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CHARITY
COMMISSIONERS

03 NOV 2006

**THE TRUST FOR DEVELOPING COMMUNITIES
(A COMPANY LIMITED BY GUARANTEE
AND A REGISTERED CHARITY)**

**TRUSTEES ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 2006**

**REGISTERED NUMBER: 3939332
REGISTERED CHARITY NUMBER: 1106623**

**THE TRUST FOR DEVELOPING COMMUNITIES
(A COMPANY LIMITED BY GUARANTEE)**

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FOR THE YEAR ENDED 31st MARCH 2006**

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**THE TRUST FOR DEVELOPING COMMUNITIES
(A COMPANY LIMITED BY GUARANTEE)**

TRUSTEES' ANNUAL REPORT

The Trustees (who also act as Directors for Companies Act purposes) have pleasure in presenting their report and financial statements for the year ended 31 March 2006.

The Trustees believe that the financial statements comply with current statutory requirements, the Charity's governing document and the Statement of Recommended Practice.

Directors	Mrs Fabia Bates Mr Paul Bramwell Rev Matthew Buchan Miss Valerie Chisholm Mrs Jane Foster (until 17 November 2005) Ms Angela Freeman (from 28 November 2005) Revd. Rachel Gouldthorpe (from 17 November 2005) Cllr. Juliet McCaffery (until 17 November 2005) Mr Colin Miller Mr David Nicholls Mrs Eileen O'Leary Mr John Routledge Mr Roy Taylor Mr Alan Teague (from 17 November 2005) Mr John Watson (from 17 November 2005) Mrs Patricia Weller
Secretary	Mr Barry Hulyer
Company Number	3939332
Charity Number	1106623
Staff at 31 March 2006	Barry Hulyer, Manager Joanna Martindale, Projects Manager Linda Saltwell, Development Worker (Projects) Liv Singh, Community Buildings Development Worker Tom Warder, Community Development Worker, Queens Park & Craven Vale (seconded from Brighton & Hove Council) Catherine Mitchell, Community Development Worker, Bevendean Darren Calder, Manager, Millwood Community Centre Gill Sweeting, Administrator
Registered Office	Wavertree House Somerhill Road Hove BN3 1RN
Auditors	Clark Brownscombe 8 The Drive Hove BN3 3JT
Bankers	CafCash 25 Kings Hill Avenue Kings Hill West Malling Kent, ME19 4TA

**THE TRUST FOR DEVELOPING COMMUNITIES
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TRUSTEES ANNUAL REPORT – continued

STRUCTURE, GOVERNANCE AND MANAGEMENT

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

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

Board Membership

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

The Board meets six times a year, receiving reports from the staff and from its two Sub-Committees, and keeping an overall eye on the work of the Trust. The Minutes and papers for the Board meetings are also circulated to the staff to keep the aware of the decisions being taken by the Board.

At the Trust's AGM in November five Trustees resigned – Juliet McCaffery, Jane Foster, David Nicholls, John Routledge and Roy Taylor. The latter three, who stood down in accordance with the Trust's Memorandum and Articles of Association, were re-elected to the Board.

The invitations to the AGM had invited nominations for new members of the Board and we are delighted to report that following elections at the AGM we were joined by Angela Freeman, Rachel Gouldthorpe, Alan Teague and John Watson.

At the first Board meeting after the AGM Fabia Bates was elected as Chair of the Board, John Routledge who had held the position for three years decided it was time to stand down from the role. Roy Taylor was re-elected as Vice Chair.

Sub-Committees of the Board

The Personnel and Employment Sub-Committee has met as the need has arisen and the Finance Sub-Committee had met on a regular basis to ensure that the Trust's financial affairs are in good order.

David Nicholls, Chair of the Finance Sub-Committee, continues in the role of Treasurer.

Matters raised at the AGM for consideration by the board:

A number of matters were raised at the 2005 AGM which required Board consideration. The Trustees report their decisions as under:

1. Trust Objects: It was agreed not to produce laminated copies of the Trust's Objects, but to include a paper copy with the papers for each AGM.
2. More information about potential Trustees: It was agreed that in future potential Trustees be asked to provide 100 words of background information.
3. Production of a Trust Video: It was agreed that on both financial cost grounds and in terms of staff time the Trust could not afford to produce a video about its work.
4. Metadata: With regard to the suggestion that the Trust should do some work on metadata, the Board decided that this was not relevant to the Trust.

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TRUSTEES ANNUAL REPORT – continued

5. Setting up a Brighton & Hove parallel Trust: It was noted that many of the organisations involved in the Forum and the Local Strategic Partnership covered areas wider than the City of Brighton & Hove. It was accepted that if any matter arose which involved a conflict of interest for the Trust because of its activities outside the City, delegates would declare an interest and take no part in voting. For this reason it was agreed that the setting up of a parallel organisation which only covered Brighton and Hove was not appropriate. It was agreed the Chair should write to the person who had proposed the matter.

6. Rotating Chair: The Board rejected the suggestion of having a rotating Chair, either for the Board or for Away Days, recognising the importance of having an independent facilitator for Away Days, and a consistent focus for the Trust in terms of a Chair who held the office for a period of time.

Major Risks

The Directors have reviewed the major risks to which the company is exposed and are confident that controls are in place to mitigate those risks.

