

Pembroke 21C Community Association Ltd

Report from Development Officer to a General Meeting of Members Wednesday 10th December 2008

Trustees and Governance of the Charity

Since the last meeting the Development Officer has been working with the Trustees on:

- Undertaking a process to adopt an *Outcomes Approach* to their strategy and planning. This has so far involved three workshops to map stakeholders, establish their values and set a new Mission Statement and specific aims. Trustees will continue the process in January when they review their Fund Raising Strategy and Business Plan for the year. They will identify the outcomes they wish to achieve in 2009 and the activities and projects they will undertake to do that. This work is important for the long-term sustainability of the organisation and will pave the way for renewing the Action Plan over the coming year.
- A programme of training begun in the spring which has included Employment Law, Charity Accounts and Audit, Governance and Working with the Development Officer.
- Adopting policies for the Protection of Children and Vulnerable Adults, Employing People with a Criminal Record, and the Safe Handling and Storage of Criminal Record Checks.
- Registering with WCVA Criminal Records Unit to enable CRB disclosure to be carried out for staff and volunteers.

Trustees have also considered and approved a recent request from PLANED to carry out a session of their Sustainable Communities Toolkit in Foundry House. They believe that it will be a valuable and interesting contribution to reviewing and re-working the Pembroke Action Plan. This will take place in February with another session taking place in St Mary North.

Fundraising for 2008 - 2009

£129,101 has been raised over the present financial year. This includes the loan from the Communities Investment Fund of £25,000, and £96,158 from grants and sponsorship. Donations, membership fees and sales have raised around £8,000 and this unrestricted fundraising activity must increase over the coming year.

The DO has submitted a second application to the Welsh Assembly Government Community Facilities and Activities Programme for the Foundry Refurbishment. If successful this will be worth £249,000 over three years. She is currently working on an application to The Big Lottery People and Places scheme for a large proportion of the refurbishment costs which will be for £300,000 capital grant and £50,000 revenue grant to manage and administer the project. This must be submitted by the end of February but will hopefully be ready to go in January as the Lottery take six months to come to a decision.

Both grants submitted so far for the Sustainable Energy Group's project to carry out an ecological footprint audit have been successful, with £5,000 from Awards for All Wales and £6,000 from the Waterloo Foundation. The DO will submit a further application to Environment Wales to complete the budget as soon as they are ready to receive it.

Further funding applications are planned to match fund the refurbishment programme and to match fund money already received for the Mill Ponds LNR and Project Officer costs. The DO is also talking with the *Pembroke Story* Project Officers about seeking funding in the New Year to develop their project.

A grant application will be submitted in February to the WAG for the 2009 Potato Festival to be held at the beginning of June as well as for a local growing co-operative if land becomes available.

Ideas are being planned for further general fund raising events and ideas. Rose Blackburn and Katy Murphy are taking a stall at the Mayor's Christmas Fair on Saturday 13th December. Books are still being sold from here and there is a book sale/ table top sale planned in the New Year. A *Buy a Brick* draw is being launched tonight – if you buy £1 brick you will be entered into a Christmas Raffle. A 100 Club is being considered. Anyone who has any fundraising ideas should please speak to Katy Murphy or Rose Blackburn.

Membership

Voting members currently number 42 with 10 of these renewed so far in the latest membership renewal round. If you have not renewed, please do so tonight. There are forms on your seats with Gift Aid forms on the back.

Non-voting/ Associate Members currently number 59. This now includes members of the sub-groups, in particular the Festival and the Pembroke Mill Ponds Action Group.

Networking and keeping people informed

- NETWORK – The next issue of NETWORK will be put together for printing and delivery in January. £500 is being donated towards the printing costs from Chevron. There is now too much copy for single issues, so they will be double – ie 8 sides – from now on. The costs are also covered by project costs and from advertising. Please let us have any copy and also think about delivering just perhaps your own road.
- The website www.pembroke21c.org continues to be updated by Linda Asman. She will be putting in a review of 2008 soon and looking forward to 2009. If you have anything to add please let her know.
- Linda has also written, designed and recently launched *The Pembroke Story* website – www.pembrokestory.org.uk It is a magnificent showcase for the project and links with our own website. Linda is looking for someone who might like to be trained to help her to keep both these websites up to date so if you are interested please speak to her – she will train you.
- In November the Trustees hosted a visit from Angela Burns, our AM. She was shown displays on the projects and given a presentation on the work of Pembroke 21C and spent time talking to staff and Trustees about local issues.
- Following a presentation given to her by the DO at the Royal Welsh Show last July, on 15th January Trustees and members of the Mill Ponds Action Group will be hosting a visit from Jane Davidson AM. She is the Minister for the Environment and Sustainability. She will be taken on a tour of the Mill Ponds and woodland projects and return here to meet volunteers and be given a short presentation on the work of the Sustainable Energy Group.

Office and Staff Development

Staff continue to meet each Monday morning to discuss the diary for the week and what each individual is working on to see how we can help and support each other.

The Pembroke Story Project Officers are based here permanently but hope to have a presence from time to time in the Town Hall. They are holding a meeting with the Museum Group of the Town Council on 17th December to discuss this.

Alison Jones will attend a Health and Safety in the Workplace Course at PAVS in January. Two Trustees, Gareth Jones and Rose Blackburn have recently undertaken the Basic First Aid Course with Vera John of the Pembroke Red Cross. The Red Cross regularly carry out training courses in Foundry House.

Project Development and Management

As per the attached spreadsheet.

EG

10th December 2008