

CAMDEN COMMUNITY AND POLICE CONSULTATIVE GROUP

(Limited by Guarantee)

COMPANY NO.: 5348915

CHARITY NO.: 1111175

REPORT AND UNAUDITED ACCOUNTS

**for the year ended
31 March 2009**

**SUSAN FIELD
CHARTERED ACCOUNTANT**

**NEPTUNE HOUSE
70 ROYAL HILL
LONDON SE10 8RF**

Camden Community and Police Consultative Group

Status: Company No. 5348915 (Limited by Guarantee)
Charity registration No. 1111175
The Company's governing document is its Memorandum and Articles of Association dated 1st November 2004
The charity is often known as CCPCG and Camden CPCG

Secretary and Registered Office: Peter Ward
16-18 Whidborne Street
London
WC1H 8EZ

Members of the board of Management: Janine Griffis (Chair)
Leon Ellenport (Treasurer)
Barbara Hughes (Vice Chair)
Meric Apak
Sarah Anne Burstin
Christopher Fagg
Simon Horvat-Marcovic
James King
Pamela Mansi
Peter Rutherford
Joseph Spalter
Jamie Taylor
Andrew Walker

Independent Examiner: Susan Field FCA
Susan Field Limited
Neptune House
70 Royal Hill
London SE10 8RF

Bankers: Alliance & Leicester Commercial Bank Plc.
Bootle
Merseyside
GIR 0AA

Camden Community and Police Consultative Group

Trustees' Report
for the year ended
31 March 2009

This report is also a directors' report required by s 234 of the Companies Act 1985 and all trustees are directors.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Camden Community and Police Consultative Group is a registered charity and a company limited by guarantee. The governance framework for the organisation is set out in Memorandum & Articles of Association lodged with the Charity Commission and Companies House. Some trustees are invited to join because of their positions:

- The Borough Commander
- The Senior Police Officer with responsibility for partnership working
- The Councillor with responsibility for community safety.

Other Directors are elected annually by the general membership. All new Trustees are supplied with a comprehensive information pack covering the governance structure and the policies and procedures of the organisation. The Trustees are elected at the Annual General Meeting and form the Board of Directors. At the first meeting of the Board following the Annual General Meeting, directors elect the Chair, Vice Chair and the Treasurer.

The Board strives to ensure that a diverse cross section of statutory, community and voluntary organisations are members of the Group. These organisations nominate a person to represent them and sign a Letter of Understanding. By doing this we maintain an extensive network throughout the voluntary and community sector.

The Group employs two members of staff: Peter Ward, the Group Administrator, works full-time and Fayth Rowe, the Outreach Officer, works three days a week.

Peter Ward is responsible for all aspects of the operation of the Group and also acts as the Company Secretary. He is answerable to the Board and on a day-to-day basis, to the Chair. The Group Administrator frequently meets with the Treasurer to discuss financial matters. The Group Administrator manages Fayth Rowe who is responsible for outreach work with young people and the Stop & Search Monitoring Group.

The Group has extensive links with Camden's Community Safety Partnership, the Metropolitan Police's Safer Neighbourhoods scheme, Voluntary Action Camden, Camden CEN and various committees and forums at the pan-London level.

Camden Community and Police Consultative Group

Trustees' Report
for the year ended
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Risk assessment

The MPA policy of capping their funding to all borough consultative groups to £50,000 over the past three years has left a funding gap in Camden of £25,000. The Board set the target of raising an additional £25,000. The Treasurer keeps the Board informed of the Group's financial position and provides financial reports at every Board meeting.

OBJECTIVES AND ACTIVITIES

Objectives of the Charity

The Objectives of the Group are to promote for the benefit of the public:

- good citizenship and greater participation in matters relating to public safety and the prevention and solution of crime;
- the protection of people and property from crime by the improvement of relationships and co-operation between the police and the community.

Objectives of the year

In addition to holding six public meetings a year, the Group adopted five objectives to:

1. Improve the operational effectiveness of the Borough's Safer Neighbourhood Panels through the Safer Neighbourhood Working Party
2. Further strengthen the Group's involvement in Camden's Community Safety Partnership. In particular, working with other community/voluntary organisations.
3. Further build upon the Group's improvements in communications with our members and the wider community and in dissemination of information and crime data.
4. Ensure the effective monitoring of the use of police powers of Stop and Search.
5. Pursue greater involvement of young people in activities.

Volunteer help

Volunteers are essential to the success of the Group. Our 50 members represent 45 voluntary and community organisations and our chair and treasurer in particular donate many hours of their time every week to the activities of the Group.