Organisational structure and how decisions are made

The Trust has a Board of Trustees and two sub-Committees – one dealing with personnel matters and the other with finance. The Personnel & Employment Sub-Committee meets as the need arises and the Finance Sub-Committee (FSC) meets quarterly. The Minutes of Sub-Committee meetings are circulated to the Board and received by them, and decisions are taken in relation to their recommendations. The Board sets policy, agrees the annual budget (following recommendation from the FSC) and takes decisions on major matters that arise. The Board meets on a two-monthly basis when it receives detailed reports from the Manager (re-titled Chief Executive from July 2006) on work in progress and opportunities arising and takes the necessary decisions.

The Chief Executive makes day-to-day decisions and meets with the Chairperson to discuss any upcoming issues between Board meetings.

Trustees, recruitment and appointment

A third of the Board of Trustees retires each year by rotation and the retirees are eligible to stand for re-election. Throughout the year the staff encourage people within the neighbourhoods where they work to take up membership of the Trust, and, as the AGM approaches to put themselves forward for election to the Board of Trustees. This approach has had some success. Invitations to the AGM are sent to all members and to a wide range of people within the statutory and voluntary sector. The covering letters encourage non-members to become members, and non-Trustees to consider standing for election to the Board. Such tactics have succeeded in producing a gender-balanced Board, but not, as yet, one that fully reflects the ethnic mix of the communities in which the Trust works. There is a good range of skills represented on the Board and no major deficiencies have been identified.

Induction and training of Trustees

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

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TRUSTEES ANNUAL REPORT – continued

All new trustees are provided with background information about the Trust and the responsibilities of being a charity trustee and they are required to sign a pro-form indicating that they have understood this information and are legally entitled to act as a charity trustee.

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

Relationships with related parties, including key partnerships

The Trust is a member of the National Urban Forum, the South East Open College Network and the Brighton & Hove Community & Voluntary Sector Forum. Members of staff or Trustees serve on the Local Strategic Partnership, the Public Service Board, the local Community Workers Network, the local Area Investment Framework Partnership Board and the Brighton & Hove Change-Up Consortium.

The Trust works closely with the Brighton & Hove Working Together Project, with the Hangleton & Knoll Project and with a range of community organisations in the various communities in which it works, as detailed elsewhere in this report. Much of the work which the Trust undertakes is commissioned by Brighton & Hove City Council under various Government funded initiatives. The Trust's Chief Executive and its two Project Managers have close working links with the officers of the city council and with many of its elected members. The Working in Community Organisations training extends into the wider East and West Sussex area and links exist with Hastings Voluntary Action, Eastbourne Association of Voluntary Societies, Action in Rural Sussex etc. The Trust disseminates information about its courses via a number of electronic networks including Sussex Community Internet Project.

Charity's aims and achievements

The Board believes that its work in the various neighbourhoods and its Working in Community Organisations training courses – as detailed in the following pages – have fully met the majority of its objectives. The Trust's whole ethos, permeates all aspects of its work, is to empower people and this ensures that it works to eliminate unfair discrimination and to encourage equality of opportunity.

Volunteer involvement

Volunteer input to the work of the Trust mainly consists of the valuable contribution made by the Trustees, whose names are listed elsewhere in the report. The Trust works with volunteers in the various communities where it is based, and seeks to increase volunteer participation in the various existing and newly formed community organisations. These hundreds of local residents are considered by the Trust to be 'community activists', volunteering for their own independent groups, rather than volunteers of the Trust. When recruiting new staff to work in any area, the Trust seeks the involvement of at least one local, volunteer, resident in the short listing and interview process.

Risk Policy

The Trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate its exposure to the major risks.

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TRUSTEES ANNUAL REPORT – continued

OBJECTIVES AND ACTIVITIES

The charity's objective and principal activities are:-

"To further such charitable purposes for the benefit of the inhabitants of economically and socially or socially disadvantaged communities in South East England as the trustees see fit, in particular but not exclusively by:-

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

ACHIEVEMENTS AND PERFORMANCE

The Trust continued to grow during the year under review and as the year ended was in the process of recruiting to three new posts.

The Community Empowerment Fund and The Neighbourhoods Network

As foreshadowed in our last Annual Report, the Trust's work with the Neighbourhoods Network was terminated at the end of the previous financial year, but some involvement continued whilst the Network's new facilitation arrangements were put in place. In addition, the *Neighbourhoods Manifesto*, setting out a public declaration of neighbourhood priorities, on which the Network and the Trust had been working during the previous year, was finally published in July 2005.

Neighbourhood Renewal Funded Projects

1. *Bevendean Community Development Work*

Following the successful completion of the Neighbourhood Action Plan for Bevendean, and the subsequent employment of a community development worker in the area, Catherine Mitchell has now been in post since September 2004.

The last year in Bevendean has been local people participating in a wide range of community activities, supported by Catherine Mitchell.

Action for Bevendean Community (ABC): The local community forum is set up to address a variety of community issues, and most recently has been working in partnership with Brighton and Hove Bus Company regarding the bus service to the estate. As a result of this partnership ABC has successfully negotiated new bus service times and conditions which it is hoped will improve transport links for local residents in the area. Meetings continue to be very well attended and the alternating of evening and daytime meetings has meant very good participation from Service Providers.

Bevendean Local Action Team (LAT): The LAT is a community safety forum for residents to address issues of community safety and anti-social behaviour with the local Police and Community Safety Team. In addition to this a number of the LAT committee members

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TRUSTEES ANNUAL REPORT – continued

have recently set up a series of working days for local people and service providers to come together to walk around the estate and discuss issues of concern e.g. graffiti or fly tipping. The Policy have commented that this group is a model of good practice for Community Policing.

