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**THE TRUST FOR DEVELOPING COMMUNITIES  
(A COMPANY LIMITED BY GUARANTEE)  
COMPANY NO: 3939332  
CHARITY NO: 1106623**

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FOR THE YEAR ENDED 31 MARCH 2015**

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**THE TRUST FOR DEVELOPING COMMUNITIES**  
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**CHARITY NO: 1106623**  
**TRUSTEES' ANNUAL REPORT**

The Trustees (who also act as Directors for Companies Act purposes) have pleasure in presenting their report and financial statements for the year ended 31 March 2015. The Trustees believe that the financial statements comply with current statutory requirements, the Charity's governing document and the Statement of Recommended Practice, Accounting and Reporting by Charities issued in March 2005.

## **LEGAL AND ADMINISTRATIVE DETAILS**

### **Directors**

Fabia Bates (Chair from November 2014)  
Paul Bramwell  
Robert Brown, MBE (Chair from April 2014 – November 2014)  
Valerie Chisholm  
Mark Drayton (until 15 April 2015)  
Ronald Gurney (until 14 March 2015)  
Izzi Hickmott (from 6 November 2014)  
John Homewood  
Vicky Johnson (from 6 November 2014)  
Riziki Millanzi (from 6 November 2014)  
Eileen O'Leary  
Grant Scott (Vice Chair)  
Revd Stephen Terry (Treasurer)  
Laura Williams (from 6 November 2014)

### **Company Secretary**

Mandy Tyler

**TRUSTEES' ANNUAL REPORT - continued**

### **Company Number**

3939332

### **Charity Number**

1106623

### **Staff at 31 March 2015**

Linda Saltwell	Chief Executive (from 1 June 2014)
Lyndsay Macadam	Projects Manager (from 23 February 2015)
Kirsty Walker	Projects Manager
Mandy Tyler	Finance Manager
Katharine Trevelyan	Central Services Manager
Adam Muirhead	Youth Team Co-ordinator
Amy Allison	Community Development Worker, Queen's Park & Craven Vale



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Claire Burchell	Senior Community Worker with Young People, Queen's Park & Craven Vale
David Pinder	Community Development Worker, BME (Black Minority Ethnic) Psychosocial Project (from 1 April 2014)
Elizabeth Lee	Community Development Worker, Hollingdean & Saunders Park
Helen Jones	Community Development Worker, Bevendean
Kalishia Le Coutre	Community Development Worker, Tarnar
Lorette Mackie	Community Development Worker, Portslade and Portland Road (until 28 February 2015)

**TRUSTEES' ANNUAL REPORT - continued**

Mark Drayton	Temporary Community Development Worker, Portslade and Portland Road (until 31 August 2015)
Polly Brooks	Community Development Worker with Young People
Sofie Rutherford	Community Development Worker, Moulsecoomb (on maternity leave from 27 March 2015)
Jackie Martin	Community Development Worker, Moulsecoomb (maternity leave cover from 23 March 2015)
Stephen Andrews	Community Participation Worker, New Larchwood, Coldean
Sue Sayers	Senior Participation and Development Worker, Downlands Court, Peacehaven & Eastern Road

**Sessional Workers:**

Kaye Duerdoth	Training
Joanna Hill	Fundraising
Kate Barker	Youth Activities
Siobhain Lewendon	Youth Activities

**Registered and Operations Office**

Wavertree House  
Somerhill Road  
Hove, East Sussex  
BN3 1RN

**TRUSTEES' ANNUAL REPORT - continued**

**Independent Auditors**

Clark Brownscombe Limited



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8 The Drive  
Hove, East Sussex  
BN3 3JT

**Bankers**

CafCash  
25 Kings Hill Avenue  
Kings Hill  
West Malling, Kent  
ME19 4TA

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Trust for Developing Communities (TDC) was incorporated as a company limited by guarantee on 3 March 2000 and received charitable status on 5 November 2004.

Its governing document is its Memorandum and Articles of Association dated 3 March 2000, as amended at an Extraordinary General Meeting held on Thursday 12 December 2002 and again at the Annual General Meeting held on 20 October 2004.

**Board Membership**

The Trustees when complete shall consist of at least 5 and not more than 15 individuals. One third of the Trustees must retire at each Annual General Meeting, those longest in office retiring first and the choice between any of equal service being made by drawing lots. A Trustee retiring under this Article may stand for re-election.

The Board meets six times a year, receiving reports from the staff and from its three Sub-Committees, and keeping an overall eye on the work of TDC.

**TRUSTEES' ANNUAL REPORT - continued**

The minutes and papers for the Board meetings are also circulated to the staff to keep them aware of the decisions being taken by the Board. At TDC's AGM in November 2014 Paul Bramwell, Ron Gurney, John Homewood and Stephen Terry stood down under the three year rule, but stood again and were re-elected. Izzi Hickmott, Vicky Johnson, Riziki Millanzi and Laura Williams were elected as new Trustees.

**Sub-Committees of the Board**

The Personnel and Employment Sub-Committee (PESC), previously chaired by Paul Bramwell and the new chair to be elected at its first meeting, has met as the need has arisen and the Finance Sub-Committee has met on a regular basis to ensure that TDC's financial affairs are in good order. Stephen Terry volunteered to remain as Treasurer and Chair of the Finance Sub-Committee (FSC). A new Strategy Sub-



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Committee (SSC) was convened in February 2015 to support the Chief Executive to steer the strategic direction of the organisation.

### **Major Risks**

The Directors regularly consider the major risks to which the company is exposed and are confident that controls are in place to mitigate those risks (see Risk Policy on page 10).

### **Organisational structure and how decisions are made**

The minutes of Sub-Committee meetings are circulated to the Board and received by them, and decisions are taken in relation to their recommendations. The Board sets policy, agrees the annual budget (following recommendation from the FSC) and takes decisions on major matters that arise. The Board meets on a two-monthly basis when it receives detailed reports from the Chief Executive and staff on work in progress and opportunities arising and takes the necessary decisions.

The Chief Executive makes day-to-day decisions and meets with the Chair/Chairs of Sub-Committees to discuss any forthcoming issues between Board meetings.

## **TRUSTEES' ANNUAL REPORT - continued**

### **Trustees, recruitment and appointment**

A third of the Board of Trustees retires each year by rotation and the retirees are eligible to stand for re-election. Throughout the year staff encourage people within the neighbourhoods where they work to take up membership of TDC, and as the AGM approaches, to put themselves forward for election to the Board of Trustees. This approach has had some success, but we have also undertaken a skills audit and Board development to ascertain the need for certain skills within the Board and target potential Trustees accordingly.

Invitations to the AGM are sent to all members and to a wide range of people within the statutory and voluntary sectors. The covering letters encourage non-members to become members, and non-Trustees to consider standing for election to the Board. There is a range of skills represented on the Board, and a good mix of different sections of the community, and no major deficiencies have been identified.

### **Induction and training of Trustees**

Before even standing for election, Trustees are generally fully informed, by way of one-to-one discussion, of the aims and purposes of TDC's work and potential Trustees are only encouraged to stand if they are fully in agreement with these and wish to join collectively in working towards them. Some Trustees have been elected at an AGM, following the completion of a nomination form, without prior discussion with current staff or Trustees. In that case, the one-to-one conversation will take place as soon as possible afterwards.



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All new Trustees are provided with a Welcome Pack, background information about TDC and the responsibilities of being a charity Trustee and they are required to sign a form indicating that they have understood this information and are legally entitled to act as a charity Trustee.

New Trustees are offered a 'mentor' or 'buddy' from within the current Trustees, to support them through their initial stages of Trustee-ship, if they so wish.

**TRUSTEES' ANNUAL REPORT - continued**

**Relationships with related parties, including key partnerships**

TDC worked closely with a range of community organisations in the various neighbourhoods in which it works as well as in partnerships: including Brighton & Hove Youth Collective, (made up of The Hangleton & Knoll Project, The Deans, Turner Community Project, Sussex Central YMCA, Young People's Centre, Impact Initiatives and Brighton Youth Centre) and Mosaic Brighton. It also works with the Brighton and Sussex Universities.

