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BARRY KEEL

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www.plymouth.gov.uk/democracy

Date 28/09/10 Telephone Enquiries 01752 307815 Fax 01752 304819

Please ask for Mrs. Katey Johns e-mail katey.johns@plymouth.gov.uk

OVERVIEW AND SCRUTINY MANAGEMENT BOARD 'COUNCILLOR CALL FOR ACTION'

DATE: WEDNESDAY 6 OCTOBER 2010

TIME: 2.00 PM

PLACE: COUNCIL HOUSE (NEXT TO THE CIVIC CENTRE)

Committee Members -

Councillor James, Chair. Councillor Ball, Vice-Chair.

Councillors Browne, McDonald, Nicholson, Ricketts, Stevens, Thompson and Wildy.

Co-opted Representatives -

Mr. D. Fletcher (Chamber of Commerce)

Mr. J. Paget

Substitutes-

Named substitutes from the Panels may act as a substitute member provided that they do not have a personal and prejudicial interest in the matter under review.

Members are invited to attend the above meeting to consider the items of business overleaf.

BARRY KEEL CHIEF EXECUTIVE

OVERVIEW AND SCRUTINY MANAGEMENT BOARD 'COUNCILLOR CALL FOR ACTION'

PART I (PUBLIC MEETING)

AGENDA

1. APOLOGIES AND SUBSTITUTIONS

To receive apologies for non-attendance submitted by Overview and Scrutiny Management Board Members and to note the attendance of substitutes in accordance with the Constitution.

2. DECLARATIONS OF INTEREST

Members will be asked to make any declarations of interest in respect of items on this agenda.

3. CHAIR'S URGENT BUSINESS

To receive reports on business which, in the opinion of the Chair, should be brought forward for urgent consideration.

4. COUNCILLOR CALL FOR ACTION - BUDSHEAD TRUST (Pages 1 - 8)

The Overview and Scrutiny Management Board will consider the following documentation submitted in respect of a Councillor Call for Action -

4a	Call-In Submission	(Pages 9 - 20)
4b	Supplementary Information	(Pages 21 - 26)
4c	Memorandum of Association	(Pages 27 - 30)
4d	Articles of Association	(Pages 31 - 42)
4e	Annual Report	(Pages 43 - 54)
4f	Example Bid - Young People's Alcohol Project	(Pages 55 - 62)

5. WITNESS SCHEDULE

The Overview and Scrutiny Management Board will hear from the following witnesses and ask questions in accordance with the meeting procedure note (see agenda item 4) –

2.10 pm	Councillor Lowry (supported by ward colleagues)
2.40 pm	Ms. V. Small, Manager, Budshead Trust

2.50 pm	Alderman Simmonds, Chairman, Budshead Trust
3.00 pm	Father Smith, Treasurer, Budshead Trust
3.10 pm	Representative from the Services for Children and Young People Directorate
3.20 pm	Councillor Mrs. Watkins, Cabinet Member for Children and Young People
3.30 pm	PC Pen-Collings, Ernesettle Neighbourhood Beat Manager
3.40 pm	Chris Trevitt, Assistant Head of Asset Management

6. EXEMPT BUSINESS

To consider passing a resolution under Section 100A (4) of the Local Government Act 1972 to exclude the press and public from the meeting for the following item(s) of business on the grounds that it (they) involve(s) the likely disclosure of exempt information as defined in paragraph(s) ... of Part 1 of Schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

PART II (PRIVATE MEETING)

MEMBERS OF THE PUBLIC TO NOTE

that under the law, the Overview and Scrutiny Management Board is entitled to consider certain items in private. Members of the public will be asked to leave the meeting when such items are discussed.

NIL.



Plymouth City Council

Guide to Councillor Call for Action

1 Introduction

The Local Government and Public Involvement in Health Act 2007 introduced the Councillor Call for Action (CCfA) from 1 April 2009. This guide sets out how Plymouth city councillors can use this power.

2 What is a Councillor Call for Action?

- 2.1 In their day-to-day role, councillors identify concerns in their communities and try to resolve them by talking to the council and other service providers. If they can't resolve a particular issue they can make a 'Councillor Call for Action' which asks for the matter to be referred the Overview and Scrutiny Management Board for further investigation.
- 2.2 Any councillor can refer an issue to the Management Board. Issues must relate to the city council's functions, affect all or part of the councillor's ward or any person who lives or works in the ward and can include matters that the council and its partners are delivering through the Local Area Agreement.
- 2.3 The Police and Justice Act 2006 makes provision for a CCfA for crime and disorder and community safety issues. In practice, referrals made relating to these issues should be dealt with in the same way as other CCfAs.

3 How does it work?

- 3.1 The councillor attempts to resolve the issue at a local level in the usual way e.g. raising it as casework with the appropriate officer and/or portfolio holder, through the formal complaints procedure of the council, with the relevant partner organisation, questions to council/committee, a motion on notice to the city council and so on.
- 3.2 If these approaches don't resolve the matter or if it is a persistent matter, the councillor can refer the issue to the Democratic and Member Support Manager (by using the form at Appendix A) who will discuss it with the chair of the Management Board.
- 3.3 It should be noted that the CCfA is intended to be a measure of last resort and may not be considered until all other avenues have been tried.

4 Criteria for considering requests for a CCfA

4.1 Background information

Has enough information been provided to enable a view to be taken as to:

- which service/functions of the city council or partner organisation are most relevant to the CCfA?
- whether the request relates to the councillor's ward or to a person who lives or works in the ward?
- what steps have already been taken to try and resolve the issue?

4.2 Outcome

Has the councillor clearly stated the desired outcome?

4.3 Use of existing procedures

Have the city council's procedures (or partners' procedures) for resolution of issues been used without success? Councillors will need to demonstrate that they have taken reasonable steps to resolve the matter. (See Appendix B)

4.4 History

- Has the same issue been the subject of a previous CCfA?
- Is the length of time that has elapsed between the date of the last action by the councilor to try to solve the problem and the request for the CCfA such that the CCfA can no longer be regarded as a timely and suitable method of resolution – a time bar of 6 months is suggested.

4.5 Vexatious

Is the matter vexatious/not reasonable? (Likely to cause distress/disruption or irritation without any proper or justified cause?)

4.6 **Discrimination**

Is the subject matter discriminatory? (Discriminates against another in relation to their race/religion/faith/belief/sexual orientation/gender/disability)

5 Referral to scrutiny

- 5.1 The chair of the Management Board will consider the request and inform the councillor whether they accept the request. In the event of disagreement between the councillor and the chair, the matter will be referred to the Assistant Director of Democracy and Governance.
- 5.2 Reasons the chair of the Management Board may not agree to take the CCfA forward to the Management Board could include:

- Not enough information has been provided
- More could be done to resolve the issue at local level
- The matter has recently been examined by scrutiny
- The matter is the subject of an ombudsman complaint or other official complaints procedure
- The matter is excluded by legislation. For example, planning and licensing applications/appeals
- The CCfA is vexatious or discriminatory
- 5.3 The Democratic and Member Support Manager will notify the councillor, within 14 days of the request being made, of the outcome of the initial consideration of the CCfA request.
- 5.4 The councillor may reply to the chair with further information to support the CCfA.
- 5.5 If the CCfA is accepted, the Management Board will include the CCfA on the agenda at the first available business meeting following the initial consideration of the request.
- 6 Role of the Overview and Scrutiny Management Board
- 6.1 The Management Board will hear from relevant witnesses, including the councillor submitting the CCfA, and reach a conclusion as follows:
 - Write a report setting out their findings and recommendations to Cabinet/a partner organisation as appropriate
 - Decide that the CCfA matter is complex that needs further investigation and refer the matter to another body for more detailed scrutiny (refer it to the appropriate scrutiny panel or set up a task and finish group)
 - Decide not to take any action
- 6.2 The outcome of the meeting will be published and details sent to the councillor who submitted the CCfA, relevant Cabinet members and partners (subject to the rules on confidential and exempt information).
- 6.3 The councillor who submitted the CCfA will advise the individual(s) who made the initial representations of the outcome of the CCfA.
- 6.4 Where Cabinet members and partners are asked to take action to resolve a particular issue they will be asked to make a formal response to a future meeting of the Management Board within 28 days, complying with the new requirement, the Duty to Respond.

Appendix A

Request for the Overview and Scrutiny Management Board to consider a Councillor Call for Action

Councillor:				
Ward:				
Summary of issue and why it shou attach a letter or an email instead				ay wish to
CCfA should only be considered a	s a 'last	resort' when v	ou have made all reasonab	ole efforts
CCfA should only be considered a to resolve the problem. Have you				ole efforts
		cussions with a	any of the following?	ble efforts
to resolve the problem. Have you	had disc	Date		ole efforts
to resolve the problem. Have you Cabinet Member	had disc	Date	any of the following?	ole efforts
to resolve the problem. Have you	Yes/No Yes/No	Date	any of the following?	ole efforts
Cabinet Member Director/Chief Executive Assistant Director	Yes/No Yes/No Yes/No	Date	any of the following?	ole efforts
Cabinet Member Director/Chief Executive Assistant Director Other Council officer	Yes/No Yes/No Yes/No Yes/No	Date	any of the following?	ole efforts
Cabinet Member Director/Chief Executive Assistant Director Other Council officer Other ward member	Yes/No Yes/No Yes/No Yes/No Yes/No	Date	any of the following?	ole efforts
Cabinet Member Director/Chief Executive Assistant Director Other Council officer	Yes/No Yes/No Yes/No Yes/No	Date	any of the following?	ole efforts
Cabinet Member Director/Chief Executive Assistant Director Other Council officer Other ward member Partner organisation representative (eg: NHS, police)	Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No	Date	Contact name/Tel no.	
Cabinet Member Director/Chief Executive Assistant Director Other Council officer Other ward member Partner organisation representative (eg: NHS, police) Please give details of the outcome	Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No	Date Date Discussions yo	Contact name/Tel no. u have had (continue on an	
Cabinet Member Director/Chief Executive Assistant Director Other Council officer Other ward member Partner organisation representative (eg: NHS, police)	Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No	Date Date Discussions yo	Contact name/Tel no. u have had (continue on an	
Cabinet Member Director/Chief Executive Assistant Director Other Council officer Other ward member Partner organisation representative (eg: NHS, police) Please give details of the outcome	Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No	Date Date Discussions yo	Contact name/Tel no. u have had (continue on an	
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Cabinet Member Director/Chief Executive Assistant Director Other Council officer Other ward member Partner organisation representative (eg: NHS, police) Please give details of the outcome	Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No	Date Date Discussions yo	Contact name/Tel no. u have had (continue on an	
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Cabinet Member Director/Chief Executive Assistant Director Other Council officer Other ward member Partner organisation representative (eg: NHS, police) Please give details of the outcome	Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No	Date Date Discussions yo	Contact name/Tel no. u have had (continue on an	

