

# Havant Council of Community Service



## Annual Review 2010-2011



**Havant Council of  
Community Service  
Registered Charity No: 229351**

**LANGSTONE TECHNOLOGY PARK,  
LANGSTONE ROAD, HAVANT, HANTS PO9 1SA  
TEL: 023 9241 5556**

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**CURRENT EXECUTIVE COMMITTEE  
as at March 2011**

Mr G Lavender (Chairman)  
Mrs G Goddard (Vice Chairman)  
Col W Stevens (Treasurer)  
Cllr I Beagley

Mrs B Adams  
Mrs J Owens  
Mr D Van't Riet  
Cllr F Pearce

Mrs J Thomas  
Mr P Bray  
Cllr V Wilson-Smith

**CHIEF EXECUTIVE  
Mrs S Spencer**

**BANKERS**

Lloyds Bank PLC, West Street, Havant, Hants

**AUDITORS**

Murray, McIntosh, O'Brien  
204 London Road, Waterlooville, Hants

## STAFF

Chief Executive		Mrs S Spencer
Development Officer		Mrs A Mockler
Finance Officer		Mrs S Musselwhite
Finance Assistant		Mrs M Veal
Admin Support		Miss J Strangeway
<b>Volunteer Centre</b> Co-ordinator		Mrs C Coxwell
<b>Transport</b> Manager		Mr R Fountain
Mini Bus Co-ordinator		Mr M Andrews
Minibus Drivers		Mr S Oldland
		Mr J Colwell
		Mr A Snocken
		Mrs J Stimpson
	(to Jan 11)	Mr G Dickens
	(to Apr 10)	Mrs H Smith
		Mr A Gordon
		Mr R Hayden
		Mrs A Gunn
		Mr I Bailey
	(to Apr 10)	Mr D Nash
	(from May 10)	Mr L Stempien
	(from Jun 10)	Mr C Watson
	(from Jun 10)	Mr R Salmon
	(from Sep 10)	Mr T Ambrose
<b>Meals Service</b> Projects Manager		Mr D Doyle
Meals Service Co-ordinator		Mrs G Manning
Emsworth Centre Kitchen Assistant		Mrs E Price
Meals Driver		Mrs K Essex
Emsworth Centre Cleaner		Mrs J Hassbach
Jubilee Centre Supervisor		Mrs M Jones
Jubilee Centre Kitchen Assistant		Mrs T Hogan
Jubilee Centre Cleaner	(to Jul 10)	Miss A Jones
<b>Shopmobility</b> Projects Manager		Mr D Doyle
	(to May 10)	Ms A Steadman
	(from Nov 09)	Mr S Barrow
	(from May 10 – to Jan 11)	Mr M Jenkins
	(from Apr 10)	Mr K Cox
Cleaner	(to Jun 10)	Mr J Wood
		Mrs B Quarrington
<b>Innovations</b> Project Development Worker		Mrs A Mockler
<b>Health Trainers</b>		Ms S Kell
		Mrs E Edwards
<b>Children's University</b> Co-ordinator		Mrs A Fieldgate

## MEMBERS OF THE COUNCIL

### GENERAL

Angel Radio Ltd  
Animal Support and Awareness Programme  
Bedhampton Social Hall Association  
CIS'ters (Child Incest Survivors)  
Citizens Advice Bureau Havant  
CSV—Community Service Volunteers  
Cowplain Activity Centre  
Cycle Hayling  
Cycle Touring Club  
Diabetes UK (Hayling Branch)  
EAGA Plc  
Eastoke Community Association  
Elizabeth Fitzroy Support Waterlooville Day Services  
Emsworth Bridge Club  
Emsworth Good Neighbours  
Emsworth Residents Association  
FLASH  
Guinness Hermitage Housing  
Hampshire Library & Information Service  
Hampshire Local Involvement Network (LINK)  
Hants & IOW Community Association  
Havant & District Holiday Venture  
Havant & District Mencap  
Havant Arts Active  
Havant Athletic Club  
Havant Bereavement Care Group  
Havant Borough Talking Newspapers  
Havant Horticultural Society  
Havant Housing Association  
Havant Rugby Club  
Havant Women's Aid  
Hayling Island Community Association  
Hayling Island Football Club  
Hayling Voluntary Service  
Help in Bereavement  
Hermitage Care  
Independent Age (RUKBA)  
Leigh Park Community Association  
Leigh Park, Warren Park & West Leigh Good Neighbours  
Mengham Community Association  
Portsmouth Mediation Services  
Queen Elizabeth Country Park  
Red Cross - Emsworth  
Red Cross – Havant  
Relate Portsmouth & District  
Rotary Club of Cosham  
Rotary Club of Havant  
Rotary Club of Waterlooville  
RSPCA—The Stubbington Ark  
SCA Advocacy  
St John Ambulance Waterlooville Division  
St John Ambulance Havant Divisions  
Samaritans, Portsmouth & East Hants  
Simon Community  
Soldiers, Sailors & Airmen and Families Association (SSAFA) Forces Help  
Springwood Community Partnership  
Staunton Country Park (Havant)  
Stonepillow (Christian Care Assoc)  
Sustainability Works  
Testway Support  
The Hole in the Wall Group  
The Royal British Legion  
Townswomen's Guild E Hants Federation  
Victim Support – South Eastern Division  
Waterlooville Community Association  
Waterlooville & District Residents Association  
Waterlooville & District Neighbourhood Watch Association  
Waterlooville & Purbrook Good Neighbours Group  
Wecock Community Association  
West Bedhampton Residents Association  
Wheatsheaf Trust Employment Access Centre  
Witness Service Victim Support SE District  
WRVS

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## **SOCIETIES FOR SPECIFIC DISABILITIES**

Emsworth Stroke Club  
Enable Ability  
Friends of Elmleigh Hollybank and Community  
Guide Dogs for the Blind (Havant)  
Havant & Petersfield Users Network (HAPUN)  
Havant & District Socially Independent Disabled  
Headway SE Hants  
MIND in Havant  
Motor Neurone Disease Association  
Sense South East  
Southern Migraine Society  
YOU (Southern Focus Trust)

## **YOUTH & CHILDREN'S ORGANISATIONS**

1st Hartplain Scout Group  
2nd Waterlooville Scout Group  
Bidbury Pre-School  
Childcare South East (Staunton Community Sports College)  
FACE  
Girlguiding Bere Forest Division  
Hampshire Governor Services  
Havant & District National Childbirth Trust  
Havant & Waterlooville Youth Football Club  
Havant and District Toy Library  
Havant Borough Child Contact Centres  
Havant Youth Sail Training Scheme (HYSTS)  
Havant Youth Team  
Hayling Island Youth Café  
Homestart Havant  
Jubilee Nursery  
Merchistoun Minnows Pre-School  
Oakleigh Family Centre  
Off the Record  
Park Community School  
Playaway Parent & Toddler Groups  
Read for Life C.I.C.  
Rkdia (Drum Housing Association)  
Scout Association  
St Clare's Pre-School  
Staunton Park Day Nursery  
The Hampton Trust  
Trosnant Infant School  
Trosnant Junior School  
TROSPACC  
Woodcroft Pre-School & Wraparound Care