TDC is a member of the Brighton & Hove Community Works. Community Works are the lead partner in an Infrastructure and Third Sector Prospectus Partnership. The other partners in this are primarily The Hangleton & Knoll Project and Whitehawk Inn although there are a number of smaller partners including LGBT (Lesbian, Gay, Bisexual Transgender) Switchboard and Amaze. Through this Prospectus, Brighton & Hove City Council commission TDC to provide community development work across the city in what was originally a 3 year commissioning process, but is now due to be re-commissioned in the Autumn of 2015.

TDC has been delivering work directly in Moulsecoomb, Bevendean, Queen's Park, Craven Vale, Portslade, Portland Road, Hollingdean, Bates Estate, Saunders Park and finally Turner, where TDC were successfully recommissioned to work. As part of this commission we also have a flexible citywide community development role which provides support to a variety of different neighbourhoods, networks and communities. TDC's Chief Executive and its Projects Managers have close working links with the officers of the City Council and with many of its elected members.

The list of staff on pages 4 and 5 shows staff at the 31 March 2015. During 2014 - 2015, Chief Executive Kaye Duerdoth stepped down from her role in July 2014, Joanna Hill left as Projects Manager in November 2014, Clare Hopkins left as Community Development Worker (Special Projects) in July 2014 and Lorette Mackie left as Community Development Worker, Portslade & Portland Road in February 2015.

**Charity's aims and achievements**



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The Board believes that its work in the various neighbourhoods and its Working in Community Organisations training courses, as detailed in the following pages, are fully in line with TDC's objectives.

**TRUSTEES' ANNUAL REPORT – continued**

TDC's whole ethos, which permeates all aspects of its work, is to empower people and this ensures that it works to eliminate unfair discrimination and to encourage equality of opportunity.

**Risk Policy**

TDC has developed a risk management strategy as part of the regular review of the risks to which it might be exposed. This process of review informs the creation of any necessary new policies and procedures which serve to mitigate identified risks. We aim to be proactive in addressing risk and to have reporting systems that allow organisational response to be swift and effective. Through our processes risk is identified, measured, mitigated and monitored. We recognise that risk management is an ongoing process and that risk cannot always be eliminated, but that with planning and thought it can be controlled and minimised. The major risk currently is the loss of funding and the continuously needed efforts to make funding applications to as wide a range of potential funders as can be identified. During this year TDC has developed a Funding Strategy which is supporting a plan for diversifying our funders going forward.

**PUBLIC BENEFIT**

In shaping our objectives and planning our activities for the year, the Trustees have given consideration to the duties set out in section 4 of the Charities Act 2011 to have due regard to public benefit. In particular, the Trustees have considered how the planned activities will contribute to the overall aims and objectives that they have set.

The Trustees believe that the following paragraphs, specifically on the Objectives and Activities and Achievements for the year, relate in detail the benefit that TDC provides to the public.

**TRUSTEES' ANNUAL REPORT – continued**

**OBJECTIVES AND ACTIVITIES**

The Objects of TDC ("the Objects") are to further such charitable purposes for the benefit of the inhabitants of economically and socially or socially disadvantaged communities in South East England as the Trustees see fit, in particular but not exclusively by:



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1. developing their capacity and skills and advancing education in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society;
2. advancing education including, but not limited to the foregoing, the provision of training;
3. providing, in the interests of social welfare, facilities for recreation and other leisure-time occupation with the object of improving the conditions of life of the said inhabitants having need of such facilities by reason of their age, youth, sex, race, infirmity, disablement, sexual orientation, gender, poverty or social or economic circumstances; and
4. promoting the elimination of unfair discrimination on the grounds of race, sex or disability and encouraging equality of opportunity.

**ACHIEVEMENTS AND PERFORMANCE**

Although the funding situation has become more difficult during the year, with cuts threatened across all departments of the Council including the youth team and community development commission, TDC has managed the process well, working in partnership with other organisations to raise the profile of our work and the work of the sector and gained cross-party support for a review of the youth work in the city. At 1 April 2015 staff numbers stood at 22 (including 4 sessional workers). All but one of those staff work part-time. A list of the areas where TDC has worked is given earlier in this report against the names of the staff.

**TRUSTEES' ANNUAL REPORT - continued**

**Area/Neighbourhood Based Projects**

We were funded by Brighton & Hove City Council to deliver community development support and support to Healthy Neighbourhood Funding in:

Bates Estate  
Bevendean  
Craven Vale  
Eastern Road  
Hollingdean  
Moulsecoomb  
Portland Road  
Portslade  
Queen's Park  
Turner



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We were also funded to deliver a flexible citywide community development role which includes some work in neighbourhoods like Hollingbury and Coldean.

We were funded by Brighton & Hove City Council Adult Social Care funding for the Older People's Participation Project in New Larchwood, Coldean and a BME Psychosocial Project enhanced by some additional BME engagement funding through the third sector Prospectus.

We were funded by East Sussex County Council and Friends of Downlands for the older people's participation project at Downlands Court, Peacehaven.

We were funded by Public Health for the continuing distribution of the Healthy Neighbourhood Fund in the neighbourhoods we work in and also in Coldean, Hollingbury and Woodingdean.

**TRUSTEES' ANNUAL REPORT - continued**

We were funded by Awards for All to deliver additional youth work elements in Moulsecoomb.

TDC has been funded by the Clinical Commissioning Group for citywide work. For example, we have been funded to carry out focus group discussions around cancer screening and for BME engagement.

TDC's work with young people in Moulsecoomb, Coldean, Bevendean and Queen's Park/Craven Vale was funded by the Council's commission through the Brighton & Hove Youth Collective.

**1. *Neighbourhood based work***

**Healthy Neighbourhood Funding (HNF)**

HNF is now part of the overall council community development commission, although it is from Public Health's Budget rather than the Communities and Equality Team.

In Moulsecoomb, Bevendean, Hollingdean, Queen's Park, Craven Vale, Turner, Eastern Road area, Portland Road area and Portslade; the neighbourhood based worker supports the local administration of the public health funding for Healthy Neighbourhoods. This involves supporting the administering groups with its decision making and evaluation processes as well as supporting the applying groups and projects to deliver their activities.

TDC also oversaw the delivery of HNF in Coldean, Woodingdean and Hollingbury.

**Bevendean**

In Bevendean Helen Jones continues to work from the primary school base and the Holy Nativity Community Centre. Helen is currently networking and advising the



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Bevendean Food Group, which delivers a weekly food bank and community café. She has helped them establish a referral system and a co-ordinated outreach programme by advice services.

**TRUSTEES' ANNUAL REPORT - continued**

She has supported Action for Bevendean Community to manage and distribute Healthy Neighbourhood Funding and to deliver the annual health event showcasing groups whilst providing additional fundraising opportunities.

The Holy Nativity Community Centre group is still being supported with its charity registration and Helen has been developing increased use of the existing facilities.

**Coldean**

Kalishia Le Coultre managed an exit from Coldean due to decommissioning of funding for the neighbourhood in the 2014 City Council Prospectus. She left the area in June 2014 having networked optional supports for existing core groups.

**Hollingdean and Saunders Park**

Elizabeth (Liz) Lee has continued her work in Hollingdean. Based in Hollingdean Community Centre, she has worked closely with Hollingdean Development Trust in their engagement of community users and residents' Trustees as well as the residents' action group to proceed with off-site projects, such as 'Beautify The Dip & Crestway'.

Liz has been concentrating on some of the Task & Finish projects with the City Council. These have included a traffic calming pilot where The Dip roadway will be painted with a local child's design, and project to open up the Children's Centre at weekends.

Liz has also supported the council Resident Involvement Officer in engaging tenants through door knocking about local issues and this has led to some new projects and engagement with new residents.

Liz has started a refresh of the neighbourhood survey both online and in the newsletter and this will lead into another community conference.