What outcome do you hope to achieve from your CCfA?	
Certain statutory exclusions apply to the CCfA process. Please answer the following questions:	
Does it relate to a complaint made by an individual or organisation?	Yes/No
Does it relate to a planning, licensing, Council Tax/Benefit application or appeal?	Yes/No
Does it relate to an issue currently under dispute in a court of law?	Yes/No
Signed:Date:	
Please complete and return this form to Judith Shore, Democratic and Member St Manager, Plymouth City Council, Council House, Plymouth PL1 2AA or email it to: judith.shore@plymouth.gov.uk	upport

Appendix B

Examples of the steps which a councillor could be expected to have taken before submitting a Councillor Call for Action to overview and scrutiny

1) Resident or stakeholder raises matter with the councillor at a surgery or other meeting point. The councillor emails or speaks to the appropriate officer and/or portfolio holder and reports back on the action taken. When a reply is received, the councillor advises the resident whether the matter has been resolved or not, and the next steps. If the matter remains unresolved and has wider significance for a community or area, the councillor will refer the matter to the chair of the Overview and Scrutiny Management Board and the Democratic and Member Support Manager.

2) The relevant complaints procedures have been complied with

If the issue appears to be that a standard service has not been provided, or not provided to a sufficient standard, the councillor should check that the relevant complaints procedure has been used and that the service provider has responded to the complaint.

3) The appropriate officer has been approached

The issue may be that local people feel that the standard service is not the right one for local conditions and therefore the matter may be a question of making some slight adjustments at management's discretion. The councillor would therefore be expected to have discussed the matter with the appropriate senior manager in an attempt to secure the change. This process could apply across the range of partner agencies.

4) Relevant partnerships or local groups have been approached

It is more likely that matters which merit a Councillor Call for Action are more complicated than the examples above. One likely possibility is that the matter requires attention from a number of agencies acting in partnership. The councillor should in such cases demonstrate that local partnership bodies have had an opportunity to respond. For example, it may be appropriate for a councillor to raise an issue at a PACT meeting that covers their local area.

5) The relevant Cabinet members have been approached

The councillor may come to the view that a pattern of conditions in the local area can only be addressed through a substantial policy change. In that case, the Management Board will expect to see that the councillor has approached the relevant Cabinet members and at least given them a reasonable opportunity to respond.

Councillor Call for Action

Procedure to be followed in the meeting:

- 1. The Chair will open the meeting with a brief explanation of what a Councillor Call for Action (CCfA) is and remind Members about the role of the Management Board -
- (a) if a councillor has identified concerns in their community and tried to resolve them by talking to the council and other service providers but has failed to solve the problem they can (as a last resort) make a CCfA which asks for the matter to be referred the Overview and Scrutiny Management Board for further investigation;
- (b) the Management Board will hear from the councillor making the call for action and other witnesses and reach one of the following conclusions -
 - write a report setting out their findings and recommendations to Cabinet/a partner organisation, as appropriate
 - decide that the CCfA is a complex matter than needs further investigation and refers it on to another body for more detailed scrutiny (could be referred to the appropriate scrutiny panel or ask for a task and finish group to be set up)
 - decide not to take any action
- 2. The councillor who submitted the CCfA will be asked to explain why they have done so. They will be allowed up to 15 minutes in total to present their case. It's up to them to determine how they wish to use their time if they want a ward colleague to speak in support of the CCfA, their statement/evidence will be included within this 15 minutes.
- 3. There will then be an opportunity for members of the Board to ask questions.
- 4. The Board will hear from other witnesses identified as having an interest in the matter. Each witness will have a maximum of 5 minutes to make a statement.
- 5. After each witness statement, members of the Board may ask questions to clarify any points made by the speakers. Speakers will not have an opportunity to cross-examine one another.
- 6. The Board will then debate the matter. Members of the Board may ask further questions of the councillor who submitted the CCfA. The member who submitted the CCfA will not normally speak during the debate, except to answer questions.
- 7. When the Chair considers that the matter has been debated for a reasonable length of time, the member who submitted the CCfA will be offered the opportunity to sum up.
- 8. The Chair will then sum up the evidence and remind the Board of the options available (see 1(b) above).
- 9. The matter will then move to the vote with the reasons for the decision being stated.

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Request for the Overview and Scrutiny Management Board to consider a Councillor Call for Action

Councillor:	Cllr Lowry
Ward:	Honicknowle
Summary of issue and why it shoul	d be raised with the Management Board (You may wish to

Summary of issue and why it should be raised with the Management Board (You may wish to attach a letter or an email instead of completing this box)

The Budshead Trust which provides invaluable support to young people in Ernesettle and in particular in the area of drug and alcohol misuse is at risk of closing after 10 years of excellent work, due to the withdrawal of core funding.

Whilst it remains successful in achieving specific project funding, the lack of £30,000 of core funding puts those projects in jeopardy and may well require repayment of hard-fought project funding received to date.

The withdrawal of core funding has already led to the closure of facilities provided for the Ernesettle community and as a direct consequence; there has been an increase in crime, particularly low level crime since June 2010.

CCfA should only be considered as a 'last resort' when you have made all reasonable efforts to resolve the problem. Have you had discussions with any of the following?

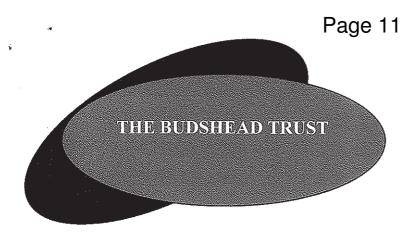
		Date	Contact name/Tel no.
Cabinet Member	Yes/No	June 2009	Clic Harohan.
Director/Chief Executive	Yes/No	200 18 FU	Barra Keel
Assistant Director	Yes/No	July 18th	bronwer Lace
Other Council officer	Yes/No	Ausust 6th	Tim Howes
Other ward member	Yes/No	John 14th	Peter Suith Niky Williams
Partner organisation representative (eg: NHS, police)	Yes/No		Police

Please give details of the outcome of the discussions you have had (continue on an additional sheet if necessary) or include this information in a letter/email attached to this form.

The results of those discussions have been fruitless and I attach relevant documentary evidence.

What outcome do you hope to achieve from your CCfA?	
I expect that the Management Board will recognize the unique role of the Budshead that Cabinet will be requested to find the necessary core funding.	Trust and
Certain statutory exclusions apply to the CCfA process. Please answer the following questions:	
Does it relate to a complaint made by an individual or organisation?	No
Does it relate to a planning, licensing, Council Tax/Benefit application or appeal?	No
Does it relate to an issue currently under dispute in a court of law?	No
Signed: M. 19	16
Diagon complete and nature this form to hadith Chara Damagnetic and Manchar Co	

Please complete and return this form to Judith Shore, Democratic and Member Support Manager, Plymouth City Council, Council House, Plymouth PL1 2AA or email it to: judith.shore@plymouth.gov.uk



The Budshead Trust 8 Hornchurch Lane Ernesettle Plymouth PL5 2TH Telephone: 01752 369501

14th July 2010

Cilr M Lowry 61 Ganges Road Plymouth PL2 3AY

Dear Mark

You will be aware from our various discussions over the last twelve months of the perilous state concerning the ongoing financial viability of the Budshead Trust – specifically the core element. It is with a heavy heart that I write to notify you formally that the situation has deteriorated to such an extent that it is my judgement that we have now reached a point where we are unable to operate.

To be blunt, unless there is a meaningful injection of capital in the very near future we face the prospect of going out of business. You need to be aware that although there is funding in place from Comic Relief to support the staff delivering the Alcohol Project in the North West of Plymouth, this funding is dependent on the Managerial oversight and Governance provided by the Trust and without this, it is likely that Comic relief would withdraw their support. The basic cost to sustain our activities and provide proper Managerial and Governance support is approximately £30k per year

What are our options:

Option One is do nothing and shut down the trust – this would be disastrous for the younger members of our community at a time when they will need all the support they can get.

Option Two is that we secure emergency funding at the outset to continue – here I need your support to lobby Plymouth Community Homes, Plymouth City Council and the PCT as I have no influence in these areas. I am working very actively with Third Sector Partners to secure what I can but to be frank with you, there is very limited funding out there.

In summary, I know that you are individually and collectively committed to the core principles and ethos of the Trust and the value we add to the residents and fabric of Ernesettle is substantial. If we are unable to act decisively and persuade the statutory authorities to support us, all the efforts of the past 10 years will have been for very little.

I would like to propose that we meet at the earliest opportunity and I will be in contact with you to arrange an emergency Board meeting. In the meantime, can I urge you to press any contacts or influence you might have to secure funding.

Do not hesitate to contact me if you need any further information

Yours sincerely

U. G. Small

Veronica G Small Manager

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To...

Cc...

Bcc...

Subject:

Attachments:

From: Lowry, Mark (CLLR)

Sent: Sunday, July 18, 2010 7:28 PM

To: Howes, Tim (CORPORATE SUPPORT); Lacey, Bronwen (CHILDREN & YOUNG PEOPLE)

Cc: Broome, Adam (CORPORATE SUPPORT); Keel, Barry (CHIEF EXECUTIVE'S DEPT); Smith, Peter (CLLR);

Williams, Nicky (CLLR); SEABECK, Alison [SEABECKA@parliament.uk]

Subject: Councillor Call for Action

Dear Tim/Bronwen,

I have received a letter today as a trustee of the Budshead Trust located in Honicknowle. This community group delivers youth projects in the north of the city, specifically around drug and alcohol abuse, additionally they run an internet cafe and community meeting facilities. They are not in receipt of any monies from the city council in respect of the works they carry out, and they have been living hand-to-mouth and on voluntary support for many years. They have in the past been very successful in accessing grants (approx. £300,000) to support their works. However, these grants are not permitted to be used in core funding of the organisation.