## **OLDER PERSONS GROUPS**

Abbeyfield Havant Society  
Age Concern Information & Resource Centre, Havant  
Age Concern, Cowplain  
Age Concern, Leigh Park  
Age Concern, Hayling Island  
Bedhampton Age Concern Lunch Club  
Contemplation Homes  
Cowplain Good Neighbours  
Emsworth & District University of the Third Age  
Emsworth Day Out Scheme  
Friends of Reading House  
Furlonge House Residents' Group  
Malmesbury Lawn Day Centre  
Watermill Court Residents' Group

## **RELIGIOUS BODIES OR ORGANISATIONS**

Baptist Church Waterlooville  
Bethel Evangelical Church  
Christ Church, Portsdown  
Denvilles Ecumenical Church  
Emsworth Methodist Church & Pastoral Centre  
Havant Pastoral Centre  
Methodist Church Bedhampton  
New Life Christian Church  
Portsdown Community Church  
P'smouth Diocesan Council for Social Responsibility  
P'smouth & Dist Free Church Federal Council  
St Alban's Church West Leigh  
St Clare's & St Francis Leigh Park  
St Faith's Parish Havant  
St George's Waterlooville  
St James Emsworth  
St John's Purbrook  
St Michael & All Angels RC Church  
St Peter's & St Andrew's, Hayling Island  
St Thomas & St Nicholas Bedhampton  
United Reformed Church - Havant  
United Reformed Church - Hayling Island

## **STATUTORY BODIES**

The Benefits Agency (Jobcentre Plus - Business Development Team)  
Havant Borough Council  
Hampshire County Council  
Probation Service

## **EX OFFICIO MEMBERS**

The Mayor - Havant Borough Council  
Community Action Hampshire  
Chief Executive - Havant Borough Council  
Police - Havant Division  
South Downs College  
National Council of Voluntary Organisations  
Hampshire Adult Services  
NAVCA

## **CO-OPTED MEMBERS**

Mr G Lavender  
Mr D Van't Riet

## **NEW MEMBERS (NON-VOTING UNTIL RATIFICATION)**

- ALZHEIMER'S SOCIETY
- BEDHAMPTON ACTIVITY & HERITAGE CENTRE
- BEDHAMPTON VOLUNTEERS
- BRENDONCARE CLUBS
- FIRST WESSEX HOUSING
- HAMPSHIRE SEARCH AND RESCUE
- HARLEQUINS GYMNASTICS CLUB
- HAVANT & WATERLOOVILLE FOOTBALL CLUB IN THE COMMUNITY
- HAVANT GOOD NEIGHBOURS
- HAVANT TRANSITION NETWORK
- HAYLING ISLAND RESIDENTS' ASSOCIATION
- HEY BIG SPENDER
- LEGACY PROJECT LTD
- MAKING SPACE
- OPEN SIGHT
- PARK FAMILIES
- PROSPECT SCHOOL
- THE URBAN VOCAL GROUP
- WACA TUESDAY SEQUENCE TEA DANCE
- WATERLOOVILLE DISTRICT GUIDES

# MISSION STATEMENT

*To improve the quality and promote the growth of community provision by offering help and support and encouraging networking between all agencies whether voluntary, statutory or independent sector.*

## AIMS AND OBJECTIVES

### ***Equal Opportunities***

- by practicing and promoting equal opportunities and challenging inequality where it exists

### ***Promotion of the Voluntary Sector***

- by encouraging good practice, establishing firm links within the community and raising awareness through publicity

### ***Development***

- by assisting in the development of new groups
- by identifying needs and developing new initiatives to meet them

### ***Liaison***

- by encouraging links between voluntary, statutory, independent sectors and service users
- practical help and information
- by offering photocopying, word processing, meeting rooms, training etc.
- by providing community services
- by offering information through the Resource Library, in house publications and computerised systems

### ***Representation***

- by acting as a channel for local groups to voice their opinions on local and national issues

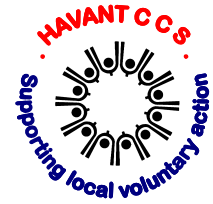
### ***Support***

- by providing support and information to voluntary groups on funding, staff issues, legislation and other aspects of management
- by offering support to other community service providers.



Registered  
Charity No  
229351

# CHAIRMAN'S REPORT



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## **Chairman: Graham Lavender**

Once again, on behalf of the Executive Committee (the Trustees), I am pleased to present this review of our work in the past year. In the following pages, we describe some of the activities that we have been involved in, often in partnership with other organisations. I would urge our member organisations to spend a little time reading the review, as I am sure that you will be surprised at the range of activities with which we are involved. Members might also like to visit our website for further information [www.havantccs.org.uk](http://www.havantccs.org.uk).

I am again pleased to report that, whilst balancing the books is a constant worry, we are overall in a sound financial position and well-managed.

However, like many other voluntary organisations, our funding is not secure. This year and next, Hampshire County Council has reduced our grant. Fortunately, Havant Borough Council has maintained our level of funding this year. We strive to work in partnership with other organisations not only to improve the quality of services but also to control costs. We have been working collaboratively with Community First East Hampshire and we are now exploring how this should be developed in the future.

Finally, I would like to place on record the Trustees' appreciation of the dedication of all the staff and the support of the many volunteers who give so much of their time.

Graham Lavender  
Chairman

# CHIEF EXECUTIVE'S REPORT

**Chief Executive:**  
**Finance Officer:**  
**Finance Assistant:**  
**Admin Support:**

**Sue Spencer**  
**Sue Musselwhite**  
**Maggie Veal**  
**Janet Strangeway**

Langstone Technology Park  
Havant PO9 1SA  
Tel: 023 9241 5556 Fax: 023 9241 5562  
Email: [admin@havantccs.org.uk](mailto:admin@havantccs.org.uk)  
website: [www.havantccs.org.uk](http://www.havantccs.org.uk)



**Chief Executive**

There has been a lot for communities to get their heads around this year - Big Society, with its 3 strands of Social Action, Public Service Reform, Community Empowerment, The Localism Bill, with more flexibility and freedom for local government, new rights and powers for communities and individuals, reform of the planning system and housing decisions taken locally. Added to this is an underlying feeling that the voluntary sector may be expected to deliver more with less funding. You will see from the attached reports that HCCS has managed to 'weather the storm' of funding cuts for another year but we have been warned there are more cuts to come.

As a cost cutting exercise two of our projects have 'moved house' this year with minimal disruption to their service. Despite a cut in funding the Volunteer Centre has coped with over 900 volunteering enquiries. Our Development Worker (in her 15hrs per week post) has helped several small groups access over £64k of external funding, our Meals Service has worked with local business to reduce landfill, our Shopmobility Scheme has increased its external income, our Transport Team has won several new contracts and our Finance Team has provided a payroll service to the voluntary sector which equates to around £1.2 million worth of salaries. Here at HCCS we are certainly trying to do more with less.

