



'At the centre of our community'

Welcome & Induction pack For new trustees

HORNDEAN COMMUNITY ASSOCIATION

Reg Charity No: 301854

Supported by
Horndean Parish Council
East Hampshire District Council
Hampshire County Council

An Extended Services Partner –
Supporting children & young people in and around our schools



Welcome & Induction Pack for Trustees

INDEX

Forward from Brendan Charles Association Manager

Overview of HCA & the role of a trustee

Commitment to HCA

Annual trustee Report 2010 – promoting Public Benefits Test

List of current activities & services

Social Enterprise samples - See our website for Wedding Pack

Further Reading opportunities & details of support network for trustees

List of attachments in support of this pack

Forward from Brendan Charles – Association Manager



Trustees (past & Present) & staff with Community Matters (front right)

It is a time of great change for community & voluntary organisations, a time of challenge, but also a time of great opportunity. It is an area of work that boasts creativity & imagination and now more than ever we need to demonstrate the ability to respond to these challenges

To run like a business, to work in partnership, to be aware of drivers around us and to respond to the identified needs of the community we serve are the keys to the long term success of any community organisation. I think our business plan demonstrates our ability to deliver these tasks

Passion for the community, enthusiasm, creativity, commitment, dedication & a flare for the entrepreneurial are ingredients to a successful organisation. These are the qualities we need in our board members to take us into 2013 and beyond.

Brendan Charles – Association Manager

HCA Overview & the role of a Trustee

...in a nutshell!

We want to start by saying thank you for considering taking on this role. You join us a time of great advances in HCA in the way we operate, and at a time where we are about to embark on a regeneration project of our Merchistoun Hall estate.

We are unashamedly proud of both our community centre (Merchistoun Hall), our staff & volunteer team and being the only community organisation in Hampshire to receive the national VISIBLE award!

Charity trustees & directors are people who serve on the governing body of a charity. They may be known as trustees, directors, board members, governors or committee members.

Trustee / directors are responsible for the controlling the management & administration of the organisation, coming from all areas of the community all with a united wish to support their local community.

In the near future we are looking to activate HCA Ltd - at present formulated but dormant as registered with Companies House as we will be transferring to a charitable company without shareholders, a decision taken in order to afford our board greater protection & indeed enables us to enter in to contracts for funding and loans.

The role is rewarding, at times challenging, and certainly with the new skills being gained, the new experiences and the partnership building it is never dull and yes *enjoyable!*

For more details on trustee ship visit the Charity Commission website
www.charitycommission.gov.uk

For more details on Directorship with Companies House visit their website on
www.companieshouse.gov.uk

Your commitment to HCA – time, responsibilities etc...

Time commitment will vary dependent on whether you take on an officer role and on whether you sit on sub-committees but as a guide we have scheduled bi-monthly Council of Trustees evening meetings at which we need to be quorate to make decisions and

on the alternate months we touch base for shorter action and review meetings

Those who sit on sub-committees will have regular usually fairly short daytime meetings.

At the present time we operate with 4 sub-committees – Finance, Buildings Health and Safety, Staffing and Pre-School.

We also have at least one Away Day where we meet with staff to look at our Business Plan

As a Trustee....

You will have responsibilities as detailed above and in relation to employment & Health & Safety. ...*but we cannot emphasise enough...* there is a support network around you to help guide you through this

You will be in post for 1 year at a time – *although it is hoped that you will stay with us for far longer than that?*

In support of safeguarding our vulnerable beneficiaries:

The post is confirmed on completion of a successful Criminal Record Bureau (CRB) check at the enhanced level as administered by Ofsted & supported further by legal requirements of the Independent Safeguarding Authority (ISA)

Public Benefits from 2010 AGM – Annual Trustees Report

INTRODUCTION

As outlined in last year's report HCA Ltd was formed in 2009 with a view to transferring the assets of Horndean Community Association to the new company. However, the assets have not been transferred to the new company which therefore, for the present time remains dormant

The rationale for the transfer remains as before, that in order to develop the association we will need additional trustees with specific professional skills and may need to borrow money. Attracting trustees of the calibre needed may be difficult without the protection offered by limited liability and the board will be reconsidering this option again in 2010-11

OBJECTS OF THE CHARITY

The objects of the Association are

- a) to encourage and promote, education, social welfare and recreation for the inhabitants of Horndean and neighbourhood by working with local authorities and other agencies
- b) to manage a community centre

The trustees regularly review the association's activities, and at least once a year hold a major strategy review to ensure that future plans are compatible with the objectives and the opportunities within the Horndean environment and to ensure that the activities planned are in line with the Charity Commission's guidance on public benefit.

ACTIVITIES OF THE CHARITY

The Association organises leisure and educational activities & services. In addition it provides advocacy, support & consultancy. It provides inexpensive facilities for other organisations running similar activities and hires out rooms for private meetings and functions. HCA contributes to services at local schools and works in close partnership with the local Children's Centre.

