The Hangleton & Knoll Project

Working for a better community

Registered Charity Number: 1139971
Company Limited by Guarantee Number: 7260539
www.hkproject.org.uk

REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

Contents of the Financial Statements for the Year Ended 31st March 2015

REPORT OF THE TRUSTEES (pages 2 to 40)

Report of the Trustees for the Year to 31st March 2015

1. REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES/DIRECTORS, ADVISERS, STAFF & VOLUNTEERS

Name:	The Hangleton and Knoll Project
Registered Charity Number:	1139971
Registered Company Limited by Guarantee Number:	7260539
Registered & Principal Office:	The Hangleton & Knoll Project St. Helen's Parish Offices Hangleton Way Hove East Sussex BN3 8ER
Bankers:	The Bank of Scotland 33 Old Broad Street London
Trustees/Directors:	Mrs Patricia Weller (Chair) Mrs Raminder Kaur Gill (Vice Chair) Ms Sophie Murphy (Vice Chair) Lady Ann Tizzard (Treasurer) Ms Elaine Batchelor Mr Keith Mason Mr Timothy Read Mr Jack Stanford Mr Nicholas Stephen Goslett (appointed 16.7.14) Miss Nichola Jane Quinn (appointed 16.7.14) Mr Gareth Edward Walker (appointed 16.7.14)
Company Secretary:	Lulu Russell
Non-voting Observers:	Cllr Dawn Barnett; Cllr Tony Janio B&H City Councillors
Chief Executive:	Joanna Martindale
Independent Auditor:	C. R. Tyler FCA DChA Clark Brownscombe Limited 8 The Drive Hove BN3 3JT
Staff employed during the year Ended 31st March 2015:	**Management & Administration:** Joanna Martindale – Chief Executive Officer Kathryn Farrell - Finance Coordinator Lulu Russell - Project Administrator **Community Development:** Claire Sillence – Community Development Coordinator Clare Hopkins - Community Development Worker

	Youth Work: Helen Bartlett – Youth Work Coordinator (Maternity cover from 23/12/14) Michelle Old – Youth Work Coordinator (Maternity leave 23/12/14) Nina Bhirangi-Bishop – Youth Worker Polly Brooks – Youth Participation Worker
	HaKIT: David Purkiss – Freelance Trainer Debbi Thomas – Freelance Trainer
Volunteers:	Alexander Monney – HaKIT & website Angie Walker – Community Action Bethany Mitchell – Youth Work Gavin Muggeridge – HaKIT George Ross- Youth Work Hannah Greer – Youth Work Jack Stanford – Youth Work Karen Bridger - HaKIT Keith Mason – HaKIT trainer Laura Williams – Youth Work Nick Goslett – Community Development 50+ Ronald Shirley – HaKIT Saffron Franklin – Youth Work Sarah Brigden – Youth Work Sophie Murphy – Youth work
Project Offices:	St. Richards Church & Community Centre Egmont Road Hove BN3 7FP Tel: 01273 706469; 01273 410858

The Trustees (who also act as Directors for Companies Act purposes) present their report together with the audited financial statements of the company for the year ended 31 March 2015.

The Trustees believe that the financial statements comply with statutory requirements and the Charity's Governing Document.

2. STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The Charity was incorporated on 20th May 2010 as a company limited by guarantee (registered company number 7260539) and commenced activities on 1st April 2011. On that day it took over the activities of the previous Hangleton & Knoll Project (registered charity number 1009953 on 21st March 1992).

Nature of governing document

The Projects governing document is its Memorandum and Articles of Association.

Board Membership

The Trustees when complete shall consist of at least 4 and not more than 16 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.

Recruitment and appointment of Trustees

Throughout the year Project staff encourage local residents to take up membership of the Project and, as the AGM approaches, to put themselves forward for election to the Board of Trustees. Invitations to the AGM are sent to all members and local community groups and to a wide range of people within the statutory and voluntary sector. All residents are invited via the local newsletters, which are distributed to houses on the estates. The covering letters encourage non-members to become members and non-Trustees to consider standing for election on the Management Committee. There are a range of skills represented on the Board, and good representation of different sections of the community.

Project Membership

Membership is open to all individuals (over the age of 18) who are interested in furthering the work of the Charity.

Policies and procedures for induction and training of trustees

All newly appointed Trustees receive an Induction Pack and undergo an induction training period. This includes attending the first Management Committee Meeting held shortly after the AGM, meeting with staff, and shadowing an appointed, existing Trustee. Roles and responsibilities are explained in accordance with the Charity Commission Leaflet CC3(a).

Equal Opportunities Policy

The Hangleton & Knoll Project is an equal opportunity organisation. We monitor all areas of our work closely and are active in targeting work where there are gaps in representative participation. The aim of our policy is to ensure that no job applicant, employee, volunteer, or recipient of our services receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, marital status, sexual orientation, creed, religion, disability or age, or is disadvantaged by conditions or requirements which have a disproportionately adverse effect on his or her racial group, sex, marital status, religion, disability or age and which cannot be shown to be justifiable on grounds other than those of race, colour, nationality ethnic or national origins, sex, marital status, sexual orientation, creed, religion, disability or age. Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees and trustees will be given equal opportunity and, where appropriate and where permissible under the Race Relations Act and Sex Discrimination Act, employees of under-represented groups will be given training and encouragement to achieve equal opportunity within the organisation.

Organisational structure and how decisions are made

See the Hangleton & Knoll Management Structure diagram (Appendix 1)

Management Committee

The Management Committee meets four times a year and is the forum where all major decisions are made and agreed. The Committee receive written reports from the staff and from its Sub-Committees on work in progress and opportunities arising. The Committee sets policy and takes decisions on major matters that arise. The Minutes and papers for the Management Committee Meetings are also circulated to the staff to keep them aware of the decisions being taken by the Board. Officers for the Management Committee are elected at the AGM and invitations include an invite for new members to join the Management Committee.

Sub-Committees of the Management Committee

The Employment and Finance Sub-Committee meets regularly and consists of at least 3 persons nominated by the Project's Management Committee. The Chief Executive and Finance Co-ordinator attend when required. The Sub-Committee ensures the Project's Trustees control the finances of the organisation and reports to the Management Committee making recommendations on financial and employment matters where necessary, or at least on an annual basis. The Sub-Committee considers (and instructs staff accordingly on) the following aspects:

i) The general financial health of the Project
ii) Financial planning and annual budgeting
iii) Income & expenditure accounts
iv) Cash flow analysis
v) Annual accounts and audits
vi) Fundraising and income generation
vii) Payroll and staff salaries
viii) All other matters of a financial nature

In addition, the Sub-Committee, in consultation with the Chief Executive, agree the Terms and Conditions of Employment of the Project's staff, take responsibility for the process of employment of new or replacement staff and advise the Management Committee of the process to be adopted for selection and interview of candidates, following equal opportunities policies. The Sub-Committee acts as an advisory group for personnel and employment matters on any relevant issues in such a way as to pre-empt and prevent situations of difficulty to the Project arising.

Related Parties

The Charity is not part of a wider network where any relationship impacts on the operating policies adopted by the Charity. The Charity is committed to supporting 'good-will' partnership work wherever it meets the charitable objectives as laid out in The Constitution. We have worked with (this list is not exhaustive):

- Active for Life
- Age UK
- Albion In The Community
- Allsorts
- Alzheimer's Society
- Amaze
- Blatchington Mill School
- BMEYPP
- Brighton & Hove City Council
- Brighton & Hove Clinical Commissioning Group
- Brighton and Hove Bus Services
- Brighton & Hove Food Partnership
- Brighton & Hove Libraries
- Brighton & Hove Adult Learning Group
- Brighton & Hove Well-being Service
- Brighton & Hove Youth Collective
- Brighton & Hove Youth Service
- Brighton Women's Centre
- CAMHS
- City Connect
- Citizens Advice Bureau
- Community Transport
- Compass Travel
- Community Works
- Community Safety Forum
- CRI Health Promotion Substance Misuse Team
- Dignity
- Extra Time
- Friends Centre
- Healthwatch
- Hangleton Children's Centre
- Hove Park School
- Hove YMCA
- Impact Initiatives
- Inspire

- Local Councillors Brian Fitch, Dawn Barnett & Tony Janio
- LGBT Switchboard
- Mind
- Mind Out
- Money Advice Service
- National Careers Service
- Neighbourhood Care Scheme
- NHS
- Public Health Team
- Right Here Project
- RISE
- Samaritans
- Serendipity
- Sing for Better Health
- Sussex Police
- Sussex Interpreting Services
- Sussex Prisoner Families
- The Bridge
- Threshold
- Trading Standards
- The Federation for disabled people
- The WISE project
- Trust for Developing Communities
- Whitehawk Inn
- Women's Gateway Project
- WRVS

The Charity is a member of Community Works , our local infrastructure and representation body. We are also in partnership with them and The Trust for Developing Communities delivering Community Development within our area and Black and Ethnic Minority engagement as part of the City offer to small groups and residents. The CEO attends the Community Works Representatives Council and Council Budget & Scrutiny meetings as the locally elected CVS Communities Representative. The Charity regularly attends the Children & Young People's Network, Communities Network and the Adult Learning Group meetings locally. The Charity is part of an eight organisation CVS consortium called the Brighton and Hove Youth Collective who work collaboratively to enhance opportunities for children and young people. We are also part of the City response to financial exclusion with a partnership led by the Citizens Advice Bureau called Moneyworks. We are part of the community based education offer which seeks to provide residents with the tools to manage their finances and increase their income alongside community based access to specialist case work advice and support

Risk Management

The Charity has examined the major risks to which it is exposed and systems have been established to mitigate these risks.

The Charity recognises that it has a responsibility to manage hazards and risks and supports a structured and focused approach to managing them through approval of the risk management strategy. In this way The Hangleton & Knoll Project will better achieve its overall objectives and enhance the quality of work delivered.

The Charity has systems in place that enable us to regularly examine the risks to which we are exposed. Primarily, the Employment and Finance committee, comprised of a minimum of three persons nominated by the Management Committee, and the Chief Executive and the Finance Co-ordinator, meets as regularly as twice a month when necessary to address imminent risks to the organization's operation. In addition, the Charity's Management Committee meets four times a year, and more frequent meetings are convened where required, as this is the forum where all major decisions and proposals are agreed. All activities delivered by Hangleton & Knoll Project staff are subject to detailed risk assessments.

The risks are considered under five broad headings:

- Management and direction risks
- Operational risks
- Financial risks
- External risks
- Compliance with law and regulation

The Charity's risk management strategy's objectives are to:

- Integrate risk management into the culture of the Hangleton & Knoll Project
- Manage risk in accordance with best practice
- Anticipate and respond to changing social, environmental and legislative requirements
- Prevent injury, damage and losses and reduce related costs
- Raise awareness of the need for risk management by all those connected to the Hangleton & Knoll Project and the delivery of its services

Our full annual risk assessment is available on request.

3. OBJECTIVES AND ACTIVITIES

Objects of the Charity

a) To promote the benefits of Brighton & Hove hereinafter called "the area of benefit" without the distinction of race, or sex, or of political, religious or other opinions by associating the Local Authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the inhabitants. The Charity shall be non-party in politics and non-sectarian in religion.

b) In furtherance of the said objects the Charity shall:

   i) Assist and support existing community groups and work with local residents to initiate new groups responding to identified need in the "area of benefit"
   ii) Promote and support community resources for the area in association with other voluntary groups and Statutory Agencies
   iii) Promote and support the development of community buildings to provide facilities for all residents
   iv) Encourage the participation of local residents in all forms of voluntary activity, education, and employment, which may improve the quality of life in "the area of benefit".