Our Development Worker and I are also actively involved with 16 statutory partnership boards. We have played an active part in the design of the Public Service Village Plaza, and taken part in the customer journey mapping exercises. We have been a key link in various consultation exercises including the Oak Park development, Public Service Village, community assets such as the Crows Nest public house and the site of the Cricketers public house in Leigh Park.

None of this would have been possible without staff and volunteers working as a team - always willing to do that little bit extra, from delivering meals in the snow to baking extra treats for the lunch club. My thanks go to them and the trustees for making HCCS such a successful and valued organisation.

As we look to the future it is envisaged that we will become part of the new Public Service Village and work more closely with our colleagues in Community First East Hants. There will be many changes in 2011/12 but I am confident we will cope with them in a supportive and professional manner.

A handwritten signature in black ink, appearing to read 'Spencer', with a long, sweeping flourish extending to the right.

Mrs Sue Spencer  
Chief Executive

# COMMUNITY DEVELOPMENT

## **HCCS Community Development Officer: Amanda Mockler**

The Emsworth Centre  
35-37 South Street, Emsworth PO10 7EG  
Tel: 07500 781421 Email: [amanda@havantccs.org.uk](mailto:amanda@havantccs.org.uk)

This year was another busy one in community development with 46 local community organisations receiving support with funding, governance, HR, policies and training. By far the greatest number of requests we received was for support with fundraising which accounts for 36 of the 46 requests, and 19 small groups received £64,376 between them including Havant Mencap, Havant Literary Festival, Emsworth Community Association, The Day Out Scheme and the Young At HeART art group. We facilitated training locally from the Big Lottery for 28 people seeking funding in Havant. Towards the end of the year, as the spending review policies started to become clearer we worked with a number of local organisations to help them look at new ways of working. For example forming partnerships to try and limit the impact of funding cuts as much as possible.

A small grant from Community Action Hampshire allowed us to hold two very well attended Multi-Cultural events in Emsworth and Rowlands Castle, in Partnership with Community First East Hampshire and Havant Borough Council's Community Team. 58 people from local groups attended to hear speakers from the Muslim, Catholic, Jewish, Church of England, Hindu, The Religious Society of Friends (Quakers) and Buddhist Faiths talk about their beliefs and living in our community. We also linked up with the local Multi-Cultural Forum who we supported to become more autonomous. In addition we carried out a diversity and equality audit of our work at HCCS putting in place an action plan. This work also brought to our attention a number of very isolated Muslim ladies in Havant, so we are working in partnership with Hampshire Learning to develop a support network for them.

The format of our Voluntary Sector Network Lunches has changed this year, in response to feedback from our members, with meetings moving around the Borough and focusing on one specific subject. This format has proved to be popular and will continue for the next year. A joint meeting with Community First East Hampshire will be held in July, with a speaker and workshop focusing on 'Collaborative Working', a subject we anticipate being very useful in the future as funding decreases and our local groups are required to look at new ways of sustaining their services.

Following the success of last years Funding Day event, we are planning to work in partnership again with Havant Borough's Community Team to hold another one in May 2011. Working with our partners over the next year will be vital, to allow us to continue our service to the community whilst facing the challenging cuts to our own funding.

# HAVANT COMMUNITY INNOVATIONS TEAM

## **Community Innovations Development Worker: Amanda Mockler**

The Emsworth Centre  
35-37 South Street, Emsworth PO10 7EG  
Tel: 07500 781421 Email: [amanda@havantccs.org.uk](mailto:amanda@havantccs.org.uk)



It was announced in March 2010 that the Havant Community Innovations team were now covering the whole borough and not just the PO9 area. A phased roll out took place, with key partners being invited to launches in Waterlooville, Emsworth and on Hayling Island. This promotion led to a good increase in referrals from a range of sources with 143 referrals in 2010 compared to 87 in the previous year.

The Directory of Older People's Services was expanded to cover the whole borough and has been distributed to Adult Services Teams, Voluntary Groups and Nursing Teams. It is also available to download from our website. Feedback from groups has been very positive, including from the local Fire Service who are using it to signpost older people to services and activities.

The Befriending Network is continuing to go well, with 11 organisations now attending. They are collectively advertising for volunteers, and are looking at opportunities to work in partnership. Befriending continues to be one of our most requested needs, along with transport, house maintenance and social activities.

A treatment room in the Emsworth Centre has been completed, so we can work in partnership with our health colleagues. We have also been working on an intergenerational gardening project for the Emsworth Centre garden, and have engaged a number of partners including Havant Borough Council, Emsworth Horticultural Society and the Community Payback Scheme.

How to get information out to older people has always been a challenge, and cuts to services is likely to make this more important in the future, so we are working with key partners from The Havant Older Person's Wellbeing Partnership to run a series of road shows on Being Independent In Later Life (BILL). These will be held on the 3<sup>rd</sup> Thursday of each month from April–October at various locations around the borough.

Unfortunately the decision has been made by Hampshire County Council to end the contracts of all the CIT development workers who are funded by Adult Services. Along with the other original pilot areas, we were funded by central Government Invest to Save money, so we have enough funds to keep the post for one more year until May 2012.

# HAVANT VOLUNTEER CENTRE

**Volunteer Centre Co-ordinator: Claire Coxwell**

The Pastoral Centre  
Petersfield Road, Havant PO9 2HU  
Tel: 023 9248 1845 Email: [volunteering@havantccs.org.uk](mailto:volunteering@havantccs.org.uk)

Havant Volunteer Centre dealt with 906 enquiries about volunteering this year. To date we know that 145 of these enquiries resulted in a volunteering placement.

In July the Centre moved from Havant Town Centre to our new home -The Pastoral Centre next to Havant Methodist Church. Office furniture was donated by businesses and a team of volunteers decorated the new office. It was officially opened by Councillor Yvonne Weeks, Mayor of Havant, in August 2010. The change of premises was one of several responses that Havant Volunteer Centre has made to prepare for cuts in our funding.

The Centre is grateful to have received funding from a variety of sources during the year including Hampshire County Council, Havant Borough Council, Waitrose Green Token Fund, Volunteering England, The Department of Work and Pensions and Havant Pastoral Centre. We heard in February that we had been successful in our application for £23,000 from The Lloyds TSB Foundation to work with unemployed volunteers during 2011 and 2012. This extra financial support is very welcome as our funding from Hampshire County Council has been cut by 8% for the financial year starting April 2011.

The Centre has been staffed by one part-time (18hrs a week) staff member, occasional paid administrative support and a team of office volunteers. In the course of this year 8 volunteers have helped out in our office, 4 were unemployed and volunteering for the centre helped all 4 of them to find paid work. 3 have long term illnesses and volunteering here at the centre has enabled them to use their skills to contribute to their local community. We would like to thank them all.

