

Pembroke 21C Community Association Ltd

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

Trustees and Governance of the Charity

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

- Reviewing and updating all policies. Amendments have been made to the Health & Safety Policy and the Policy for Governance and Financial Management. All policies are on file in the office if required and the Health & Safety and Equal Opportunities Policies are on display in the reception area.
- Writing and adopting a policy for ICT and the Acceptable Use of the Internet. This policy is now being implemented with assistance from Trustee Pierce Murphy.
- Investigating the addition of Vulnerable Adults to the Policy for Child Protection. This is in hand.
- Registering with WCVA Criminal Records Unit to enable CRB disclosure to be carried out for staff and volunteers.
- Working to make Pembroke 21C sustainable financially by establishing the full costs so that an hourly/daily rate can be included in project budgets. This has involved looking at historic trends and projecting budgets. The Trustees met to discuss this in early July and have been able to see where savings can be made and implement them.
- This work has been used to establish the costs for the first six months after the WAG Tool Kit finishes so that an application can be made for funding/ loan to cover.
- Planning dates to undertake Stakeholder analysis and to establish an outcomes approach to projects and funding. Both exercises are required for strategic planning, especially fund raising.
- Planning further stages of their training programme with Charity Accounts and Audit set for 18th September. Sessions on Governance and Working with Officers, and Running Effective Meetings will take place later in the autumn.

Fundraising

£92,590 has been raised over the present financial year, with over £7,000 of that amount from donations, membership, collections and sales (advertising, Farmers Market, sale of books etc). Overall this is a 39.9% return on targets.

The DO has worked closely with Trustees to submit an application to the Communities Investment Fund for a loan to cover 6 months costs once the WAG Tool Kit funding ends at the end of September. If the application is successful, it will cover core staff costs and overheads and enable a concentrated effort to be made to raise funding for the building refurbishment. The DO will also work with the Community Interest Company to get the carbon offset/ coppice project up and running. Both are essential for the long term viability and sustainability of Pembroke 21C.

Funding applications in development for the building refurbishment are a second application to the WAG Community Facilities and Activities Programme, The Big Lottery (an outline application has received approval to submit a full application), PCC Community Regeneration Scheme and Lankelly Chase Foundation.

The DO is also working with the Sustainable Energy Group to fund the Carbon Footprint/ Lifestyle Audit with applications to Environment Wales, Awards for All Wales and the

Waterloo Foundation in preparation. She has obtained the support in-kind of post-graduate Sustainable Development students at the Wales School of Architecture at Cardiff University. This will be a valuable contribution to the project and may lever further funding from the Rural Development Fund Axis 4 Co-operation Funding working with PLANED and Ymlaen Ceredigion.

While the Heritage Lottery Fund is funding the Pembroke Story project, further grants will be applied for to develop the project so that HLF can match fund.

The Mill Ponds Project Officer is talking to the Statutory Bodies with regard to further funding for the regeneration of the LNR.

A push is required for fundraising for the Foundry. The group plans to meet soon to re-launch the Buy a Brick campaign and to look at ideas for fundraising. If you are interested please speak to Pierce and Katy Murphy this evening.

Membership

Paid up membership is currently 32 in addition to 7 affiliated groups. There are 16 non-voting members and a further 65 on the database who receive information about meetings etc. A new membership drive will be launched before the General Meeting in December.

Informing the Community

- NETWORK . A double issue of NETWORK is currently going out for Summer and Autumn. If anyone can help with delivering there is still some to do on the Green. Trustees are planning to assist with editing and desk top publishing the next issue. Please submit articles, advertisements and notices to the office.
- The website has recently been updated by Linda Asman . www.pembroke21c.org. Please keep an eye on it and give Linda feedback, articles and information.
- Information stalls to promote projects and the work of Pembroke 21C were taken at South Pembrokeshire Hospital Fair and the Lamphey Show where the Buy a Brick campaign was promoted and information on the Projects.

Office and Staff Development

Linda Asman and Nikki Anderson are now established in the back room of Foundry House with internet access and are networked to the main computer.

All staff meet together on Monday mornings to go through the arrangements for the week and the work they are doing. It is a good opportunity to keep each other informed, bounce ideas of each other and look at ways to work together where possible.

It is regrettable that Pat Hay has left us. We are holding a collection for her and there is a card to sign. We hope that Pat will keep in touch with us.

Rose Howson is starting this week as a cleaner. She will work for 8 hours a week out of hours. The staff and Trustees will, for the time being, cover the out of hours lettings. All bookings will be taken in the office from now on.

Project Development and Management

As per the attached spreadsheet.

EG

11th June 2008