Work with young people: After a successful consultation with young people last summer (printed report available on request) we were able to deliver a range of activities to young people in Bevendean. This included the development of local football provision in the area, resulting in over 25 young people taking part in weekly football training sessions. We are very grateful to the PCT for funding this work via their local fund for healthier communities. We were also successful in bidding to Neighbourhood Renewal for a part-time youth worker to develop these activities and to work with young people in the area. The youth worker will be commencing his employment with the Trust in July 2006. He will be able to take forward other recommendations from the 2050 consultation and develop partnerships with specialist youth providers that will bring their services to Bevendean.

Training Course: A successful training course 'Running a Community Organisation' developed in partnership by the Working Together Project, local residents and TDC, was run in Bevendean in February over five weeks. 18 residents took part and were able to develop their community and committee skills, a remarkable level of participation.

Newsletter group: This group is now on its fifth edition of the newsletter and, following local delivered tailored training, has been constituted as an independent group.

Community buildings: The Section 106 offer on the White Admiral site was considerably enhanced by the work of the Trust. From an initial offer of £20,000 the final settlement to go towards a community building was £112,000. The Buildings Group has a wide and varied membership and is working on fundraising bids this year. We are also looking at the implications to the group of the Church closure and redefining the original plans and building brief in the light of evolving needs. Bevendean desperately needs a community facility. The Trust's work in Bevendean was featured in a GOSE report on Neighbourhood Renewal (see below).

2. Community Buildings Worker

A major piece of work for Liv Singh, the Trust's Community Buildings Development Worker was work to produce a complete list of all community buildings in Brighton and Hove. This followed on from the mapping report, the Audit of Community Level Infrastructure below, produced in 2004.

In addition she continued to offer advice and support to groups who wanted to develop new community centres, those wanting to refurbish an existing one, those opening up a new Centre and any group experiencing problems or requiring help in relation to their building. She was also involved in the council's consultation work on the new Special Planning Document relating to developers' contributions to local facilities and infrastructure. Such Section 106 agreements can bring about major benefits in communities and neighbourhoods and in Bevendean, as mentioned above, a sum of £112,000 for the new community centre was obtained as part of the planning consent on a neighbouring site. In addition Liv served on an Assessment Panel for the allocation of Change-Up funding to Village Halls. One of the successful applications was St. Richards Church and Community Centre in Hove, which is part of the Hangleton & Knoll Project.

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TRUSTEES ANNUAL REPORT – continued

Her work with the Trust's Community Development Worker in Queens Park and Craven Vale, mentioned in our last report, culminated in the opening of 'The Shed' Community Room in May 2005.

Liv Singh was also the line manager of the Millwood Centre Manager, Darren Calder.

Unfortunately the Trust was unable to obtain funding to continue to employ a Community Buildings Worker and it was with deep regret that Liv Singh's post was made redundant on the 31st March 2006. The Trustees extend their best wishes to her in her new role with Action in Rural Sussex.

3. Millwood Centre

This last year was a busy one for Darren Calder, Millwood Centre Manager, as he juggled the responsibilities of managing the building with the ongoing development of a management committee that will ensure the sustainability of the Centre into the future.

He has developed very good links over the last year with the TA (Tenants Association) and this has enabled them to work together on decisions and projects which affect them both. The Management Committee now has a strong Chair and four local residents who are working with Darren Calder to develop the Centre in the way residents would like.

A very successful venture has been the Self Defence group for children aged between 5 and 12. Every week a group of around 10 local children meet, and we have been successful in funding this work via the Turner Health Chest.

The Centre was also very active during the hugely successful Turner Festival in the Summer of 2005. It hosted workshops for children and the Manager encouraged all the users to take part on the day.

Partnership working has achieved good results for the Community despite the lack of dedicated Community Workers in the area. Becky Purnell (Phoenix Community Centre) has been a particular support as have the Action Groups facilitated by Deborah Georgiou (Turner Programme Manager).

Physical improvements have been made to the Centre, over the last year, this includes the fitting of new toilets which can be accessed easily. Significant progress has also been made towards working out responsibilities in terms of building faults which were causing damp problems. The Council is now taking a firm lead on this work.

4. Queens Park & Craven Vale Community Development Worker

Following the completion of building works, 'The Shed' community room was officially opened by the Major on July 14 2005. A management committee was formed and they have been overseeing the growing use and development of 'The Shed' ever since. During this time the room has been supplied with equipment, including a laptop computer and broadband connection, and has been used for a variety of meetings and activities from Tea Parties to DIY sessions. There are now several established user groups: weekly yoga, Tai Chi, a parent and toddler group and ante-natal classes as well as the regular community group meetings. It has also been a focal point around which to develop partnership work with organisations such as the Seniors Project, Adult and Community Learning and Active for Life. A mosaic was installed on the front of the shed as part of an intergenerational project during the half term in June 2005.

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TRUSTEES ANNUAL REPORT – continued

Tom Warder, the Trust's Community Development Worker, has continued to work with the QPCV NAP (Neighbourhood Action Plan) Forum around the key issues affecting the community. In September 2005 they met with the Guinness Trust housing association to discuss the section 106 planning gain for a community room as part of the housing development on Freshfield Road. Agreement was reached to enlarge the size of this facility to 70m² and the group are currently reviewing the latest plans which include a kitchen and separate meeting area. The Forum also mounted a successful campaign against another high density development in Pankhurst Avenue, which was ultimately rejected and is to be reduced in size before re-application. The Forum has also spent time reviewing the NAP and working on roles and responsibilities.