Charity's Aims

<u>Purpose</u>

The Hangleton & Knoll Project (HKP) is a Community Development charity and company limited by guarantee. We work in the Hangleton and Knoll ward of Brighton and Hove in South East England. A part of the community since 1983 we are an organisation working for the community with the community and managed by the community. Right from the start local residents have shaped and developed the organisation to become what it is today; a model of good practice for how a community is able to develop and manage its own resources and services.

Mission

HKP is a resident led organisation that exists to work in partnership with the neighbourhood we serve, to access and develop opportunities and resources, facilitate positive change, and deliver effective and appropriate services, as identified by those people who live in our communities.

Vision

HKP seeks optimum ways of working with, and for the benefit of, the whole community. We do this to mitigate and/or eliminate the wide range of social and economic difficulties that many people, affected by high levels of social deprivation in our neighbourhood, experience. We seek to improve the quality of life of people in Hangleton and Knoll by working in partnership with all local residents, community groups and service providers, to access and develop opportunities, resources and services, and to facilitate positive changes that have been collectively identified by residents, many of whom have developed the confidence and capacity to lead that change.

Values

HKP's community development, youth work and community learning practices are guided by the underlying principles and values of partnership work, needs led approach, joined-up thinking, volunteering, self-help, equality, community and individual empowerment. This approach recognises the skills, assets and diversity of all our residents.

High level outcomes

- To increase a sense of trust and feeling of belonging in Hangleton and Knoll and reduce social isolation
- To reduce all kinds of inequality by maximising life chances for all
- To build community and individual resilience and empower local people to have more control over the issues that affect them
- To increase skills, confidence and knowledge in local people
- To increase participation in all levels of decision making, volunteering and community action
- To build confidence to participate in learning and employment
- To ensure responsive services based on both identified need and demographic analysis

Main Activities

Community Development

Community development is the process of enhancing socially or economically disadvantaged communities by working with local people to develop the skills, knowledge and experience necessary to collectively improve their community's resources.

In practical terms, the Community Development Team:

- makes contact with residents,
- develops relationships,
- raises the awareness of residents' common concerns and responsibilities,
- helps foster a feeling of ownership of their area,
- co-ordinates the coming together of residents to agree a plan of action,
- supports the development of a group to undertake the tackling of an issue,
- supports them through their development for 6 months to a year so that they are able to fully undertake their individual and group roles and manage issues such as fundraising, financial management, forward planning, working as a team, and the delivery of a service.

At the end of the process, the community has an additional resource, targeted at an identified need, which is independent, self-sustainable and physically and financially accessible to residents.

The community development process is effective in maximising organisational time as the independent management of pieces of work by the community enables the community development worker to move on to support the development of further community initiatives. Community managed services also alleviate the demand placed upon the resources of statutory agencies.

Within the process, the development work is taking place primarily not for the end product – e.g. to set up a group that produces an annual festival - but for the benefits that residents will receive from the process:

- increasing the capability and skills of individuals;
- developing support networks and easing isolation;
- increasing the skills base of the community as a whole;
- improving community resources.

Additional to direct work with residents is work with statutory agencies and other providers to develop a climate in which residents and local community groups are able to have an active role in the development of their neighbourhood. This includes:

- the development of meetings where residents can request information, make suggestions and challenge agencies;
- liaising with agencies to signal the needs of the target area or to raise difficulties caused by policies or practice;
- informing residents of new and existing policy, opportunities presented by these, and facilitating a process where involvement and planning can take place.

Youth Work

All youth work delivered by the Charity follows the community development ethos as listed above. In addition it works to the Youth Service Core Curriculum:

- Personal and Social Education: helping young people in making informed and constructive choices about their personal well-being regarding health, education and training, employment, recreation and legal issues as well as making and maintaining positive personal relationships.
- Participation and Empowerment: good youth work practice puts young people at the centre of its programmes – young people voluntarily participate in the planning and direction of the programmes as decision makers as well as participants. It encourages young people's development of critical faculties and promotes the confidence with which to take control of their own lives – at local, community, City, national and international levels.
- Equality of Opportunity: youth workers are expected to challenge oppression and inequality as well as encouraging young people to do the same.
- Voluntary Engagement: the Charity provides a range of programmes that young people can engage with voluntarily. These programmes offer a range of opportunities and challenging experiences in the company of their peers and the local community. The work supports a successful transition into adulthood.

These aims are achieved through the implementation of a range of youth work methodologies including:

- Detached youth work
- Group and project work
- One to one support
- Work in schools
- Partnership work with other agencies and services

Community Based Learning

HaKIT (the Project's learning delivery arm) has developed a 'UK Online' IT training suites in St. Richard's community centre. HaKIT directly provides informal and formal IT and other needs led training and facilities to increase the skills and confidence of local residents. This work is delivered by qualified tutors and supported by volunteer sessional trainers recruited from amongst HaKIT's former learners. Learning is provided free or at very low cost.

HaKIT activities typically include:

- Training for Community Groups
- Taster sessions
- Free weekly computer and Internet access drop-ins - both day and evening sessions
- 1:1 training with local residents
- Supporting local newsletter groups
- Helping groups use Funder Finder
- ESOL (English as a second language) courses
- Basic IT courses
- Accredited courses
- Help with C.V.'s
- Job applications
- On-line courses
- Twitter and facebook support
- Information and advice about other courses, training and community groups

Funding reductions and increasing community demand in this area – particularly those seeking employment support – have seen us adapt our delivery and we now have HaKIT drop-ins staffed by trained volunteers, complementing our tutor led work. We have also increased the work we do with other agencies to ensure that they deliver training in our local venues, which we promote via our networks and staff as an independent evaluation of the HaKIT drop-in service found that 38% of drop-in learners have progressed into further training.

Public Benefit

In shaping our objectives and planning our activities for the year, the trustees have given due consideration to the duties set out in Section 17 (5) 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 they have set.

The Charity's Objectives for 2014-15

1. Refresh of our 5 year plan bringing together The Board, staff and volunteers to work through and update priorities.
2. A look at diversification of income by exploring the feasibility of a Charity Shop to provide unrestricted income and a range of volunteering opportunities for local residents (especially young people)
3. Build upon and continue to respond to consultancy requests for our support and expertise in Community Development and Youth work.
4. Consolidate and improve our new partnerships and services for Older People and Education maximising impact by ensuring seamless collaboration and pooled efforts.
5. Develop in partnership a shared engagement, infrastructure and community development vision for the City delivered together by the local Community and Voluntary Sector, Clinical Commissioning Group and City Council all based in identified community need.
6. Work towards refined monitoring and evaluation systems for LGBT and disability work as we commence new partnerships with specialist providers.
7. Continue to develop our existing use of IT and Social Media as an efficient and cost effective means of providing information and support to residents and a method of increasing participation.

Charity's Strategies

The Charity has a finalised five year Strategic Business Plan which was adopted in July 2012. This is reviewed annually as part of the PQASSO process by the Board and is designed to be an iterative document integrating future needs analysis and evaluation data as part of our ongoing planning cycle. In June 2015, midway through the planning cycle, we delivered a total refresh, revisiting needs and priorities with Staff, Trustees, stakeholders and community to reflect the fast changing climate.

Significant Activities

Activities for generating funds:

These activities include providing payroll bureau and administration services to community groups for a nominal fee and charging minimal course fees and resource hire charges as a contribution towards HaKIT course costs.

Investment Income:

The Charity spreads its funds over several interest bearing bank accounts in order to minimize risk, however in the current economic climate, some of these accounts have produced no interest at all and others only a small amount.

Other Incoming resources for charitable activities:

The Charity received funding from B&H City Council's 3 Year Strategic Grants programme as a contribution towards the organisation's overall management and administration costs.

Community Development

Brighton & Hove City Council (BHCC) funds our core Community Development offer that enables us to support representative groups such as Community Action, local Parks groups, community festivals and community buildings alongside work targeted at specific vulnerable communities of interest e.g Parent Carers and people with long term health conditions.
The Charity has continued to receive funding through BHCC for our 50+ programme of work which supports older people to come together as the 50 Plus Steering Group and oversees an older people led programme of trips, groups and activities.

The Charity received funding to deliver a number of smaller projects over the year including:

Brighton & Hove NHS CCG funding which has continued to support our Hangleton and Knoll Health Forum which acts as the patient participation group (PPG) for four local GP practices. We bring together Practice Managers with patients and community activists to look at community solutions to Health and Wellbeing issues, alongside feeding in and back, to improve local health services**. CCG psychosocial** money funded a partnership between ourselves and the Trust for Developing Communities to deliver a Citywide programme of health and wellbeing activities. In Hangleton and Knoll, our focus has been BME women's health. **CCG and BHCC BME Engagement** funding has enabled us to develop an outreach programme to engage with BME men and young people. The programmes are complimentary and add value to our core work. The CCG element includes delivery of focus groups around specific health conditions.
As part of our POPP (Parent outreach project) work, **Amaze** awarded us funding to cover rom hire, publicity and refreshments to support parent carers in the community; **Impact Initiatives** funding formed part of a community partnership to deliver a network of activities across the City for Older People's Day, and enabled us to deliver free taster sessions for older people; **Hangleton Fun for Families** provided funding for community development support; and through our partnership with the Trust for Developing Communities to deliver BME engagement work across the City, we were sub-contracted to deliver focus groups for the **Clinical Commissioning Group** as part of the Community Health Fund and MCWG health consultation.
The Charity received funding from **BHCC** to manage a small Neighbourhood Fund community based grants programme to enable local community groups to apply for funding to deliver health promoting activities.

Youth Work

BHCC continued to fund the Charity, as part of the newly formed Brighton & Hove Youth Collective, and through Impact Initiatives as the lead organisation, to deliver a range of universal, detached and project based youth work for young people aged 13-19 years. We build on this offer to provide targeted group work to our most vulnerable young people. Funding was also received from BHCC Mental Health and Well-being Innovations Fund – to continue our very successful weekly drop-in at Knoll Park and to start a new drop-in at Hangleton Community Centre.

Funding was received from a number of Trusts including the Community Trust of the Blessed Virgin Mary for targeted work with young women around mental health and wellbeing issues; Impact Initiatives to deliver activities for young women which included therapeutic opportunities, and Noel Bennet to support the continuation of our Young Leaders programme whereby young people receive training and support to gain volunteer experience with our youth work activities and the development of our new young men's project.

In addition, the Charity received funding from:

Children in Need

The Charity received three year funding from BBC Children in Need to continue to employ a Youth Participation Worker. The aim of this post is to support young people's participation in local community groups, events and activities, to develop provision for the 8-12 year old age group, and to enable young people to have a voice within their own community.

HaKIT

The Charity received Neighbourhood Learning in Deprived Communities funding to support 3 free tutor led and volunteer supported IT drop-ins alongside a small programme of community learning which, in this period, has focused on the needs of our ESOL communities and residents who need to improve their digital skills.

Funded by BHCC's MoneyWorks project, we form part of a Whole City partnership led by the Citizen's Advice Bureau working to address financial exclusion. Alongside other education partners in the City our focus is financial literacy through digital inclusion.

Grant making policies

Grant making is not a material part of the Charity's activities.

Social or programme related investments

The Charity does not hold any social or programme related investments.

Volunteer help

Volunteer input to the work of the Project consists of the valuable contribution made by the Trustees, local residents and others (names can be found under Trustee and Volunteer sections). The Project works with many volunteers in the local community and seeks to increase volunteer participation in the various existing and newly formed community organisations. Local volunteers support the delivery of a range of IT training opportunities. When recruiting new staff, the Project seeks the involvement of at least one local, volunteer resident in the shortlisting and interview process.