Liz helped co-ordinate community markets at The Dip and 'T in the Park' event at Hollingdean Park.



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**Moulsecoomb and Bates Estate**

Sofie Rutherford continued to deliver community development work in Moulsecoomb and Bates Estate, based at St. George's Hall and supported the management committee of the hall to become more sustainable and promote their facilities. Sofie developed a brochure for St. George's Community Centre and increased bookings as a result.

**TRUSTEES' ANNUAL REPORT - continued**

Sofie co-facilitated quarterly meetings for over 50 local service providers and co-ordinated outreach by the Local Action Team. This involved door knocking, a Facebook profile and Local Action Team website and co-ordinating community content in the newsletter (two issues per year). Sofie also supported their health event.

There are a variety of community groups supported in Moulsecoomb and these include Moulsecoomb Bangladeshi Women, Sunflower Family Support, Mad Hatters Lunch Club and trips for people with mobility issues.

**Portslade & Portland Road**

Lorette Mackie supported the representative groups including the Portslade Local Action Team (PLAT), Portslade Community Forum (PCF) and West Hove Forum (WHF) until she left TDC in February 2015 and then her post was temporarily covered by Mark Drayton. This included online and face-to-face promotion and outreach using local newsletters and group visits. TDC carried out a range of door knocking on the patch including meeting traders in Boundary Road and Portland Road to raise awareness amongst BME and Community of Interest and Identity (COI&I) communities about the West Hove Forum and Portslade Forum as well as the existence of the TDC BME Community Worker.

Lorette supported the Purple People Kitchen group to continue to run the food bank at Portslade Town Hall and to raise funds and develop a community garden project.

Lorette has supported groups such as the Friends of Stoneham Park to hold successful community events, such as the Centenary Park Event.

Lorette supported residents to work in partnership with Portslade Local Action Team and the police to successfully resolve issues around antisocial behaviour in Vale Park. They were supported to run a number of successful events including The Vale Park Weekender, a clean-up day and a community fun day.

**Queen's Park and Craven Vale**

In Queen's Park and Craven Vale, Amy Allison continues to work closely with the Craven Vale Community Association (CVCA) and the Queen's Park Community Association (QPCA). She supports regular meetings of the newsletter group and supports CVCA to update a Facebook page and website.



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**TRUSTEES' ANNUAL REPORT – continued**

Amy has also been working with the new community of Southern Housing Estate residents at The Edge to form their own residents' association and affiliate to Queen's Park Community Association. She has also been establishing the community centre there and several activity groups are already using it including the local youth dance group and older people's art group.

Amy continues to offer advice on processes to the Craven Vale food bank and drop-in.

She has also supported groups to run very successful events including two Christmas Fairs, a dog show and wreath making and pumpkin carving workshops.

### **Tarner & Eastern Road**

Kalishia Le Coutre took up work in the Tarner area after the 2014 City Council commission was granted to TDC in June 2014. Kalishia is located at the Millwood Centre alongside the BME Community Worker and has been supporting their management committee through the process of establishing lease arrangements with the local authority.

Kalishia has been supporting existing groups in the area to review their role and function, including the local area partnership and how it communicates across the area. She has been supporting this with a neighbourhood door knock and engagement activity at local services and facilities.

She has also supported the local inclusion organisation All Different All Equal with their annual diversity festival.

## **2. *Work with older people***

### **Downlands Court, Peacehaven**

Sue Sayers continues her work with older people in Peacehaven at the Downlands Court Community Participation Project.

Sue has supported the Friends of Downlands to prepare for and hold their AGM including having their accounts independently examined through Money in Mind; and to write their constitution and become a Charitable Incorporated Organisation.

**TRUSTEES' ANNUAL REPORT - continued**

Sue has supported the Friends of Downlands to recruit volunteers to support a wide range of activities to run regularly.

These include chair-based exercise, card-making, flower arranging, sewing, film club, Puzzle Time, baking group, painting, drawing and outings. She organised a



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high tea and entertainment for Older People's Day which 52 people attended. Sue has supported Friends of Downlands to organise community events such as the Christmas table top sale and Summer Fête.

Sue has worked with Peacehaven Pioneers to hold a celebration event marking the completion of their Heritage Lottery 'All our Stories' project and is supporting the pioneers group to meet monthly and work towards their next project of producing a local calendar.

Sue organised two rounds of Sussex Community Foundation (Comic Relief) funded Cooking on a Budget courses in partnership with Sussex Community Development Association. Participants cooked affordable meals to eat together and were offered advice on household budgeting, building up a store cupboard and healthy eating. Sue recruited a volunteer cookery worker to support TDC on this project.

Sue presented two assemblies on dementia at the Peacehaven Community School as part of the Generations Together Project which were very well received.

Sue has supported people with a range of disabilities, including the partially sighted, hearing impaired, those with chronic health problems, mobility restrictions, those who are wheelchair dependent and those with mental health problems, including dementia.

**Dementia Project**

Sue Sayers and Joanna (Jo) Hill wrote a Dementia Friendly Toolkit drawing on the experiences from workshops, case studies and a pilot with input from community organisations and a Dementia Friendly Project Advisory Group. The toolkit was launched in September 2014 and presented at the TDC AGM. The first print of 100 copies was distributed, followed by a second run of 200 copies, and feedback was very positive.

There was a lot of interest in this project and it led to Dementia Awareness sessions in a number of groups, including Moulsecoomb Local Action team and the Bilingual Interpreters at Sussex Interpreting Service.

**TRUSTEES' ANNUAL REPORT - continued**

Jo and Sue facilitated a Dementia Friendly practice session, with Kate Davies, Dementia Champion. Sue then attended three meetings with Kate Davies and interested parties from a local Dementia Action Group which plans to form part of a wider Dementia Action Alliance for Lewes, High Weald and Havens area. They are planning a public meeting to launch as Havens Dementia Action Group in April 2015.

**New Larchwood, Coldean**

Steve Andrews has continued to work with older isolated people in New Larchwood – the allotment has flourished and the Reminiscence Group has gone from strength to strength. The Larches Café has opened and Steve has been supporting groups to meet and run their activities there.



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The Health Day/CUPP (*Community University Partnership Programme*) report launch which was held in early April 2014 was a great success, with the research team including older people and students talking about their continued involvement in volunteering at New Larchwood.

As part of the 3 year funding for older people's locality project, Steve has been doing outreach work to isolated older people in West Hove, Hollingbury and Hollingdean, in addition to Coldean. As a result of linking up across neighbourhoods, groups have been sharing opportunities for outings, transport, activities and exercise practitioners. Steve supported older people from Hollingbury, Coldean, Hollingdean, and West Hove to participate in the 'Active Forever' event at the King Alfred on 1<sup>st</sup> July 2014.

Steve has worked with our partner LGBT Switchboard to set up outreach activities to the LGBT community: the first being a trip to New Larchwood cinema – this piece of work collected a Sector Stars Award in November as part of the 'Best Partnership or Collaboration' (with the Older LGBT Project).

Steve has generated interest among over 55s in participating in a Steering/Advisory Group to enable older people from neighbourhoods we work in to provide a steer to ensure the locality project meets their needs. A West Locality Steering/Advisory group has started holding meetings with Steve's support.

Steve has set up a lunch club based at the Old Boat Corner Community Association in Hollingbury which has been taken up by Isolated Older People in Coldean, Patcham and Hollingbury.

**TRUSTEES' ANNUAL REPORT - continued**

**3. Community Work with Young People**

TDC's work with young people has become an increasingly prominent feature of the city's youth work scene having regularly over-delivered in its results to the Brighton & Hove Youth Collective's citywide strategy. TDC continues to lead work in 'Area 3' comprising Moulsecoomb, Bevendean and Coldean but also is one of the key delivery partners for the central Brighton area through our longstanding work in Queen's Park and Craven Vale.

Since last year the youth team has been through several changes with the shape of the whole organisation shifting. After Linda Saltwell was appointed to the position of Chief Executive, Kirsty Walker assumed project management of the youth provision until March with the recruitment of Lyndsay Macadam. Lyndsay has already had a big impact on the work in the youth team and has brought with her lots of skills and experience in particular relating to partnership working and the voluntary sector.