Tom has also been supporting the Friends of Queens Park (FQP) group with a project to convert one of the tennis courts in Queens Park into a Multi Use Games Area (MUGA). Having met with the city council in June 2005, Tom and FQP established contact with Groundwork UK in November 2005. In January 2006 a fundraising strategy was developed and a thorough consultation was undertaken in February. Having passed the initial stage of fundraising, a full application to Barclays Spaces for Sport has now been submitted.

In October 2005 Tom and Ryan Edwards from Active for Life began running football training sessions with a large group of local young men at Stanley Deason leisure centre. These sessions ran weekly throughout the winter during which time the Racehill Football Club was formed with a committee of young people and local parents. The under 16 team has now joined a league and is training at Manor Road gym. This project was also about supporting local residents to address the problem of antisocial behaviour amongst young people in the area and as such was developed in partnership with Queens Park Community Association and the Community Safety Team.

Another key area of work has been supporting the QPCV Action Group during a transitional period as they oversee the development of both the new Summer Programme group and the Community Festival project; which also forms a key element of one local resident's WICO (Working in Community Organisations) course. The Summer Programme group has been meeting since November 2005, and has run two successful trips, applied for funding, adopted a child protection policy and is currently finalising this year's summer programme. The Community Festival group organised a very successful festival on June 10 2006 which attracted well over 500 people, despite clashing with England's opening World Cup game.

At 31 March Tom Warder's employment with the Council (from which he had been seconded) was ended and he became a Trust employee from 1 April 2006. Since then however he has decided to move on to pastures new and the Trust has recruited a part-time Community Development Worker and a part-time Community Worker with Young People to carry on the work in Queens Park/Craven Vale. The new workers will be in post by the time this report is published.

5. General

During the year it became clear that although the Government was to continue with Neighbourhood Renewal funding for another two years, there were somewhat different conditions. As a result the Manager had to devote considerable time to reapplying for funding for all the Trust's Neighbourhood Renewal projects.

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TRUSTEES ANNUAL REPORT – continued

Youth Work

Part of the Trust's work in Bevendean and Queen's Park involved work with young people and applications were made for funding to employ specialist youth workers in these areas. We are pleased to report that the applications were successful and that by the time this report is published the staff will have been recruited.

Mapping of Community Buildings in Brighton and Hove

This report published in March 2006 was the culmination of Liv Singh's work of identifying buildings throughout the city available for community use. The report includes details of rooms and halls for hire in the eb4U area and in those parts of the city which are not Neighbourhood Renewal areas.

Accreditation of WICO (Working in community Organisations) Training

The Trust wished to see its WICO students accredited to the level which they were achieving which was generally higher than Open College Network (OCN) Level 3. We have been fortunate that the University of Sussex has agreed a grant of £2,000 to cover work to upgrade the WICO training course accreditation to Level 4. This will require much detailed work on the syllabus and on the definitive document which sets out details of the various Units and the Outcomes required.

WICO Training Courses

The third WICO course, funded by the European Social Fund and the Learning & Skills Council, which had been running in Hastings since September 2004, came to an end in Autumn 2005. The 10 successful students received The Trust for Developing Communities Advanced Diploma in Community Development. WICO 4, also funded by the European Social Fund and the Learning & Skills Council, started in September 2005 in Worthing. At the same time the WICO 5 course was started in Brighton, but funded by way of Global Grants to the students' sponsoring organisations. As the year drew to a close plans were in hand for a further ESF/LSC funded course (WICO 6) to be held in Eastbourne. This was to be a short course covering the first three Units of the full course, and was designed to meet the needs of those who could not make the commitment to a full course. The tutor on the Brighton course is the Trust's Manager, Barry Hulyer, and the main tutor on the Worthing and Eastbourne courses is an external trainer, Charlie Jordan. Another external trainer, Jim Simpson, undertakes occasional sessions on each WICO course.

Linda Saltwell – Community Development Worker (Projects)

From April to September, Linda Saltwell remained on 8 hours per week, concentrating on a management and supervision role, over-seeing work in two areas of Brighton & Hove, Bevendean and Queens Park & Craven Vale. She also undertook any other pieces of work as required, for example the organisation, design and production of the TDC quarterly news bulletin Trust Developments, in time for the Trust AGM in November. In September, Linda increased her hours to 12 per week and undertook the Neighbourhood Action Planning project work in Coldean (see below).

Projects Manager

Last year's report mentioned that work was underway to recruit a Projects Manager. Jo Martindale was recruited and started working for the Trust at the end of June 2005, working 25 hours a week.

During the year she managed the development work in Coldean, Bevendean and Queens Park/Craven Vale as well as directly delivering a Community Development commissioned piece of work in Woodingdean (see below).

A large part of her work towards the end of 2005 and beginning of 2006 was in developing Projects and bid writing for both Neighbourhood Renewal and Community Development Commissioning. The Trust was very fortunate to be successful in all of these bids.

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TRUSTEES ANNUAL REPORT – continued

The increase in workload was such that by the end of the financial year arrangements were in place to recruit a second Projects Manager.

Brighton and Hove Council – Community Development Commissioning

The Trust's hope that it would be commissioned to undertake some community development work in Coldean and Woodingdean, mentioned in our last Annual Report, was realised and details of the work done are given below. Further funding was agreed to allow the work to continue in 2006-2007 and the Trust was also commissioned to work developing new community groups in the Lewes Road and Hollingbury/Stammer Heights areas. This necessitated a lot of work on the part of the staff in applying for the appropriate funding.

