



Aim and purposes

Wiltshire forum of Community Area Partnerships (Wfcap) exists to support, promote and represent Community Area Partnerships (CAPs) in Swindon and Wiltshire; acting as an advocate for civic engagement and the creation of strong, resilient and empowered communities.

Objectives and Activities

- To promote all or any purpose for the benefit of the community which are or hereafter may be deemed by law to be charitable and in particular, but not exclusively the advancement of education, the furtherance of health and the relief of poverty, distress and sickness.
- To promote and organise co-operation in the achievement of the above purposes and to that end bring together in council representatives of voluntary agencies and statutory authorities engaged in the furtherance of the above purposes or any of them in Wiltshire.

When planning our activities for the year, Wfcap's board of trustees have given due regard to the Commission's guidance on public benefit and considered how the organisation can best achieve this through delivery of its charitable objects.

Wfcap exists to be the support body for a network of Community Area Partnerships (CAPs) and similar organisations across Swindon and Wiltshire. As a member organisation, Wfcap is directed by the needs of the CAPs and consequently works in a way that is flexible and free of charge. By developing and strengthening the CAPs, raising their profile, increasing their network and enabling them to share learning, Wfcap's support structure and reputation increases the CAPs ability to improve their local communities. A key part of Wfcap's work centres on aiding and improving collaboration: between CAPs and between CAPs and other partner organisations. This element of the work improves efficiency, shares skills, builds trust and increases sustainability.

To guarantee meeting the public benefit requirement, the trustees also agreed a number of practical objectives which would be used to guide the day-to-day work, underpin the charity's objects and further ensure sustainability. These objectives are as follows:

- **DEVELOP:** To support the development of the capacity and skills of the CAPs, enabling them to perform their role.
- **SHARE:** To provide a platform for the CAPs to share information, ideas and best practice so as to foster efficient and informed working.
- **PROFILE:** To raise awareness, understanding and support for the CAPs and the work they carry out.
- **NETWORK:** To build and maintain relationships with key stakeholders thereby strengthening propensity to engage with and be influenced by the CAPs
- **BROKER:** To act as a broker of relationships to help increase the network of CAPs, resulting in more efficient, joined-up working.
- **SUSTAIN:** To ensure an independent Wfcap that is fit for purpose, sustainable and able to support the CAPs in their role.



Achievements and Performance

Below is a list of work carried out and principles of working:

- Wfcap officer attendance at CAP operational meetings.
- A comprehensive and up to date online resource available to all CAPs and wider community.
- Opportunities to bring CAPs together with other CAPs and relevant partners.
- An insurance policy organised, administered and offered to all CAPs.
- Links created between CAPs and relevant partner organisations.
- Signposting and brokering relationships between CAPs and other groups.
- A range of social media platforms providing a way for CAPs to access all relevant information.
- Vital information from CAPs and/or partners sent directly to all CAPs via point of contact.
- CAP successes and news widely shared to CAPs and partners.
- Contact opportunities sought and taken up with new partners.
- Key stakeholders informed of CAPs' achievements.
- News of relevant CAP activity and achievements fed into strategic level meetings.
- News of relevant strategic activity and news fed back to CAPs.
- Wfcap operating accountably and transparently under governance of constitution.
- Wfcap fully covered with appropriate insurances.
- Policies and procedures in place and kept up to date.
- Methodical, regular system of reporting in place between staff, line management and trustees.
- Good working relationship maintained between Wfcap and Wiltshire Council.
- Strategic plan in place and directing work.
- Financial plan in place to reduce and monitor operational costs.