4. ACHIEVEMENTS AND PERFORMANCE

Performance achieved against objectives set

The Committee believes that the Charity has met the objectives set for the year through the diverse range of work undertaken, highlights of which are listed below:

Chairperson's Report

I have the privilege to be the Chair of the Hangleton and Knoll Project, one of the Seven Wonders of the World! There is so much that is good about the Project; Community Development, Youth work, the staff and volunteers. This year the youth work team have won recognition from Children in Need, a really supportive funder, who came in October and filmed the Girls group. Watched by millions it was shown on BBC local news 13th November. It was great and well done to Helen, Polly and the young women who took part. Such great work that serves the whole of the Community. Youth Work is in grave danger of major cuts, our delivery is some of the best in the City and in some of the work the only one in the City and possibly the whole of the country. We are doing all that we can to ensure this valuable resource is not lost.

Community Development supports many great groups, Friends of Hangleton Park who this year again had a very successful Festival in Hangleton Park supported by many other groups including the youth who had an event among the trees. Community Action meets every 6 weeks soon to change to every 3 months. Attended by residents, housing, police, youth workers and every session has a speaker. They had a very successful meeting when MP Mike Weatherley came along and explained the life of an MP and answered questions from the floor. This group evolved from small beginnings when the Knoll Community Association responded to concerns from residents around housing issues and anti-social behaviour. The Project developed it into the organised group that it now is again the best and the biggest in the City. A couple of years ago we held a meeting to raise concerns of the residents regarding changes to the local bus services, it was great and we had 80 people turn up to raise concerns about an issue that effects so many people. A new piece of work is a Health Forum working with local Doctors Surgeries and residents. Again this has evolved into a very good venue to work together and talk over issues. I have just picked out a couple of the very good pieces of work done by the Youth team and Community Development workers. I am so proud of the Hangleton and Knoll Project. I have been with them from the start, they go from strength to strength and always deliver the best. My thanks to all of the staff and volunteers who together make it all possible.
Patricia Weller

Chair

Hangleton & Knoll – a short profile

Hangleton and Knoll is a ward made up of four estates situated to the north west of Hove. We have a resident population of approximately 14,300 with 6,000 households. Knoll estate was built in the 1920s and has around 750 homes but no shops. Laburnum and Moyne – an area of Hangleton and Knoll Ward – comprises mostly of housing association stock built in the 1970s. The demographic profile shows a high proportion of very young people in the area (under 16s) and an above average number of older people when compared to the city average. Hangleton and Knoll has the highest percentage of children and Young People aged between 0-15 in the City at 21%. Along with Woodingdean, we have the lowest proportion of people of working age in the City at 60.3%. 18.8% of our population are over 65 (one of the highest). Nearly 33% of adults in Hangleton and Knoll have no qualifications compared with 22% in the rest of Brighton & Hove. While employment rates are only slightly below the City average, household incomes remain on average, much lower. We have particularly high incidences of both child poverty and poverty amongst older people. We are also ‘red’ rated by the Director of Public Health for the numbers of people with mental health problems living in the area.The 2010 Indices of Multiple Deprivation describe the level of social deprivation in each Lower Statutory Output area (LSOA) by combining information from all seven measurement domains: Income Deprivation, Employment Deprivation, Health Deprivation and Disability, Education Skills and Training Deprivation, Barriers to Housing and Services, Living Environment Deprivation, and Crime. According to these figures of all of the SOA’s comprising the ward of Hangleton and Knoll:

- 20% fall within the worst 10% of all in the UK in terms of their overall Indices of Multiple Deprivation scores
- 33.3% fall within the worst 10% of all in the UK in terms of their Income Deprivation Affecting Children scores, and
- 40% fall within the worst 20% of all in the UK in terms of their Income Deprivation Affecting Older People Index scores

HIGHLIGHTS FOR 2014-15

Management and Administration

This has been another really strong development year for the Hangleton and Knoll Project despite the ongoing challenging external operating environment.

During this period we have focused on evidencing our impact and enhancing our partnerships both formal and informal as we have moved into the delivery of the contracts won last year. It is a privilege to be involved in the **Youth Collective** – an 8 organisation City offer for 13-19, **West area Older peoples partnership** – a 4 way partnership for older peoples activities, **Community Development, Engagement and Infrastructure Prospectus** a 5 organisation City offer to deprived communities and Community and Voluntary sector, **Moneyworks** – a City offer of case work and financial and digital education to support financial inclusion, **Psychosocial BME Mental health Project** – with the Trust for Developing Communities, **Neighbourhood Learning in Deprived Communities** with the 3 Community Education hubs and **PPG (patient participation) Development** with our Prospectus partners.

Our work has continued to be recognised throughout the City with a Sector Stars award for 'best CVS partnership' for our work with Switchboard to develop local LGBT activities for older people in our community. We consolidated our initial consultation work around LGBT issues and been able to take forward partnerships both with Allsorts to address the needs of local LGBTU young people and with Switchboard to start to develop programmes for older isolated LGBT adults. This work is HKP at its best as we give reach to our partners and our community benefits from their specialist expertise and City networks.

Our business model relies on core statutory investment which we enhance with additional fundraising and our reserve of volunteers. In 14/15, running concurrently with a full refresh of our business plan, we decided to explore the feasibility of Social Enterprise to support our mission. We were successful in attracting expert support from Big Assist to help us put together a business plan. This work is ongoing and we have agreed to progress the plan.

We continue to work with statutory partners to increase user voice across services. In 2013/14 we have piloted a new approach to patient participation by the development of a whole area community health forum. In 14/15 three year funding was agreed by the CCG (Clinical Commissioning Group) and the model that we have developed is being rolled out in other parts of the City. Our work with our Black and minority ethnic (BME) communities continues to reach more people with strong local community and faith partnerships and the creation of better pathways to influence throughout the City. We are now funded to deliver BME engagement work by both the City Council and CCG.

We have been increasingly involved in the thinking about the Toad Hole Valley site. This site is earmarked in the City Plan for development and is the last significant development site for the City potentially housing thousands of new residents in the centre of Hangleton. Working with the developers, their agents and city planning officers to help make this site as integrated and successful as it can be is a significant community priority.

We are very proud of our reputation for strong delivery and track record of successful partnership working. We are also increasingly being asked to offer paid consultancy to support other Voluntary organisations that wish to develop a Community Development or Youthwork approach and we continue to build on this both to share our long experience and raise much needed core income. We know we need to continue the work to diversify our income and we will be building on our plans for social enterprise into the future.
Joanna Martindale

Chief Executive Officer

2014-15 was another busy and interesting year for me; with lots of administration to keep me busy. I continue to work on systems and procedures making sure that we stay up to date with our quality PQASSO mark, once again we ended the financial year with all invoices paid and up to date and here with a little more detail is just a couple of my highlights.

Publicity & Marketing: At the start of 2015 we launched our new E Newsletter, It was good fun designing this and it is a great way to keep everyone up to date on not only HKP but also what is happening in Hangleton and Knoll, this newsletter goes out to over 400 people and that number is growing. We have introduced a 'Did you Know' section where we are able to give a little more information about some of the Community Groups, we are very lucky in Hangleton and Knoll and there are groups and activities which cover all age ranges.

I also really enjoyed designing all the posters and leaflets for HaKIT courses and drop-ins and putting together the HKP page in our local bi monthly newsletters.

HNF: Once again we were lucky enough to receive Healthy Neighbourhood Funding for the local community groups, we have a fantastic panel of local people that take time out of their busy days to peruse the applications from local groups and award funding, it's a really interesting grant to administer and it brings me into contact with lots of residents.

This year 11 Community Groups and their healthy activities benefited from this fund; everything from nocturnal wildlife walks to day trips and healthy lunch clubs, the range of local community groups that are part of Hangleton and Knoll never cease to amaze me!
Lulu Russell

Project Administrator

Community Development Work

My highlight of the year is my work with the Multi-Cultural Women's Group to increase learning and development opportunities. The group identified a need for English Classes, many women in the group lacked confidence in speaking English and wanted to improve their skills. We were able to secure funding to enable a group member to complete a CELTA Training course which enabled her to teach English Language to adults. The group partnered with HakIT to deliver two 6 week English courses which gave the women the opportunity to develop skills around understanding and voicing their rights and how to make medical appointments and explain symptoms. Later in the year at a citywide event a group member identified the need for support and learning around taking the Life in the UK Test to gain British Citizenship. Again the group partnered with HaKIT and a group member delivered two 6 week courses. This course was the first of its kind in the city and we engaged with many residents who then went on to take part in the groups other activities for the first time. In terms of community development the delivery of training by group members has been a very empowering process for the group. The members teaching have gained new skills in addition to the members who have benefited from participating in the courses.

Supporting groups to meet their own needs increases independence and is a sustainable way for a community group to develop. Internally by bringing community development and HakIT together we've utilised our departments to better meet the needs of the community and I'm really proud to have been a part of this work.

Claire Johnson

Community Development Co-ordinator

My highlight of the year is the development of our newly formed Men in Sheds and 50+Garden Group. My role has been to support both groups in these early stages with getting organised, fundraising, recruiting volunteers and promotion. Men in Sheds was identified as a local need following consultation conducted by the 50+ Steering Group at its two 2014 community events. The primary aim of the Men in Sheds group is to provide an environment where older men can come together to make useful items for the community. We have already recruited some members of the community who live alone and it's already becoming a much loved resource and haven for local older men.

The Hangleton & Knoll Gardening 50+ Group has been running for many years in various formats including a Grow your Neighbours scheme, using a local resident's garden, and informally helping local members of the community less able to manage their gardens. In 2014 the group were offered a plot to use at the Wayfield Resource Centre in Wayfield Avenue, Hove. Volunteers have spent many months transforming a wilderness into a space ready for planting. It is now a flourishing vegetable plot. The volunteers made a large raised bed suitable for disabled people and the group meet weekly to work on the garden and are able to talk and be with other people. We are already attracting new volunteers, reducing isolation and increasing health and wellbeing amongst local older people.

Clare Hopkins
Community Development Worker for Older People

Number of community groups supported throughout the year	18
Number of new community groups supported to start up during the year	2
Number of people managing and attending local community groups	895
Number of new people recruited to/involved with local community groups during the year	32
Number of people from Black and Minority Ethnic communities supported to be involved in local community groups	127
Amount in £'s that funding bids and other activities have brought into the local community	£16,570
Numbers of community/public involved in or attended 'open' community events	861
Number of 'open' community events supported	11

The mainstream universal Community Development programme includes specific community of interest strands with Older People, Parent Carers and BME communities. This work is funded and supported through a variety of sources coming together to increase capacity and create an integrated offer in the community.

The Community Development team works closely with Hakit feeding in learning need and acting as outreach ensuring the most vulnerable and excluded residents get the benefit of courses and the support they need to access them.

<u>Black & Minority Ethnic Community Development Work</u>

Our work with the Multi-cultural women has developed this year with the start of Life in the Uk courses which are a partnership with Hakit. These courses were open to men and have engaged a new group within the community meeting a need for support around the citizenship test. The MCWG have continued their focus on health developing new healthwalks and other activities that boost wellbeing. They have also developed their city links with a leading role in the organisation of 'The Healing Village' in partnership with The Trust for Developing Communities. A group from the committee have also supported the development of the City's Wellbeing strategy alongside attending various networking and influencing opportunities. HKP delivered a number of focus groups in this period allowing feed in around mental health, cancer screening and smoking cessation.

The group are in touch with over 120 women in the community. In Oct 2014 we delivered a children and young people event in partnership with the Youth team where over 70 parents and young people came together to think about the needs of young people in the community and enjoy a range of social activities. In this period this work has been supported by a secondment from the Youth team Nina Bharangi Bishop who has brought a wealth of knowledge and experience to the group and engagement with young people.