1. Coldean

This project, to produce a Neighbourhood Action Plan (NAP) for Coldean, was undertaken by Linda Saltwell. It involved an eclectic research methodology, focus and steering group work, networks and partnerships with local groups and service providers. This piece of work really caught the imagination of the local community and 17% of the population completed the large NAP questionnaire. A final report brochure was produced in March 2006. The Trust has negotiated funding to continue to support community development in Coldean in the coming year and it was decided to recruit a new part-time development worker to work in this area.

2. Woodingdean

The Trust's new Projects Manager, Jo Martindale, was responsible for delivering Community work in Woodingdean directly where TDC initiated a Volunteers Project. This piece of work saw 11 new Community volunteers recruited to a variety of local groups and a directory produced which promoted the key Community Organisations and their contacts. Jo worked closely with the Youth Centre and supported them via training with their fundraising efforts. The Trust has negotiated funding to continue to support community development in Woodingdean in the coming year.

Future Development of the Trust

The Trust held its first 'Away Day' for Trustees and staff in April 2005. This proved very valuable as a bonding exercise and in drawing out thoughts for the future development and direction of the Trust. The Trustees are very grateful to Brighton Racecourse for having offered a venue for the Away Day, and to Nicky Cambridge who acted as facilitator. A staff Away Day was held subsequently which led to the resolution of many of the issues raised at the joint Away Day. Management Committee and staff relations were further consolidated with the get-together at Christmas, and a further Away Day as being arranged for June 2006 when new staff would be able to join in the discussions and the work of producing an ongoing Development Plan for the Trust.

Other Work and Other Matters

1. Area Investment Framework/Change-Up

The Trust's Manager, Barry Hulyer, continued to serve on the Area Investment Framework Partnership Board and the Action Plan for Community Capacity Building over the next ten years was finalised. The Trust was also involved in the Brighton & Hove Change-Up Consortium which produced a Change-Up Development Plan for Brighton & Hove. This report identified the Trust as one of a number of infrastructure organisations in the city – providing services to other small organisations – something which will have importance for some of our funding applications.

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TRUSTEES ANNUAL REPORT – continued

2. GOSE (the Government Office for the South East)

Consultants working for GOSE produced a Case Study on Best Practice in Neighbourhood Renewal which gave prominence to the Trust and its work in Bevendean. Entitled *The Trust for Developing Communities: Supporting Neighbourhoods in Brighton and Hove*, this can be downloaded from www.renewal.net.

3. Hangleton & Knoll Project

During the year Barry Hulyer, Manager of the Trust, continued to give managerial support to the Hangleton & Knoll Project. By the end of the year additional funding had been obtained, a restructuring exercise had been undertaken and the Project was on a sound footing financially and structurally. As a part of this process it was agreed that the Trust would take over the management of the Portslade Community Development Worker from April 2006.

4. Good Practice in Neighbourhood Renewal

The Trust had been commissioned to undertake a series of events on Good Practice in Neighbourhood Renewal. The first of those events – on Good Practice in the field of Health, entitled Achieving Healthier Neighbourhoods – was held in April 2005 and was very successful with over 120 people in attendance. However the Council subsequently, in line with the new Government funding programme, proceeded to organise other events within the Single Community Programme, in which the Trust was not involved.

5. Capacity building

The Manager was involved in discussions with the Working Together Project and Sussex Community Internet Project with a view to obtaining a building for use as a training and capacity building centre. Unfortunately a bid for funding to carry out a feasibility study was unsuccessful and the matter has not been pursued further.

Core Funding

Whilst applications for funding for community development projects in the city of Brighton & Hove have been very successful, the Trust receives no specific funding for its core running costs – costs which cannot be directly attributed to any of the projects but without which we could not manage the projects. An application was made to the city council for three year funding towards those core costs but this was one application which did not succeed. It is planned to approach the Big Lottery for funding for the core and other matters.

Trust Policies

During the year a revised and more detailed Equal Opportunities Policy was developed, as were more detailed financial procedures which took account of the increased scope of the Trust's work and the greater amount of financial transactions being processed. Work on developing a reserves Policy was finalised and the full text of the policy is given in the preamble to the financial sections of this report.

Work was also done on developing Trust Salary Scales, as opposed to using the local government NJC scales where the number of points in each grade did not meet the Trust's needs.

Trust Membership and Trust Developments

Invitations to the Trust AGM were accompanied by membership application forms and staff have made efforts to recruit members in the areas where they work. It is the Trust's aim to be as

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TRUSTEES ANNUAL REPORT – continued

representative as possible of the communities in which it works and the Trustees would particularly welcome applications from the various organisations with whom our staff work in the communities. By the end of 2005/2006 membership stood at 108 of which three were organisational members.

A third issue of the Trust's newsletter – *Trust Developments* – was produced by Linda Saltwell and circulated to members and others. Future issues will be developed by the Trust's new Administrative Worker, Jill Brookes.

Administration

Gill Sweeting is still undertaking administrative and bookkeeping work on a flexible, freelance basis and the Hangleton & Knoll Project is still undertaking payroll services. However the growing amount of work and the need to have administrative support in the office led to the Board agreeing to recruit a part-time Administrator to be based in Wavertree House. The recruitment process was being planned as the year came to an end.

Office

The Trust has remained in its office at the RNIB's Wavertree House in Hove although it gets a bit crowded if everyone is there at the same time. However as most of the staff work part-time, the situation is manageable. We continue to find the situation more convenient than the previous office in the Brighton Business Centre.

