

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:

- Reviewing and updating their Fundraising Strategy for 2009. This document looks at how funding was received and spent in the last financial year, reviewed the success of the targets set last year and what was achieved, and set an action plan for the coming year. In line with their new outcomes approach to funding and planning the Trustees also set a series of outcomes they would like to achieve this year and objectives to enable them to meet them.

The outcomes are:

- A better understanding by the community of what Foundry House is used for and who it belongs to – ie that it is *Pembroke's Community Centre*
- A better understanding by the community of what Pembroke 21C is and what it does.
- A stronger team of Trustees and an increased membership base
- More groups using Foundry House to make better use of the building so that it has a constant buzz
- An improvement in fundraising providing better unrestricted resources
- Improved accessibility to IT

A copy of this strategy will be available on the website.

- Adopting a Code of Conduct for Trustees. This is a result of their training from PAVS on Governance last autumn. All Trustees felt that it would be desirable for them to have a code of conduct to which they should all work. A copy of this document will be on the website.
- Drafting new policies for Environment and Ethics including a Fair Trade Statement, and a new Grievance and Disciplinary Procedure to be in line with the new ACAS Code of Practice in place from April 2009.

At the last Annual General Meeting the members re-appointed Bevan & Buckland as the Independent Examiner of Accounts. Trustees have sought quotations from other local accountants and as a result they passed a resolution at their last Trustee Meeting to change the Independent Examiner to Llewelyn Davies at Pembroke Dock.

The date for the Annual General Meeting this year will be 10th June.

Fundraising for 2008 - 2009

In 2008 the funding raised was a 59.36% return on the applications submitted.

So far in 2009 the only application that has been submitted has been to The Big Lottery for capital works and revenue for the building refurbishment. The outcome of this bid should be known in 5-6 months.

The DO is now working on a back log of grant applications for the rest of the refurbishment costs including WAG CFAP, PCC Community Regeneration Scheme and E-On Source for renewable energy. She also has deadlines for applications to WAG Food Festival for the Potato Festival, Environment Wales for the Sustainable Energy Project, further funding for the Mill Ponds Projects with Landfill Tax Credits/ CCW and the Environment Agency SPLASH fund. She is working with The Pembroke Story project officers to develop further funding applications to sustain their project.

It is essential that the proportion of unrestricted funding is increased in the coming year to enable Pembroke 21C to become more sustainable in the long term. Volunteers, ideas and hands on work are required from a group to raise funds through a number of activities. The Pembroke Festival Group have taken this on board this year as their funding and sponsorship has greatly decreased, and are planning a major raffle, fundraising events and will put on two major ticketed events instead of all events being free.

Membership

Membership has not changed since the last meeting. A major effort must be undertaken in the coming year to carry out a membership drive to update existing members and recruit new, putting together a package of options.

Networking and keeping people informed

- NETWORK – The latest issue went out early in February. Thanks to Pierce Murphy who took over the bulk of the editing and layout – he would appreciate help with this if anyone else has Microsoft Publisher. We are still short of deliverers, especially on the Green. So it is a very grateful thanks to the small band of people who undertake days of delivering to ensure that it gets into every letterbox in the town. The next issue will go out in May.
- Jane Davidson AM, the Minister for Environment, Sustainability and Housing, visited in January. Despite the awful weather and a horrible cold, she enthusiastically went on a tour of the Mill Ponds and Woodlands with members of the Mill Ponds Action Group. She returned to Foundry House (Lemsip in hand) to answer questions and talk to members and partners. She also took time to listen to the Sustainable Energy Group about their project.
- In February PLANED undertook two workshops in the town to review the Pembroke Action Plan. They were not well attended but the report, once it is received from PLANED, will be used to help plan a full stakeholder consultation later in the year. This is an element of the Big Lottery Project Plan so that we can ensure that all our future work is rooted in the needs of the community and our partners.

Office and Staff Development

Due to the resignation of the Mill Ponds Project Officer, Karen Houser, in January, Nikki Anderson has taken over the role until the end of the financial year. Nikki has worked extremely hard, in addition to her role as joint officer for The Pembroke Story, to meet with funders and partners, secure match funding for the existing grants and to the current funding before the end of the financial year. As a result we can now advertise the post for the new financial year and hope to have a new officer in place in April. The projects are being developed in exciting ways with schools requesting visits and The Princes Trust offering two work teams for the sites. Staff continue to meet every Monday to keep each other informed, plan for the coming week and see how they can assist and support each other to deliver their objectives. This is working very well.

Funding for the DO and Alison Jones, the Administrator, is in place for a further two months. Some funding for DO time and overheads to cover the Administrator are in other project costs, such as the funding for the Sustainable Energy Group projects, the Pembroke Festival and The Pembroke Story. Both members of staff also work for the Pembroke 21C Community Interest Company and project development there is stepping up. The coming months could be difficult, hence the necessity for more general fundraising, but with careful management of resources and staff time much should still be achieved, especially if the major bids being submitted are successful.

Project Development and Management

As per the attached spreadsheet.

EG

11th March 2009