The youth team itself saw changes through the promotion of Claire Burchell to Senior Community Worker with Young People, recognising the length of service and experience she has brought to the role. Adam Muirhead was promoted to Youth Team Co-ordinator to reflect his growing skills and competence and his commitment to engagement with youth work at a more strategic level.

Polly Brooks will be eligible for consideration as a Senior Community Worker with Young People in a few more years as her promotion to her current post was relatively recent.



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The youth team were also joined by two part time workers, Kate Barker as Senior Youth Activities Worker and Siobhain Lewendon as Youth Activities Worker. Both were recruited on flexible hours contracts to deliver on a partnership project with local charity Look Sussex providing a youth club for young people who are blind or partially sighted out of the 67 Centre in Moulsecoomb. The project has been a great success and we are currently seeking funding to continue the work through to 2016 and beyond.

Claire Burchell continues to support the Coldean Youth Group, helping to firm up the committee with skills, processes and policies whilst her fundraising input has yielded £7,500 worth of building improvements plus funding for activities including summer programmes. She has been instrumental in the regular recruitment of volunteers to the project which has breathed new life into the sessions. Claire has also worked very hard to support community development with young people at 'The Edge', a new housing development where many teething problems have fallen to her and TDC's Community Development Worker for the area, Amy Allison.

**TRUSTEES' ANNUAL REPORT - continued**

Polly Brooks has been developing new school-based work at the Brighton Aldridge Community Academy, inputting to regular health sessions and events in addition to one-to-one work. It has been very well received and we hope to develop this over the coming months. Her work with the BevenTEEN Bulletin young journalists group has seen them start an online blog in addition to their regular printed newsletter.

In Moulsecoomb, Adam Muirhead continues to deliver, supporting partnership developments such as the Friday Night Sports Hub where TDC work alongside Albion in the Community and the Council's Sports Development Team to provide football and other sports to around 50 young people each week.

The popular Wild Park Youth Festival saw its third year in 2015 with around 200 people aged 10 to 19 involved in a range of sports and fun activities. Adam's support of the Bevendean Activities Group has seen them grow as they start to reap the rewards from their 'Fruitcycle Smoothie Bike' social enterprise, which helps fund the annual summer programme of youth activities across the area.

**Key Finances for the Youth Work projects:**

TDC remains in the Brighton & Hove Youth Collective partnership and is commissioned through them, by the Brighton & Hove City Council to work with young people in the Bevendean, Moulsecoomb, Coldean, Queen's Park and Craven Vale areas of Brighton.

This remains our key funding but its future is uncertain after March 2016 and will be subject to the outcomes of a 'Youth Work Review' due to conclude in autumn/winter of 2015.

In 2015, TDC have been successful in securing £10,000 from the Lottery's Awards for All Scheme and £4,400 from Sussex Police and Crime Commissioner's Community Safety Fund for project work.

***4. BME Engagement and Mental Health & Wellbeing***



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David Pinder has been working to engage with a wide range of BME community groups and members across the city. He engaged a number of groups and mental health services to form a steering group to plan an 'All Our Voices' community engagement event which was held in June and brought together over 50 people from diverse BME communities and statutory services.

**TRUSTEES' ANNUAL REPORT - continued**

David and Joanna Hill worked with partners The Hangleton & Knoll Project, Sussex Interpreting Services and Community Works and with the CCG (Clinical Commissioning Group) to link the different strands of BME engagement work in the city.

David has carried out outreach through visits, door-knocking and meetings with a variety of community based organisations, undertaken consultations and supported groups to deliver activity taster sessions.

David set up a referral pathway with the Brighton and Hove BME counsellor to create links into psychological therapy and worked with the Equalities Officers and Deputy Directors of Sussex Partnership Foundation Trust and Brighton and Sussex University Hospital to agree an action plan for BME engagement and involvement.

David has carried out two consultation exercises with the Oromo community in Brighton looking at their views on the sharing of personal and medical information and with the Chinese Elders Group around the Health Needs Analysis questionnaire. David has also provided infrastructure and membership support to MOSAIC (a black and mixed parentage community group which is one of the BME Project Anchor Groups) in partnership with Community Works.

David continued working with BME Anchor Groups and the Steering Group throughout the year, culminating in a second wellbeing event in March 2015 which was attended by over 100 people – double the numbers from the previous event in June 2014 - with 92% of people saying they felt a lot more confident as a result of the day.

## **5. Citywide work**

As part of the Third Sector Prospectus TDC works on flexible community development project work and support across the city. Projects supported during the last year have been the Unemployed Centres in the centre of the city and in Hollingdean; the Old Boat Corner Community Centre; an adult ADHD (Attention deficit hyperactivity disorder) group (ADHD Aware!), establishing an online network and a referral process across the partners; and work with MOSAIC.

Stella Peyerl's contract as Training Support Worker finished in October 2013 and we continued without a specific training worker. The Chief Executive took the overview and co-ordinating role on training during this year.

Through the City Council, TDC were funded to run a fourth series of six Community Engagement Training (Working with Our Communities) courses for council, statutory and voluntary sector staff.



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**TRUSTEES' ANNUAL REPORT - continued**

Delivered by associate trainer Yvonne Rivers, these courses were extended to include content about the Neighbourhood Governance Pilot and were held in community venues. Yvonne also worked with David Pinder to deliver a course aimed at the BME community organisations and leads, and another course was delivered with Adam Muirhead aimed at youth organisations.

Projects Manager Kirsty Walker wrote the summary report for the Brighton & Hove Clinical Commissioning Group funded Patient Participation Groups Moulsecoomb and Bevendean pilot, work that followed on from the baseline assessment project. Kirsty has also been continuing the work with The Level group.

### **Clinical Commissioning Group (CCG) Funded Work**

TDC works in partnership with the NHS Clinical Commissioning Group on citywide work. For example, we have been funded to carry out focus group discussions around cancer screening along with Prospectus partners.

TDC were successful in securing BME engagement funding for health themed focus group work from January to March 2015 and then through 2015/16.

### **Healthy Neighbourhood Fund (HNF)**

Joanna Hill has co-ordinated the distribution of the Healthy Neighbourhood Fund, funded by Public Health. The transfer of funds has been administered centrally by Mandy Tyler to the panels.

TDC Community Development Workers have continued to support the panels to administer the Healthy Neighbourhood Funds, including to advertise the funding; to collect applications; set up the panel meeting to decide on distribution of funding; notifying and distributing funds to the successful groups.

These neighbourhoods include Bevendean, Coldean, Hollingdean and Saunders Park, Moulsecoomb, Queen's Park and Craven Vale, South Portslade and Portland Road. TDC has also been funded to provide limited HNF support to Hollingbury and Woodingdean to the HNF panels.

Projects that have been funded meet a wide range of HNF health criteria and enable increased opportunities for local people to improve their health and wellbeing.

We support Woodingdean and Hollingbury to monitor their grant giving and have offered further support to both areas with criteria for funding bids and around other funders in the city.

**TRUSTEES' ANNUAL REPORT - continued**

### **Volunteer involvement**

A valuable contribution to the work of TDC continues to be made by Trustees as volunteers; their names are listed on page 3. TDC has also offered opportunities for people to volunteer and gain experience in community development by shadowing and working alongside TDC staff in various neighbourhoods.

TDC's staff work with volunteers in the various communities where they are based, and also seek to increase volunteer participation in the various existing and newly-formed community organisations. When recruiting new paid staff to work in any



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area, TDC seeks the involvement of at least one volunteer resident in the short-listing and interview process. In addition the appointments panel will include a Trustee with knowledge of the geographical area or the nature of the work for which the new member of staff is being sought.

TDC continues to support volunteer placements and there is a system in place to ensure the management and support of volunteers and staff, including a volunteer policy and volunteer mentoring pack.