Havant Volunteer Centre has worked hard to promote volunteering - distributing a Volunteering Opportunities Bulletin throughout the borough every two months. The centre also set up stands in public places during Volunteers Week (1<sup>st</sup> – 7<sup>th</sup> June) and awarded certificates to 52 volunteers at our annual Volunteering Certificate Award Ceremony in August. The centre has also given help to local organisations who want to improve the way they work with volunteers. The centre ran a recruiting volunteers workshop at Havant Sports Conference in December.

Havant Volunteer Centre has benefited from partnership working with a range of organisations this year. We have worked closely with Havant Job Centre Plus helping unemployed people to find volunteering roles whilst looking for work. Hampshire Volunteer Centres have continued their partnership working with a Hampshire wide volunteering slogan competition for Volunteers Week, campaigning to raise the mileage allowance for volunteers using their own cars in the course of volunteering and maintaining the Hampshire Volunteer Centres website. With the Government's Big Society high on the agenda, Havant Volunteer Centre will continue to promote and support volunteering in the borough of Havant in 2011/12.

# HAVANT MEALS SERVICE

<b>Projects Manager:</b>	<b>Dave Doyle</b>
<b>Services Co-ordinator:</b>	<b>Gill Manning</b>
<b>Kitchen Supervisor:</b>	<b>Liz Price</b>
<b>Meals Driver &amp; Kitchen Assistant:</b>	<b>Karen Essex</b>
<b>Kitchen Supervisor:</b>	<b>Tracy Hogan</b>
<b>Kitchen Assistant:</b>	<b>Margaret Jones</b>

The Emsworth Centre  
35-37 South Street, Emsworth, PO10 7EG  
Tel: 01243 373061 Email: [meals@havantccs.org.uk](mailto:meals@havantccs.org.uk)

All members of staff have worked hard to help keep this project within budget. Over the last twelve months there has been a sharp increase in the price of household staple products including bread, vegetables and frozen food. Within the Lunch Clubs we have focused on two main areas. Firstly by using a greater range of suppliers, including supermarkets, when special offers are available. We also now have occasional deliveries from the Iceland chain of frozen foods. We have found the quality to be on par with other suppliers in the catering industry and have been able to provide new ranges of meals within the lunch clubs. Customer feedback has been positive.

Secondly, we have reduced waste by focusing on customer numbers and being more diligent about the amount of food that is cooked on any given day. At both lunch club locations clients must book in advance to be sure they get a meal. Staff are proactive in ensuring lunch club members remember to let us know about their attendance. We are very grateful for the continued support of the Southern Co-operative food hall in Emsworth who supply us with fruit and vegetables and the occasional luxury items that have to be cleared to make way for new stock. Not only has this allowed us to reduce the amount of frozen vegetables we order, but with support from volunteer kitchen staff, clients have enjoyed homemade fruit pies and other niceties. I would like to highlight the good work of Liz Price in the kitchen at Emsworth who has spent much of her own time working to improve the lunch club service.

Looking at the Meals on Wheels service (MOW) we continue to see a trend with a drop in the number of clients using the service during the summer months and an increase in winter. However across this reporting period numbers have remained stable and overall the number of meals provided has increased from the previous year. In April 2010 the cost of a meal was increased to £3.20. In January 2011 Apetito, the preferred supplier to Hampshire County Council (HCC) raised their prices by 5%. In November 2010 we were visited by Caroline England from HCC. This visit was part of a review of the Meals on Wheels service across the county. Mrs England had the opportunity to visit both kitchens, meet staff, volunteers and clients. She also accompanied me on a delivery route. She was keen to hear about the challenges we experience when delivering this service. Of particular interest to her were the additional benefits to recipients of the service. The feedback I have received after this visit has been positive.

In January 2011 we were visited by a member of the New Forest District Council to look at our service to see how we operate. With the current constraints with local authority funding it is inevitable that changes will take place in the future. I believe that the current service we operate offers good value to the local authority and many additional benefits to our clients who wish to continue to live independently.

In December 2010 the service was again affected by a major snow fall for the second time in a calendar year. The procedures again worked well to ensure that all those needing a meal received one. In March 2011 the Emsworth Lunch Club was awarded £3833.00 from the Southern Co-operative store community card scheme. This funding was awarded to support the Lunch Club in updating kitchen equipment and to help with days out. It is my intention to make sure this donation lasts over an extended period.



# HAVANT COMMUNITY TRANSPORT

**Transport Manager:**  
**Minibus Co-ordinator:**

**Richard Fountain**  
**Martin Andrews**

Langstone Technology Park  
Havant PO9 1SA  
Tel: 023 9241 5560 Fax: 023 9241 5562  
Email: [richard@havantccs.org.uk](mailto:richard@havantccs.org.uk) or [martin@havantccs.org.uk](mailto:martin@havantccs.org.uk)

## COMMUNITY TRANSPORT

The last year presented new challenges with difficult staffing and financial considerations to be taken into account. Long term sickness, rising running costs and some groups no longer needing minibus transport called on all our skills to maintain the service within budget. We are now half way through the Community Transport contract we have with Hampshire County Council. We have provided the service without price increases, but it has meant that our Transport Co-ordinator and I had to take on a lot of unplanned driving duties.

We were able to secure a grant towards a new minibus as well as leasing another minibus, enabling us to dispose of two of the older vehicles. Overall I have reduced the number of minibuses available to Community Transport from six to four, but can, if needed make use of other vehicles not engaged on contract work.

During the year a new “on line” tendering process was introduced. Now all our work including Community Transport, Call & Go and any other social work has to be tendered for in the open market against commercial operators across Europe.

The bad weather over the winter caused us to withdraw our services for eight days due to the snow and risk of personal injury to our users.

During February this year we joined forces with Winchester and East Hants CVS's in a joint enterprise to support Community Transport operations in East Hants. This is the first transport partnership in Hampshire.



Our Transport Co-ordinator, Martin, continues to provide assessments for minibus drivers and training for transport escorts.

### **CALL & GO**

Call & Go continues to operate in budget with no reduction in the service provided. The overall number of passengers using the service has dropped. However wheelchair passenger journeys have increased.

### **MALMESBURY LAWN**

Two new minibuses arrived in August 2010 to replace the existing eight-year-old vehicles.

### **SOCIAL and SCHOOL PROJECTS**

During the year we undertook two new school transport contracts providing transport for children with special needs to Rachel Madocks and South Downs College.

# CHICHESTER & HAVANT SHOPMOBILITY SCHEME

**Project Manager:** Dave Doyle  
**Assistants:** Mark Jenkins – Havant & Chichester  
Annette Steadman – Havant  
John Wood – Chichester  
Steve Barrow (to May 2010)  
**Cleaner:** Mrs B Quarrington (to June 2010)



Age Concern Information & Resource Centre  
14 Market Parade, Havant PO9 1QF  
Tel: 023 9245 5444 Email: [shopmobility@havantccs.org.uk](mailto:shopmobility@havantccs.org.uk)  
Mobile Service in Chichester, Leigh Park - Mobile: 07932 802778

Core funding from Havant Borough Council for 2010/11 was set at £18,000 and Chichester District Council (CDC) supported the project with £15,120 (a cut of just over 10% from the previous year). As a result of this reduction we have had to reduce the service in Chichester by 22 days per year. It was decided that the best way to implement this cut would be to close the service during staff leave, saving on holiday cover staff hours. The changes were agreed with CDC and added to the Service Level Agreement.