We have tried to agree the temporary lease to the Budshead Trust of the disused ex-university sports facilities in the area, as this would be a means of generating funding however it would appear that the asset management team along with the waste department are cautious in handing over these facilities on a temporary lease.

The approximate requirement for core funding is in the order of £30,000 a year and without this funding they will undoubtedly have to cease their operations shortly. The effect of this will result in a considerable number of problems around drug and alcohol abuse, with an increase in anti-social behaviour. We have previously spoken to the portfolio holder to assist, however the response has been limited.

Can I call upon you to engage with the Budshead Trust to see what measures can be taken to provide limited additional funding, and in parallel with this meet with myself and Clirs Smith and Williams to discuss "Councillor Call for Action".

It would be a shame if this voluntary and grant funded work were to cease because we as an authority cannot assist and in the longer run the overall cost to the authority would be substantially more.

Kind regards Mark

You forwarded this message on 23/07/2010 08:13.

The sender of this message has requested a read receipt. Click here to send a receipt.

Lowry, Mark (CLLR)

From:

Brettell, Kathy (CHILDREN & YOUNG PEOPLE) on behalf

Sent: Thu 22/07/2010 14:58

of Moore, Col (CHILDREN'S SERVICES)

To:

Lowry, Mark (CLLR)

Cc:

Lacey, Bronwen (CHILDREN & YOUNG PEOPLE); Howes, Tim (CORPORATE SUPPORT); Keel, Barry (CHIEF

EXECUTIVE'S DEPT); Howes, Alison (CHIEF EXECUTIVE'S DEPT); Toms, May (CHILDREN & YOUNG PEOPLE)

Subject:

RE: Councillor Call for Action / Budshead Trust

Attachments:

Dear Cllr Lowry

Please find below our response to your recent email regarding the issues raised concerning Budshead Trust.

Plymouth City Council's Youth Service has been working directly with the Budshead Trust over the last few years to support funding for the activities they provide.

Last year, 2009-10, The Budshead Trust received two Positive Activities grants (PAYP) of £6871 and £6716. The maximum grant is normally £7,000. They were also directed towards the Youth Capital Fund (YCF) and Youth Opportunities Fund (YOF) however, it appears that no applications were submitted.

This year, Budshead Trust have submitted a bid for £9959 PAYP funding, however, this was declined by the panel due to a lack of clarity regarding implementation, outcomes and VFM. They were supported to resubmit and this will be presented to the panel on the 22 July. If successful this funding could support up to 25% of certain key core costs for the project.

However, PAYP, YCF and YOF all sit within the Area Based Grants, with spending at present frozen, therefore, the Youth Service is currently unable to release funding to the VCS.

In addition to this, future support through the funding streams above will cease in March 2011 as this is provided by National Government Departments. This represents a 22% reduction in the overall Youth budget in the city, approximately £850,000 of grants that for the last 3 years have gone directly to Voluntary & Community Sector Projects (VCS) to support young people.

John Miller, Head of Integrated Youth Support is working closely with the VCS to explore future funding streams that may be available to replace this funding, however, at present there is uncertainty concerning what will fill the gap left with the end of the substantial national funding opportunities mentioned above.

John, with support from Ruth Marriot at the Zone, is currently looking at the Big Lottery Fund 'Youth in Focus' almed at organisations working with young people who need more support, specifically young carers, young people leaving care and young people leaving young offenders' institutions. He will be exploring a coordinated bid between PCC and a range of smaller VCS providers with a view towards ensuring a coordinated programme of support if successful. If appropriate, Budshead Trust could be part of such bids in future.

I fully share your concerns regarding the impact on young people and communities if we lose such projects and would like to assure you that we are currently working towards improving direct work with Elected Members and local neighbourhoods through the PACT arrangements to prioritise support and resources for young people where they are needed most.

Finally, I would recommend that the Budshead Trust starts to look, with support from the VCS Forum, at the potential for a consortium approach to bidding for larger streams of funding. This approach has recently been successful across the Arts Sector both locally and nationally particularly in securing core funding for groups of smaller providers and individuals.

Regards

Colin Moore

Assistant Director Children's Services (Lifelong Learning)
Services for Children and Young People

(01752) 307464

⊠ col.moore@plymouth.gov.uk

From: Lowry, Mark (CLLR)

Sent: Sunday, July 18, 2010 7:28 PM

To: Howes, Tim (CORPORATE SUPPORT); Lacey, Bronwen (CHILDREN & YOUNG PEOPLE)

Cc: Broome, Adam (CORPORATE SUPPORT); Keel, Barry (CHIEF EXECUTIVE'S DEPT); Smith, Peter (CLLR); Williams, Nicky

(CLLR); SEABECK, Alison [SEABECKA@parliament.uk]

Subject: Councillor Call for Action

Dear Tim/Bronwen,

I have received a letter today as a trustee of the Budshead Trust located in Honicknowle. This community group delivers youth projects in the north of the city, specifically around drug and alcohol abuse, additionally they run an internet cafe and community meeting facilities. They are not in receipt of any monies from the city council in respect of the works they carry out, and they have been living hand-to-mouth and on voluntary support for many years. They have in the past been very successful in accessing grants (approx. £300,000) to support their works. However, these grants are not permitted to be used in core funding of the organisation.

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The approximate requirement for core funding is in the order of £30,000 a year and without this funding they will undoubtedly have to cease their operations shortly. The effect of this will result in a considerable number of problems around drug and alcohol abuse, with an increase in anti-social behaviour. We have previously spoken to the portfolio holder to assist, however the response has been limited.

Can I call upon you to engage with the Budshead Trust to see what measures can be taken to provide limited additional funding, and in parallel with this meet with myself and Clirs Smith and Williams to discuss "Councillor Call for Action".

It would be a shame if this voluntary and grant funded work were to cease because we as an authority cannot assist and in the longer run the overall cost to the authority would be substantially more.

Kind regards

Mark

20 July 2010

Dear Barry,

I am writing to draw your attention to the problem faced by the Budshead Trust. This is an organisation which has been very good at raising capital but really needs a revenue stream to enable it to carry out the excellent work it does particularly with young people. Their drugs, alcohol and related health work is used by the PCT and the Council have in the past made use of their expertise.

Given that there will be a move to further outsourcing to organisations like the Trust could you please ask officers as a matter of urgency to give a view on whether or not what they offer will be of value in the new financial landscape the authority faces. If they do have a place then it should be supported. I know that Councillors Lowry and Smith are seeking officer advice but would like you to be aware that this project is invaluable in an area with significant alcohol problems and high teenage pregnancy rates. What they seek to achieve is certainly within the scope of the Coalition Government's 'Big Society' idea and therefore I trust it will not simply be allowed to go to the wall but could be used to show what Plymouth is doing to support David Cameron's initiative.

Yours sincerely,

Alison Seabeck MP

c.c. Cllr Lowry Cllr Peter Smith

Barry Keel Chief Executive Plymouth City Council Civic Centre Plymouth PL1 2AA



Alison Seabeck MP House of Commons London SW1A 0AA

SERVICES FOR CHILDREN AND YOUNG PEOPLE

Plymouth City Council Plymouth PL1 2AA

Tel: (01752) 307400 Fax: (01752) 307403

Email:

servicesforchildren&youngpeople@plymouth.gov.uk www.plymouth.gov.uk

When calling or telephoning please ask for:

Colin Moore

Direct Line:

307464

My Ref:

CM/KB

Your Ref:

22 July 2010

Dear Alison

I am writing with regard to your letter dated 20 July addressed to Barry Keel which has been passed to me to provide a response and can confirm that Plymouth City Council's Youth Service has been working directly with the Budshead Trust over the last few years to support funding for the activities they provide.

Last year, 2009-10, the Budshead Trust received two Positive Activities grants (PAYP) of £6871 and £6716. The maximum grant is normally £7,000. They were also directed towards the Youth Capital Fund (YCF) and Youth Opportunities Fund (YOF) however, it appears that no applications were submitted.

This year, Budshead Trust have submitted a bid for £9,959 PAYP funding, however, this was declined by the panel due to a lack of clarity regarding implementation, outcomes and VFM. They were supported to resubmit and this will be presented to the panel on 22 July. If successful this funding could support up to 25% of certain key core costs for the project.

However, PAYP, YCF and YOF all sit within the Area Based Grants, with spending at present frozen, therefore, the Youth Service is currently unable to release funding to the VCS.

In addition to this, future support through the funding streams above will cease in March 2011 as this is provided by National Government Departments. This represents a 22% reduction in the overall Youth budget in the city, approximately £850,000 of grants that for the last 3 years have gone directly to Voluntary and Community Sector Projects (VCS) to support young people.

John Miller, Head of Integrated Youth Support is working closely with the VCS to explore future funding streams that may be available to replace this funding, however, at present there is uncertainty concerning what will fill the gap left with the end of the substantial national funding opportunities mentioned above.



UK **★**

The Government Standard

John, with support from Ruth Marriot at the Zone, is currently looking at the Big Lottery Fund 'Youth in Focus' aimed at organisations working with young people who need more support, specifically young carers, young people leaving care and young people leaving young offenders' institutions. He will be exploring a co-ordinated bid between PCC and a range of smaller VCS providers with a view towards ensuring a co-ordinated programme of support if successful. If appropriate, Budshead Trust could be part of such bids in future.

I fully share your concerns regarding the impact on young people and communities if we lose such projects and would like to assure you that we are currently working towards improving direct work with Elected Members and local neighbourhoods through the PACT arrangements to prioritise support and resources for young people where they are needed most.

Finally, I would recommend that the Budshead Trust starts to look, with support from the VCS Forum, at the potential for a consortium approach to bidding for larger streams of funding. This approach has recently been successful across the Arts Sector both locally and nationally particularly in securing core funding for groups of smaller providers and individuals.