<u>Older People's Community Development Work</u>

The Hangleton and West Blatchington Food Bank has been set up by two local churches- St Peter's and St George's with the support of the Community Development Worker (CDW) Food issues are a top priority for local older people (health consultation 2013), these include affordability issues as well as nutrition/cookery skills. The food bank launched on December 10th after successfully electing a Committee and agreeing a Constitution. It has now been running 4 months and has provided food parcels to 23 households, benefitting 57 people in total. On average the households have visited the Food Bank 4 times. The postcode analysis shows that at the current time 60% of households who have visited have been from BN3 7 & BN3 8 areas (Hangleton and Knoll) .The main referrer so far is BHCC Housing Office, but there are a wide variety of statutory and nonstatutory referring agencies that refer regularly. As a result of promotion of the Food Bank at the H and K Health Forum to Practice Managers, a respiratory nurse recently referred an elderly client. The Food Bank is being supported by the CDW to make links with Moneyworks, promoting the drop-in at St Richard's and MACS advice line and services to ensure effective signposting for users around money management. The Brighton and Hove Energy Co-Op advice surgery at the Food Bank (BHESCO) was a great success and they plan to attend fortnightly, along with MACS. The CDW has developed a Pre-referral guide with the Food Bank committee, to support community organisation referrers to manage inquiries about the Food Bank prior to referral. This has supported access for some of our most vulnerable older people. **The Older LGBT Partnership** has gone well since its launch at the Lord Mayor's Parlour with LGBT Switchboard. The Partnership won a Sector Star Award for Best Partnership and Collaboration form Community Works in 2014. There are 10 members who regularly attend the St Richard's group so far, a mix of men and women. It is working well linking them into the wider Older LGBT network of events and activities such as the monthly Trips and Film club, and Inside-out Housing Workshop for example. It has also provided a supportive and safe talking space for members to discuss various issues including: sharing information about LGBT friendly non-LGBT specific activities and groups, Care

Link, history of LGBT and HIV, LGBT films and literature, personal relationships, sexuality and experiences of labelling language, and Growing old and LGBT friendly care homes. The CDW maintains the Facebook page to keep everyone in touch engaging with over 100 people. The workers are currently looking at ways to do further outreach and local engagement and consultation in order to maintain momentum and develop tailored activities to meet needs

The 50+ Gardening Group have had an offer of a plot of land behind Wayfields resource centre. This partnership arose from meetings with Sarah Lines where she identified a need to develop 2 scrap land surrounding the resource centre and also a desire to bring the community into the newly developed dementia garden. A Community Gardener, from the Brighton and Hove Food Partnership has visited the site and discussed garden designs with the group who have now identified their next steps with the support of the CDW. The priority is to get it ready for growing food this spring. Volunteers have been recruited to help prepare the ground and dig in the compost, build raised beds. This is a lovely example of older people working as volunteers in an activity which benefits both them and very vulnerable older people living at Wayfield.

The 50+ Men in Sheds Project was set up to a meet a need for men-only activities in the neighbourhood. The group meet regularly at a 50+ Committee member's garage to do small practical jobs. They have had two 'organising committee' meetings so far and have clarified some aims and objectives for the group. The CDW has supported them with getting organised and thinking about things like Risk Assessment, insurance, health and safety, fundraising and volunteer recruitment .They have already helped the Garden group with repairing a shed and it is hoped that they link in and support other local groups with practical tasks. They are currently looking for larger premises as they currently cannot fit new people into the garage.

The 50+ October event was a great success and had the theme of ' keeping active and well': There were over 200 attendees including many from local community groups .Over 40 service providers and community organisations/ groups were involved in supporting the October event providing stalls, information ,advice or behind the scenes publicity. The Mayor and his wife joined the event and spoke to many residents about local activities and groups. Some feedback from those attending: 'Very informal and friendly atmosphere', ' I liked the health information stalls', 'The singing group were wonderful', 'Good to see the event so well supported by local people', 'Very well organised and well attended'. The Hangleton and Knoll 50+ Group hosted a successful 50+Health Focus group on Cancer screening and smoking cessation services which was co-ordinated by the CDW for Brighton and Hove Clinical Commissioning Group. It was very well attended with 16 local residents participating and sharing their experiences of smoking and cancer and accessing local health services. 3 of these people attended as a result of promotion at the recent H and K Health Forum. The 50+ Steering group provided wholesome homemade soup, bread and cakes for attendees, which added to this very positive and supportive event.

Numbers of people managing and attending local older peoples community groups	729
Numbers of new people recruited to/involved with groups	95
Numbers of older people from BME communities	27
Numbers of older people from LGBT communities	15
Numbers of community groups worked with	16
Numbers of new community groups started or newly worked with	12
Amount of funding successfully received by 50+ community groups where community development worker has supported the bid writing	£4245
Numbers of 50+ Trips	11
Number of attendees on 50+ trips	150
Numbers of older people involved in or attended 'open' community events	346

Youth Work Department

My highlight of the year has been the partnership work between the Hangleton and Knoll Youth Manifesto group and the Friends of Hangleton Park to repair and renovate the youth shelter in Hangleton Park. Following complaints about anti-social behaviour, vandalism and drugs use in the shelter, there were calls - published in the local city newspaper - to remove it from the park. The Manifesto group issued a public response, stating that they believed the youth shelter to be a positive and well-loved feature of Hangleton Park and - while they acknowledged that there was some misuse of the shelter - that its removal would negatively affect the majority of young people who did use it appropriately.

Rather than removing the shelter, the group felt that a better solution would be to repair the damage to it, and to repaint it, on the basis that this would deter further vandalism and that local young people – seeing that this was a youth-led project – would be deterred from mistreating the facility.

Over two weekends older young people worked with members of Friends of Hangleton Park, to sand down the shelter, repair the holes, and repaint it - inside and out - to its original green colour. At the end of the year, 11 months on, there had still been no vandalism to the site and the Community Action Group reported that there had been no further complaints about drugs use or anti-social behaviour. For me this really epitomises what we are about – supporting local young people to be involved in their community; to speak up for and to come up with their own solutions to community issues – and the powerful impact that this has.

Helen Bartlett

Youth Work Co-ordinator (Maternity cover)

During the summer programme last year, Helen and I took a group of young women to an obstacle course in Dorking. The course was not specifically for young people, but has been made famous in television programmes, where the difficult and challenging course has been featured. We took 6 young people and one young leader with us. On arrival the army clad instructors seemed daunting to our group, but the young women soon resolved to put their fears and anxieties behind them, and show the instructors that they could complete the course. The young women hurdled walls, waded through waterlogged tunnels, and ascended ropes and ladders. Through was potentially a tricky activity, where the young women clearly felt vulnerable, physically and emotionally (through sheer fear), it was great to see them supporting each other and helping each other through.

The instructors seemed surprised that the young women managed the course so well, and with such gusto, and it was nice that their initial assumptions about the group had been challenged! The young women did amazingly well, and it was great to be witness to their journey that day: from initially saying some of them were not going to do the course, to seeing them all covered from head to foot in mud. What an achievement!

Nina B Bishop
Youth Worker

The selfies Project has been really successful, engaging around 15 young women in each session. They have been using selfies as a way of exploring different issues that young people face.

Examples of this are eating disorders, depression, bullying, family connections, and friendships. I believe this project had been great in developing group dynamics as it has been a safe and supportive space for young women to express themselves and feel supported by staff and each other. The photos that the young people have been producing are creative and something that they can all be proud of.

Polly Brooks

Youth Participation Worker

What young people say:

"the project has done loads for me. I couldn't skateboard and now I can, since taking us to BYC. And I never used to be able to stay at other people's housing coz I would get home sick, but after going on the residential, I'm not like that anymore, I've been having loads of sleepovers round C's house, and I love it". (YM,14)

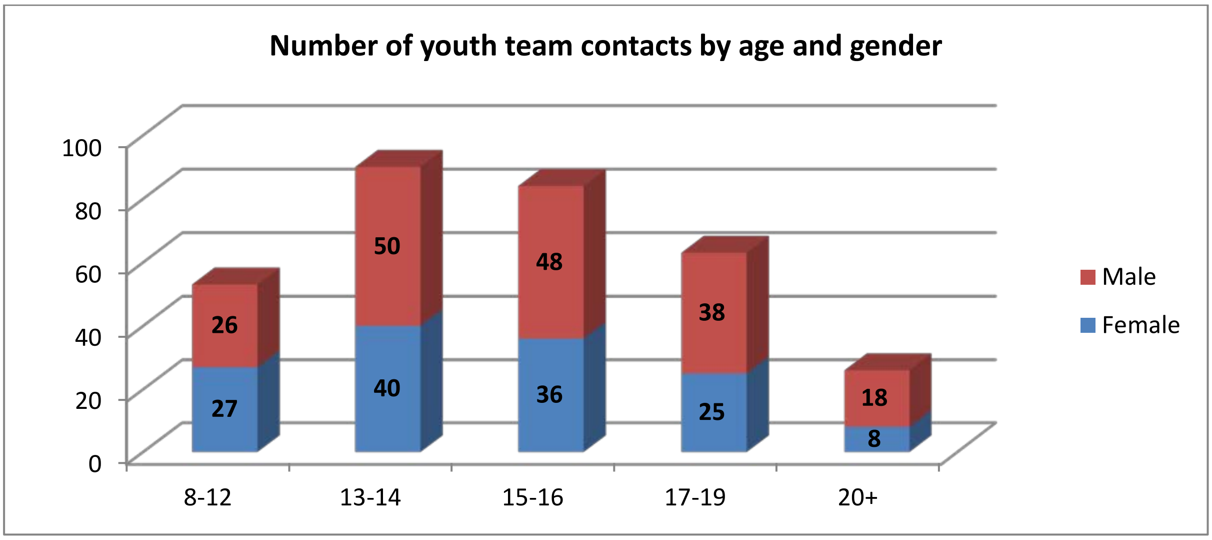
"I didn't think it would be interesting (talking about health issues) but it is. I want to be involved in more stuff like this and to help out with other YP" (YM 15).

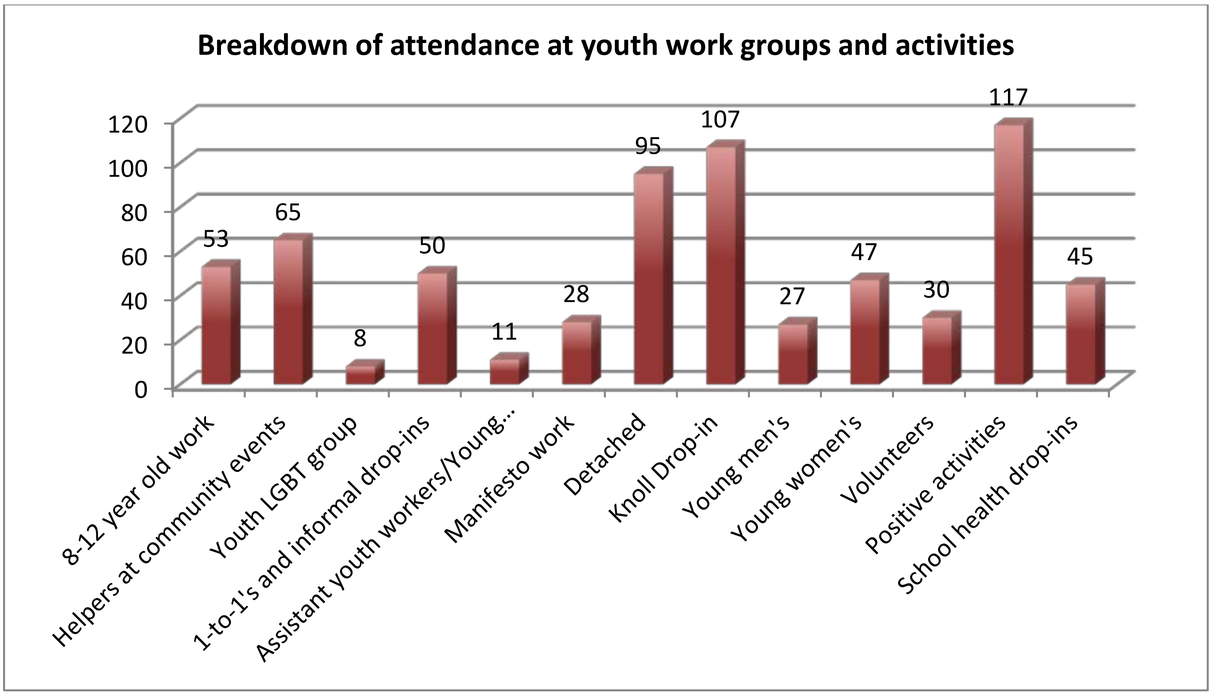
"I started off organising stuff at drop-in, helping with the shopping and cooking. Then I helped at the Community Fun Day and made announcements on the mega-phone. That was great and I can't wait to do it again this summer. I want to be a Young Leader". (YM 14)

"It made me realise you can change stuff, and get stuff done. The park's better now, and we helped with that" (YW13, Hangleton Park involvement).