In July we relocated the Havant Shopmobility Scheme. The scheme is now provided from the Hampshire Age Concern Resource Centre at 14 Market Parade. The Scheme had operated at the previous location for over 10 years prior to the lease expiring. Our new space is much smaller putting tighter constraints on equipment storage. We can keep up to six scooters on site with the balance being stored at a lockup nearby. We no longer have dedicated parking which has caused logistical problems when moving equipment between locations. However working in the Resource Centre has allowed us to promote the whole range of services that HCCS provides.

This year we supported three events at the Goodwood estate. We were again supported by Portsmouth and Fareham Shopmobility who loaned additional equipment to fulfil demand. In July we provided services at the Festival of Speed. This was a four day event. In August we were at the Vintage Event at Goodwood. This was a new one-off event that ran over three days between 10am – midnight. The final event in September was the Goodwood Revival that ran over three days. During this event we had the honour of providing equipment for a group of twelve ladies and gentlemen who had flown Spitfires and other aircraft in the Second World War. Over the three events we generated a profit of £6,670.67. This profit is essential to try and combat the shortfall in funding. We received great volunteer support that allowed us to keep our outgoings to a minimum.

In September Marie Miller MP for Basingstoke and Parliamentary under-Secretary of State (for Disabled People) addressed the Shopmobility Wessex Group of which we are a member. Representatives from Shopmobility Schemes in Hampshire had the opportunity to

ask her questions. Subjects discussed included the Law and Use of Mobility Scooters, and the Big Society.

In December we were again affected by bad weather and snow, and the service had to be cancelled on three separate days.

Overall the service is still well used. We have many new members from the local communities and other members of the public making use of our services when visiting from out of the area.

With regards to funding we have now moved out of a four year cycle of funding from CDC. We now have to apply annually to the Voluntary and Community Sector grant fund giving written evidence of how we meet the requirements of the Council's three main priorities.



# HAVANT HEALTH TRAINERS

**Sue Kell**  
**Elisa Edwards**

Langstone Technology Park,  
Havant PO9 1SA  
Tel: 023 9241 5563 Email: [suek@havantccs.org.uk](mailto:suek@havantccs.org.uk) or [elisa@havantccs.org.uk](mailto:elisa@havantccs.org.uk)

Throughout the year we have been working with a variety of different agencies to promote the purpose of Health Trainers, which is to support and encourage life style changes. It has not been easy to access clients in our target areas of Leigh Park and Wecock Farm but we continue to work with agencies such as Quit for Life, Walking for Health, Havant Borough Council, health professionals etc. and at last referrals are starting to come from GP's and other health professionals. Most are around weight loss but more recently alcohol reduction.

Health Trainers are always promoted at any outside event such as Party in the Park, the BILL campaign and flyers and leaflets are left in community buildings across the borough. We are also trying to engage with the business and statutory sector work force. Despite the obvious health advantages and the push from government there has been a slow take up.

On a positive note both Health Trainers have completed their training and been awarded City and Guild certificates as Health Trainers.



# CHILDREN'S UNIVERSITY™

## Amanda Fieldgate

c/o Langstone Technology Park,  
Havant PO9 1SA  
Tel: 07825 912098  
Email: [childrensuni@havantccs.org.uk](mailto:childrensuni@havantccs.org.uk)



The Children's University is a national organisation that encourages, promotes and rewards children for attending out of school hours activities which have been approved as 'Learning Destinations'. It has been found to have a very positive impact on the confidence and performance of children. It also presents opportunities for less academic, gifted and talented children to shine in different environments. Learning destinations are not only in schools but at venues across the country. In this area they include the News, Mary Rose, Southern Water, The Spring to name but a few.

Havant's Children's University has gone from strength to strength and as I write has just had its 2nd Graduation Ceremony at Portsmouth University attended by about 200 parents and carers and over 100 graduates. It is always a fabulous occasion with some graduates completing in excess of 160 hours attainment in one year. Award winning children's author Ali Sparkes has been appointed Chancellor of the Havant Children's University. Ali is a Blue Peter Book of the Year winner, for her children's book Frozen In Time and probably still has writer's cramp from the number of autographs she signed at the ceremony. In less than 2 years over 1,000 passports to learning have been issued.

Since the start of Havant's Children's University, Havant CCS has employed its co-ordinator, Amanda Fieldgate and handled all the project finances. This has only been possible with the help of Lisa Strutt, Extended Services Partnership Manager, who has offered professional support to Amanda. Lisa has now moved to Italy and it was felt that the Children's University needed a new structure. Therefore in the Autumn it will be managed by Havant Academy who will be better placed than Havant CCS to provide peer support and access to external funding. We wish them well.



Graduation Day with one of the graduates flanked by author Ali Sparkes, Chancellor of the project (on the right) and Amanda Fieldgate Children's University Co-ordinator.



Registered Charity  
No 229351

**HAVANT COUNCIL OF COMMUNITY SERVICE**

## **ACCOUNTS**

**FOR THE YEAR ENDING  
31ST MARCH 2011**

## HAVANT COUNCIL OF COMMUNITY SERVICE

### TRUSTEE'S REPORT

#### FOR THE YEAR ENDED 31 MARCH 2011

#### **Constitution**

The HCCS is constituted under the terms of a constitution dated 13 November 1994.

#### **Charitable Objectives**

- a. The charity is established to promote and effect any charitable purposes for the benefit of the community in and bordering the Borough of Havant and in particular, but not exclusively, so as to restrict the generality of the foregoing charitable purposes in the advancement of education, the furtherance of health and safety and the relief of or assistance to those in infirmity (by virtue of age or for any other cause), poverty or distress, or in disablement and/or sickness of mind and body.
- b. To promote and organise co-operation in the achievement of the above charitable purposes and to that end to bring together in Council representatives of the statutory authorities and voluntary organisations engaged in the furtherance of the above charitable purposes within the Borough of Havant.

The trustees regularly review activities to ensure that future plans are compatible with the Charity Commission's guidance on public benefit.

#### **Trustees**

The majority of trustees are recruited from member organisations and are voted on at the Annual General Meeting. A trustee pack is given to every new trustee.

#### **Description of Organisation**

The charity is managed by an Executive Committee of Trustees that meets quarterly and by a Policy & Finance Committee, which also meet quarterly.

The Chief Executive Officer has responsibility for the day-to-day management of our activities and suitably qualified and experienced staff assists her.

#### **Review of Financial Position**

In the main, our finances are in a healthy position. Where deficits arose, there was an adequate level of reserves considered to be appropriate, although much of the reserves are in the form of restricted funds that are held for specific purposes.