Yours sincerely

Bronwen Lacey

Director of Services for Children and Young People

Appendix B

Examples of the steps which a councillor could be expected to have taken before submitting a Councillor Call for Action to overview and scrutiny

1) Resident or stakeholder raises matter with the councillor at a surgery or other meeting point. The councillor emails or speaks to the appropriate officer and/or portfolio holder and reports back on the action taken. When a reply is received, the councillor advises the resident whether the matter has been resolved or not, and the next steps. If the matter remains unresolved and has wider significance for a community or area, the councillor will refer the matter to the chair of the Overview and Scrutiny Management Board and the Democratic and Member Support Manager.

2) The relevant complaints procedures have been complied with

If the issue appears to be that a standard service has not been provided, or not provided to a sufficient standard, the councillor should check that the relevant complaints procedure has been used and that the service provider has responded to the complaint.

3) The appropriate officer has been approached

The issue may be that local people feel that the standard service is not the right one for local conditions and therefore the matter may be a question of making some slight adjustments at management's discretion. The councillor would therefore be expected to have discussed the matter with the appropriate senior manager in an attempt to secure the change. This process could apply across the range of partner agencies.

4) Relevant partnerships or local groups have been approached

It is more likely that matters which merit a Councillor Call for Action are more complicated than the examples above. One likely possibility is that the matter requires attention from a number of agencies acting in partnership. The councillor should in such cases demonstrate that local partnership bodies have had an opportunity to respond. For example, it may be appropriate for a councillor to raise an issue at a PACT meeting that covers their local area.

5) The relevant Cabinet members have been approached

The councillor may come to the view that a pattern of conditions in the local area can only be addressed through a substantial policy change. In that case, the Management Board will expect to see that the councillor has approached the relevant Cabinet members and at least given them a reasonable opportunity to respond.

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Councillor Call for Action

Councillor Lowry

Received: 16 August 2010

Discussed with Cllr James on 18 August 2010

Response:

Further information required as follows:

1.	CCfA states that, "the withdrawal of core funding has already led to the closure of facilities provided for the Ernesettle community and as a direct consequence; there has been an increase in crime, particularly low level crime since June 2010." Please provide information that supports the statement that crime has increased as a direct consequence of the closure of facilities.
2.	You refer to discussions with Councillor Monahan. What is his position?
3.	You refer to discussions with Tim Howes (neighbourhood liaison officer for Ernesettle). What is his position?
4.	You refer to discussions with Councillors Williams and Smith. What is their position?
5.	You refer to discussions with the police. What is their position?
6.	 The email dated 22 July refers to: a) No applications being made, for core funding, to either the Youth Capital Fund or the Youth Opportunities Fund. Why not? b) What was the PAYP's decision, on 22 July, about a contribution to core funding? c) Is the Budshead Trust starting to look at, with support from the VCS Forum, "at the potential for a consortium approach to bidding for larger streams of funding"?
7.	Please provide details about what services/staffing can be provided with £30,000/annum

Councillor Call for Action (CCfA)

CCfA made by Councillor Lowry Received: 16 August 2010

Discussed with Councillor James on 18 August 2010

Response (sent 20 August 2010): Councillor James cannot yet agree to take this CCfA to the Management Board as he would like to receive further information as follows:

1 CCfA should only be considered as a 'last resort' when all reasonable efforts have been made to solve the problem.

You refer to discussions with Councillor Monahan, Tim Howes (neighbourhood liaison officer for Ernesettle), the police and Councillors Williams and Smith. What is their response/position?

Discussions with Councilor Monahan took place at an Area Committee meeting and also questions from the floor, additionally Councilor Monahan arranged a meeting with the youth services department, however although he was sympathetic he was unable to help Ernesettle as there was no funding allocated for Ernesettle.

Tim Howes (neighbourhood liaison officer for Ernesettle) is aware of the situation of The Budshead Trust core funding and at the meeting with him on the 5th August supports a CCfA.

I have discussed these matters at length with Cllr Smith and Williams and taken all the actions they have suggested, which are recorded in these notes.

The police fully aware of The Budshead Trust and their work in the community of Ernesettle and have written a letter of support which reads

To whom it may concern,

I write with regard to The Budshead Trust, Ernesettle, following a recent conversation with the Manager of the Trust, Veronica Small. It is with regret that she has informed me that The Budshead Trust may have to cease its excellent work due to insufficient funding.

I am aware of the details of what is required in terms of funding but would request that from a police perspective every effort is made to try and facilitate the funding of The Budshead Trust so that those concerned with the Trust can continue their invaluable work in the Ernesettle community and especially with the young people of Ernesettle. As the Neighbourhood beat manager for Ernesettle I get to see the benefits The Budshead Trust has on the community and have significant concerns the effect of The Budshead Trust closing would have especially on the young people.

If you require further details or case examples of where The Budshead Trust have worked in conjuction with the police to help prevent crime and assist people on a personal basis please contact me directly.

I cannot emphasise enough how much of a loss this would be to the community should this facility have to close through lack of funding or support, please explore every possibility to ensure this does not happen.

Yours sincerely, PC 6237 PEN-COLLINGS.

2 CCfA states that, "the withdrawal of core funding has already led to the closure of facilities provided for the Ernesettle community and as a direct consequence; there has been an increase in crime, particularly low level crime since June 2010."

Do you have any information that supports this statement|?

The Budshead Trust have not had any direct core funding from government since Neighbourhood Renewal Finding stopped in 2006 they have been existing on reserves and proportions of costs recovery in outside bids.

The crime has increased all stats are on the Devon and Cornwall Police site.

Which organisation(s) provide the existing core funding and what level of services/staffing can be provided with £30,000/annum? Can you provide a copy of the Trust's/Treasurer's Annual Report and the constitution?

No organization provides existing funding as stated above.

The level of service/staffing that can be provided for 30,000 per annum is a fully operational youth service i.e. Drop-in café, internet café, youth drop-in office, sexual health/drugs/alcohol guidance/advice and referal (The Budshead Trust is a targeted alcohol service), councillor and police surgeries, community learning, parental advice it will also pay towards the manager and financial administrator's salary plus all overheads

- 4 The email dated 22 July refers to:
 - a) No applications being made, for core funding, to either the Youth Capital Fund or the Youth Opportunities Fund.

Applications were made for both these funds 2009/2010 and were successful.

Do you know why these applications were not made? Funding for 2010/2011 an email was distributed in May stated that all YCf and YOf had been frozen.

b) What was the PAYP's decision, on 22 July, about a contribution to core funding?

The PAYP's decision was that they cannot contribute to core funding.

c) Is the Budshead Trust starting to look at, with support from the VCS Forum, "at the potential for a consortium approach to bidding for larger streams of funding"?

The Budshead Trust are in a partnership with Hamouze House and the Harbour Centre for an alcohol related project across the South and North West of Plymouth but again this does not cover core money. The Budshead Trust is in the VCs Forum and have approached Routeways for help and the Woseley Trust

Can you explain how a temporary lease of the 'disused ex-university sports' facilities' would be a means of generating funding and the reasons that the 'asset management team and the waste department are cautious in handing over these facilities on a temporary lease'?

The income received from providing the sport hall and playing fields as recreationally facilities would provide a small income of approximately £500 per month profit in the short term, with the prospect of raising more as the facilities become more popular (noting there are a shortage of playing fields in the north of the City). These monies would support the Budshead Trust and assist it in becoming self financing and not grant dependant.

Asset management team and the waste department are cautious in handing over these facilities on a temporary lease due to the potential for the site still to be considered as a waste to energy plant site. I understand their concerns but I have repeatedly stated we would take a very short term lease (1month at a time).

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Page 27 Agenda Item 4c

The Companies Acts 1985 and 1989 Company Limited by Guarantee and not having a Share Capital

Memorandum of Association of The Budshead Trust

- The Company's name is **The Budshead Trust** (and in this document it is called "the Charity").
- The Charity's registered office is to be situated in England and Wales
- The Charity's objects ("the Objects") are
 - 3.1 to promote any charitable purpose for the benefit of the inhabitants of and those working in or with a place of business within the Plymouth Unitary Authority electoral ward of Budshead, (or any area or district which shall replace the same) ("the Area of Benefit") and in particular the advancement of education, the preservation and protection of health and the relief of poverty. To promote and organise co-operation in the achievement of these objects and to that end to bring voluntary and charitable organisations into association and create partnerships with the local statutory authorities within the Area of Benefit.
 - 3.2 The promotion for the public benefit of urban regeneration in areas of social and economic deprivation within the area of benefit by all or any of the following means:
 - a) the relief of unemployment in such ways as may be thought fit, including assistance to find employment;
 - the advancement of education, training or retraining, particularly among unemployed people, and providing unemployed people with work experience;
 - c) the provision or assistance in the provision of recreational facilities for the public at large and/or those who, by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances, have need of such facilities;
 - d) the protection or conservation of the environment;
 - e) the provision of public health facilities and childcare;
 - f) the promotion of public safety and prevention of crime; and
 - g) such other means as may from time to time be determined subject to prior consent of the charity commissioners for England and Wales;
- In furtherance of the Objects but not otherwise the Charity may exercise the following powers:
 - (a) to draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments, and to operate bank accounts in the

name of the Charity

- (b) to raise funds and to invite and receive contributions: provided that in raising funds the Charity shall not undertake any substantial permanent trading activities and shall conform to any relevant statutory regulations;
- to acquire, alter, improve and (subject to such consents as may be required by law) to change or otherwise dispose of property;
- (d) subject to clause 5 below to employ such staff, who shall not be directors of the Charity (hereinafter referred to as "trustees"), as are necessary for the proper pursuit of the Objects and to make all reasonable and necessary provision for the payment of pensions and superannuation to staff and their dependants;
- to establish or support any charitable trusts, associations or institutions formed for all or any of the Objects;
- (f) to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the Objects or similar charitable purposes and to exchange information and advice with them;
- (g) to pay out of the funds of the Charity the costs, charges and expenses of and incidental to the formation and registration of the Charity;
- (h) to do all such other lawful things as are necessary for the achievement of the Objects;
- The income and property of the Charity shall be solely towards the promotion of the Objects and no part shall be paid or transferred, directly of indirectly, by way of dividend, bonus or otherwise by way of profit, to members of the Charity, and no trustee shall be appointed to any office of the Charity paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Charity: Provided that nothing in this document shall prevent any payment in good faith by the Charity:
 - (1) of the usual professional charges for business done by any trustee who is a solicitor, accountant or other person engaged in a profession, or by any partner of his or hers, when instructed by the Charity to act in a professional capacity on its behalf: Provided that at no time shall a majority of the trustees benefit under this provision and that a trustee shall withdraw from any meeting at which his or her appointment