"I'm really proud to be a part of the YW's group. It helps me be more ready for a future of hard situations and independent living" (YW, 17)

"I've really learnt about the importance of negotiation. I've realised that I didn't like to negotiate, because I wanted to keep hold of my view and thought it was right" (ym, 18)





HaKIT - Hangleton & Knoll Community Learning

During 2014/15 we were able to put on a really good range of IT and other courses to meet the needs of our community alongside the regular drop ins. During this period, 92 individual residents took part in our course programme and there were 300 visits made to our combined drop ins.

We have maintained an IT suite at St Richards with free wi-fi and equipment and very low cost printing available for residents.

Central to this year was the development of our programme to support residents in financial need with digital skills support through a Citywide partnership called Moneyworks. This partnership brings together advice agencies Money Advice Service with Citizens Advice Bureau and education partners across the City. This has created a seamless pathway for residents in financial crisis or with low/no digital skills to access advice but then also be referred into education programmes that support them to better manage, save or reduce their expenditure using IT.

The demographic profile of our users is interesting with 37% over 60 and 17% over 75. It is fantastic to see so many of our older residents getting online for the first time and having the world of technology opened to them. 12 % of our users are BME, reflecting the outreach work done by the community development teams with our local Bangladeshi and Arabic communities. 38% of our users have a disability and 12% have caring responsibilities other than for dependent children.

This year we developed a Life in the UK course in response to demand from our Multi cultural women's group for support to help members pass their citizenship test. This test is demanding and involves a thorough understanding of British History, the development of Democracy and British tradition.

We worked with a member of the group who is already a qualified ESOL teacher to develop and deliver a pilot 6 week course in this period. Thirteen people attended, a mix of men and women, some living across the City. We understand that this is the first time support has been available to pass the test in Brighton and Hove and evaluation has indicated that it was a huge success for participants with 100% of the group feeling more confident in passing following the course. We are already building upon this learning with additional Life in the Uk courses planned for the future. Life in the Uk very much complements our conversational

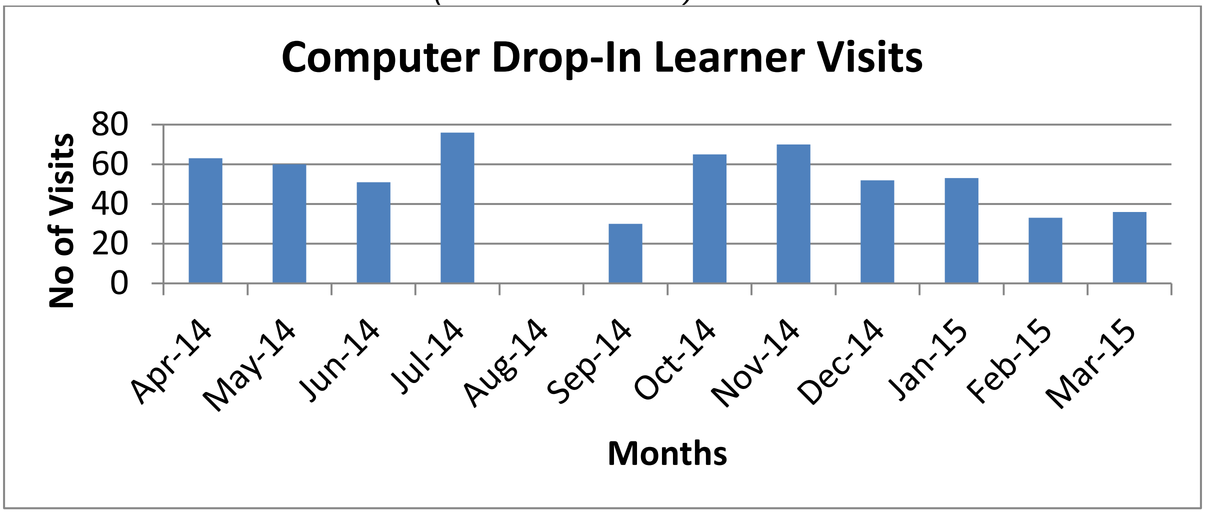
ESOL English course which was aimed at supporting women to be able to access Health services better by improving their spoken English. Ten women attended this 6 week course. Food Hygiene and First Aid were also offered this year. These certificated courses are useful for both residents who are looking for a job and volunteers in community groups. Each course ran at capacity with 25 residents gaining their certification.

For the first time we trialled self empowerment courses with a qualified NLP tutor. Despite extensive outreach we had only 5 residents take up the offer of this course. This was however enough to go ahead and evaluation showed that there was significant impact on confidence and self management skills. However in discussion with those that might have benefitted but did not attend we realised that the step towards such an intensive look at one's own behaviour and the impact it makes on everything was a bit daunting for people that have no or little experience of education.

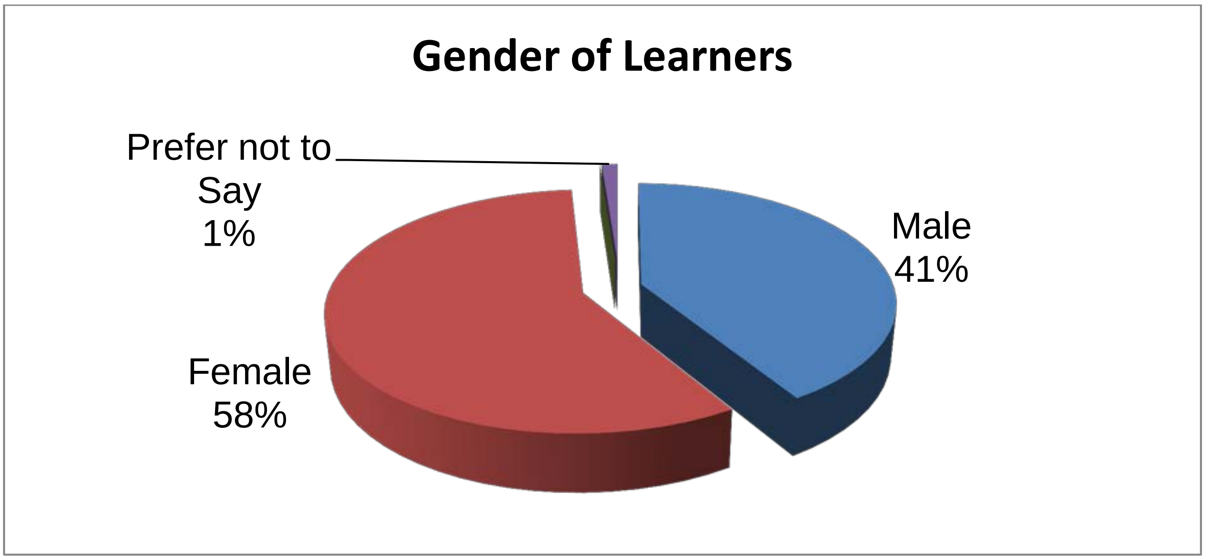
We also ran a range of IT courses ranging from computer security to creative word and 32 residents took part in these.

Our regular IT drop ins continue supported by our Tutor David Purkiss and a range of fantastic volunteers notably Karen Bridger and Ron Shirley who supported sessions every week in this period. This year the drop in helped 84 people to get online for the first time or develop their skills over time in a friendly un threatening environment. We are now running 4 drop ins a week with one extended session on Friday mornings funded by the Moneyworks programme.

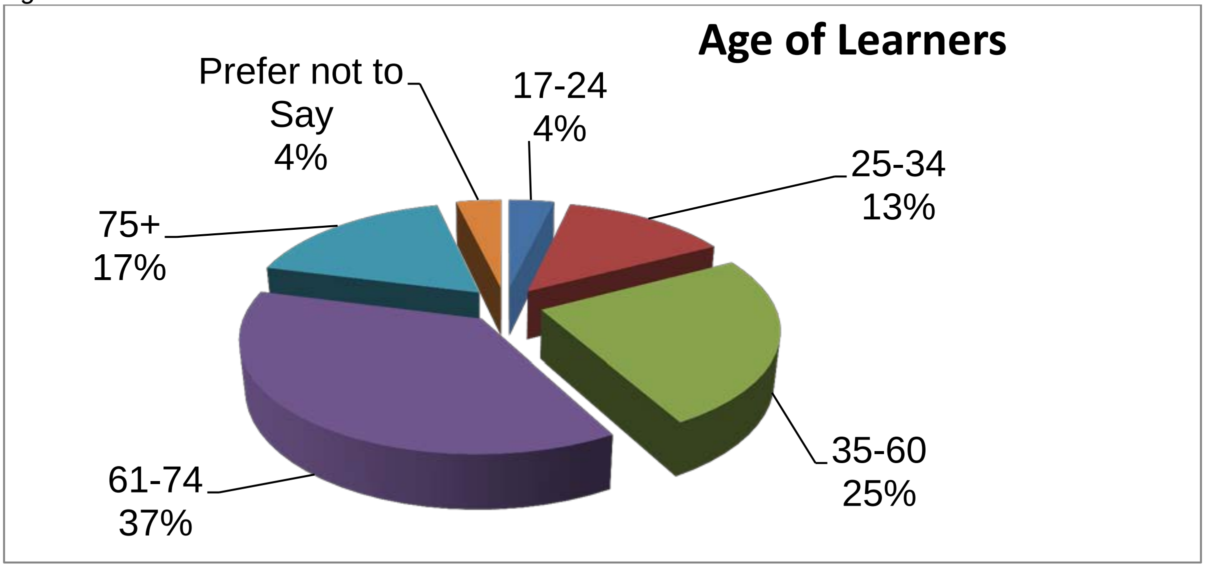
Total Learners (Weds 10-12 and 1-3)
84 individual learners Learner Visits (Weds 10-12 and 1-3)