#### **Grants Received**

The major grants received were as follows:

	£
Havant Borough Council	73,300
Hampshire County Council	50,798
Chichester District Council/West Sussex County Council	15,120

## HAVANT COUNCIL OF COMMUNITY SERVICE

### TRUSTEE'S REPORT

#### FOR THE YEAR ENDED 31 MARCH 2011

#### **Executive Committee**

The members of the Executive Committee (The Trustees) for 2010/2011 are listed on page 1 of these accounts.

#### **Details of Grants Made**

No grants were made in this financial year.

#### **Volunteers**

Community Services rely heavily on the support of volunteers to deliver the services.

#### **Surpluses/Deficits**

Overall, the organisation made a loss of £13,166, equivalent to 1.5% of income, which was met from reserves. Three of our principal accounts were in surplus:

Development Fund, Meals Service and Jubilee and Emsworth Centres

Two of our principal accounts were in deficit:

Transport Services - There was a small operating surplus on this service but a loss of £11,250 after depreciation was taken into account. Balances were, therefore, reduced.

Shopmobility - There was a deficit of £3,643 on this account and this was met from balances.

#### **Internal Control and Risk Management**

The Trustees continue to keep under review their systems of internal financial control. The systems have been designed to provide reasonable assurance against material misstatement or loss. They include:

- Business plan and an annual budget
- Regular consideration by the trustees of financial results, variance from budgets and performance against non-financial annual plan
- Delegation of authority and separation of duties

The internal financial controls conform to guidelines issued by the Charity Commission.

A risk assessment has been carried out and a Reserves Policy has been developed.

#### **Policy on reserves**

The trustees have reviewed the Charity's needs for reserves in line with Charity Commission guidelines and have this year set aside £72,044 to meet commitments on its operations and plan for the future. This is to safeguard the charity's commitments to staff and projects in the event of delays in receipt of grants or other anticipated funds.

## HAVANT COUNCIL OF COMMUNITY SERVICE

### TRUSTEE'S REPORT

#### FOR THE YEAR ENDED 31 MARCH 2011

This is divided as follows:

£34553 general reserves to meet salary and general running costs equivalent to slightly more than 1 months salary costs or less than one month's total running costs.

£37491 is set-aside in a premises reserve to enable HCCS to secure more permanent accommodation in the future.

We should, however, be aiming to increase our general reserves to 3 months running costs although it is accepted that this might not be possible in the near future with current grant reductions.

The level of our reserve is considered to be adequate to meet major risks.

#### **Plans for future periods**

The Trustees are mindful of the probability of future funding cuts and are looking at how these can be mitigated by working in partnership with others and developing new income streams via project management and diversification.

We continue our endeavours to increase our volunteer base especially around the delivery of Community Transport.

The responsibilities of the trustees detailed below should be read in conjunction with the auditors' report as a means of distinguishing their respective responsibilities in relation to the financial statements.

#### **Preparation of accounts**

The trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its income and expenditure for that period.

#### **Accounting policies**

In preparing the financial statements the trustees have used appropriate accounting policies, consistently applied and supported by reasonable and prudent judgements and estimates, and all accounting standards which they consider to be applicable have been followed.

#### **Accounting records**

The trustees have responsibility for ensuring that the charity keeps accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Acts.

**HAVANT COUNCIL OF COMMUNITY SERVICE**

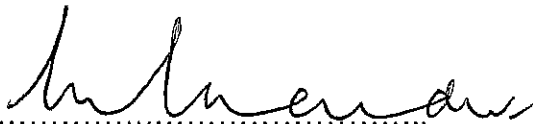
**STATEMENT OF TRUSTEES RESPONSIBILITIES**

**FOR THE YEAR ENDED 31 MARCH 2011**

**General responsibility**

The trustees have a general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charity and to detect irregularities.

On behalf of the Trustees:-



Trustee

Dated.....18/10/11.....

**INDEPENDENT AUDITORS REPORT TO THE TRUSTEES OF**  
**HAVANT COUNCIL OF COMMUNITY SERVICE**  
**FOR THE YEAR ENDED 31 MARCH 2011**

We have audited the financial statements of Havant Council of Community Service for the year ended 31 March 2011 set out on pages 5 to 16, which have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the charities trustees, as a body, in accordance with Section 43 of the Charities Act 1993 and regulations made under section 44 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or the opinions we have formed.

**Respective responsibilities of trustees and auditors**

The trustees' responsibilities for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

We have been appointed as auditor under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are prepared in accordance with the Charities Act 1993. We also report to you if, in our opinion, the information given in the Trustees' Report is not consistent with the financial statements, if the charity has not kept sufficient accounting records, if the financial statements are not in agreement with those accounting records or if we have not received all the information and explanations we require for our audit.

We read the Trustees' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

**Basis of Opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes an examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate in the circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**INDEPENDENT AUDITORS REPORT TO THE TRUSTEES OF**  
**HAVANT COUNCIL OF COMMUNITY SERVICE**  
**FOR THE YEAR ENDED 31 MARCH 2011**

**Opinion**

In our opinion the financial statements:

- give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting practice, of the state of the charity's affairs as at 31 March 2011 and of its incoming resources and application of resources for the year then ended; and
- have been properly prepared in accordance with the Charities Act 1993.



Mrs Gillian McIntosh (Senior Statutory Auditor)  
For and on behalf of MMO Limited  
Chartered Accountants and Statutory Auditors

Dated ..19..October.. 2011

.....  
Wellesley House  
204 London Road  
Waterlooville  
Hampshire  
PO7 7AN

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2011

	Notes	Unrestricted funds 2011 £	Restricted funds 2011 £	Total 2011 £	Total 2010 £
<b>Income and expenditure</b>					
<b>Incoming resources</b>					
Donations and gifts		-	4	4	560
Investment income		247	50	297	428
Grants	1	77,932	285,388	363,320	395,499
Other income	2	53,364	476,085	529,449	536,757
<b>Total incoming resources</b>	<b>10</b>	<b>131,543</b>	<b>761,527</b>	<b>893,070</b>	<b>933,244</b>
<b>Resources expended</b>					
Costs of activities in furtherance of the charity's objects	3	-	674,048	674,048	570,722
Support costs	4	99,637	45,076	144,713	149,738
Management and administration	5	30,497	56,978	87,475	82,464
<b>Total resources expended</b>	<b>6</b>	<b>130,134</b>	<b>776,102</b>	<b>906,236</b>	<b>802,924</b>
Net incoming / (outgoing) resources before transfers		1,409	(14,575)	(13,166)	130,320
<b>Transfer between funds</b>		4,756	(4,756)		-
Net incoming / (outgoing) resources for the year		6,165	(19,331)	(13,166)	130,320
Balance brought forward		65,879	272,052	337,931	207,611
Balance carried forward		72,044	252,721	324,765	337,931