- or remuneration, or that of his or her partner, is under discussion;
- (2) of reasonable and proper remuneration for any services rendered to the Charity by any member, officer or servant of the Charity who is not a trustee;
- (3) of interest on money lent by any member of the Charity or trustee at a reasonable and proper rate per annum not exceeding 2 per cent less than the published base lending rate of a clearing bank to be selected by the trustees
- of fees, remuneration or other benefit in money or money's worth to any company of which a trustee may also be a member holding not more than 1/100th part of the issued capital of that company;
- of reasonable and proper rent for premises demised or let by any member of the Company or a trustee;
- (6) to any trustee of reasonable out-of-pocket expenses.
- 6 The liability of the members is limited.
- Every member of the Charity undertakes to contribute such amount as may be required (not exceeding £1) to the Charity's assets if it should be would up while he or she is a member or within one year after he or she ceases to be a member, for payment of the Charity's debts and liabilities contracted before he or she ceases to be a member, and the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.
- If the Charity is wound up or dissolved and after all its debts and liabilities have been satisfied there remains any property it shall not be paid to or distributed among members of the Charity, but shall be given or transferred to some other charity or charities having objects similar to the Objects which prohibits the distribution of its or their income and property to an extent at least as great as is imposed on the Charity by Clause 5 above, chosen by the members of the Charity at or before the time of dissolution and if that cannot be done then to some other charitable object.

We, the persons whose names and addresses are written below, wish to be formed into a company under this memorandum of association.

Signatures, Names and Addresses of Subscribers

3 8 Wills

MISS B E. WILLS

I LAKESIDE DUE

ERNESETTE

PLYMONTH PLS 28H

M. Semmonds

405, TRUNTEN AVE., WHITLEIGH PLYMOUTH PLS 4HW

7. 1/ week

ST ADAMS VICARAGE

122 ROCHEORD CRES

ERNESSTEE

FLYMOUTH PLS 200

Jan Mcgrey

393 TAUNTON AUR WHITHEIGH PLYMOUTH PLS-4HW

IM BEMISTON

SZ NEWCASTLE GDUS WHITLERG IH PLYMOUTH PLS 4EZ

Dated: 28th June 2000

Witness to the above Signatures: 1 & Small

Name: KERGHICH SMALL

Address: THE BUDSHEAD TRUST OFFICE

ST ADAMS CHURCH WEST HALLING AVENUE

ERNESETTLE PLYMOUTH PL5 2SS

Occupation: PROJECT ADMINISTRATOR + COMPANY SECRETARY

The Companies Acts 1985 and 1989 Company Limited by Guarantee and not having a Share Capital

Articles of Association of The Budshead Trust

Interpretation.

1. In these articles:

"the Charity" means the company intended to be regulated by these articles

"the Act" means the Companies Act 1985 including statutory modification or re-enactment thereof for the time being in force;

"the articles" means these Articles of Association of the Charity;

"clear days" in relation to the period of a notice means the period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;

"executed" includes any mode of execution;

"the memorandum" means the memorandum of association of the Charity;

"office" means the registered office of the Charity;

"the seal" means the common seal of the Charity if it has one;

"secretary" means the secretary of the Charity or any other person appointed to perform the duties of the secretary of the Charity, including a joint, assistant or deputy secretary;

"the trustees" means the directors of the Charity (and "trustee" has a corresponding meaning);

"the United Kingdom" means Great Britain and Northern Ireland; and words importing the masculine gender only shall include the feminine gender.

Subject as aforesaid, words or expressions contained in these Articles shall, unless the context requires otherwise, bear the same meaning as in the Act.

Members.

- 2 (1) The subscribers to the memorandum and such other persons or organisations as are admitted to membership in accordance with the rules made under Article 61 shall be members of the Charity. No person shall be admitted a member of the Charity unless his application for membership is approved by the trustees.
 - (2) Unless the trustees or the Charity in general meeting shall make other provision under Articles 61, the trustees may in their absolute discretion permit any member of the Charity to retire, provided that after such retirement the

number of members is not less than two. General meetings.

- The Charity shall hold an annual general meeting each year in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it; and not more than fifteen months shall elapse between the date of one annual general meeting of the Charity and that of the next: Provided that so long as the Charity holds its first annual general meeting within eighteen months of its incorporation, it need not hold it in the year of its incorporation or in the following year. The annual general meeting shall be held at such times and places as the trustees shall appoint. All general meetings other than annual general meetings shall be called extraordinary general meetings.
- 4. The trustees may call general meetings and, on the requisition of members pursuant to the provisions of the Act, shall forthwith proceed to convene an extraordinary general meeting for a date not later than eight weeks after receipt of the requisition. If there are not within the United Kingdom sufficient trustees to call a general meeting, any trustee or any member of the Charity may call a general meeting.

Notice of general meetings.

- 5. An annual general meeting and an extraordinary general meeting called for the passing of a special resolution appointing a person as a trustee shall be called by at least twenty-one clear days' notice. All other extraordinary general meetings shall be called by at least fourteen clear days' notice but a general meeting may be called by shorter notice if agreed;
 - (1) in the case of an annual general meeting, by all the members entitled to attend and vote; and
 - (2) in the case of any other meeting by a majority in number of members having a right to attend and vote, being a majority together holding not less than 95 percent of the total voting rights at the meeting of all the members.

The notice shall specify the time and place of the meeting and the general nature of the business to be transacted and, in the case of an annual general meeting, shall specify the meeting as such.

The notice shall be given to all members and to the trustees and auditors.

- 6. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall invalidate the proceedings at that meeting.
- 7. The chairman may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business which might properly have been transacted at the meeting had adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give such notice.

Proceedings at general meetings.

- 8. No business shall be transacted at any meeting unless a quorum is present. Five persons entitled to vote upon the business to be transacted, each being a member or a duly authorised representative of a member organisation, or one twentieth of the total number of such persons for the time being, whichever is the greater, shall constitute a quorum.
- 9. If a quorum is not present within ten minutes from the time appointed for the meeting, or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the trustees may determine.
- The chairman, if any, of the trustees or in his absence some other trustee nominated by the trustees shall preside as chairman of the meeting, but if neither the chairman nor such other trustee (if any) be present within fifteen minutes after the time appointed for holding the meeting and willing to act, the trustees present shall elect one of their number to be chairman and, if there is only one trustee present and willing to act, he shall be chairman.
- 11. If no trustee is willing to act as chairman, or if no trustee is present within fifteen minutes after the time appointed for holding the meeting, the members present and entitled to vote shall choose one of their number to be chairman.
- A trustee shall, notwithstanding that he is not a member, be entitled to attend and speak at any general meeting.
- A resolution put to the vote of a meeting shall be decided on a show of hands unless before, or on the declaration of the result of, the show of hands a poll is duly demanded. Subject to the provisions of the Act, a poll may be demanded:
 - (1) by the chairman; or
 - (2) by at least two members having the right to vote at the meeting; or
 - (3) by a member or members representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.
- Unless a poll is duly demanded a declaration by the chairman that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
- The demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the chairman. The withdrawal of a demand for a poll shall not invalidate the result of a show of hands declared before the demand for the poll was made.

- A poll shall be taken as the chairman directs and he may appoint scrutineers (who need not be members) and fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
- In the case of an equality of votes, whether on a show of hands or on a poll, the chairman shall be entitled to a casting vote in addition to any other vote he may have.
- A poll demanded on the election of a chairman or on a question of adjournment shall be taken immediately. A poll demanded on any other question shall be taken either immediately or at such time and place as the chairman directs not being more than thirty days after the poll is demanded. The demand for a poll shall not prevent continuance of a meeting for the transaction of any business other than the question on which the poll is demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.
- No notice need be given of a poll not taken immediately if the time and place at which it is to be taken are announced at the meeting at which it is demanded in other cases at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.

Votes of members

- Subject to Article 17, every member shall have one vote.
- No member shall be entitled to vote at any general meeting unless all moneys then payable by him to the Charity have been paid.
- No objections shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chairman whose decision shall be final and conclusive.
- A vote given or poll demanded by the duly authorised representative of a member organisation shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a poll unless notice of the determination was received by the Charity at the office before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.
- Any organisation which is a member of the Charity may by resolution of its Council or other governing body authorise such person as it thinks fit to act as its representative at any meeting of the Charity, and the person so authorised shall be entitled to exercise the same powers on behalf of the organisation which he represents as the organisation could exercise if it were an individual member of the Charity

Trustees.

- The number of trustees shall be not less than three but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.
- The first trustees shall be those persons named in the statement delivered pursuant to section 10(2) of the Act, who shall be deemed to have been appointed under the articles. Future trustees shall be appointed as provided subsequently in the articles.

Powers of trustees

- Subject to the provisions of the Act, the memorandum and the articles and to any directions given by special resolution, the business of the Charity shall be managed by the trustees who may exercise all the powers of the Charity. No alteration of the memorandum or the articles and no such direction shall invalidate any prior act of the trustees which would have been valid if that alteration had not been made or that direction had not been given. The powers given by this article shall not be limited by any power given to the trustees by the articles and a meeting of trustees at which a quorum is present may exercise all the powers exercisable by the trustees.
- In addition to all powers hereby expressly conferred upon them and without detracting from the generality of their powers under the articles the trustees shall have the following powers, namely:
 - (1) to expend the funds of the Charity in such manner as they shall consider most beneficial for the achievement of the objects and to invest in the name of the Charity such part of the funds as they may see fit and to direct the sale or transposition of any such investments and to expend the proceeds of any such sale in furtherance of the objects of the charity.
 - (2) to enter into contracts on behalf of the Charity.