The following statistics give evidence to the scale of actual activity, as outlined above:

- 14 of Wiltshire's Communities have active, CAPs/Networks, supported by Wfcap.
- CAPs bring together over 80% of the parish councils.
- CAPs have an average network of 15 partners including statutory & voluntary sector, businesses & clubs.
- The CAPs communicate with 3000 residents & organisations locally, plus a further 8000 people online.
- Wfcap is currently working with other 5 other organisations including Safe Places and Spice Time Credits.
- 300+ contacts on Wfcap's database
- 177 monthly readers of Wfcap monthly e-bulletin
- Over 400 volunteers are actively engaged with the CAPs;
- 15000 volunteer hours have been contributed through the CAPs during the past 12 months.
- Every £1 invested in a CAP gives a value for money return of over 600% in volunteer effort & value.
- 85 local priorities from 2015 are currently being addressed through CAP projects (or already tackled)
- Wfcap operates on very streamlined staffing and overheads: just 1 part time member of staff & just 25 hours paid time per week.
- 3 trustees oversee and support the organisation in a voluntary, unpaid, capacity.
- Wfcap staff participated in 85 events/meetings in 2015.
- All correspondence answered plus actioned/signposted.
- Policy organised, administered and paid for Public Liability and Employee & Volunteer Insurance Cover for Wfcap and 10 CAPs (offered to all CAPs).
- 12 x ebulletins.
- 8 x trustee meetings (run & minuted in accordance with constitution).



In addition to Wfcap's regular work, a major activity over this second year as a CIO, has been to focus on longer term sustainability and securing alternative funds. In March 2015 the decision was taken to make the full time post of manager redundant in June. The part time officer position spent the second part of the year looking to secure funding from a variety of sources. Three major funding bids were completed and 100 letters to corporate sponsors were sent out, and a local giving page was also set up. Unfortunately this fundraising activity was not successful. Wfcap being seen as an infrastructure organisation meant that securing funding for running costs and staff was challenging in the current austere climate, so further cuts were needed. In November the trustees took the decision to make the part time officer role redundant to secure funds for a further two years of greatly reduced running costs with only volunteer support to maintain the network and online profile.

Below is further detail on a variety of specific projects which illustrate more about how Wfcap works and how it achieves its objectives:

Dawn's Dialogue

Monthly ebulletin

#Wiltshireinwords promotion via the website and social media incorporating an online donation element.

Common Knowledge

Wfcap worked with RSA Wiltshire to co-host a Common Knowledge Gathering. Meetings had been held by RSA Wilts with the attendees from Bradford on Avon, Trowbridge and Melksham. The engagement event centred on promoting the peer to peer support for community engagement online platform. The aim was to secure partners to secure the long term sustainability of the Common Knowledge online platform.

Collaboration on Rural Bus Service Review

Pewsey and Devizes CAPs have been working for a year on a review of the local Connect 2 Rural Bus Service that serves the villages in Pewsey Vale and Devizes. A new pilot service has now been agreed with Wiltshire Council's Passenger Transport Unit which will see a new service linking Devizes passengers with the trains at Pewsey Station as well as serving the rural villages. The new timetable commenced on February 1st 2016. The group has won the support of First Great Western and Claire Perry MP with this pilot and hopes to use it to demonstrate how a rural service can be efficient at a time when Wiltshire Council are reviewing public transport across the county in search of further savings to the tune of £2,5 million.

Spice Time Credits

Wfcap has been working hard to support the existing Time Credits network in Wiltshire and to add new partners. This has been challenging since Wiltshire Council withdrew its support for the project which aims to increase the number of new volunteers by giving community based incentives and rewards. Many of the CAPs involved run the local Time Credit Hubs and have found it challenging going with so little support. Pewsey CAP launched just as the support was withdrawn. Melksham, Trowbridge and Bradford On Avon were also at the pre-launch stage at that time. Wfcap arranged for meeting with Spice representatives initially to discuss concerns and issues. Subsequent meetings have led to Wfcap applying for two years funds to help keep the network growing and to fund Spices support across the county. Spice arranged and attended impact assessment workshops in Pewsey in March 2016 to record their model of working to share with the national network. PCAPs work with the Local Youth Network on this project has led to the development of a BMX dirt jump facility designed and built by young people with the support of Pewsey Parish Council.