**BALANCE SHEET**

**AS AT 31 MARCH 2011**

	Notes	Unrestricted funds 2011 £	Restricted funds 2011 £	Total 2011 £	Total 2010 £
<b>Fixed assets</b>					
Tangible	9	964	53,880	54,844	19,041
<b>Current assets</b>					
Stock		-	1,514	1,514	1,363
Debtors and prepayments	10	52,697	77,670	130,367	108,051
Cash at bank and in hand		44,248	138,213	182,461	276,992
		<u>96,945</u>	<u>217,397</u>	<u>314,342</u>	<u>386,406</u>
<b>Current liabilities</b>					
Sundry creditors	11	30,621	13,800	44,421	67,516
<b>Net current assets</b>		<u>66,324</u>	<u>203,597</u>	<u>269,921</u>	<u>318,890</u>
<b>Net assets</b>		<u>67,288</u>	<u>257,477</u>	<u>324,765</u>	<u>337,931</u>

**Funds**

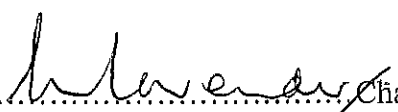
**Development**

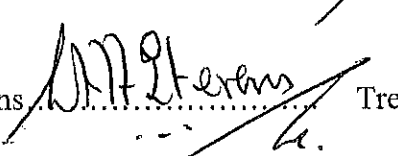
Unrestricted funds	72,044	-	72,044	65,879
Restricted funds	-	173,280	173,280	183,453

**Care Services**

Unrestricted funds	-	-	-	-
Restricted funds	-	79,441	79,441	88,599

<b>12</b>	<u>72,044</u>	<u>252,721</u>	<u>324,765</u>	<u>337,931</u>
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G Lavender..........Chairman

Col. W Stevens..........Treasurer

The financial statements were approved by the executive committee on 11<sup>th</sup> October.....2011.  
The accompanying notes form part of these financial statements.

**HAVANT COUNCIL OF COMMUNITY SERVICE**

**STATEMENT OF ACCOUNTING POLICIES**

**FOR THE YEAR ENDED 31 MARCH 2011**

**1 Accounting policies**

**1.1 Basis of preparation**

The accounts are prepared under the historical cost convention.

The accounts have been prepared in accordance with the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in March 2005.

**1.2 Incoming resources**

Grants are recognised as income when receivable.

Grants and donations received for a specific project are treated as restricted funds available only for the use on such projects. Deficits on restricted funds are carried forward to the extent that the Management Committee is satisfied that they will be covered by future funding.

Membership fees are recognised on a cash basis.

**1.3 Resources expended**

All expenditure is brought into the accounts on the accruals basis.

**1.4 Tangible fixed assets and depreciation**

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows:

Office and kitchen furniture and equipment	25% written down value
Motor vehicles	25% written down value

**1.5 Stock**

Stock is valued at the lower of cost and net realisable value.

**1.6 VAT**

The charity registered for VAT on 18 November 2010, from this point incoming resources represent amounts chargeable, net of value added tax.

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2011

<b>1 Grants</b>	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
<b>Restricted</b>		
Transport	8,262	48,700
Shopmobility	33,120	36,107
Volunteer Bureau	21,284	23,698
Extended services	171,822	73,940
Innovation	-	40,000
Health Trainers	28,000	28,000
Jubilee & Emsworth centres	-	200
Childrens university	-	67,669
Diversity	1,000	-
Neighborhood exchange	8,000	-
HAFAGO	1,500	-
Open door	12,400	-
	<hr/>	<hr/>
	285,388	318,314
<b>Unrestricted</b>		
Development fund	77,932	77,185
	<hr/>	<hr/>
	363,320	395,499
<b>2 Other income</b>	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
<b>Restricted</b>		
Meals	109,495	108,904
Jubilee & Emsworth centres	36,166	36,763
Emsworth lunch club	479	40
Jubilee lunch club	712	1,240
Transport services	169,641	180,343
Shopmobility	12,876	15,086
Call & Go management income	33,811	33,958
Call & Go minibus income	6,251	4,701
Malmesbury lawn day centre	100,293	102,602
Childrens university	4,511	432
Volunteer Bureau	1,850	922
	<hr/>	<hr/>
	476,085	484,991
<b>Unrestricted</b>		
Development fund	53,364	51,766
	<hr/>	<hr/>
	529,449	536,757

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2011

<b>3 Costs of activities in furtherance of the charity's objects</b>	<b>2011</b>	<b>2010</b>
<b>Restricted</b>	<b>£</b>	<b>£</b>
Meals service	97,415	99,799
Transport services	168,386	159,865
Jubilee and Emsworth centres	17,974	18,457
Shopmobility	34,537	35,276
Malmesbury Lawn day centre	78,725	76,619
Call & Go	30,301	28,797
Development projects	246,710	151,909
	<b>674,048</b>	<b>570,722</b>

<b>4 Support costs</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>2011</b>	<b>2011</b>	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Staff costs	97,606	-	97,606	95,669
Office overheads	-	11,459	11,459	11,311
Light and heat	-	2,382	2,382	10,624
Telephone	-	882	882	772
Insurance	-	10,123	10,123	7,763
Training	-	30	30	30
Computer expenses	-	54	54	123
Stationery	-	103	103	241
Professional fees	-	0	0	270
Sundries	-	22,074	22,074	22,935
	<b>97,606</b>	<b>47,107</b>	<b>144,713</b>	<b>149,738</b>

<b>5 Management and administration</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>2011</b>	<b>2011</b>	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Establishment costs	15,252	-	15,252	16,586
Depreciation	541	-	541	236
Loss on the disposal of fixed assets	134	-	134	0
Computer costs	2,556	-	2,556	1,956
Printing, postage and stationery	4,070	-	4,070	5,900
Advertising	624	-	624	463
Telephone	1,221	-	1,221	1,542
Sundry	632	-	632	1,154
Auditors remuneration	4,098	-	4,098	2,374
Bank charges	458	-	458	1,842
Books and subscriptions	911	-	911	733
Administration charge	-	56,978	56,978	49,678
	<b>30,497</b>	<b>56,978</b>	<b>87,475</b>	<b>82,464</b>

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2011

6 Total resources expended

	Staff Costs £	Depreciation £	Other Costs £	Total 2011 £	Total 2010 £
Direct charitable expenditure	286,811	16,263	355,292	674,048	570,722
Support costs	97,606	-	47,107	144,713	149,738
Management and administration	56,978	-	30,497	87,475	82,464
	<u>441,395</u>	<u>16,263</u>	<u>432,896</u>	<u>906,236</u>	<u>802,924</u>

	2011 £	2010 £
<b>Staff costs</b>		
Wages and salaries	349,231	344,437
Social security costs	19,903	19,575
Pension costs	15,283	16,219
Management & Admin	56,978	49,678
Training	0	30
	<u>441,395</u>	<u>429,939</u>

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund.

	2011 £	2010 £
<b>Other costs</b>		
Establishment costs	257,651	164,315
Cost of meals	30,068	31,030
Transport costs	125,107	123,474
Miscellaneous	20,070	48,835
	<u>432,896</u>	<u>367,654</u>

7 Trustees'

There were no trustees' who received remuneration or expenses during the year.