Volunteering has provided an opportunity to develop skills at all levels within the organisation. Mentoring a volunteer has provided an opportunity to develop staff management skills and share their knowledge and experience through mentoring.

### **Future Development of TDC**

After so many changes in recent years, 2014 started with continued temporary cover of the Chief Executive role which was then formalised in June after an internal recruitment process. With austerity-related cuts came threats to the funding for both the Communities and Third Sector Prospectus and Youth Collective Council commission. With a new administration in place since the elections in May 2015, the Prospectus is now to be recommissioned in 2016 and there is a youth work review currently underway meaning our commission due to cease in October 2015 will be rolled over to March 2016 while decisions are made.

We have had some changes in the staff team and recruitments including to a new Health Checks project funded by Public Health which started April 2015 and funding for engagement and support to Patient Participation Groups across the city commissioned by the Clinical Commissioning Group (CCG) and heralding a relatively new era of health-related work for the organisation.

### **TRUSTEES' ANNUAL REPORT - continued**

This includes BME engagement funds from the CCG which means we will be supporting sessional workers in this role going forward and this develops the BME Psychosocial work already a year in. Our partnerships have been strengthened over the year, will continue and we hope, expand as we look forward to further opportunities, recommissions and potential projects. TDC now has an updated IT system having spent the last year migrating to the cloud Microsoft Office 365 system and developing SharePoint intranet.

Due to family commitments, Kaye Duerdoth tendered her resignation as Chief Executive in May 2014 and after an internal process, new Chief Executive, Linda Saltwell was appointed by the Board in June 2014.

With BIG Assist lottery funding, TDC have been working with Fundraising Consultancy on a fundraising strategy to sit alongside the business plan. Targets from this and the previous plan identified the need to further diversify TDC's income sources and we have continued to work towards this over the past year and have attracted funding from a number of new sources including health and adult social care.



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The BIG Assist funding also meant we could work on some Trustee Board Developments and have developed some new organisational tools. For example we now have a Risk Register, New Trustee Welcome Pack and Code of Conduct. After the last Working in Community Organisations (WICO) training course in 2012 there have been no further opportunities to plan a further WICO course. There is money ring-fenced in the TDC budget to add to any further funding should it become available in due course.

### **TDC Policies**

TDC's numerous employment policies have been kept under review and updated as necessary with several new policies added. They are all available to view on TDC's website at <http://www.trustdevcom.org.uk/policies/>

### **Core Funding**

In December 2012, we were awarded £10,000 per annum for the years 2013-16 through the Brighton & Hove City Council's discretionary three year grant funding towards TDC's core costs.

## **TRUSTEES' ANNUAL REPORT - continued**

### **Communications & Marketing**

The new website has undergone continuing development. The Communications & Marketing group is made up of staff, Trustees and volunteers and oversaw the development of an Annual Report Calendar which was a successful tool in demonstrating the impact of our work as well as a useful piece of publicity. A further such calendar is planned for 2015/16.

### **Administration**

Our Wavertree House-based Central Services Manager Katharine Trevelyan has responsibility for supporting the Board of Trustee meetings, Personnel & Employment Sub-Committee, Finance Sub-Committee and Strategy Sub-Committee meetings and personnel matters generally, including Health and Safety. She also has responsibility for TDC's website at <http://www.trustdevcom.org.uk>, Facebook page and is a member of the Communications and Marketing team.

### **Offices**

All members of staff who work in neighbourhoods are based in the neighbourhood offices where they work. TDC has remained in its office at the RNIB's Wavertree House in Hove where Katharine Trevelyan works full-time and which the Projects Managers and Finance Manager use as a base. Staff, management and Trustee meetings are held at Wavertree House.



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**TRUSTEES' ANNUAL REPORT - continued**

## **FINANCIAL REVIEW**

### **Overview**

Financial management is undertaken by Mandy Tyler who is responsible for day to day book-keeping, management accounts, payroll and budget setting.

We entered the financial year with Unrestricted Reserve Funds of £180,811 of which £68,100 had been mainly designated for the provision of future training courses and redundancy reserves. At the year-end Unrestricted Reserves increased to £195,506 due to the small surplus incurred in this year. The Designated Reserve has been increased slightly to £73,100.

The organisational budget for the year 2014-15 that was approved in the Spring of 2014 projected a small deficit. We are pleased to announce however that the Statement of Financial Activities on page 33 actually shows an accounting surplus of £15,965 which has come about due to a strict monitoring and reduction of our overheads and satellite office costs.

The efforts, particularly of Chief Executive Linda Saltwell, brought in fee income for Community Engagement Training undertaken for the Council and other facilitation work with the CCG and the wider public sector and this work is continuing into 2015-16.

### **Reserves**

During the year the Finance Sub-Committee, and through them the Board, keep a regular eye on TDC's financial situation. Since August 2009 the Reserves policy has been:

"The Trustees believe that the reserves target should be sufficient for six months' expenditure. This would cover:

- [ Any redundancy payments due to employees
- [ Support to employees in finding alternative employment
- [ Terminating service contracts such as rent, telephone, broadband, etc.
- [ A contingency sum for outstanding liabilities
- [ Accountancy, audit and other professional costs, or
- [ Obtaining alternative funding to continue TDC's work in whole or in part.

## **TRUSTEES' ANNUAL REPORT - continued**

The Trustees have already established a Designated Redundancy Fund, and keep the level of that Fund under review. There was sufficient in the fund to cover the redundancy payments that have arisen and to cover future redundancy payment should that need arise.

There are also designated funds for ongoing pieces of work and it may be necessary from time to time for the Trustees to designate further sums in TDC's accounts to cover operational costs in a subsequent year. Designated funds and the Reserves



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target will be reviewed and recommended by TDC's Finance Sub-Committee and ratified by the full Board of Trustees on an annual basis."

At the end of the year 2014-15, TDC's Unrestricted Reserves and Designated Reserves stood at £195,506 (2013-14 £180,811).

The total of Restricted Reserves at 31 March 2015 was £1,000.

Six months expenditure would amount to over £250,000 so as can be seen, our Reserves fall well below what we would like them to be.

We have said before that the current financial situation within the country, and its consequences, mean that TDC's work in strengthening community cohesion and empowering local communities and individuals is more needed than ever. At the same time there are further pressures on our funders. The Trustees are therefore anxious to maintain sufficient reserves to cover likely shortfalls in the years ahead.

### **Banking and Investment Policy**

TDC has two accounts with CAF Bank, the banking arm of the Charities Aid Foundation and continues to be happy with its banking arrangements. However since 2008-2009 bank interest rates have plummeted. TDC has managed to identify slightly better rates elsewhere and we now have £80,000 invested with Cambridge & Counties Bank in a 30 Day notice account and a further £85,000 with Aldermore Bank. In total the interest received on all TDC's assets was £1,442, lower than the previous year's £2,900.

## **TRUSTEES' ANNUAL REPORT - continued**

### **Principal funding sources**

The year was funded in the main by Brighton & Hove City Council but on a much reduced basis from previous years to support community development within the Bevendean, Hollingdean, Moulsecoomb, Queen's Park/Craven Vale, South Portslade & Portland Road, Tarner and Eastern Road areas. The Youth Collective via Impact Initiatives also funded our youth work within Moulsecoomb, Bevendean, Queen's Park/Craven Vale and Coldean. This work was also funded by BBC Children in Need and Awards 4 All. Our work with older people has been funded also at Peacehaven Downlands Court and we have been funded by Brighton & Hove City Council Adult Social Care, East Sussex County Council, Community Health Fund and Comic Relief.

Details about other Restricted Projects are given on page 46 this report.

A full list of funders is given on pages 38 - 41 of this report.

### **PLANS FOR THE FUTURE**

Our plans for 2015 - 2016 build upon all the good work undertaken during the last 13 years. Becoming increasingly responsive to the communities we work in has been at the forefront of our work and we continue to grow our ambition to deliver high quality,



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equalities-led work keeping health and well-being embedded in everything we do. As such we will continue to seek funding for our important work with young people and develop our community engagement training opportunities.