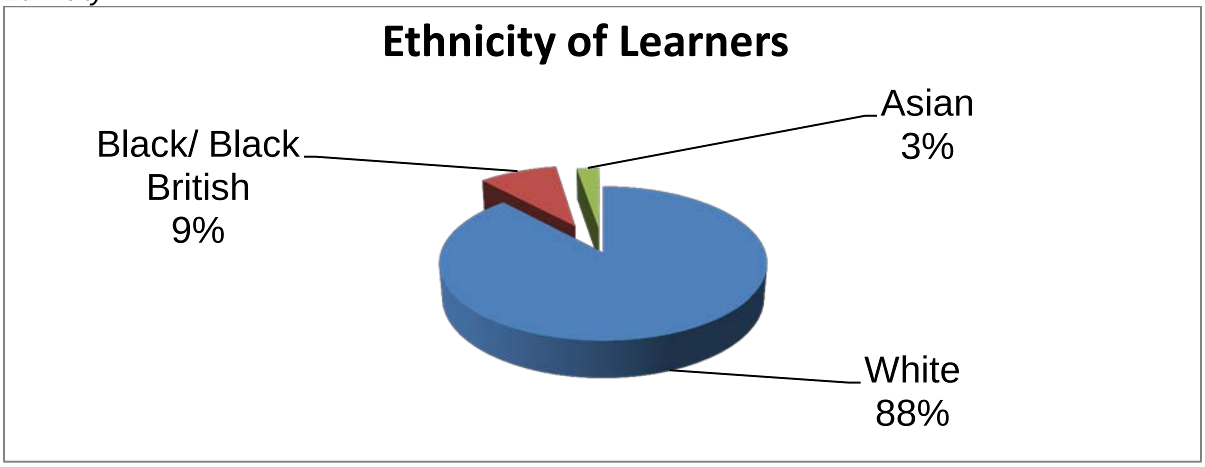
Gender



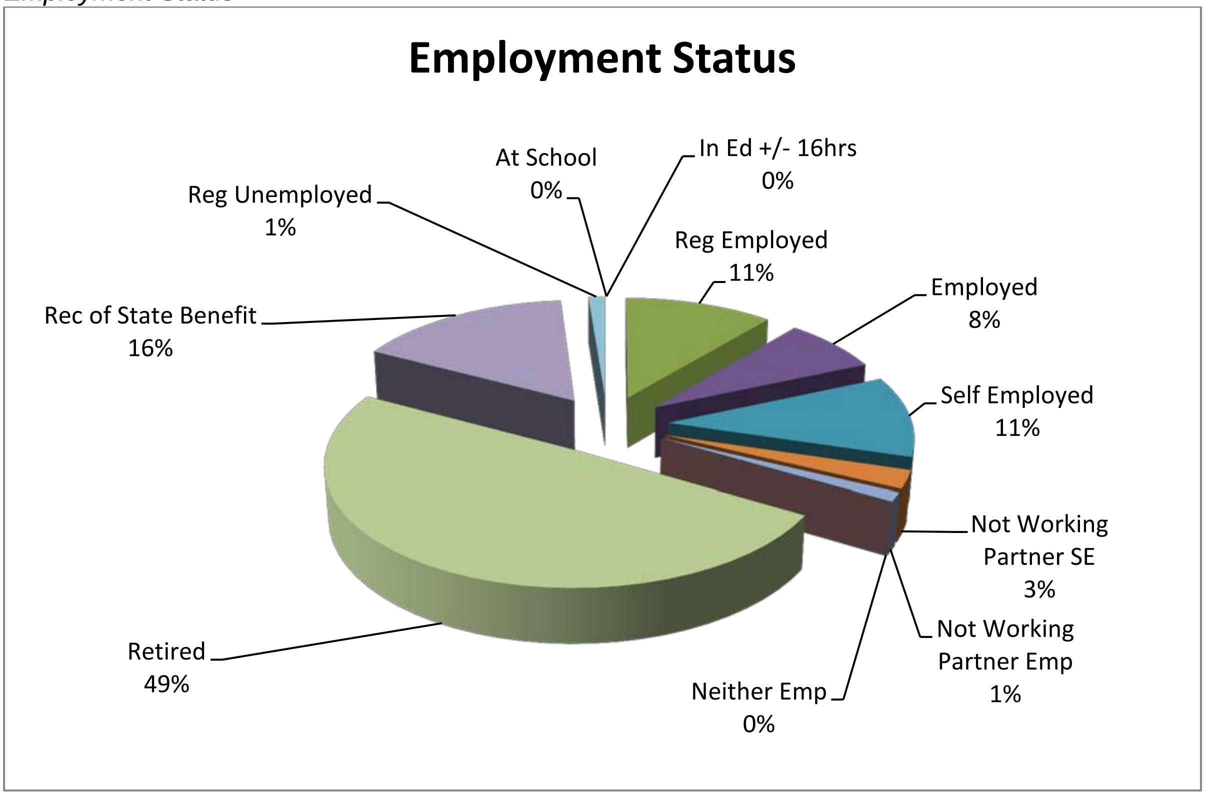
Age



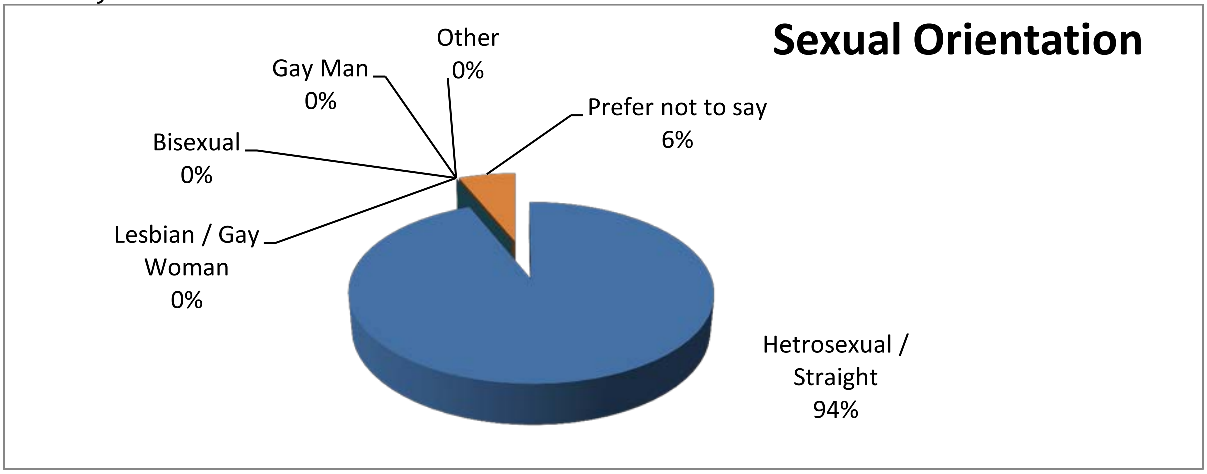
Ethnicity



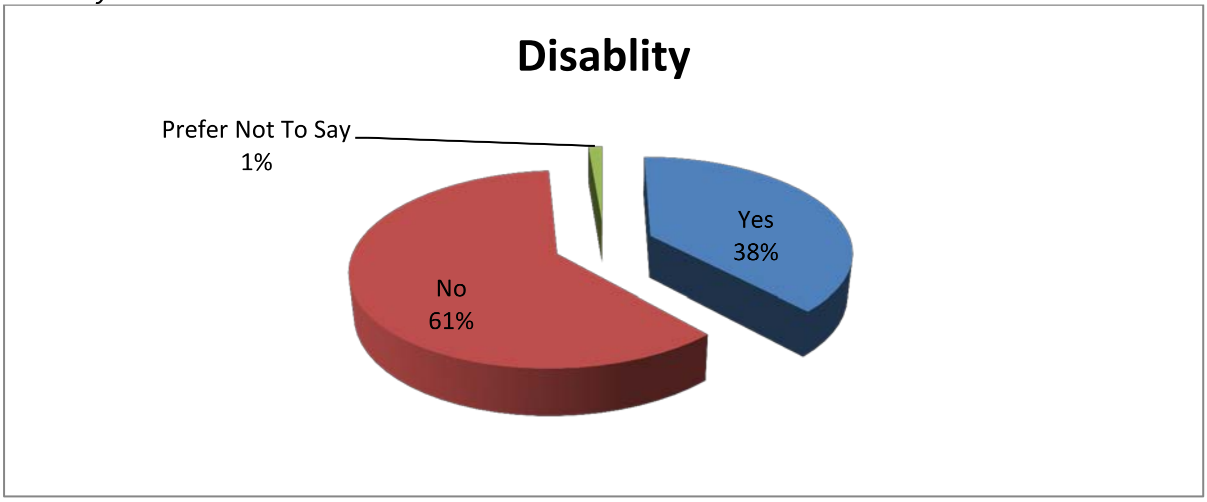
Employment Status



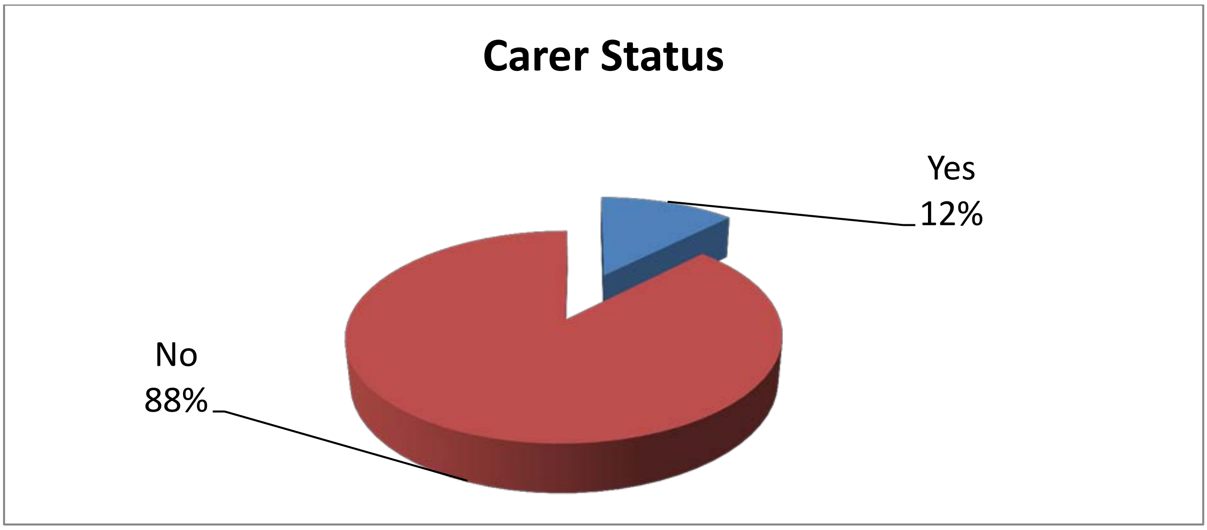
Sexuality



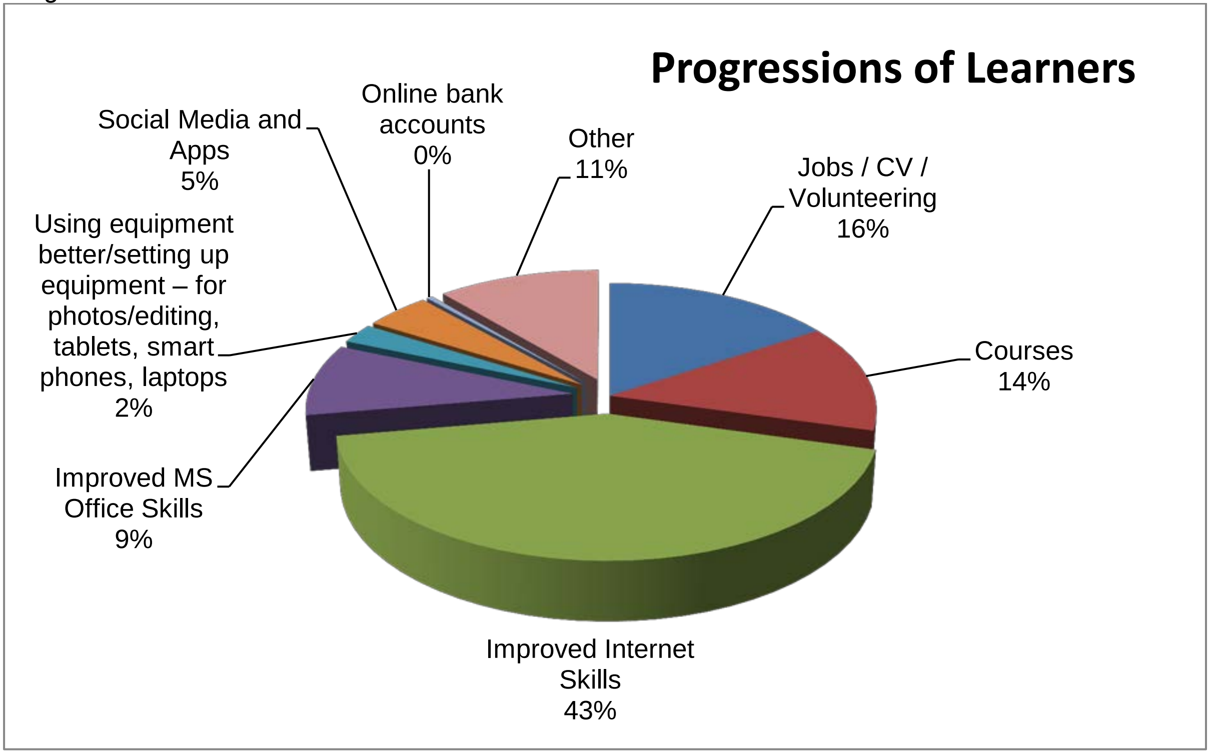
Disability



Carer



Progression



Fundraising performance

The Charity provides payroll and administration services to community groups for a nominal fee. Students on HaKIT courses pay a small contribution towards the cost of their training. The Charity does not aim to make a profit from undertaking these activities.