FINANCIAL REVIEW

Reserves

The Board believes that the Trust should hold financial reserves because:

- (i) it has no endowment funding and is entirely dependent on obtaining income to undertake set, time-limited pieces of work and to provide training courses of a pre-determined length. The majority of the funding for this work is dependent on local authority and national government policies and funding for work in the Trust's areas of expertise.
- (ii) it requires protection against loss of funding, and the ability to continue operating for a period of time should such funding cease or reduce.
- (iii) it needs to be able to meet statutory redundancy payments to staff and other liabilities should the need arise.

The Board believes that the optimum level of reserves should be the equivalent of four months' expenditure, such figure to be set on the basis of the audited expenditure for the previous year.

The reserves figure will be reviewed each year at the first meeting of the Finance Sub-Committee after receipt of the audited accounts and a recommendation made to the following meeting of the Board with whom the final decision will rest.

Banking

The Trust continues to be happy with its banking arrangements with CAFBank and the interest rates being received. A maximum amount is kept in the Trust's deposit account and a close eye is kept on the situation to ensure that this is the case.

Principal funding sources

The two principal funding sources, Neighbourhood Renewal Funding and Brighton & Hove City Council Community Development Commissioning both support the Trust's key objectives through its work in deprived neighbourhoods.

**THE TRUST FOR DEVELOPING COMMUNITIES
(A COMPANY LIMITED BY GUARANTEE)**

TRUSTEES ANNUAL REPORT – continued

Investment policy

The Trust has two accounts with CAFBank, the banking arm of the Charities Aid Foundation. The maximum possible is kept in a deposit account, which pays a higher rate of interest. The Trust has decided against current investment in equities feeling that this introduces an inappropriate risk.

PLANS FOR FUTURE PERIODS

The Trustees intend the Trust to continue to work in its current neighbourhoods of Brighton & Hove and to initiate new work into other neighbourhoods as the demand arises, subject to available funding. In 2006 it has started work in the Lewes Road area of Brighton to develop a community organisation and related infrastructure, and has employed a community development worker to work in Coldean consolidating on the work done by Linda Saltwell in 2005-2006. It is also undertaking development work in the Hollingbury/Stanmer Heights area of the city and managing the community development worker at the Portslade Community Project. It is envisaged that this worker, currently employed by the Hangleton & Knoll Project, will transfer to the Trust's employment at 1 April 2007. Since the bulk of this report was written the Trust has been commissioned to employ a Community Participation Worker, also in Coldean, who will be based in a new residential and resource centre for elderly people in the area. It is hoped to fill the post in September 2006.

The Trust is also investigating the possibility of widening its work in developing communities in the areas of environmental and economic projects.

The Trust is working towards the development of a written and published Strategic Plan. Annual 'Away Days' are held for staff and trustees where strategic issues are considered.

FUNDS HELD AS CUSTODIAN TRUSTEE ON BEHALF OF OTHERS

The Community Development Workers' Network

The Network of community development workers has received a small amount of funding, which the Trust holds on its behalf since it does not have its own bank account. The money (£211.00 at 31 March 2006) is clearly designated in the Trust's accounts as 'Held for Community Development Workers' Network'.

Queens Park/Craven Vale Community Room

The Trust also held an amount of £344.50 at 31 March 2006 on behalf of the above. This has since been paid.

STATEMENT OF DIRECTOR'S RESPONSIBILITIES

Law applicable to incorporated charities in England and Wales requires the Trustees, who are also the directors of the Company, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity at the end of the year and of its financial activities during the year then ended. In preparing those financial statements the Trustees are required to:-

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

**THE TRUST FOR DEVELOPING COMMUNITIES
(A COMPANY LIMITED BY GUARANTEE)**

TRUSTEES ANNUAL REPORT – continued

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and which enables them to ensure that the financial statements comply with the Companies Act 1985. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Charity and to prevent and detect 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 234A of the Companies Act 1985) 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

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

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

By order of the Board



.....
Trustee/Director

Date: *3rd October 2006*

**THE TRUST FOR DEVELOPING COMMUNITIES
(A COMPANY LIMITED BY GUARANTEE)**

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

We have audited the financial statements of The Trust For Developing Communities for the year ended 31 March 2006 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charity's Trustees as a body in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charity's Trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to any one other than the charity and the charity's Trustees as a body or our audit work, for this report or for the opinions we have formed.

Respective responsibilities of Trustees and Auditors

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

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We report to you whether, in our opinion, the Trustees' Annual Report is not consistent with the financial statements. We also report to you if, in our opinion, the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions is not disclosed.

We are not required to consider whether the statement in the Board Representatives' report concerning major risks to which the charity is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the charity's risk management and control procedures.

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

Basis of audit opinion

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

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

THE TRUST FOR DEVELOPING COMMUNITIES
(A COMPANY LIMITED BY GUARANTEE)

REPORT OF THE INDEPENDENT AUDITORS TO THE COMMITTEE MEMBERS OF
THE TRUST FOR DEVELOPING COMMUNITIES – continued

Opinion

In our opinion:

- the financial statements give a true and fair view in accordance with United Kingdom Generally Accepted Accounting Practice of the state of the charity's affairs at 31 March 2006, and of its surplus for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Trustees' Annual Report is consistent with the financial statements.