Camden Community and Police Consultative Group

Trustees' Report
for the year ended
31 March 2009

ACHIEVEMENTS AND PERFORMANCE

Performance achieved against objectives set

In April 2008 we changed the format of our meetings to reflect the joined up nature of community safety. The meetings were themed around the Community Safety Partnership's priorities, examining a different priority at each meeting. The attendance at our six main Group meetings remained steady at between 45 and 50 people.

We made good strides with our five main objectives:

1. Janine Griffis, the Chair of the CCPCG, continued to chair the Safer Neighbourhood Working Party, a sub group of the Community Safety Partnership, and Peter Ward provided administrative support. The Group worked with the Community Safety Partnership to devise training for panel members and sergeants.
2. Janine Griffis represented the Group on the Community Safety Partnership's Executive. Peter Ward was a member of the Partnership's Performance Management Group. Both Janine and Peter attended a number of Partnership operational groups. Peter continued to be a member Camden Community Engagement Network Board and has worked closely with Voluntary Action Camden.
3. The Group's database grew to over 650 people, including 350 with email addresses. The Group regularly disseminates information on policing and community safety both in electronic and paper forms.
4. The Group held a series of meetings throughout the year with different communities about the police use of Stop and Search they included:
 - 7 Stop and Search meetings in local youth clubs
 - 3 Borough-wide Stop and Search Monitoring Group meetings
 - 3 Myth Busting workshops bringing together Muslim young people and the police to discuss radicalisation and stereotyping
5. Our primary engagement with young people throughout the year was through our Stop and Search meetings. We also held three focus groups with students and young people as part of the Community Safety Partnership's Strategic Assessment.

Camden Community and Police Consultative Group

Trustees' Report
for the year ended
31 March 2009

Fundraising performance

The MPA froze the Group's core funding at £50,000; however, they did agree to contribute £5,000 towards the youth Stop and Search workshops. The Community Safety Partnership also contributed £3,000 to these workshops. The Community Safety Partnership commissioned the Group to run 11 focus groups as part of their Strategic Assessment which generated £5,250. The London Borough of Camden funded the three Myth Busting events which came to £19,050, with the Community Safety Partnership also contributing £1,500 towards the events.

FINANCIAL REVIEW

Reserves Policy

The Group holds a current account and interest-bearing deposit account: every effort is made to keep the balance of the current account as low as possible with all balances being held in the deposit account. This has led to the Group earning £914 in interest payments.

Principal funding sources, and how expenditure has supported key objectives

The Metropolitan Police Authority remains the Group's principal funding source. The funds provided by the MPA contribute to the Group's general running costs. The outcomes of the five objectives were included in a service level agreement, and progress was reviewed every three months. A MPA representative attends our Board meetings and they also receive a copy of the Group's Annual Report.

PLAN FOR FUTURE PERIODS

In the application for funding the Group agreed that during 2009/10, the Group would undertake to:

1. Hold six CCPCG meetings per year and increase membership, participation and diversity.
2. Provide advice and support to SNPs
3. Hold three Stop & Search and Diversity meetings and two community outreach meetings.
4. Continue to pursue greater involvement of the community and voluntary sector in the activities of the Community Safety Partnership.

Camden Community and Police Consultative Group

Trustees' Report
for the year ended
31 March 2009

Members of the Board of Management

Members of the board of management who served during the year and up to the date of this report were as follows:

Janine Griffis (Chair)
Barbara Hughes (Vice Chair)
Leon Ellenport (Treasurer)
Meric Apak (Appointed 16 July 2008)
Sarah Anne Burstin (Appointed 16 July 2008)
Christopher Fagg (Appointed 17 July 2007)
Simon Edward Horvat-Marcovic (Appointed 16 July 2008)
James Robert King (Appointed 25 June 2007)
Pamela Rose Mansi (Appointed 9 July 2007)
Benjamin Rawlings (Resigned 16 June 2008)
Joseph Henri Spalter (Appointed 16 July 2008)
Nigel Stewart (Resigned 21 July 2008)
Michael Stuart (Resigned 21 July 2008)
Felicity Marion Rea (Resigned 21 July 2008)
Peter Rutherford (Appointed 16 July 2008)
Jamie Taylor (Appointed 17 February 2005)
Andrew Roy Walker (Appointed 6 July 2008)

Camden Community and Police Consultative Group

Trustees' Report
for the year ended
31 March 2009

Statement of Trustees' Responsibilities

The trustees (who are also directors of the charitable company for the purposes of company law) are responsible for preparing the Trustees' Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources (including the income and expenditure) of the charitable company for that period. In preparing those financial statements, the trustees are required to:

- a) select suitable accounting policies and apply them consistently;
- b) observe the methods and principles in the Charities SORP;
- c) make judgments and estimates that are reasonable and prudent;
- d) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company, and which enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report, which has been prepared in accordance with the special provisions of part VII of the Companies Act 1985 applicable to small companies was approved by the Board on and signed on its behalf.