Investment performance

The Trustees confirm that the investments held by the Charity are in accordance with the Trustees' powers.

Factors affecting performance

There have been no significant factors affecting performance in 2014/15 with no staff joining or leaving.

5. FINANCIAL REVIEW

Reserves policy

The Hangleton & Knoll Project Trustees hold financial reserves because it is solely dependent on grant aid and donations. These reserves are necessary to a) allow continuity of work where there is a gap between the ending of one programme of funding and the start of another and b) to cover staff redundancy and Project closure costs should the necessity arise. Due to the changing nature of local authority funding from grants to procurement and commissioning, it is necessary to keep reserves at a level which prove financial sustainability over commissioned periods of three years and more. The reserves figure is reviewed annually by the Finance Sub-Committee and a recommendation made to the following meeting of the Management Committee with whom the final decision rests.

Any funds in deficit

There are no funds in deficit.

Principle funding sources, and how expenditure has supported key objectives

99.2% of our expenditure is on staff costs and expenses. The process of community development and youth work requires skilled staff as a fundamental resource to undertake the significant activities and meet the planned objectives and outcomes through regular face to face contact with local community groups and residents.

Investment policy
The trustees confirm that the investments held by the Charity are in accordance with the Trustees' powers.

6. PLANS FOR FUTURE PERIODS

Key objectives for the future
The Trustees intend the Charity to continue to deliver a high standard of community development, IT and community training and youth work in Hangleton and Knoll within existing partnerships and to develop further initiatives where the need arises and subject to available funding.

Our business plan was fully refreshed with full consultation from community and all stakeholders in 14/15 and forms the blue print for our development in the forthcoming year highlighting the delivery priorities for each of our Departments.

Key priorities for the period 2015/16 include:

1. Take forward our plans for developing a social enterprise
2. Ensure that the impact of our preventative work with young people is known amongst strategic and funding partners through better promotion of our evidence base.
3. Maintain and develop our strategic partnerships, notably Prospectus Partnership for Community Development, Youth Collective for youthwork and Moneyworks for financial inclusion maximising the benefits available to residents and young people.
4. Build upon our links and relationships with the Clinical Commissioning Group and local GP surgeries to improve local services, support patient information and promote self care.
5. Work with our education hub partners Whitehawk Inn and the Bridge to consider where we can increase revenue by joint bidding especially in relation to EU funds
6. Continue to develop our existing use of IT and Social Media as an efficient and cost effective means of providing information and support to residents and a method of increasing participation and engagement.
7. Build upon and continue to respond to consultancy requests for our support and expertise in Community Development and Youth work

7. FUNDS HELD AS CUSTODIAN TRUSTEE ON BEHALF OF OTHERS

Description of assets held
Small amounts of money are held for three local community groups.

Details of charity (or charities) concerned
The local community groups for whom funds are held are:
- Digital Photography Group
- Knoll Youth Drop In
- Knoll Football Club

Safe custody and segregation arrangements
A small amount of funds are held on behalf of community groups that do not hold their own bank accounts. These funds are held and accounted for in separate departments within the Project accounts. Movements of these funds are recorded in the notes to the financial statements.

8. Statement of Trustees' responsibilities
The trustees (who are also the directors of The Hangleton & Knoll Project 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 expenditure 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 in the Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable UK 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 business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and 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

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.

Auditors

A resolution will be proposed at the Annual General Meeting that Clark Brownscombe Limited be re-appointed for the ensuing year.

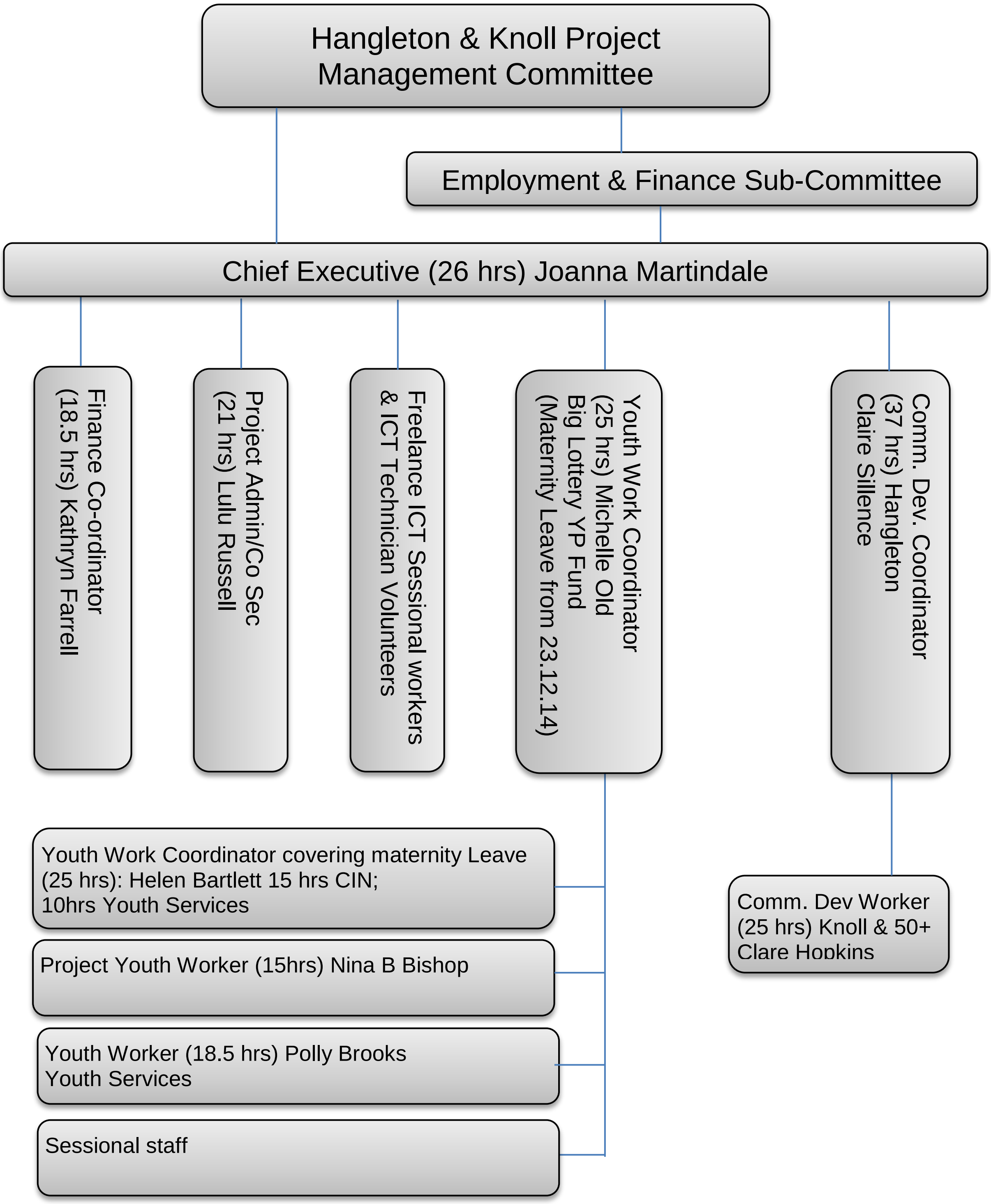
This report has been prepared in accordance with Statement of Recommended Practice – Accounting and Reporting by Charities and in accordance with the special provision of Part 15 of the Companies Act 2006 relating to small companies.

On behalf of the Trustees:

....
Trustee

Date: 2nd November 2015

9. Appendix 1 – Management Structure Diagram



THE HANGLETON & KNOLL PROJECT
COMPANY NO: 7260539
CHARITY NO: 1139971

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE HANGLETON AND KNOLL PROJECT

We have audited the financial statements of the Hangleton & Knoll Project for the year ended 31st 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 financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion of 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 apparently 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.

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 31st 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 Companies Act 2006.

Opinion on other matter 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.

.... **Date:** 4th November 2015

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

HANGLETON & KNOLL PROJECT
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2015

	Note		Unrestricted Funds	Designated Funds	Restricted Funds	Restricted Funds Big Lottery	Total Funds 2015	Total Funds 2014
			£	£	£	£	£	£
Income and Expenditure								
Incoming Resources								
Incoming Resources from Generated Funds								
Voluntary Income			-	-	-	-	-	-
Activities for generating funds	13		-	-	1,292	-	1,292	5,707
Investment Income			392	-	-	-	392	542
Incoming Resources from charitable activities								
Other incoming resources			-	-	283,267	-	283,267	287,891
Total Incoming Resources		£	392	-	284,559	-	284,951	294,140
Resources Expended								
Costs of generating voluntary inco	14		-	-	-	-	-	-
Fundraising trading: costs of good	15		-	-	1,292	-	1,292	5,707
Investment management costs	16		135	-	-	-	135	106
Charitable activities	17		342	-	220,239	-	220,581	210,857
Governance costs	18		-	-	17,038	-	17,038	14,521
Other resources expended	19		-	-	45,035	-	45,035	32,935
Total Resources Expended		£	477	-	283,604	-	284,081	264,126
Net Incoming / (Outgoing) Resources before Transfers		**£**	**-85**	-	**955**	-	**870**	**30,014**
Transfers								
Gross transfers between funds			-	-	-	-	-	-
Net Incoming Resources before recognised gains and losses		**£**	**-85**	-	**955**	-	**870**	**30,014**
Other recognised gains and losses								
Gains on revaluation of fixed assets for charity's own use			-	-	-	-	-	-
Gains/Losses on investment assets			-	-	-	-	-	-
Actuarial gains/losses on defined benefit pension schemes			-	-	-	-	-	-
		£	-	-	-	-	-	-
Net Movement in Funds		**£**	**-85**	-	**955**	-	**870**	**30,014**
Reconciliation of funds								
Total funds brought forward			27,311	293,440	275,613	-	596,364	566,350
Total funds carried forward		**£**	**27,226**	**293,440**	**276,568**	-	**597,234**	**596,364**

The notes on pages 33 to 40 form part of these Accounts.
There are no other recognised gains or losses for the year.
There are no acquired or discontinued activities.