8 The Drive,
Hove,
East Sussex
BN3 3JT



Clark Brownscombe
Chartered Accountants
Registered Auditor

Date: 23rd October 2006

**THE TRUST FOR DEVELOPING COMMUNITIES
(A COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2006**

INCOME AND EXPENDITURE

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2006 £	Total Funds 2005 £
INCOMING RESOURCES					
From Generated Funds:					
Investment income					
Bank interest		<u>4,272</u>	-	<u>4,272</u>	<u>1,904</u>
From Charitable Activities					
Grants and Awards	2	-	219,219	219,219	168,032
Fees etc.		<u>20,853</u>	-	<u>20,853</u>	<u>14,147</u>
		<u>20,853</u>	<u>219,219</u>	<u>240,072</u>	<u>182,179</u>
TOTAL INCOMING RESOURCES		<u>25,125</u>	<u>219,219</u>	<u>244,344</u>	<u>184,083</u>
RESOURCES EXPENDED					
Charitable activities		16,862	197,658	214,520	164,712
Governance costs	3	<u>2,449</u>	-	<u>2,449</u>	<u>1,150</u>
TOTAL RESOURCES EXPENDED		<u>19,311</u>	<u>197,658</u>	<u>216,969</u>	<u>165,862</u>
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS		5,814	21,561	27,375	18,221
TRANSFERS		(1,540)	1,540	-	-
NET INCOMING/(OUTGOING) RESOURCES AFTER TRANSFERS		4,274	23,101	27,375	18,221
BALANCES BROUGHT FORWARD		<u>68,308</u>	<u>5,214</u>	<u>73,522</u>	<u>55,301</u>
BALANCES CARRIED FORWARD		<u>72,582</u>	<u>28,315</u>	<u>100,897</u>	<u>73,522</u>

These financial statements are prepared in accordance with the Special Provisions of Part VII of the Companies Act 1985 relating to small companies and the Financial Reporting Standard for Smaller Entities (effective January 2005).

There are no other recognised gains or losses in the year.

The net incoming/outgoing resources for both the current and previous financial year arose from continuing operations.

The notes on pages 19 to 23 form part of these financial statements


**THE TRUST FOR DEVELOPING COMMUNITIES
(A COMPANY LIMITED BY GUARANTEE)**

**BALANCE SHEET
AS AT 31 MARCH 2006**

	Notes	2006		2005	
		£	£	£	£
FIXED ASSETS			-		-
CURRENT ASSETS					
Debtors	6	171		5,632	
Cash at bank and in hand		<u>121,678</u>		<u>118,990</u>	
		121,849		124,622	
CREDITORS					
Amounts falling due within one year	7	<u>20,952</u>		<u>51,100</u>	
NET CURRENT ASSETS			<u>100,897</u>		<u>73,522</u>
NET ASSETS			<u>100,897</u>		<u>73,522</u>
FUNDS					
Income - Unrestricted	8		72,582		68,308
- Restricted			<u>28,315</u>		<u>5,214</u>
			<u>100,897</u>		<u>73,522</u>

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2005).

The financial statements on pages 1 to 23 were approved by the Board of Trustees on:
3rd October 2006


.....
Director/Trustee

The notes on pages 19 to 23 form part of these financial statements

**THE TRUST FOR DEVELOPING COMMUNITIES
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
(Forming part of the Financial Statements)**

1. ACCOUNTING POLICIES

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

Basis of preparation

The financial statements have been prepared in accordance with applicable UK Accounting Standards Companies Act 1985 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

Cash flow statement

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

Depreciation and Fixed Assets

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

Fund accounting

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

Unrestricted funds

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

Restricted funds

These funds are for use as directed by the donor.

Incoming Resources

Donations

Investment income

Investment income is recognised on an accruals basis.

Grants

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

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

Resources expended

Resources expended are accounted for on an accruals basis.

- | | |
|---------------------------|---|
| Costs of generating funds | - comprise those costs incurred in publicity and fund raising events. |
| Charitable activities | - comprises all expenditure directly relating to the principal activity. |
| Governance costs | - include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements. |

**THE TRUST FOR DEVELOPING COMMUNITIES
(A COMPANY LIMITED BY GUARANTEE)**

NOTES - continued

2. INCOMING RESOURCES

	Unrestricted	Restricted	2006 Total	2005 Total
	£	£	£	£
From Charitable Activities:				
Grants and Awards				
Community Development Commissioning				
Coldean CD Project	-	15,692	15,692	-
Lewes Road/CD Project	-	10,896	10,896	-
Woodingdean CD Project	-	16,224	16,224	-
Community Empowerment Fund	-	1,000	1,000	31,500
Neighbourhood Renewal Income				
Bevendean CD Project	-	38,728	38,728	31,380
Bevendean Site Survey	-	-	-	1,163
Community Buildings Development	-	20,814	20,814	19,968
Millwood Centre Manager	-	14,640	14,640	14,036
QPCV CD Support Project	-	39,208	39,208	39,085
WICO 2	-	-	-	8,400
WICO 3/4	-	30,410	30,410	22,500
WICO 5	-	31,607	31,607	-
	<u>-</u>	<u>219,219</u>	<u>219,219</u>	<u>168,032</u>

3. GOVERNANCE COSTS

	Unrestricted 2006 £	Unrestricted 2005 £
Auditors remuneration	1,763	1,150
AGM/Public Meeting	604	-
Bank charges	27	-
Filing fee and subscriptions	55	-
	<u>2,449</u>	<u>1,150</u>

4. TRUSTEES REMUNERATION

No Trustees or connected persons received any remuneration during the year. Reimbursement of expenses incurred by Trustees amounted to £Nil (2005: £Nil).

5. STAFF NUMBERS AND COSTS

The average number of employees during the year was 6 (2005: 6) calculated on the basis of full time equivalents. No employee received emoluments over £50,000.