Working with all our partners mentioned here, will see changes in the way we deliver our community development work to meet different community's needs and we will involve them, our partners and other stakeholders fully in this process. There is much to be proud of, but equally we must acknowledge our on-going challenges to ensure we provide the best possible community development support to areas of the city, whilst we continue to fundraise, diversify and ultimately strengthen our business practices.

**FUNDS HELD AS CUSTODIAN TRUSTEE ON BEHALF OF OTHERS**

No funds are currently held as a custodian for other organisations.

**TRUSTEES' ANNUAL REPORT - continued**

**STATEMENT OF DIRECTORS' RESPONSIBILITIES**

The Trustees (who are also directors of The Trust for Developing Communities for the purposes of Company Law) are responsible 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).

Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditures of the charitable company for that period. In preparing these financial statements the Trustees are required to:-

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (Statements of Recommended Practice);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enables them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS**



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So far as the Trustees (Directors) are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's Auditors are unaware, and each Trustee has taken all steps that he or she ought to have taken as a Trustee in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

**TRUSTEES' ANNUAL REPORT - continued**

**AUDITORS**

The Auditors, Clark Brownscombe Limited, have indicated their willingness to continue in office and a resolution to reappoint them will be proposed at the forthcoming annual general meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

By order of the Board  
Trustee/Director

Date:

**THE TRUST FOR DEVELOPING COMMUNITIES**  
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**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF**  
**THE TRUST FOR DEVELOPING COMMUNITIES**

We have audited the financial statements of The Trust for Developing Communities for the year ended 31 March 2015 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members 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 the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

***Respective responsibilities of trustees and auditor***

As explained more fully in the Trustees' Responsibilities Statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

***Scope of the audit of the financial statements***

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.



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***Opinion on financial statements***

In our opinion the financial statements:

- [ give a true and fair view of the state of the charitable company's affairs as at 31 March 2015 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- [ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- [ have been prepared in accordance with the requirements of the Companies Act 2006.

***Opinion on other matters prescribed by the Companies Act 2006***

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

***Matters on which we are required to report by exception***

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- [ adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- [ the financial statements are not in agreement with the accounting records and returns;
- [ certain disclosures of trustees' remuneration specified by law are not made; or
- [ we have not received all the information and explanations we require for our audit.

Christopher Robert Tyler FCA DChA  
Senior Statutory Auditor  
For and on behalf of Clark Brownscombe Limited, Statutory Auditor  
8 The Drive  
Hove  
East Sussex  
BN3 3JT

Date:

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2015**



**THE TRUST FOR DEVELOPING COMMUNITIES**  
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**INCOME AND EXPENDITURE**

	Notes	Unrestricted Funds		Restricted Funds	Total Funds 2015	Total Funds 2014
		General £	Designate d £	£	£	£
<b>INCOMING RESOURCES</b>						
From Generated Funds:						
Voluntary income:						
Donations		890	-	250	1,140	130
Grants	2	34,495	-	-	34,495	25,000
Miscellaneous Income	3	289	-	-	289	2,623
Investment income:						
Bank interest		<u>1,442</u>	-	-	<u>1,442</u>	<u>2,900</u>
		<u>37,116</u>	-	<u>250</u>	<u>37,366</u>	<u>30,653</u>
From Charitable Activities						
Grants and Awards	2	-	-	464,866	464,866	377,482
Fees etc.		<u>22,392</u>	-	<u>6,385</u>	<u>28,777</u>	<u>33,753</u>
		<u>22,392</u>	-	<u>471,251</u>	<u>493,643</u>	<u>411,235</u>
<b>TOTAL INCOMING RESOURCES</b>		<u>59,508</u>	-	<u>471,501</u>	<u>531,009</u>	<u>441,888</u>
<b>RESOURCES EXPENDED</b>						
Charitable activities		26,934	-	470,501	497,435	501,705
Costs of generating funds		1,620	-	-	1,620	7,102
Governance costs	4	<u>16,259</u>	-	-	<u>16,259</u>	<u>7,977</u>
<b>TOTAL RESOURCES EXPENDED</b>		<u>44,813</u>	-	<u>470,501</u>	<u>515,314</u>	<u>516,784</u>
<b>NET INCOMING/ (OUTGOING) RESOURCES BEFORE TRANSFERS</b>		14,695	-	1,000	15,965	(74,896)
<b>TRANSFERS</b>		<u>(5,000)</u>	<u>5,000</u>	-	-	-
<b>NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR</b>		9,695	5,000	1,000	15,965	(74,896)
<b>BALANCES BROUGHT FORWARD</b>		<u>112,711</u>	<u>68,100</u>	-	<u>180,811</u>	<u>255,707</u>
<b>BALANCES CARRIED FORWARD</b>	12	<u>122,406</u>	<u>73,100</u>	<u>1,000</u>	<u>196,506</u>	<u>180,811</u>



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There are no other recognised gains or losses in the year.  
The net incoming/outgoing resources for both the current and previous financial year  
arose from continuing operations.

The notes on pages 33 to 50 form part of these financial statements

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BALANCE SHEET  
AS AT 31 MARCH 2015**

	Notes	2015		2014	
		£	£	£	£
<b>FIXED ASSETS</b>			-		-
<b>CURRENT ASSETS</b>					
Debtors	7	6,581		7,887	
Cash at bank and in hand		<u>241,791</u>		<u>237,488</u>	
		<b>248,372</b>		<b>245,375</b>	
<b>CREDITORS</b>					
Amounts falling due within one year	8	<u>51,866</u>		<u>64,564</u>	
<b>NET CURRENT ASSETS</b>			<u><b>196,506</b></u>		<u><b>180,811</b></u>
<b>NET ASSETS</b>			<u><b>196,506</b></u>		<u><b>180,811</b></u>
<b>FUNDS</b>					
Income – Unrestricted – General	9	122,406		112,711	
Designated – Restricted	9	<u>73,100</u>	195,506	<u>68,100</u>	180,811
			<u>1,000</u>		1
			<u><b>196,506</b></u>		<u><b>180,811</b></u>
					<u><b>1</b></u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements on pages 33 to 50 were approved by the Board of Trustees on

Director/Trustee

Director/Trustee



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**THE TRUST FOR DEVELOPING COMMUNITIES**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**(Forming part of the Financial Statements)**

**1. ACCOUNTING POLICIES**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the financial statements:

**Basis of preparation**

The financial statements have been prepared under the historical cost basis and in accordance with applicable UK Accounting Standards, Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

**Cash flow statement**

In accordance with Financial Reporting Standard Number 1, the Company is exempt from the requirement to prepare a cash flow statement on account of its size.

**Depreciation and Fixed Assets**

The charity occupies a number of rented premises and has no other tangible fixed assets at present. Tangible fixed assets costing more than £250 are capitalised.

**Fund accounting**

The Charity has various types of funds for which it is responsible.

**Unrestricted funds**

These funds are for use on the general charitable objectives of the charity.

**Restricted funds**

These funds are for use as directed by the donor.

**Designated Funds**

These are funds which the Board of TDC, rather than the donor, has designated as being for specific purposes.

**Incoming Resources**

**Investment income**

Investment income is recognised on an accruals basis.

**Grants**

Grants are recognised on an accruals basis, accounted for in relation to the period to which they relate. Where grants have been received for capital projects the costs have been capitalised on the Balance Sheet and depreciated, in accordance with the accounting policies, has been charged against that income. Such income is only deferred when:

- the donor specified that the grant or donation must only be used for future accounting periods or,
- the donor has imposed conditions which must be met before the charity has unconditional entitlement.

**NOTES – continued**

**Resources expended**

Resources expended are accounted for on an accruals basis.

Costs of generating funds - comprise those costs incurred in publicity and fund raising events and the use of consultants to work on funding bids.



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- Charitable activities - comprise all expenditure directly relating to the principal activity.
- Governance costs - include those incurred in the governance of the charity and its assets and are primarily, but not entirely, associated with constitutional and statutory requirements.

**Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK Corporation Tax purposes. Accordingly the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**2. INCOMING RESOURCES – GRANTS AND AWARDS**

	<b>Unrestrict ed £</b>	<b>Restricted £</b>	<b>2015 Total £</b>	<b>2014 Total £</b>
<b>From Generated Funds</b>				
Brighton & Hove City Council Grant		<b>16,000</b>	-	<b>16,000</b>
Brighton & Hove City Council Small Grant		<b>18,495</b>	-	<b>18,495</b>
	<b>34,495</b>	-	<b>34,495</b>	<b>25,000</b>
<b>From Charitable Activities:</b>				
Awards 4 All Brighton & Hove City Council Grants		<b>4,845</b>	<b>4,845</b>	-
Small Grants		-	<b>22,634</b>	<b>22,634</b>
Healthy Neighbourhoods Commission		-	<b>44,000</b>	<b>40,780</b>
		-	<b>56,972</b>	-



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ning  
Support  
Unit

**NOTES – continued**

Brighton & Hove City Council Community Development Commission				
Bevendean CD Support Project	-	<b>24,248</b>	<b>24,248</b>	29,000
BME Engagement	-	<b>12,917</b>	<b>12,917</b>	-
City Wide	-	<b>18,625</b>	<b>18,625</b>	-
Coldean CD Project	-	<b>2,286</b>	<b>2,286</b>	9,143
Hollingdean & Saunders Park Project	-	<b>37,061</b>	<b>37,061</b>	33,000
Moulsecoomb CD Project	-	<b>31,492</b>	<b>31,492</b>	35,000
Neighbourhood Governance	-	<b>7,480</b>	<b>7,480</b>	41,500
QPCV CD Support Project	-	<b>29,500</b>	<b>29,500</b>	30,000
South Portslade & Portland Road	-	<b>29,705</b>	<b>29,705</b>	30,000
Turner	-	<b>18,625</b>	<b>18,625</b>	-
Brighton & Hove Museums Service Museums Select Project	-	<b>2,400</b>	<b>2,400</b>	(1,600)
Brighton & Hove Youth Support Service/ Impact Initiatives				
Area 3	-	<b>44,452</b>	<b>44,452</b>	45,571
Older People's Day	-	-	-	1,700
QPCV Youth Work Project	-	<b>9,375</b>	<b>9,375</b>	13,683
Sexual Health	-	<b>16,315</b>	<b>16,315</b>	4,500
<b>Subtotal carried forward</b>	<b>-</b>	<b>422,433</b>	<b>422,433</b>	312,277

**NOTES – continued**

**2. INCOMING RESOURCES – GRANTS AND AWARDS – continued**

	£	£	£	£
	Unrestricted	Restricted	2015 Total	2014 Total
<b>Subtotal brought forward</b>	<b>-</b>	<b>422,433</b>	<b>422,433</b>	312,277



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BBC Children in Need	-	<b>8,982</b>	<b>8,982</b>	7,026
Brighton University CUPP				
On Our Doorsteps Project		-	-	3,609
Comic Relief				
Peacehaven Downlands Project	-	<b>7,455</b>	<b>7,455</b>	2,485
Community Health Fund				
Community Health Project	-	-	-	5,000
East Sussex County Council				
Peacehaven Downlands Project	-	<b>4,166</b>	<b>4,166</b>	2,500
NHS Sussex				
Dementia Project	-	<b>13,000</b>	<b>13,000</b>	9,000
Rotary Club of Hove				
Website Development Project	-	-	-	250
Southern Housing Group				
Southern Housing Group Project	-	-	-	1,773
Sussex Giving				
Website Development Project	-	-	-	1,000
Youth Journalists				
Bevendean YW Project	-	-	-	2,187
Moulsecoomb & Coldean Project	-	-	-	2,187

**NOTES – continued**

Amaze				
Partnership Outreach Pilot for Parent Carers	-	<b>880</b>	<b>880</b>	-
B&HCC Adult Social Care & Public Health				
Re Coldean New Larchwood	-	-	-	25,723
Friends of Downlands				
Peacehaven Downlands Project	-	<b>7,800</b>	<b>7,800</b>	250
NHS Sussex				
Re PPG Area Development	-	-	-	2,215
The Bevendean Activities Group	-	<b>150</b>	<b>150</b>	-
	<u>-</u>	<u><b>464,866</b></u>	<u><b>464,866</b></u>	<u><b>377,482</b></u>

Included in the above are the following amounts that were received last year but that relate to the current year (see Creditors note 8).



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	<b>Restricted</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
Impact Initiatives – Participatory Budget	1,660	1,660
Comic Relief – Peacehaven Downlands Project	7,455	7,455
Brighton & Hove Museums Service – Museums Select Project	2,400	2,400
NHS Sussex – Dementia Project	13,000	13,000
Impact Initiatives – Bevendean YW Project	1,630	1,630
BHCC Community Development Commissioning – Bevendean CD Project	<u>1,000</u>	<u>1,000</u>
	<b><u>27,145</u></b>	<b><u>27,145</u></b>

**NOTES – continued**

The following amounts were received during the year but relate to the 2015-16 year and have therefore been deferred. (See Creditors note 8).

	<b>Restricted</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
CCG Course	2,500	2,500
Awards 4 All	5,000	5,000
CCG BME Health Checks	<u>6,000</u>	<u>6,000</u>
	<b><u>13,500</u></b>	<b><u>13,500</u></b>

<b>3. MISCELLANEOUS INCOME</b>	<b>Unrestricted 2015</b>	<b>Restricted 2015</b>	<b>Total 2015</b>		<b>Total 2014</b>
	<b>£</b>	<b>£</b>	<b>£</b>		<b>£</b>
Sale of mobile phone		14	-	14	-
Course costs reimbursed		250	-	250	-
Secondment costs reimbursed		-	-	-	1,998
Compensation for incorrect audit letter		25	-	25	-
Rent receivable	-	-	-	-	625
		<b><u>289</u></b>	<b><u>-</u></b>	<b><u>289</u></b>	<b><u>2,623</u></b>

**4. GOVERNANCE COSTS**

**Unrestricted    Unrestricted**



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	2015	2014
	£	£
Auditors remuneration	3,000	2,490
Consultancy	10,469	731
AGM	1,466	1,372
Bank charges re audit	29	28
Board and Committee meeting expenses inc. administration	1,065	2,863
Filing fee	-	13

**NOTES – continued**

Printing, postage & stationery, including Trust Developments	<u>230</u>	<u>480</u>
	<b><u>16,259</u></b>	<b><u>7,977</u></b>

**NOTE:** Administration costs do not include the cost of administering Board meetings and meetings of all the Sub-Committees which is done by the Central Services Manager within the scope of her other duties.

**5. TRUSTEES REMUNERATION**

No Trustees or connected persons received any remuneration during the year. Reimbursement of expenses incurred by Trustees amounted to £860 (2014: £358), in respect of travelling costs claimed by six Trustees.

**6. STAFF NUMBERS AND COSTS**

During the year TDC employed 22 members of staff, most of whom were part-time, and three of whom were employed for less than a whole year. (The average number for 2013-14 was 21).

When calculated on the basis of full time equivalents this number equates to about 12, the same as in previous years. The aggregate payroll costs in respect of these employees were:

	2015	2014
	£	£
Wages and salaries	321,553	304,012
Social Security costs	22,101	22,711
Pension costs	<u>18,069</u>	<u>17,718</u>
	<b><u>361,723</u></b>	<b><u>344,441</u></b>

**7. DEBTORS**

	2015	2014
	£	£
Trade Debtors	6,077	7,887
Other Debtors	<u>504</u>	<u>-</u>
	<b><u>6,581</u></b>	<b><u>7,887</u></b>

**NOTES – continued**



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**8. CREDITORS:**

	2015 £	2014 £
Trade Creditors	9,331	7,123
Funding in Advance	13,500	27,145
Tax and Social Security Costs	6,775	6,382
Accruals	20,397	20,484
Other creditors	<u>1,863</u>	<u>3,430</u>
	<b><u>51,866</u></b>	<b><u>64,564</u></b>

**9. FUNDS**

The funds are represented by the following assets:

	Unrestricted Funds & General Designated £	Restrict ed Funds £	Total 2015 £	Total 2014 £
Net current assets	<u>195,506</u>	<u>1,000</u>	<u>196,506</u>	<u>180,811</u>
	<b><u>195,506</u></b>	<b><u>1,000</u></b>	<b><u>196,506</u></b>	<b><u>180,811</u></b>

The individual balances are as shown on page 35. In accordance with the Reserves Policy agreed in 2009, TDC's Reserves Target for 2014-2015 has been £225,000.