HANGLETON & KNOLL PROJECT
BALANCE SHEET AT 31ST MARCH 2015
(Registered Charity Number: 1139971)
(Registered Company Number: 7260539)

	Note	2015	2015	2014	2014
		£	£	£	£
Fixed Assets	4		2,559		3,202
Current Assets					
Stock	5	1,599		1,607	
Debtors & prepayments	2	1,874		2,308	
Short term deposits		595,885		590,568	
Cash at bank and in hand		500		348	
			599,858		594,831
Current Liabilities					
Amounts falling due within one year	3		5,183		1,669
Net Current Assets			**594,675**		**593,162**
NET ASSETS		£	**597,234**	£	**596,364**
Funds	6				
Unrestricted			27,226		27,311
Designated:- Redundancy	7	175,000			
Staff Contingency	7	118,440	293,440		293,440
Restricted			276,568		275,613
		£	**597,234**	£	**596,364**

The 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).

Approved by the Trustees on

2. 11. 15 **(date) and signed on their behalf by**

Trustee

The notes on pages 33 to 40 form part of these Accounts

HANGLETON & KNOLL PROJECT
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2015

1. **ACCOUNTING POLICIES**

Basis of Preparation

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). In preparing the financial statements the Charity follows best pratice as set out in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP) issued in March 2005.
The financial statements have also been prepared in accordance with the Companies Act 2006 and the Charities Act 2011.

Tangible Fixed Assets and Depreciation

Statements on Fixed Assets, depreciation policies and stock valuation may be found in Notes 4 & 5 respectively.

Income

Our policy on the recognition of grants received is to recognise them when they are received, however on occasions where a final grant payment relating to an existing grant is due but unpaid at the end of a financial year, the amount will be brought in to the accounts as a debtor. If grants are received in advance of any financial year they are apportioned to the relevant year.
All other incoming resources are accounted for on a receivable basis.

Resources Expended

Resources expended are recognised in the period in which they are incurred and include attributable VAT which cannot be recovered.

In accordance with the Statement of Recommended Practice: Accounting by Charities, the resources expended have been categorised as follows:

(i) Cost of Generating Funds - comprise those costs incurred in publicity and fundraising events.

(ii) Charitable Activities - comprise all expenditure directly relating to the principal activity.

(iii) Governanace Costs - include those incurred in the goverance of the Charity and its assets and are primarily associated with constitutional and statutory requirements.

(iv) Other resources expended - staff costs and expenses incurred in the day to day management and administration of the charity.

Operating Leases

Rentals appicable to operating leases where substatially all of the benefits and risks of ownership remain with the lessor are charged 'to the Statement of Financial Activities.

1. **ACCOUNTING POLICIES (continued)**

Funds

The Charity has the following funds:

Unrestricte - These are funds where there are no externally imposed restrictions and are freely available to the the Charity for expenditure on its objects or appropriation to reserves for internally designated purposes.

Designatec - These are unrestricted funds earmarked by the charity for particular purposes. (Note 7).

Restricted - These are to be used for specific purposes as laid down by the donor. (Note 21).

Taxation

The Charity is considered to pass the tests set out in Paragraph 1 Schedule 6 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 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.

Cash Flow Statement

The company has taken advantage of the exemptions from preparing a cash flow statement on the grounds that it qualifies as a small company.

2. **DEBTORS & PREPAYMENTS**	**Note**		**2015**	**2014**
Debtors		£	-	-
Prepayments			1,874	2,308
		£	**1,874**	**2,308**

3. **CURRENT LIABILITIES**			**2015**	**2014**
Amounts falling due within one year:				
Balances held for Community Grou	11		2,600	823
Accruals			2,432	730
Other Creditors			151	116
		£	**5,183**	**1,669**

HANGLETON & KNOLL PROJECT
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31ST MARCH 2015

4. **FIXED ASSETS**

	Furniture & Fittings	Computers	General Equipment	Total
Cost	**£**	**£**	**£**	**£**
At 1st April 2014	3,247	48,887	8,069	60,203
Additions in year	-	-	-	-
Disposals in year	-	-	-	-
At 31st March 2015 £	**3,247**	**48,887**	**8,069**	**60,203**
Depreciation				
At 1st April 2014	3,155	45,930	7,916	57,001
Charge for year	19	592	32	643
Depreciation on Disposals	-	-	-	-
At 31st March 2015 £	**3,174**	**46,522**	**7,948**	**57,644**
Net Book Value 31.3.: £	**73**	**2,365**	**121**	**2,559**
Net Book Value 31.3.1 £	92	2,957	153	3,202

Tangible fixed assets costing in excess of £1,000 are capitalised and included at cost, including any incidental expenses of acquisition.

Depreciation has been provided on the following basis:

Furniture & Fittings	20% - Reducing Balance
Computers	20% - Reducing Balance
General Equipment	20% - Reducing Balance

A full year's depreciation to be charged in the year of acquisition, none in the year of disposal.

5. **STOCKS**

Stocks of stationery and postage stamps held at 31st March 2015 to be used in the year to 31st March 2016 amounting to £1,066 and £533 respectively, are valued at cost.

6. **ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted Funds	Designated Funds	Restricted Funds	2015	2014
	£	£	£	£	£
Tangible Fixed Assets	-	-	2,559	2,559	3,202
Net Current Assets	27,226	293,440	274,009	594,675	593,162
	27,226	293,440	276,568	597,234	596,364

7. **DESIGNATED FUND**

The Designated Fund was introduced to cover possible future shortfalls in funding, relating specifically to staff and comprises a Redundancy Fund and a Staff Contingency Fund,

	Redundancy	Contingency	2015	2014
	£	£	£	£
Balance at 1st April 2014	175,000	118,440	293,440	343,440
Transferred to fund in year	-	-	-	-
Transferred from General Fund	-	-	-	-
Less: Charge to Fund in year	-	-	-	50,000
Balance as at 31st March 2015		£	**293,440**	**293,440**

8. **STAFF COSTS & EXPENSES**

		2015	2014
		£	£
Salaries		163,075	152,433
Employer's National Insurance		9,318	8,043
Pension Costs		7,961	7,214
Sessional Staff		13,074	16,231
Other Staff Costs & Expenses		88,419	73,778
	£	**281,847**	**257,699**
Average number of employees (Full time equivalent)		7	7

No employee earned £60,000 or more.

The Charity operates a stakeholder pension scheme available to all employees. The employer contribution (available to employees who have completed their trial period) for 2014/15 was 6% of gross salary.

9. TRANSACTIONS WITH TRUSTEES AND CONNECTED PERSONS

There were no material arrangements, including transactions, contracts and grants, that existed during the period with any trustee or connected person.

No expenses were reimbursed to the Trustees during the period.

10. GRANTS RECEIVED

The main sources of income in the year were grants and brief details of our major funders are shown below:-

		Unrestricted Funds	Restricted Funds
		£	£
Brighton & Hove City Council		-	75,967
Brighton & Hove City Council via Impact Initiatives		-	60,510
Brighton & Hove City Council via Community Works		-	41,023
BBC Children in Need		-	18,326
The Trust for Developing Communities		-	10,808
Grants from Trusts		-	3,757
Total	£	**-**	**210,391**

11. MOVEMENT OF FUNDS HELD FOR COMMUNITY GROUPS

		Opening Balance	Income in Year	Expenditure in Year	Closing Balance
		£	£	£	£
Knoll Youth Drop In		271	1,816	39	2,048
Knoll Football Club		399	-	-	399
Digital Photography Group		153	-	-	153
	£	**823**	**1,816**	**39**	**2,600**

12. CORE COSTS

Core costs have been funded for the year 2014/15 by management fees for the individual projects worked on, together with funds brought forward from the previous year in the Management & Administration department, plus a grant from Brighton & Hove City Council.

13. ACTIVITIES FOR GENERATING FUNDS

Income generated from the provision of payroll and administration services to community groups and from contributions from participants in IT training courses. No profit is made from provision of these services.

14. COSTS OF GENERATING VOLUNTARY INCOME

	£	Nil

15. FUNDRAISING TRADING

Staff costs and expenses	£	Nil

16. INVESTMENT MANAGEMENT COSTS

Bank charges	£	135

17. CHARITABLE ACTIVITIES

Staff costs and expenses directly related to achieving the objectives of the charity	£	220,581

18. GOVERNANCE

	Unrestricted Funds	Restricted Funds	Total
	£	£	£
Staff costs and expenses	-	14,938	14,938
Audit fee	-	2,100	2,100
Professional fees	-	-	-
£	**-**	**17,038**	**17,038**

19. **OTHER RESOURCES EXPENDED**

Staff costs and expenses incurred in the day to day management and administration of the charity

Management	£	14,938
Finance		14,938
Information Technology		-
Human Resources		15,159
		45,035
Fundraising trading expenditure included above		-
Investment Management costs included above		-
Total Other Resources Expended	**£**	**45,035**

20. **CAPITAL**

The charity is a company limited by guarantee. Every member promises, if the charity is dissolved while he or she is a member or within twelve months after he or she ceases to be a member, to contribute such sum (not exceeding £1) as may be demanded of him or her towards the payment of the debts and liabilites of the charity incurred before he or she ceases to be a member, and of the costs charges and expenses of winding up, and the adjustment of the right of the contrributories among themselves.

The members of the Charity may at any time before, and in expectation of, its dissolution resolve that any net assets of the Charity after all its debts and liabilites have been paid, or provision has been made for them, shall on or before the dissolution of the Charity be applied or transferred in any of the following ways:-

a) directly for the Objects, or
b) by transfer to any Charity or Charities for purposes similar to the Objects, or
c) to any Charity for use for particular purposes that fall within the Objects.

HANGLETON & KNOLL PROJECT
FINANCIAL SUMMARY
FOR THE YEAR ENDED 31ST MARCH 2015

	Opening Balance	Income for year	Costs of Vol Income	Fundrais'g Trading	Investment Mgmt costs	Charitable Activities	Gov'nance	Other	Transfer Funds	Surplus / Deficit Yr	Closing Balance
	£	£	£	£	£	£	£	£	£	£	£
Restricted Funds											
Community & Youth Work	102,661	150,264	-	-	-	125,231	-	-	-	25,033	127,694
HaKIT	48,080	17,207	-	860	-	25,258	-	-	-	-8,911	39,169
SRB Administration	26	-	-	-	-	6	-	-	-	-6	20
Opportunity Centre	296	-	-	-	-	60	-	-	-	-60	236
Park Life	1,519	-	-	-	-	-	-	-	-	-	1,519
Management & Admin	65,871	58,991	-	432	-	6,474	17,038	38,130	-	-3,083	62,788
Youth Projects	41,580	3,771	-	-	-	16,626	-	-	-	-12,855	28,725
Health Promotion	1,034	5,000	-	-	-	4,645	-	-	-	355	1,389
H&K Parks	7,472	-	-	-	-	-	-	-	-	-	7,472
Football Development	5,000	-	-	-	-	-	-	-	-	-	5,000
Work with Parents	729	-	-	-	-	-	-	-	-	-	729
Youth Participation	1,345	18,326	-	-	-	18,458	-	-	-	-132	1,213
Work with older people	-	31,000	-	-	-	30,386	-	-	-	614	614
	275,613	284,559	-	1,292	-	227,144	17,038	38,130	-	955	276,568
Unrestricted Funds											
General Fund	27,311	392	-	-	135	342	-	-	-	-85	27,226
Designated Funds											
Designated Funds	293,440	-	-	-	-	-	-	-	-	-	293,440
GRAND TOTAL £	**596,364**	**284,951**	**-**	**1,292**	**135**	**227,486**	**17,038**	**38,130**	**-**	**870**	**597,234**