In line with its VISIBLE award, HCA continues to offer itself to its area of benefit as

- A voice to represent issues that affect the local community.
- A provider of services for local people
- An initiator of projects to meet locally identified needs
- A creator of strong networks of local people & organisations.
- Engages with local people to become active within their community
- A builder of partnerships with other local organisations & groups

STRUCTURAL GOVERNANCE AND MANAGEMENT

HCA is governed and managed by trustees. The trustees hold a bi-monthly full council meeting to which local authority advisors and councillor representatives are invited. In the intervening month they hold a less formal action and review meeting of the board and managers to ensure that all actions have been carried out and any new developments discussed. In addition to regular monthly meetings, individual trustees sit on various sub-committees which report to the main monthly meetings.

The decisions of the trustees are implemented by the Association Manager and his staff, nominated trustees, and other volunteers. At the end of the year, there were **four** full time equivalent employees. This includes the staff of the "Minnows" pre-school. HCA benefits from the work of some 30 volunteers.

Trustees are recruited from the "area of benefit", the public are made aware of the opportunity to become a trustee through internal communications to our users and volunteers, through our website, through appeals in other local magazines and community forums and occasionally through press releases. Trustees can either be appointed at the Annual General Meeting or by co-option during the year though this will change under the structure of HCA Ltd.

REVIEW OF THE PERIOD TO JUNE 2010

Activities: During the period to June 2010 the Association maintained the activity levels of 2009 and added some new services. Drama for both youth and adults continued to flourish as did the clubs for the elderly and over 55's with in excess of 50 weekly & monthly meetings of educational, craft, cultural, dancing and physical fitness sessions.

Officers and trustees continued their involvement with wider community projects, most significantly the Parish Plan, local Childrens' Partnership, the Rural Area Play Project and in particular continued to work with Extended Services, such work being of great mutual benefit enabling HCA to develop further :

- its work in partnership & collaboration on a much wider scale to a wider community
- promote to a far wider audience its services & activities
- Develop further activities, services & capital works on site
- Develop further outreach services
- Obtain extra funding (through delivering services that meet the needs of the Extended Services core outcomes & for the Association Manager's post as an ESCO for the programme)

Our 'Minnows' pre-school continues to provide a highly respected & quality education provision being held as a model of good practice by other local support services

Merchistoun Hall continues to be a highly popular venue for weddings and corporate events. These events are well received and the resultant income supports HCA's community work and its ability to develop the area of Social Enterprise.

Community Involvement: The association continued to work with a wide range of other interested groups to improve community facilities & services for Horndean residents. The association worked with such groups as The Village Regeneration Project, the Extended Services clusters (representing 30 schools in the local area and the Horndean Parish Plan. Additionally, The Parish Council and The Association continue working together to strengthen links. Nationally the Association continues to work with Community Matters, and BASAC (British Association of Settlements and Social Action Centres)

Since the last report the association has reviewed its business plan. As a result its medium term plans are to;-

- 1) Development of the Voice - youth support for the board of trustees
- 2) Trustee recruitment
- 3) Further development of the catering side of HCA
- 4) Development of the older persons programme

Site Development

The installation of new play equipment supplied by EHDC heralded the start of re-landscaping the grounds of Merchistoun Hall, this to be further developed during 2010-11 by the full

restoration of the pond, a new driveway and new outdoor lighting. With sufficient funding it is

hoped that we can start work on the outbuildings, this forming the background to our site development programme 'Merchistoun Hall' a living history. It is also hoped during 2010-11 to launch a micro- museum which will be the first stage of the restoration of Merchistoun Hall itself.

Volunteers

Once again the association and Horndean residents owe much to the many volunteers who give freely of their time to help in the smooth running of HCA. They provide essential administrative assistance, raise money, lead and help with so many activities to make Merchistoun Hall a good place to be. The trustees wish to express their gratitude and thanks. The association would not exist without them



'Merchistoun Hall has been a lifeline for me'



Activities & Services we offer currently at Merchistoun Hall

Minnows Preschool
 Havant Day Services
 AOF Meetings
 The Cotton Club Jive
 Social Bridge
 Parklands tea room (Wednesdays & Fridays)
 Keep Fit
 Adult Dance
 U3A monthly meetings
 EHLL Art class
 Weekly Craft Evening
 Tai Chi Chuan
 Fencing
 Horndean Amateur Theatrical Society
 Mahjong (with Parklands tea Room)
 Country & Western music rehearsals
 Simply Balboa dance nights

Minnows Drama Sessions
 55 Club (full day Mondays)
 Dog Classes (Various throughout week)
 55 Club Short Mat Bowls
 HCA Short Mat Bowls
 Aerobics
 Army Cadet Force
 Horndean Elders Club
 Youth Drama (5 classes)
 EHLL Guitar classes
 China Painting
 Tea Dance
 Line Dancing
 Yoga
 Egyptian Dance
 Friday Sales

Also: Ghost Watches / Book Fayres / Bus Tokens / Chain Gang Sunday lunches / CEROC workshop venue / Polling Station plus offering the rooms as meetings rooms for community & corporate.