8 Employee's

	2011 £	2010 £
Number of employees who earned between £10,000 and £60,000	<u>12</u>	<u>9</u>

No employee earned in excess of £60,000

The average number of people employed by function was:

	2011 £	2010 £
Other	<u>37</u>	<u>40</u>

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2011**

**9 Tangible fixed assets**

	Office and kitchen equipment £	Motor vehicles £	Total £
<b>Cost</b>			
At 1 April 2010	13,324	151,334	164,658
Additions	3,428	49,800	53,228
Disposals	(2,742)	-	(2,742)
At 31 March 2011	14,010	201,134	215,144
<b>Depreciation</b>			
At 1 April 2010	8,902	136,715	145,617
Charge for the year	1,744	14,519	16,263
On disposals	(1,580)	-	(1,580)
At 31 March 2011	9,066	151,234	160,300
<b>Net book value</b>			
At 31 March 2011	4,944	49,900	54,844
At 31 March 2010	4,422	14,619	19,041

**The net book value at 31 March 2011 represents assets used for:**

Direct charitable purposes	3,980	49,900	53,880
Other purposes	964	-	964
	4,944	49,900	54,844

**HAVANT COUNCIL OF COMMUNITY SERVICE****NOTES TO THE ACCOUNTS****FOR THE YEAR ENDED 31 MARCH 2011****10 Debtors**

	<b>Unrestricted funds 2011 £</b>	<b>Restricted funds 2011 £</b>	<b>Total 2011 £</b>	<b>Total 2010 £</b>
Prepayments	1,552	593	2,145	1,551
Trade debtors	33,371	77,077	110,448	106,500
VAT debtor	17,774	-	17,774	-
	<u>52,697</u>	<u>77,670</u>	<u>130,367</u>	<u>108,051</u>

**11 Creditors**

	<b>Unrestricted funds 2011 £</b>	<b>Restricted funds 2011 £</b>	<b>Total 2011 £</b>	<b>Total 2010 £</b>
Accruals	30,918	-	30,918	43,267
Trade creditors	(297)	13,800	13,503	24,249
	<u>30,621</u>	<u>13,800</u>	<u>44,421</u>	<u>67,516</u>

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2011

12 Restricted funds

	<b>Balance</b>			<b>Transfers</b>	<b>Balance</b>
	<b>1 April</b>	<b>Incoming</b>	<b>Outgoing</b>	<b>between</b>	<b>31 March</b>
	<b>2010</b>	<b>resources</b>	<b>resources</b>	<b>funds</b>	<b>2011</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Development</b>					
Volunteer bureau	-	23,134	20,090	-	3,044
Extended Services	26,185	171,822	161,957	-	36,050
Innovation project	50,793	-	20,844	-	29,949
Projects fund	29,345	-	-	-	29,345
Memory club	3,262	-	1,195	-	2,067
Health trainers	19,084	28,000	19,833	-	27,251
Childrens university	54,784	4,511	34,825	-	24,470
Open door	-	12,400	417	-	11,983
Diversity	-	1,000	129	-	871
Neighbourhood exchange	-	8,000	-	-	8,000
HAFAGO	-	1,500	1,250	-	250
	<b>183,453</b>	<b>250,367</b>	<b>260,540</b>	<b>-</b>	<b>173,280</b>
<b>Care</b>					
Meals service	-	109,507	104,751	(4,756)	-
Jubilee and Emsworth centres	-	36,166	32,795	-	3,371
Emsworth Lunch Club	408	479	696	-	191
Jubilee Lunch Club	2,287	712	200	-	2,799
Transport services	67,435	177,912	189,162	-	56,185
Malmesbury Lawn day centre	1,234	100,293	98,757	-	2,770
Call & Go	2,187	40,062	39,529	-	2,720
Shopmobility	15,048	46,029	49,672	-	11,405
	<b>88,599</b>	<b>511,160</b>	<b>515,562</b>	<b>(4,756)</b>	<b>79,441</b>
	<b>272,052</b>	<b>761,527</b>	<b>776,102</b>	<b>(4,756)</b>	<b>252,721</b>

In prior years Jubilee & Emsworth centres deficits have been cleared by a transfer from the unrestricted development fund. A transfer of the current years Meals service surplus has been transferred back to the unrestricted fund to repay the previous years transfers.

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2011

12 (cont) Unrestricted funds

	Balance 1 April 2010 £	Incoming resources £	Outgoing resources £	Transfers between funds £	Balance 31 March 2011 £
Development	26,357	131,543	128,103	4,756	34,553
Property fund	39,522	-	2,031	-	37,491
	<u>65,879</u>	<u>131,543</u>	<u>130,134</u>	<u>4,756</u>	<u>72,044</u>
<b>Total funds</b>	<u>337,931</u>	<u>893,070</u>	<u>906,236</u>	<u>-</u>	<u>324,765</u>

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2011

**13 Analysis of net assets between funds**

	<b>Tangible fixed assets £</b>	<b>Net current assets £</b>	<b>Total 2011 £</b>	<b>Total 2010 £</b>
<b>Restricted funds</b>				
<b>Development</b>				
Volunteer bureau	890	2,154	3,044	-
Projects fund	-	29,345	29,345	29,345
Extended services	-	36,050	36,050	26,185
Innovations	-	29,949	29,949	50,793
Memory club	-	2,067	2,067	3,262
Health trainers	-	27,251	27,251	19,084
Childrens university	-	24,470	24,470	54,784
Open door	-	11,983	11,983	-
Diversity	-	871	871	-
Neighborhood exchange	-	8,000	8,000	-
HAFAGO	-	250	250	-
	<hr/> 890	172,390	173,280	183,453
<b>Care</b>				
Meals service	-	-	-	-
Jubilee and emsworth centres	2,709	662	3,371	-
Emsworth Lunch Club	-	191	191	408
Jubilee Lunch Club	-	2,799	2,799	2,287
Transport services	39,978	16,207	56,185	67,435
Malmesbury Lawn day centre	3,695	(925)	2,770	1,234
Call & Go	-	2,720	2,720	2,187
Shopmobility	6,608	4,797	11,405	15,048
	<hr/> 52,990	26,451	79,441	88,599
<b>Unrestricted funds</b>				
Development	964	33,589	34,553	26,357
Property maintenance fund	-	37,491	37,491	39,522
	<hr/> 964	71,080	72,044	65,879
	<hr/> 54,844	269,921	324,765	337,931

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2011

**14 Property at Emsworth**

HCCS owns part of the premises at 35/37 South Street, Emsworth comprising the temporary building adjacent to the main building. This property is not recorded in the accounts as an asset as the original cost of £200 has been written off and the trustees believe that the market value is negligible.

**15 Pension fund**

There is a potential liability relating to the pension fund which cannot be quantified, professional advice is going to be sought on this matter.

**16 Control**

The controlling party is the board of trustees'.