The aggregate payroll costs in respect of these employees were:

	2006 £	2005 £
Wages and salaries	128,488	98,181
Social Security costs	11,506	8,768
Pension costs	9,387	6,375
	<u>149,381</u>	<u>113,324</u>

**THE TRUST FOR DEVELOPING COMMUNITIES
(A COMPANY LIMITED BY GUARANTEE)**

NOTES – continued

6. DEBTORS

	2006	2005
	£	£
Trade Debtors	<u>171</u>	<u>5,632</u>

7. CREDITORS:

	2006	2005
	£	£
Trade Creditors	18,633	10,676
Amounts held on behalf of other organisations	556	39,274
Accruals	<u>1,763</u>	<u>1,150</u>
	<u>20,952</u>	<u>51,100</u>

8. FUNDS

The funds are represented by the following assets:

	Unrestricted Funds	Restricted Funds	Total 2006	Total 2005
	£	£	£	£
Fixed assets	-	-	-	-
Net current assets	<u>72,582</u>	<u>28,315</u>	<u>100,897</u>	<u>73,522</u>
	<u>72,582</u>	<u>28,315</u>	<u>100,897</u>	<u>73,522</u>

The individual balances are as shown on page 22.

9. The Trust for Developing Communities is a company limited by guarantee. In accordance with clause 7 of its Memorandum of Association every member of the charity undertakes to contribute such amount as may be required (not exceeding £1) to the charity's assets if it should be wound up while he or she is a member or within one year after he or she ceases to be a member.

**THE TRUST FOR DEVELOPING COMMUNITIES
(A COMPANY LIMITED BY GUARANTEE)**

DETAILED PROFIT & LOSS ACCOUNT

	Lewes Road CD Project	Community Empower- ment Fund	Bevendean CD Project	Coldean CD Project	Community Buildings Dev. Worker	Millwood Centre Manager	QPCV CD Support Project	WICO 3/4	WICO 5	Neighbour hood Needs Fund	Woodingdean CD Project	General Expense	Total Restricted £
INCOME	10,896	1,000	38,728	15,692	20,814	14,640	39,208	30,410	31,607	-	16,224	-	219,219
EXPENDITURE	-	1,013	41,663	15,692	22,191	14,160	40,264	31,614	14,826	-	16,224	11	197,658
Surplus/(Deficit)	<u>10,896</u>	<u>(13)</u>	<u>(2,935)</u>	<u>-</u>	<u>(1,377)</u>	<u>480</u>	<u>(1,056)</u>	<u>(1,204)</u>	<u>16,781</u>	<u>-</u>	<u>-</u>	<u>(11)</u>	<u>21,561</u>
Transfers	-	-	-	-	2,153	-	-	-	-	(613)	-	-	1,540
Balance b/fwd	-	<u>13</u>	<u>3,130</u>	<u>-</u>	<u>(776)</u>	<u>1,258</u>	<u>1,086</u>	<u>(110)</u>	<u>-</u>	<u>613</u>	<u>-</u>	<u>-</u>	<u>5,214</u>
Balance c/fwd	<u>10,896</u>	<u>-</u>	<u>195</u>	<u>-</u>	<u>-</u>	<u>1,738</u>	<u>30</u>	<u>(1,314)</u>	<u>16,781</u>	<u>-</u>	<u>-</u>	<u>(11)</u>	<u>28,315</u>

**THE TRUST FOR DEVELOPING COMMUNITIES
(A COMPANY LIMITED BY GUARANTEE)**

DESCRIPTION OF RESTRICTED PROJECTS

The purpose of each restricted fund is as follows:

- Lewes Road CD Project
 - to develop and support a fledgling community organisation in the Lewes Road area of Brighton. The funding for which work which started in 2006-2007 came from the council's Community Development Commissioning funds.
- Bevendean CD Project
 - to develop and support a range of community organisations in the Bevendean area of Brighton, including raising funding to pay for a new community centre for the area. The funding came from the government's Neighbourhood Renewal funds via Brighton & Hove City Council.
- Coldean CD Project
 - to develop and support a range of community organisations in the Coldean area of Brighton. The funding came from the council's Community Development Commissioning funds.
- Community Buildings Development Worker
 - to provide support to the numerous organisations in the city which own and/or manage community buildings and to identify gaps in community buildings infrastructure with a view to working to fill those gaps. The funding came from the government's Neighbourhood Renewal funds via Brighton & Hove City Council.
- Millwood Centre Manager
 - to manage the Millwood Community Centre which serves the Kingswood and Milner estates in central Brighton, including developing community facilities in the area. The funding came from the government's Neighbourhood Renewal funds via Brighton & Hove City Council.
- QPCV Support Project
 - to develop and support a range of community organisations in the Queen's Park and Craven Vale area of Brighton, including developing community facilities in the area. The funding came from the government's Neighbourhood Renewal funds via Brighton & Hove City Council.
- WICO 3 & 4
 - to provide Working in Community Organisations (WICO) training in East Sussex at a base in Hastings – to be followed by WICO 4 which will provide the training in West Sussex. The funding for this training came from the Learning & Skills Council and the European Social Fund via Action in Rural Sussex.
- WICO 5
 - to provide Working in Community Organisations (WICO) training in Brighton for the staff/volunteers of a number of community organisations in the city. The course was funded by the sponsoring community organisations each of which was grant-aided for that purpose by Brighton & Hove City Council's Global Grants programme.
- Woodingdean CD Project
 - to develop and support a range of community organisations in the Woodingdean area of Brighton. The funding came from the council's Community Development Commissioning funds.