**NOTES – continued**

The movement on the designated funds was as follows

	B/fwd	Transfers	Expenditure	C/fwd
Bevendean Community Building	8,693	-	-	8,693
Redundancy Fund	39,674	(5,000)	-	34,674
IT Fund	5,000	10,000	-	15,000
WICO Development Fund	<u>14,733</u>	-	-	<u>14,733</u>
	<b><u>68,100</u></b>	<b><u>5,000</u></b>	<b><u>-</u></b>	<b><u>73,100</u></b>

**10. SHARE CAPITAL**

The Trust for Developing Communities is a company limited by guarantee. In accordance with clause 7 of its Memorandum of Association 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 wound up while he or she is a member or within one year after he or she ceases to be a member.



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**11 RELATED PARTIES**

During the year PFB Consultancy provided training to staff at the Trust for Developing Communities. The company's director is Paul Bramwell, a Trustee of the Charity. The total amount charged was £400 and the transaction was conducted on an arm's length basis.

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**NOTES – continued**

**12. FUNDS**

	B/fwd £	Income £	Expenditure £	Transfers £	C/fwd £
<b>RESTRICTED FUNDS</b>					
1	-	23,448	(23,448)	-	-
2	-				
		1,000	-	-	1,000
3	-	15,932	(15,932)	-	-
4	-	36,593	(36,593)	-	-
5	-	18,625	(18,625)	-	-
6	-	2,286	(2,286)	-	-
7	-				
		4,625	(4,625)	-	-
8	-	86,499	(86,499)	-	-
9	-	13,000	(13,000)	-	-
10	-	51,480	(51,480)	-	-
11	-	37,060	(37,060)	-	-
12	-				
		39,078	(39,078)	-	-
13	-	31,492	(31,492)	-	-
14	-	2,400	(2,400)	-	-
15	-	19,722	(19,722)	-	-
16	-	29,500	(29,500)	-	-
17	-	29,755	(29,755)	-	-
18	-	29,006	(29,006)	-	-
	-	<u>471,501</u>	<u>(470,501)</u>	-	<u>1,000</u>

**NOTES – continued**

**UNRESTRICTED FUNDS**

General Reserve	112,711	59,508	(44,813)	(5,000)	122,406
Designated Reserve	<u>68,100</u>	-	-	<u>5,000</u>	<u>73,100</u>
	<u>180,811</u>	<u>59,508</u>	<u>(44,513)</u>	-	<u>195,506</u>
<b>TOTAL FUNDS</b>	<u>180,811</u>	<u>531,009</u>	<u>(515,314)</u>	<u>-</u>	<u>196,506</u>

Where funding has ended for a particular project we have agreed with our funders that TDC will absorb minor deficits and surpluses where appropriate and immaterial.



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Please see narrative on next page for details on each restricted fund.

**NOTES – continued**

NOTE: In a few cases the income shown in the detailed profit and loss account includes funds undesignated and unrestricted reserves used to subsidise an under-funded project. The purpose of each restricted fund is as follows:

1. Bevendean CD Project ➤ To continue to develop and support a range of community organisations in the Bevendean area of Brighton. The funding is BHCC Community Development funding, which formed part of BHCC's Communities and Third Sector Commission from July 2014.
2. Bevendean Community Building ➤ As yet it has not been possible to achieve the new community facilities for the area which has been a long-term need. These funds sit in a designated fund until such time as the project may progress.
3. BME Engagement ➤ To facilitate effective engagement across the city with marginalised BME groups and communities and people not already involved, so that communities are better able to inform council decision making. Commissioned by BHCC.
4. BME Psychosocial ➤ To improve the mental health management and wellbeing of BME communities across the city through building positive relations with mental health services and engaging with members of the BME community. Commissioned by Adult Social Care.
5. Citywide ➤ To deliver flexible community development support to community based organisations across the city in partnership with Community Works, commissioned by BHCC.
6. Coldean CD Project ➤ To continue to develop and support a range of community organisations in the Coldean area of Brighton. The funding came from BHCC's Communities and Third

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Sector Development Commissioning funding. This area ceased to be eligible for neighbourhood community development funding in June 2014.

- 7. Consolidated Youth Work – Look Sussex ➤ To run a youth group with activities and support for blind and partially sighted young people in Brighton and Hove, funded by Look Sussex.
- 8. Consolidated Youth Work – Other ➤ Working across 4 areas (Moulsecoomb, Bevendean, Queen’s Park/Craven Dale & Coldean) in partnership with Brighton & Hove Youth Collective members to deliver youth work through group activities and projects, commissioned by BHCC.
- 9. Dementia Project ➤ To develop and pilot a dementia friendly community toolkit with community groups, commissioned by CCG.

**NOTES – continued**

- 10. Healthy Neighbourhoods 2014 ➤ TDC received funding from Public Health to support neighbourhood groups administer small grant pots to stimulate activity with Health and wellbeing outcomes. This formed part of BHCC’s Communities and Third Sector Commission in July 2014. It relates to neighbourhoods where we deliver community development and other neighbourhoods (Hollingbury, Coldean and Woodingdean) where there is no neighbourhood community development project.
- 11. Hollingdean & Saunders Park Project ➤ To continue to develop and support a range of community organisations in the Hollingdean and Saunders Park area of Brighton. The funding is BHCC Community Development funding, which formed part of BHCC’s Communities and Third Sector Commission from July 2014.
- 12. Locally Based Activities for Older People ➤ To develop a coordinated and effective approach to provide services for older people. To help stakeholders have access to and know what choices they have in relation to older people’s activities. Commissioned by Adult Social Care and delivered in the west of the city in partnership with Hangleton & Knoll Project, LGBT Switchboard and Impact.
- 13. Moulsecoomb CD Project ➤ Funding for this project came from BHCC’s Community Development Commissioning and from Amaze. The Trust works with residents, local elected members and service providers in the Moulsecoomb area to increase community engagement by families of children with special needs. This has led to a regular coffee morning for families at the primary school.



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14. Museums Select Project ➤ The grant for this piece of work came from Brighton & Hove Museums Service, and was forward funding for 2013-2014. This project has brought together a community group from Portslade and Portland Road to arrange a community designed art exhibition. This exhibition will be set up in prime Brighton Museum gallery space.
15. Peacehaven Downlands Project ➤ The development and support of a range of community organisations and activities mainly for older people in Peacehaven. This work was funded by a grant from Comic Relief through Sussex Community Foundation (which paid for Cooking on a Budget courses), East Sussex County Council and Peacehaven Downlands.
16. QPCV CD Project ➤ To continue to develop and support a range of community organisations in the Queen's Park Estate and Craven Vale areas of Brighton. The funding is BHCC Community Development funding, which formed part of BHCC's Communities and Third Sector Commission from July 2014.

**NOTES – continued**

17. South Portslade & Portland Road ➤ To continue to develop and support a range of community organisations in the Portslade and Portland Road areas of Brighton. The funding is BHCC Community Development funding, which formed part of BHCC's Communities and Third Sector Commission from July 2014.
18. Tarner ➤ In July 2014 we received new funding to deliver the community development support in this area. This is to continue to develop and support a range of community organisations in the Tarner and Eastern Road areas of Brighton. The funding is BHCC Community Development funding, which formed part of BHCC's Communities and Third Sector Commission. We had previously delivered this project in 2012-13.