Appointment and retirement of trustees.

- At the first annual general meeting all the trustees shall retire from office, and at every subsequent annual general meeting one-third of the trustees who are subject to retirement by rotation or, if their number is not three or a multiple of three, the number nearest to one third shall retire from office; but, if there is only one trustee who is subject to retirement by rotation, he shall retire.
- Subject to the provisions of the Act, the trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment, but as between persons who became or were last re-appointed trustees on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.
- If the Charity at the meeting at which a trustee retires by rotation, does not fill the vacancy the retiring trustee shall, if willing to act, be deemed to have been reappointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the trustee is put to the meeting and lost.

- No person other than a trustee retiring by rotation shall be appointed or reappointed a trustee at any general meeting unless:
 - (1) he is recommended by the trustees; or
 - (2) not less than fourteen nor more than thirty-five clear days before the date appointed for the meeting, notice executed by a member qualified to vote at the meeting has been given to the Charity of the intention to propose that person for appointment or reappointment stating the particulars which would, if he were so appointed or re-appointed, be required to be included in the Charity's register of trustees together with a notice executed by that person of his willingness to be appointed or re-appointed.
- No person may be appointed as a trustee:
 - (1) unless he has attained the age of 18 years; or
 - (2) in circumstances such that, had he already been a trustee, he would have been disqualified from acting under the provisions of Article 38.
- Not less than seven nor more than twenty-eight clear days before the date appointed for holding a general meeting notice shall be given to all persons who are entitled to receive notice of the meeting of any person (other than a trustee retiring by rotation at the meeting) who is recommended by the trustees for appointment or reappointment as a trustee at the meeting or in respect of whom notice has been duly given to the Charity of the intention to propose him at the meeting for appointment or reappointment as a trustee. The notice shall give the particulars of that person which would, if he were so appointed or re-appointed, be required to be included in the Charity's register of trustees.
- Subject as aforesaid, the Charity may by ordinary resolution appoint a person who is willing to act to be a trustee either to fill a vacancy or as an additional trustee and may also determine the rotation in which any additional trustees are to retire.
- The trustees may appoint a person who is willing to act to be a trustee either to fill a vacancy or as an additional trustee provided that the appointment does not cause the number of trustees to exceed any number fixed by or in accordance with the articles as the maximum number of trustees. A trustee so appointed shall hold office only until the next following annual general meeting and shall not be taken into account in determining the trustees who are to retire by rotation at the meeting. If not re-appointed at such annual general meeting, he shall vacate office at the conclusion thereof.
- 37 Subject as aforesaid, a trustee who retires at an annual general meeting may, if willing to act, be re-appointed.

Disqualification and removal of trustees.

38 A trustee shall cease to hold office if he

- (1) ceases to be a trustee by virtue of any provision in the Act or is disqualified from acting as a trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
- (2) becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs;
- (3) resigns his office by notice to the Charity (but only if at least two trustees will remain in office when the notice of resignation is to take effect); or
- (4) is absent without the permission of the trustees from all their meetings held within a period of six months and the trustees resolve that his office be vacated.
- (5) at a duly convened meeting of the trustees a resolution for his or her removal is agreed unanimously by the remaining trustees.

Trustees' expenses

39. The trustees may be paid all reasonable travelling, hotel and other expenses properly incurred by them in connection with their attendance at meetings of trustees or committees of trustees or general meetings or otherwise in connection with the discharge of their duties, but shall be paid no renumeration

Trustees' appointments

- 40. Subject to the provisions of the Act and to Clause 5 of the memorandum, the trustees may appoint one or more of their number to the unremunerated office of managing director or any other unremunerated executive office under the Charity. Any such appointment may be made upon such terms as the trustees determine. Any appointment of a trustee to an executive office shall terminate if he ceases to be a trustee. A managing director and a trustee holding any other executive office shall not be subject to retirement by rotation.
- 41. Except to the extent permitted by clauses 5 of the memorandum no trustee shall take or hold any interest in property belonging to the Charity or receive remuneration or be interested otherwise than as a trustee in any other contract to which the Charity is a party.

Proceedings of trustees.

- 42. Subject to the provisions of the articles, the trustees may regulate their proceedings as they think fit. A trustee may, and the secretary at the request of a trustee shall, call a meeting of the trustees. It shall not be necessary to give notice of a meeting to a trustee who is absent from the United Kingdom. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the chairman shall have a second or casting vote.
- 43. The quorum for the transaction of the business of the trustees may be fixed by the trustees but shall not be less than one third of their number or two trustees, whichever is the greater.

- The trustees may act notwithstanding any vacancies in their number, but, if the number of trustees is less than the number fixed as the quorum, the continuing trustees or trustee may act only for the purpose of filling vacancies or of calling a general meeting.
- The trustees may appoint one of their number to be the chairman of their meetings and may at any time remove him from that office. Unless he is unwilling to do so, the trustee so appointed shall preside at every meeting of trustees at which he is present. But if there is no trustee holding that office, or if the trustee holding it is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the trustees present may appoint one of their number to be chairman of the meeting.
- The trustees may appoint one or more sub-committees consisting of three or more trustees for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the trustees would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the trustees.
- 47. All acts done by a meeting of trustees, or of a committee of trustees, shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any trustee or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a trustee and had been entitled to vote.
- 48. A resolution in writing, signed by all the trustees entitled to receive notice of a meeting of trustees or of a committee of trustees, shall be as valid and effective as if it had been passed at a meeting of trustees or (as the case may be) a committee of trustees duly convened and held. Such a resolution may consist of several documents in the same form, each signed by one or more of the trustees.
- 49. Any bank account in which any part of the assets of the Charity is deposited shall be operated by the trustees and shall indicate the name of the Charity. All cheques and orders for the payment of money from such account shall be signed by at least two trustees.

Secretary.

Subject to the provisions of the Act, the secretary shall be appointed by the trustees for such term, at such remuneration (if not a trustee) and upon such conditions as they may think fit; and any secretary so appointed may be removed by them.

Minutes.

- 51. The trustees shall keep minutes in books kept for the purpose:
 - (1) of all appointments of officers made by the trustees; and
 - (2) of all proceedings at meetings of the Charity and of the trustees and of committees of trustees including the names of the trustees present at each such meeting.

The Seal

The seal shall only be used by the authority of the trustees or of a committee of trustees authorised by the trustees. The trustees may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a trustee and by the secretary or by a second trustee.

Accounts.

Accounts shall be prepared in accordance with the provisions of PartVII of the Act.

Annual Report.

The trustees shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commissioners.

Annual Return.

The trustees shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commissioners.

Notices.

- Any notice to be given to or by any person pursuant to the articles shall be in writing except that a notice calling a meeting of the trustees need not be in writing.
- 57. The Charity may give any notice to a member either personally or by sending it by post in a prepaid envelope addressed to the member at his registered address or by leaving it at that address. A member whose registered address is not within the United Kingdom and who gives to the company an address within the United Kingdom at which notices may be given to him shall be entitled to have notices given to him at that address, but otherwise no such member shall be entitled to receive any notice from the Charity.
- 58. A member present in person at any meeting of the Charity shall be deemed to have received notice of the meeting and, where necessary, of the purposes for which it was called.
- 59. Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted.

Indemnity.

60. Subject to the provisions of the Act every trustee or other officer or auditor of the Charity shall be indemnified out of the assets of the Charity against any liability incurred by him in that capacity in defending any proceedings, whether civil or criminal, in which judgement is given in his favour or in which he is acquitted or in connection with any application in which relief is granted to him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Charity.

Rules.

- 61. (1). The trustees may from time to time make such rules or bye laws as they may deem necessary or expedient or convenient for the proper conduct and management of the Charity and for the purposes of prescribing classes of and conditions of membership, and in particular but without prejudice to the generality of the foregoing, they may by such rules or bye laws regulate:
 - (i) the admission and classification of members of the Charity (including the admission of organisations to membership) and the rights and privileges of such members, and the conditions of membership and the terms on which members may resign or have their membership terminated and the entrance fees, subscriptions and other fees or payments to be made by members
 - (ii) the conduct of members <u>and trustees</u> of the Charity in relation to one another, and to the Charity's servants;
 - (iii) the setting aside of the whole or any part or parts of the Charity's premises at any particular time or times or for any particular purpose or purposes;
 - (iv) the procedure at general meetings and meetings of the trustees and committees of the trustees in so far as such procedure is not regulated by the articles;
 - (v) generally, all such matters as are commonly the subject matter of company rules.
 - (2). The Charity in general meeting shall have power to alter, add to or repeal the rules or bye laws and the trustees shall adopt such means as they think sufficient to bring to the notice of members of the Charity all such rules or bye laws, which shall be binding on all members of the Charity. Provided that no rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, the memorandum or the articles.

Signatures, Names and Addresses of Subscribers			
BEWlls.	Miss B E Wills 1 Lakeside Drive Ernesettle Plymouth PL5 2QH		
(B) Symmords	Cll r R S Simmonds 405 Taunton Avenue Whitleigh Plymouth PL5 4HW		
G. Newil	Father G J Smith St. Aidan's Vicarage 122 Rochford Crescen Ernesettle Plymouth Pl5 2QD		
Jan Mc greg 1	Mr I Mcgregor 393 Taunton Avenue Whitleigh Plymouth PL5 4HW		
では	Mr T Brampton 52 Newcastle Gardens Whitleigh Plymouth Pl5 4EZ		
Dated: 28 th June 2000			
Witness to the above Signatures: U . A . $Small$			
Name: Veronica Small			
Address: The Budshead Trust Office St. Aidan's Church West Malling Avenue Ernesettle Plymouth PL5 2SS			

Occupation: Project Administrator and Company Secretary

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Agenda Item 4e

Company Number 3867833

Charity Number 1078771

The Budshead Trust

(A company limited by guarantee)

Annual Report 31st March 2010 The Budshead Trust

Annual Report

Contents

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Legal and administrative details

Report of the Management Committee

Auditor's report

Statement of financial activities

Balance Sheet

Notes to the accounts

The Budshead Trust

Legal and Administrative Details

Constitution

The organisation is a charitable company limited by guarantee, incorporated on 28th October 1999 and registered as a charity on 4th January 2000

Management committee

Alderman Ron Simmonds P Carter Reverend Graham J Smith B E Wills P J Ebsworth Councillor M Lowrie

Secretary

V G Small

Registered office and operational address

8 Hornchurch lane Ernesettle PLYMOUTH PL5 2TH

Independent reviewer

To be S Soady

Bankers

National Westminster bank 14 Old Town Street PLYMOUTH

Charity number 1078771

Company number 3867833

The Budshead Trust

Trustees Report

The management committee presents its report and accounts for the year ending 31st March 2010.