On behalf of the Board of Management

Janine Griffis (Chair)

Leon Ellenport (Treasurer)

Independent Examiner's Report to the Trustees of Camden Community and Police Consultative Group

I report on the financial statements of the company for the year ended 31 March 2009, which are set out on pages 9 to 16.

This report is made solely to the charity's trustees, as a body, in accordance with section 43, Charities Act 1993 (as amended). My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for the year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the financial statements (under section 43(3)(a) of the 1993 Act);
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act); and
- state where particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 221 of the Companies Act 1985; and
 - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of section 226(A) of the Companies Act 1985 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;

have not been met; or

- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Susan Field FCA
 Susan Field Limited
 Chartered Accountants
 Neptune House
 70 Royal Hill
 London SE10 8RF

Date:

Camden Community and Police Consultative Group

Statement of Financial Activities
Income and Expenditure Account
for the year ended
31 March 2009

	Note	Restricted Funds	Unrestricted Funds	Total Funds 2009	Total Funds 2008
		£	£	£	£
Incoming resources					
Incoming resources from generated funds:					
Voluntary income	2	-	50,000	50,000	50,000
Investment income		-	914	914	2,010
Incoming resources from charitable activities					
	3	-	43,466	43,466	46,211
Total incoming resources		-	94,380	94,380	98,221
Resources expended					
Charitable activities	4	-	96,946	96,946	115,510
Governance costs	5	-	1,497	1,497	920
Total resources expended		-	98,443	98,443	116,430
Net income/(expenditure) for the year before transfers		-	(4,063)	(4,063)	(18,209)
Transfers between funds					
Net movement in funds		-	(4,063)	(4,063)	(18,209)
Reconciliation of funds					
Total funds brought forward		-	32,540	32,540	50,749
Total funds carried forward		-	28,477	28,477	32,540

All the above results are derived from continuing activities.

There were no other recognised gains and losses other than those stated above

Camden Community and Police Consultative Group

Balance sheet
as at
31 March 2009

	<u>Note</u>	<u>2009</u>		<u>2008</u>	
		£	£	£	£
Fixed assets					
Tangible assets	8		864		1,324
<i>Total fixed assets</i>			864		1,324
Current assets					
Debtors	9	4,753		21,782	
Cash at bank and in hand		28,988		14,418	
<i>Total current assets</i>			33,741		36,200
Creditors: amounts falling due within one year	10		(6,128)		(4,984)
<i>Net current assets</i>			27,613		31,216
Total assets less current liabilities			28,477		32,540
<i>Net assets</i>	11		28,477		32,540
The funds of the charity:					
Restricted funds			-		-
Unrestricted funds:					
Designated		1,420		1,420	
General fund		27,057		31,120	
Total unrestricted funds			28,477		32,540
<i>Total charity funds</i>	12		28,477		32,540

In the opinion of the directors the company is entitled to claim exemptions from audit by virtue of subsection (1) of Section 249A of the Companies Act 1985. Members have not required the company, under s.249B(2) of the Companies Act 1985, to obtain an audit for the year ended 31 March 2009. The directors are responsible for ensuring that the company maintains accounting records in compliance with Section 221 of that Act and for preparing accounts which give a true and fair view of the affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with Section 226, and which comply with the other requirements of the Act relating to the accounts so far as applicable to the company.

Approved by the board of directors on _____ and signed on its behalf. 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 in accordance with the Financial Reporting Standard for Smaller Entities (Effective January 2007).

.....
Janine Griffis - Director

.....
Leon Ellenport - Director

The annexed notes form part of these financial statements.

Camden Community and Police Consultative Group

Notes to the accounts
for the year ended
31 March 2009

1 Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

(i) Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Charities Act 2006, the Companies Act 1985, the Financial Reporting Standard for Smaller Entities (effective January 2007) and the Statement of Recommended Practice: Accounting and Reporting by charities issued in March 2005.

(ii) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(iii) Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full when receivable.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.

(iv) Resources expended

Expenditure is accounted on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Camden Community and Police Consultative Group

Notes to the accounts
for the year ended
31 March 2009

(v) Fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation. The cost of minor additions or those costing below £500 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life. The rates used are as follows:

Computer and Information Technology Equipments	- over three years
Other furniture, fittings and equipments	- over five years

2 Voluntary income

	Restricted Funds	Unrestricted Funds	Total Funds 2009	Total Funds 2008
	£	£	£	£
Grants and donations				
Metropolitan Police Authority	-	50,000	50,000	50,000
Total	-	50,000	50,000	50,000