We also support external projects such:

- Gales & Horndean Regeneration
- Horndean & Clanfield Youth Centre Partnership
- Extended Services
- Representation on the working party for the Horndean & Cowplain Local Children's Partnership
- Representation on the steering group of the East Hampshire Business Network
- Founders of the Horndean (business) Network
- Branches Children Centre Practitioner's Forum
- The Horndean Parish Plan (supporting Youth element of the plan with representation on the steering group)
- Drama support to schools & other providers of services for children & young people

Please refer to our 2010 - 2013 Business Plan for details of our partnership working

Further reading and support: - *You are not alone....*

We have spent many years developing partnerships and collaborations with partners both locally & nationally to support the role of the Trustee/ Director and so below are the organisations we work with who offer advice & support to us all here @ HCA ...*and in many cases we know all the relevant officers by their first name...and they know Brendan by his too!*

East Hampshire District Council community support team, heritage, planning, Licensing our Health & Safety Enforcement agency, childcare.

Hampshire County Council Community Support Team, Extended Services, The Arts trading standards

Branches & Linx Children's Centres for all things relating to children & young people

Our local schools 8 of them working in partnership with us

Community Matters & BASSAC for the national impact & perspective, VISIBLE, youth engagement

Community Development south East - empowerment

Hampshire Unison Health & Safety & employment

Children's Links (PLA) For all things preschool education

Community first East Hampshire Community & voluntary support, trustee training

Community first Portsmouth CRBs

Our solicitors – Mackarness & Lunt, Petersfield

In addition we have reviewed and amended the role of our Association Manager in order that he/she can be another advisory support mechanism to the board. The board also carefully recruits a staff team with the relevant backgrounds in order to further support the board also – as reflected in our staff recruitment policies of the Association in areas of: Community Development, management, consultancy, preschool education & childcare, the arts

Further Reading to support:

- The Essential Trustee – What you Need to Know
- Charities Act – Trustees information booklet
- HCA constitution
- HCA Policies
- HCA business Plan 2010 – 2013 (attached)
- Trustees Reading File – updated monthly – supported by e:newlsters



'My time at Merchistoun Hall has been amazing'

'Merchistoun Hall has been a big part of my life!..MH is cool'

Developing Social Enterprise

For a long time now we, as a sector have been strongly advised to practise the art of social enterprise – generation our own income independent of grant aid.

In pursuance of this we have remarketed our capital asset, the beautiful Merchistoun Hall & the 4.5 acres of parkland she is situated in as both a corporate and private function venue for weddings

Packs for both of these trading activities have been produced and have seen Merchistoun Hall play host to many wedding receptions & other celebrations whilst also playing host recently to a number of corporate meetings, trainings, Away Days – where exclusive use of the building and grounds can be hired & have been used!

Please see our website for sample of our wedding pack @ www.merchistounhall.co.uk and visit our reception to view a copy of the Business Function pack

Both sets of events have been hailed as huge successes by those who use us in terms of deliver of service & customer care & service

Other areas of social enterprise for HCA include:

- Office rental space – currently to Hampshire County Council Community Team satellite office & Carers Together ... this we hope expand further as direct result of our Site Development & restoration programme
- Havant Day Services Satellite centre for adults who require extra support
- Parklands Tea Room & our catering facility
- Room hire to commercial organisations
- Our bar facility.

This is supported further by working in partnership again with such organisations as:

RKDIA in respect of large scale & Silver service catering
Business in the Community &
those whom we recommend with regards to our wedding & function packs





What our supporters say about us:

*Thank you for your invaluable input which was greatly appreciated & valued
by many....*

Community Matters

HCA have met the hallmarks of effective charity...
Hampshire County Council

HCA offers an excellent facility in the arts...
East Hampshire District Council

*By working with HCA we will be able to consult with hard to reach children
& young people...*
Horndean Parish Council – Parish Plan

*Thank you very much for your help, the Portsmouth Seminar got very good
reviews & it is mainly down to you...*
BASSAC

You and your team are to be congratulated on your sterling work...
East Hampshire Volunteer Centre



Holiday arts workshops @ MerchistounHall

Chairman: Yvonne Sprack

Secretary: Jean Reynolds

Association Manager: Brendan Charles

Supporting Documents to this pack:

- Business Plan – containing further information on:
 1. Trustee names roles & responsibilities
 2. Staff names, roles & responsibilities
 3. Our aims & mission statement
 4. Our 4 priorities for the period 2010 – 2013
 5. History of HCA, funders, volunteers, achievements

- Minutes of the 2010 HCA AGM
- Constitution & Standing Orders
- Copy of most recent audited accounts 2009/2010
- Meeting dates for 2010 / 2011
- Health & Safety Policy
- List of policies for HCA



Contact Details

Tel 023 92597114

Fax 023 92343642

Email

hca.manager@btconnect.com &

hca.admin@btconnect.com

www.merchistounhall.co.uk

(includes our twitter & facebook accounts)

&

www.MerchistounMinnows.co.uk