The accounts comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice – Reporting by Charities

Constitution and Activities

The company is a charity and was incorporated on 28th October 1999 when it took over the operations previously carried out by the Budshead Forum.

It exists to promote any charitable purpose for the benefit of the inhabitants of those working in or with a place of business within the Plymouth Authority electoral ward of Budshead, (or any area or district which shall replace the same) ("the Area of Benefit") and in particular the advancement of education, the preservation and protection of health and the relief of poverty. To promote and organise co-operation in the achievement of these objects and to that end to bring voluntary and charitable organisations into association and create partnerships with the local statutory authority within the Area of Benefit.

Structural, Governance and Management

The Board at the time of registering consisted of five Trustees and a Company Secretary. There are at present seven Trustees and a Company Secretary.

Residents, user groups and practitioners which have signed up as members of The Budshead Trust elect Trustees. Trustees are rotated and stand down after two years service, all Trustees can be re-elected.

The Executive Trustees, Non-Executive Company Secretary of the Board of Trust along with funders who allocate the grants share the responsibility for ensuring that The Budshead Trust fulfils its duties in managing the funds.

The Trustees have appointed a Manager and have delegated responsibilities of the day-to-day management and control of the administration of grants to the Manager who has a responsibility to ensure that the spending is in accordance with the object and priorities agreed with the funders; that the criteria for spending grant monies are fully met; that the full accounting records are maintained; and that devolved decision making or delegated arrangements are in accordance with policies and procedures set out by the Board. The Manager reports to the Chair and Vice Chair of Trustees on a weekly basis and the full Board bi-monthly.

Annual Review of Activities, Achievements & Performance

The Manager's contract is for 22.5 hours per week and the Financial Support is 7.5 hours per week.

Money from Comic Relief ended in August 2009 and we were successful in achieving a further grant in February 2010 for a new project designed to address the issues of alcohol issue by young people aged 11-25 employing the equivalent of one full time Youth Workers that will cover Ernesettle, Whitleigh, Honicknowle and Southway Districts of the City.

The Young People's Locality Alcohol Project was granted to a partnership comprising of ourselves, Harbour Drug and Alcohol Centre and Hamoaze House. The purpose of this partnership was to use money granted by Plymouth Children's Services to enable the partnership to support staff in Universal Services and to support young people with alcohol related issues that require more complex responses.

The grant from Plymouth Youth Opportunities and Capital Fund was granted in May 2009 for a ten month period for the running costs of the Internet Café. Another joint bid for Plymouth Youth Opportunities Capital fund for Summer Activities (Time to Shine) was successful and this gave the youth of Ernesettle the opportunity to enjoy a selection of activities including days out, Bar B Q's and camping as part of this money was for equipment that could be utilised for future activities.

Money obtained from Plymouth City Council for Positive Activities for Younger People (PAYP) has enabled a second Clean Sheet programme which allowed us to put on specific sessions aimed at anti social behaviour and crime in young people and a project called Ernesettle Youth Project aimed at sessional working with specific groups and the formation of a Youth Forum.

The Internet Café is being used for 3 sessions of computer classes per week through U K Online. The funding will finish in June 2010 however after this date one session will be taught voluntarily and another will be paid for by our partnership working with North Prospect Community partnership.

Other donations from the Co-operative Society and the Police were used to fund activities for the young people.

A considerable amount of activities and projects have been managed this year with the maximum amount of effort and the minimum amount of money.

The Budshead Trust

Statement of the responsibilities of the Management Committee

Auditors Report

THE	BUDSHEAD	TRUST	

Profit and Loss account and Statement of financial activities For the year ended 31st March 2010

	Unrestricted	Restricted	Total	Total
	Funds	Funds	Funds	Funds
Notes	£	£	£	£
3				
Grants and other income		95,989	95,989	67,144
Interest receivable	2		2	291
Total incoming resources	2	95,989	95991	<u>67,435</u>
4				
Resources Expended Cost of generating funds	760		760	860
5 Charitable activities Project applications	10,000	77,246	0E 246	422.000
	10,000	11,240	85,246	123,003
6 Governance Costs	200	10,316	10,516	11,173
Total resources expanded	10,960	<u>85,562</u>	96,522	<u>135,036</u>
Net income resources being				
Net movement in funds	(10,958)	10,427	(531)	(67,601)
Reconcilliation of funds Total funds brought forwa	rd 14,938	4,630	19,568	87,169

Total funds carried forward	3,980	15,057	19,037	19,568
THE BUDSHEAD TRUST				
Balance Sheet as at 31st Marc	h 20010			
Notes 7		2010		2009
		£		£
Current Assets				
Cash at Bank and in hand		19,237		20,230
Creditors: amount falling due				
within one year (1,498)		(200)		
Net current assets		19,037		19,568
General		3,980		14,938
Restricted funds		15,057		4,630

The directors are satisfied that the company is entitled to exemption under Section 249A(1) of the Companies Act 1985 and that no member or members have required an audit pursuant to section 249B(2) of the Act.

19,037

19,568

The directors acknowledge their responsibilities for

Ensuring that the company keeps proper accounting records which comply with Section 221 of the companies Act 1985 and

Preparing account which give a true and fair view of the state of affairs of the company as at the end of the financial year and of it profit or loss for the financial year in accordance with the requirement of section 226 of the companies Act 1985 and which otherwise comply with the requirements of this at relating to accounts so far as applicable to the company

These account are prepared in accordance with the special provision of Part VII of the Companies Act 1985 relating to small companies.

Approved by the management committee on

Trustees Signature Print Name

THE BUDSHEAD TRUST

Notes to the Accounts For the year ending 31st March 2010

1 Accounting policies

Accounting convention

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007), the Companies act 1985 and follow the recommendations in Accounting and Reporting by Charities. Statement of Recommended Practice issued in 2005.

Grants

Grants are recognised in the Statement of Financial Activities in the period to which they relate.

Resources expended

Resources expended are recognised in the period in which they are incurred and include attributable VAT which cannot be recovered. Wherever possible these expenses are allocated to the particular activity to which they relate. However, certain costs, are apportioned on a basis which is an estimate of the amount attributed to each activity.

Depreciation

Depreciation is provided to write off the costs of each asset over its expected useful life which in all cases is estimated to be four year. Items of equipment are capitalised where the purchase price exceeds £2000.

Restricted funds

Restricted funds are to be used for the specific purposes laid down by the donor. Expenditure which meets these criteria is charged to the fund.

2 Legal status of the charity

The charity is a company limited by guarantee and has no share capital. The liability of each member in the vent of winding up is limited to £1.

The charity is a company limited by guarantee and has no share capital. The liability of each member in the vent of winding up is limited to £1.

THE BUDSHEAD TRUST

Notes to the Accounts for the year ended 31st March 2009

3 Incoming resources from activities to further the charity's objectives

	Unrestricted	Restricted		
	Funds	Funds	Total	Total
	2010	2010	2010	2009
	£	£	£	£
Comic Relief Plymouth C C Harbour		32,694 21,841 15,000	32,694 21,841 15,000	38,141
Plymouth Comms Bef Cons Elder Tree Ltd Plymouth Youth Fund		11,466 4,725	11,466 4,725 5,725	16,144
Surestart South West Foundation Co-Operative Police		7,500 1,418 596	7,500 1,418 596	4,591
Other grants received Interest	2	749	749	2,543
The restricted income was in	2	95,989	<u>95,991</u>	67,144
Youth Community Education (Lea		ionowing pro	2010 £ 71,549 7,500	2009 £ 45,341
Community Infrastructure (16,942 95,991	<u>21,803</u> <u>67,144</u>
4 Costs of generating fund	ls			
	Unrestricted funds 2010 £	Restricted funds 2010 £	Total 2010 £	Total 2009 £
Staff Costs Telephone	690 70		690 70	800 60

<u>760</u> <u>760</u> <u>860</u>

THE BUDSHEAD TRUST

Notes to the Accounts for the year ended 31 March 2010

5 Charitable activities: Project applications

ι	Inrestricted	Restricte	d	
	Funds	Funds	Total	Total
	2010	2010	2010	2009
	£	£	£	£
Staff costs		40,885	40,885	46,625
Travel		282	282	325
Training		173	173	287
Rent and associated cos	sts	2,850	2,850	2,519
Insurance		2,323	2,323	1,349
Printing and office costs		71	71	3,155
Telephone and Internet		1,306	1,306	1,448
Equipment and refurbish	ment	1,326	1,326	31,670
Residential		3,307	3,307	
Summer Activities		2,037	2,037	
Creche		451	451	
Sundries		54	54	3,592
Adjustment Chq unpaid	ast year	(769)	(769)	
		54,296	54,296	90,970
Support costs and overh	eads 10,0	20,950	30,950	32,033
(see note 6)				
	10,0	75,246	85,246	123,003
Applied on the following	projects;			
Youth			59,552	

Community Education (Learning)	5,260
Community Infrastructure (Core)	20,434
	85,246

THE BUDSHEAD TRUST

Notes to the Accounts for the year ended 31 March 2010 6 Support costs and overheads

Unrestricted	Restricted		
funds	funds	Total	Total
2010	2010	2010	2009
£	£	£	£
10,000	27,663	37,663	40,528
costs	2,277	2,277	
1	88	88	
200	200	662	
osts			982
et	1,043	1,043	371
	160	160	163
			73
	35	35	427
10,200	3 <u>1266</u>	41466	43206
ote5)	30,950	30,950	32,033
200	10,316	1 <u>0,516</u>	10,173
200	41,266	<u>41,466</u>	43,206
	funds 2010 £ 10,000 costs 1 200 osts et 10,200 ote5) 200	funds funds 2010 2010 £ £ 10,000 27,663 costs 2,277 n 88 200 200 costs et 1,043 160 35 10,200 31266 cote5) 30,950 200 10,316	funds funds Total 2010 2010 2010 £ £ £ 10,000 27,663 37,663 costs 2,277 2,277 n 88 88 200 200 662 osts et 1,043 1,043 160 160 35 35 10,200 31266 41466 ote5) 30,950 30,950 200 10,316 10,516

Governance has been calculated as 25% of the total support costs on the basis of time spent together with the whole cost of the review.