3 Incoming resources from charitable activities

	Restricted Funds	Unrestricted Funds	Total Funds 2009	Total Funds 2008
	£	£	£	£
Metropolitan Police Authority	-	5,000	5,000	5,000
Independent Custody Visiting Association	-	-	-	2,532
London Borough of Camden	-	19,050	19,050	21,180
London Policing Partnership	-	9,666	9,666	6,994
Camden Police	-	-	-	6,288
Hamstead and Highgate Express	-	-	-	179
Camden and City Appropriate Adult Scheme	-	-	-	4,038
Community Safety Partnership	-	9,750	9,750	-
Total	-	43,466	43,466	46,211

Camden Community and Police Consultative Group

Notes to the accounts
for the year ended
31 March 2009

4 Charitable activities

	<u>Restricted Funds</u>	<u>Unrestricted Funds</u>	<u>Total Funds 2009</u>	<u>Total Funds 2008</u>
	£	£	£	£
Staff costs				
Salaries and National Insurance	-	58,549	58,549	57,527
Pension	-	2,823	2,823	2,763
Premises and equipment costs				
Rent and rates	-	8,500	8,500	8,500
Light, heat and water	-	2,309	2,309	1,775
Insurance	-	328	328	749
Repair and other costs	-	2,177	2,177	5,559
Depreciation	-	562	562	456
Safer Neighbourhoods Project	-	-	-	4,790
Office overheads				
Telephone	-	1,703	1,703	2,206
Travel	-	753	753	1,137
Printing, postage and stationery	-	5,427	5,427	10,669
Meetings and other costs	-	13,398	13,398	16,869
Sundry expenses	-	417	417	2,510
Total	<u>-</u>	<u>96,946</u>	<u>96,946</u>	<u>115,510</u>

5 Governance costs

Accountants' fee - current year	-	1380	1,380	1293
Accountants' fee - prior year under/(over) provision	-	117	117	(373)
Total	<u>-</u>	<u>1,497</u>	<u>1,497</u>	<u>920</u>

Camden Community and Police Consultative Group

Notes to the accounts
for the year ended
31 March 2009

6 Staff costs and numbers

	<u>2009</u>	<u>2008</u>
	£	£
Staff costs were as follows:		
Salaries and wages	53,141	52,206
Social Security costs	5,408	5,321
Pension costs	2,823	2,763
Total	<u>61,372</u>	<u>60,290</u>

No employee received emoluments of more than £60,000 (2008: nil)

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

2 2

The charity does not operate its own pension scheme but makes contributions into its employees' personal pension plans. No contributions were outstanding at the year end.

7 Trustee remuneration and expenses

No trustees received any remuneration during the year. Expenses amounting to £213 (2008:£640) were reimbursed to 2 trustees for travel costs.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2008: nil).

Camden Community and Police Consultative Group

Notes to the accounts
for the year ended
31 March 2009

8 Tangible fixed assets

	Computer and IT Equipment	Total
	£	£
<i>Cost</i>		
At 1 April 2008	1,780	1,780
Additions	402	402
Disposals	(539)	(539)
At 31 March 2009	1,643	1,643
<i>Accumulated depreciation</i>		
At 1 April 2008	456	456
Charge for the year	562	562
Disposals	(239)	(239)
At 31 March 2009	779	779
<i>Net book value</i>		
At 31 March 2009	864	864
At 31 March 2008	1,324	1,324

9 Debtors

	2009	2008
	£	£
Other debtors	385	-
Prepayments	235	228
Accrued income	4,133	21,554
Total	4,753	21,782

10 Creditors: amounts falling due within one year

	2009	2008
	£	£
Accruals	4,128	4,984
Deferred income	2,000	-
Total	6,128	4,984

Camden Community and Police Consultative Group

Notes to the accounts
for the year ended
31 March 2009

11 Analysis of net assets between funds

	<u>General Funds</u> £	<u>Designated Funds</u> £	<u>Restricted Funds</u> £	<u>Total Funds</u> £
Tangible fixed assets	864	-	-	864
Current assets	32,321	1,420	-	33,741
Current liabilities	(6,128)	-	-	(6,128)
Net assets at 31 March 2009	27,057	1,420	-	28,477

12 Movements in funds

	<u>At 1 April 2008</u> £	<u>Incoming resources</u> £	<u>Outgoing resources</u> £	<u>Transfers between funds</u> £	<u>At 31 March 2009</u> £
<i>Restricted funds:</i>	-	-	-	-	-
Total restricted funds	-	-	-	-	-
<i>Unrestricted funds</i>					-
Designated replacement fund	1,420	-	-	-	1,420
General fund	31,120	94,380	(98,443)	-	27,057
Total unrestricted funds	32,540	94,380	(98,443)	-	28,477
Total funds	32,540	94,380	(98,443)	-	28,477

Purposes of Designated Funds:

Replacement fund is earmarked by the trustees for financing replacement of equipment and interior