most 'disengaged' and 'at risk' young people, aged 8-19, in community based work and activities and to support them to shape and deliver new and existing services, activities, & facilities, which are aimed at improving their own wellbeing and life chances.

Youth Sector Development Fund

The Charity received funding from the Department of Children, Schools and Families through the Youth Sector Development fund for the period until March 31st 2011. The key objectives being to:

- Develop, deliver and evaluate an increased range and volume of activities for the young people from Hangleton & Knoll mainly on Friday and Saturday nights to improve young people's health and wellbeing and deter them from anti-social behaviour
- To develop financial sustainability by diversifying funding sources and developing relationships with commissioners and possible delivery partners

HaKIT

The Charity received *Neighbourhood Learning in Deprived Communities* funding to deliver a range of first step learning opportunities through the delivery of 'Taster' and 'Intro' sessions (e.g. Intro to computers, e-mail, digital photography, using the web), accredited and non-accredited progression courses (e.g. Word Processing, Excel, Power Point, Computer Art, Adobe Photoshop) in two community based IT Centres and in locally based outreach venues.

Funding was received from the UK Online User Journey Programme to deliver supported learning activities to engage participants from key target groups, provide introductory level learning, outreach sessions and moving on courses.

Lloyds TSB Foundation granted the Charity two year funding to deliver a new project which seeks to use the establishment of a Hangleton & Knoll Learning Partnership Forum, and provision of personal and community development learning opportunities, as a route to encouraging and enabling fuller community participation by key targeted groups of our area's residents.

The Charity received funding through the ESF/LSC Community Grants programme to provide accessible learning and IT training opportunities for local Black and Minority Ethnic (BME) residents in Hangleton & Knoll. These funded activities included delivery of first contact engagement activities, pre-course tasters and structured Learning courses including basic and intermediate language skills and computer courses.

The Charity received funding through Brighton & Hove City Council to deliver a programme of family learning activities. These activities included 20 hours of learning time around a range of activities from IT training through to cookery and circus skills.

Grant making policies

Grantmaking is not a material part of the Charity's activities.

Social or programme related investments

Funds are held in a high interest earning investment account at The Bank of Scotland. This investment was based upon the interest rates available to us and is currently under review.

Volunteer help

Volunteer input to the work of the Project consists of the valuable contribution made by the Trustees, local residents and others (names can be found under Trustee and Volunteer sections). The Project works with many volunteers in the local community and seeks to increase volunteer participation in the various existing and newly formed community organisations. Local volunteers support the delivery of a range of IT training opportunities.