Financial Review

Wfcap's income was £8,378.48 for the period covered by this report which was a final grant payment from Wiltshire Council in April 2015 and donations via Local Giving with a small amount of interest on the account. Previously Wiltshire Council grant income had previously been £60,000.00 per year, a grant received as part of a Partnership Agreement. Wiltshire Council had funded Wfcap to deliver the following:

- To help make Wiltshire CAPs more sustainable, competent and confident to enable them to carry out effective community engagement and pull together relevant data to develop robust community led plans.
- To represent the views of CAPs at local, county and regional level and ensure two-way communication of information relevant to CAP work.

Wfcap's expenditure during the whole financial year (2015/16) meant using the money held in reserve by the organisation. Very little notice had been given by Wiltshire Council that the cuts would be 100% and not the 10% anticipated and budgeted for in 2014/15. Expenditure for 2015/16 was £37,420.07 which was mainly salary and employer's on-cost, travel expenses to work around the large, rural county of Wiltshire, and insurance premiums. Smaller costs included accounting, meeting room hire, phone credit and website & email hosting. Office accommodation and other similar overheads had already been removed. The removal of the full time manager's post provided further savings.

It is Wfcap's policy to maintain a balance on unrestricted funds which equates to at least three months payments. Previously the restricted reserves would hold the amount needed for redundancy payments for staff. Since both paid roles have now been dispensed with [March 2016], the balance of £150 in the restricted reserves is calculated, to cover the website costs should the need arise. The current balance as at March 31st 2016 is £4,451.75.

Wfcap will operate from April 2016 with volunteers only. The trustees are all voluntary; they do not receive any payment or benefits from the work. They have been offered training as and when it is available. Two lots of trustee training have been undertaken in the past 12 months. We would like to thank the trustees for their volunteer effort, time given and commitment to the organisation, which allows it to exist and operate and for the support and guidance they gave to its staff.

At the time of writing this report the voluntary sector across Wiltshire is rapidly shrinking. Larger infrastructure organisations and others are feeling the bite of hard hitting cuts by the local authority. Wfcap is working hard to protect its networks and members so that they can continue to deliver positive benefits even in the current climate. These networks took years to develop and their loss would not easily be recovered from. The increasing pressure on the voluntary sector seems likely to continue so informed collaboration is essential for the long term future across the sector. It is Wfcap's aim to protect and maintain these networks for as long as possible.

Structure and governance

Wfcap operates in line with its constitution as approved by the Charities Commission in June 2014. It held its first AGM as a CIO in July 2015. The trustees opted for the Association Model of CIO in order to allow the CAPs to become voting members, therefore extending electoral rights outside of the trustee board. All 14 of the CAPs in existence have signed up as members. Wfcap does not charge for membership, as it does not make any charge to the CAPs for any of its services. This structure allows the CAPs to influence how Wfcap operates and to be part of all decision making process.



Administrative Information

Wfcap is a Registered Charity: **Registration Number 1157351**

Wfcap's registered address has recently been changed (and updated on the Charity Commission website) to:

- Giddings Cottage, Huish, Marlborough, Wiltshire. SN8 4JN

During the period covered in this report, Wfcap was made up of the following:

Chair of Trustees: Douglas Roseaman

Trustees & Vice Chairs: Ian Webb and Nick Westbrook

Manager: Laura Pictor – redundant June 2015

Officer: Dawn Wilson – redundant March 2016

Members:

1. BA13 Westbury CAP
2. Boacan
3. Corsham Community Area Network
4. Calne CAP
5. Chap – Chippenham Health forum
6. Devizes CAP
7. Highworth Community Partnership Group
8. Melksham CAP
9. Malmesbury & Villages CAP
10. Pewsey CAP
11. TCAF - Trowbridge
12. Tidworth CAP
13. Vision for Wroughton
14. Warminster & Villages Community Area Partnership

This report was approved by Wfcap Trustees at a meeting on 30 July 2015 and signed on their behalf by

NAME: Doug Roseaman (Chair)

End of Report