7 Creditors: amounts falling due within one year

	£	£
Other creditors	200	662

8 Related parties

No expenses were reimbursed to any of the trustees

9 Related parties

No expenses were reimbursed to any of the trustees

Executive Summary

The Budshead Trust started as a community forum in 1997 this was supported by Health money. This was start up monies and enabled the forum to employ a community health development worker and administrator and to pay for immediate costs.

The Forum employed a consultant in February 1998 to write a bid for Single Regeneration Budget money, to put together a constitution, register the Forum and to change the name to the Budshead Trust but after quite a few mistakes and the time that the consultant was taking to write the bid and register the company the Trustees in waiting decided to dispense with his services without paying him a fee in April 1999.

The Community Health Worker and the Administrator rewrote the bid along with help from Ruth Walls of Plymouth City Council Regeneration office. The bid was submitted for the May 1999 sitting of the Regeneration Board and the Trust was notified of its success in early June. The Administrator put together a Memorandum and Article of Association with aims and objectives, registered the Trust with Companies House in October 1999 and registered with the Charity Commission in January 2000. The Trust was set up to raise standards in deprived areas of the then Budshead Ward which consisted of Ernesettle and Whitleigh, Budshead woods was the divide between the two areas so the residents selected the name of Budshead Trust.

The Budshead Trust is a nonprofit organisation providing programmes for young people aged 11-25 years in the Ernesettle area of Plymouth. The programme has formed partnerships with the relevant agencies specializing in substance and alcohol misuse. The Budshead Trust's goal is to foster a commitment to young people that will promote pro-social behaviour, strong interpersonal skills, build resilienceand reassert a sense of hope in the future. Only through personal relationships can a sense of individual responsibility be reestablished that will give youth the commitment to follow through on the path to adulthood with a sense of pride and accomplishment.

Through repeated failures and the development of destructive habits, young people have lost faith in the possibilities that await them if they are successful in putting their lives together. To accomplish this goal, young people must be in a caring, inclusive environment that promotes their best effort and reinforces personal respect.

The Alcohol Project is a program that is in direct response to the growing number of young people that have either direct drinking problems themselves or problems in their family. The goal of the program is to identify young people who have a problem and to offer a positive support system to avoid the pitfalls that can derail their lives. The focus is slightly different at each level but the goal remains the same; empower the young person to make informed positive changes in his/her life.

The Budshead Trust will focus primarily on young people aged 11- 25 years. This age group is particularly problematic and a perfect time for help and support to be effective.

The Budshead Trust's Alcohol Project is a programme which will give ongoing support to the young people. Individual as well as group programmes will take place to meet the needs and improve the young person's confidence and aspirations. Mentors will receive continuous training throughout the year and will participate in monthly meeting to report the young person's progress.

Over time, The Budshead Trust will create an environment that will be an invaluable resource to young people, aspiring mentors and the community at large.

1.1 Objectives

The Budshead Trust Alcohol project is being established to provide support for at risk young people in the North West locality of Plymouth. The program will create partnerships with the local schools, health Services, Police, Harbour Centre (Tier 3 alcohol and substance misuse specialists) and many more practitioners that young people are likely to come into contact with. The Budshead Trust will contact a caring adult nominated by a referred youth. The Budshead Trust will help setup systems that deal with the young people in variety of ways

- Street-work: Workers will walk the streets in a localities and engage with the young people to gain their confidence and signpost them to services if needed
- Centre based: Workers will work with the young people who frequent youth clubs and other schools and centers that young people attend.
- One to One: Young people who want to be seen in confidence in a place of their choice.

1.2 Mission

The mission of The Budshead Trust is the pursuit of the following principles:

- **Commitment**: The Budshead Trust wants to inspire the young people to have confidence in their mentors and be open.
- Responsibility: The focus of The Budshead Trust is to empower young people in establishing goals and following through on commitments.
- Possibility: The Budshead Trust wants to expand the perspective of young people to make them aware of life's possibilities.
- **Support**: An individual is dramatically influenced by their support system. The Budshead Trust wants to surround young people in a caring, inclusive supportive environment.

1.3 Keys to Success

- Establish a strong network of support with the Police, judicial and health.
- Launch a series of fundraising activities that will successfully fund the expanding program.
- Establish an effective training program for mentors that will increase their ability to be successful communicators.
- Work on the 5 outcomes of every Child Matters.
 - Be healthy
 - Stay safe
 - > Enjoy and achieve
 - > Make a positive contribution
 - > Achieve economic well-being
- Establish an effective monitoring system to protect both the young people and the mentor.

Organization Summary

The Budshead Trust is a nonprofit organisation providing alcohol support projects for 11-25 year old young people in the localities in North West of Plymouth. The program will form partnerships with local schools and clubs, Police and the judicial system, Health and practitioners city wide

Young people are matched with a caring adult of their choice who is trained to focus on positive reinforcement, trust-building, and the achievement of goals, by engaging young people in one-on-one and group support. Mentors and young people meet by mutual consent.

Ongoing training will continue with mentors on individual case management throughout.

2.1 Finance

See appendix 1

2.2 Legal Entity

The Budshead Trust is a not not-for-profit organization that focuses on youth and community projects.

3. Services

The Budshead Trust offers young people that have been identified as at-risk from alcohol consumption, an opportunity to work with a caring mentor to improve their ability to develop a positive attitude towards their future. The long-term goal of The Budshead Trust Young Peoples Alcohol Project is to empower the young person to break the cycle of negative behaviour and reinforce positive behaviour.

4. Market Analysis Summary

The Budshead Trust Young Peoples Alcohol project is a program that is in direct response to a pilot project that found many pitfalls and highlighted the growing number of young people that need of either specialist support and mentoring or just a confident. The Budshead Trust offers at-risk young people the opportunity to make a dramatic change in their lives. The program is positioned to be most assessible to young people who otherwise would be swept into alcohol abuse or substance misuse.

The goal of the program is to identify young people who are using alcohol and offer them positive support system to avoid the pitfalls that can derail their lives. The Budshead Trust has found that giving young people the lead can service as a powerful rein forcer of hopeful behavior.

4.1 Market Segmentation

The Budshead Trust Alcohol project has a number of market focuses that are key to the program's success.

- Youth who are overcoming stressors in their lives, such as poverty, discrimination, abusive situations, addictions, unstable homes, and academic life, are the primary marketing focus of The Budshead Trust for young people. Support programs foster positive changes through goal setting, self-discipline, skill development, and friendship.
- Families are also the marketing focus when adult mentors are able to help youth work on solutions for their family stresses, and provide an objective but caring sounding board. As a result, many youth and their families report improved relations at home.
- Marketing also attracts mentors to The Budshead Trust young people projects because they care about Young People and their community. The typical mentor-youth relationship demands a commitment that must be sold to the potential mentor. For most mentors, this experience changes their lives, taps their inner resources, and challenges their values and beliefs.
- Ultimately, the Alcohol Project is marketed to The North West of Plymouth as a critical social support system for young people. The Alcohol Project impacts upon how many other city services will be called in to respond to anti-social behavior through alcohol in the community.

4.2 Target Market Segment Strategy

The target market for the Alcohol project are young people ages 11-25 that have developed destructive habits that will lead down a path of negative behaviour. The Budshead Trust will create a series of training programmes for mentors and young people so that the projects can also be peer led this will match the young person with a trained mentor who will assist him or her in developing the behaviour and perspective that will lead to success and aspirations for the future.

5. Strategy and Implementation Summary

There are three focuses to The Budshead Trust young peoples Alcohol project implementation:

- First is the creation of a network of contacts.
- The second is the recruiting and training of mentors.
- The third is the development of fundraising strategies.

5.1 Fundraising Strategy

The Budshead Trust funding sources are grants and in kind support.

6. Marketing Strategy

The Budshead Trust believes in the goal of leaving no child behind. The goal is to raise the visibility of programme to assure that:

- Referral sources will use the service;
- Funding sources will support the program;
- Adults will volunteer to be mentors.

The marketing strategy will be to successfully sell this new resource to the communities and practitioners. This will be accomplished by a referral coordinator who will create and maintain a network of contacts that will serve as the referral source for the program.

Brochures will be developed to sell the benefits of the program to both potential referrers and participants. The goal will be to build an effective marketing program on the success of the alcohol support and mentoring relationships.

A marketing effort will also be implemented to attract and retain quality mentors and support for the programme.

The core of the marketing strategy will be of selling the benefits of the programme to the community.

7. Management Summary

The Budshead Trust's management team consists of a Board of Trustees.

7.1 Personnel Plan

The following table summarizes our personnel expenditures for the two years. The Young People's Alcohol Project will have the following staff.

- Project Manager
- Two part-time youth alcohol workers
- Financial administrator

Year 1 Year 2

Manager

Youth Worker 1

Youth Worker 2

Financial Administrator

Total Payroll

8. Financial Plan

The Budshead Trust will continue to apply for grants and will build funding. It will take 3 to 4 years before funding from sources becomes strong enough to expand the programme. The primary expenditures for the programme are for Staff salaries. Therefore it is essential that due diligence is applied to fund allocation for these critical program responsibilities. An effective communication system is to be established to report fiscal data to the Board of Trustees so adjustment can be made quickly to assure the health of the program.

8.1 Important Assumptions

The financial plan depends on important assumptions, most of which are shown in the following table. The key underlying assumptions are:

We assume a slow-growth economy.

- We assume that there are no unforeseen changes in grant funding availability.
- We assume a continued need for services by at-risk young people. We assume broad community support for mentoring and support.

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