



PROGRESS REPORT

October 2008

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CHIEF EXECUTIVE'S REPORT

This report monitors progress against the achievements and challenges set in the Business Plan for the three year period 2008 – 2011. During the first six months of 2008 – 2009 the Chief Executive has developed the Business Plan for the Defra/RCAN contract and progressed the strategic influencing role pivotal to the contract. It has enabled Community First to be fully engaged in progress towards the implementation of the new unitary authority and in taking a leading role in supporting the voluntary sector to build relationships with the emerging statutory frameworks.

Community First has submitted a position paper on The Role of Parish Plans in Community-Led Planning with a recommendation for a Parish Plan Officer post to be funded with Community First. The paper is being considered in structuring the new authority's support for community planning.

The Chief Executive has developed a revised structure for the Wiltshire Infrastructure Consortium and a framework for VCS engagement with the public sector, both of which are being taken forward. The first Wiltshire Voluntary Sector Assembly takes place in November 2008.

Funding from the RDA's Rural Renaissance transition programme has enabled Community First to begin work on feasibility studies/business plans for the Wheels to Work Social Enterprise and a local food programme; both of these pieces of work are being undertaken by CF Consultancy.

Community First led a successful bid to the SWRDA for the European funded Local Action Group to succeed Sustain the Plain. The business plan for the £2.5 million programme is being developed for approval of the RDA and Community First's Programme Management role takes effect from 1 November 2008.

The Boards of Trustees of Community First and Youth Action Wiltshire have agreed to a full merger to be approved by the membership of both organisations at their respective AGM's on 8 October 2008. This will see the dissolution of the charitable status of YAW and the development of the Young Persons Committee as part of the Community First governance structure. During the second half of the year the Executive team will be bringing together a Fundraising and Marketing team to represent all aspects of the work of the one organisation, including developing a Marketing strategy.

Community First will undergo assessment for Investors in People (IIP) re-accreditation at the end of October 2008.

The Performance Management System (PMS) is to be installed in October 2008 and an ongoing programme of training and support is being developed through six PMS champions.

The table below monitors progress against the targets set in the Balanced Scorecard.

PERFORMANCE MANAGEMENT – FINANCE			
Objectives	Measures	Targets	Achievements to 30.09.08
<ul style="list-style-type: none"> • Enhance and maintain long term financial stability for all services 	<ul style="list-style-type: none"> • Negotiate with funders for 3-5 years funding • All service areas to generate some income from consultancy • Increase VATable output to facilitate full recovery of VAT input tax 	<ul style="list-style-type: none"> • 3 additional services with confirmed 3 year funding arrangements by 2011(6 agreements in place at April 2008) • Reserves at 3.0 months of operating costs by 2011 	<ul style="list-style-type: none"> • Plain Action funding agreed for 5.5 years • Reserves at 3.0 months at end of Sept 08
PERFORMANCE MANAGEMENT – CUSTOMERS			
<ul style="list-style-type: none"> • Improve the quality of life and economic well being of people of all ages in rural communities 	<ul style="list-style-type: none"> • Analyse existing information available in parish and community plans to identify need • Develop appropriate programmes of delivery • Support community activity to meet community need 	<ul style="list-style-type: none"> • Database analysis available for all Parish Plans by March 2009 • Parish Plan Officer in post by 2009 - 2010 	<ul style="list-style-type: none"> • Position paper on Parish Plans as part of community-led planning presented to WCC, recommending Parish Plan post
<ul style="list-style-type: none"> • Establish Community First regionally as a leading rural communities charity 	<ul style="list-style-type: none"> • Lead and/or collaborate with SWAN and other regional partners on new areas of work • Identify target groups to work with Community First 	<ul style="list-style-type: none"> • 2 joint bids with SWAN partners to be completed in 2008 – 2009 	<ul style="list-style-type: none"> • In discussion with SWAN and SWRDA re extension to Store is the Core and Wheels to Work regional support
<ul style="list-style-type: none"> • Build strong and effective community partnerships 	<ul style="list-style-type: none"> • Deliver training and support for community based partnerships such as community area partnerships, parish plan groups, community action groups • Establish closer links with other Third Sector organisations 	<ul style="list-style-type: none"> • Learning and Development Programme to be available to all community area partnerships by 2011 • Establish 3 additional joint working arrangements 	<ul style="list-style-type: none"> • Additional funding secured to support community area partnerships in North Wilts • Bid for VCS service delivery in partnership with Voluntary Action Swindon, CIB and others
<ul style="list-style-type: none"> • Work through local, regional and national networks to influence policy making 	<ul style="list-style-type: none"> • Maintain involvement in networks • Develop understanding of the work of SWAN, ACRE and other networks amongst all staff • Attempt to gain greater influence at these levels, getting staff appointed to executive boards • Articles in First News about policy development 	<ul style="list-style-type: none"> • 50% of all staff to attend 2 SWAN/ACRE networking events in 2008 - 2009 • All staff to attend at least 1 SWAN/ACRE networking event by 2010 • First News to take a themed approach to highlight issues to influence policy 	<ul style="list-style-type: none"> • Staff continuing to work with SWAN networks despite no further funding

PERFORMANCE MANAGEMENT – STAFF			
Objectives	Measures	Targets	Achievements to 30.09.08
<ul style="list-style-type: none"> Invest in staff development to encourage career progression linked to business objectives 	<ul style="list-style-type: none"> Long term training strategies developed with staff Explore and develop accredited training for staff Continue Leadership and Management Training programme for SMT 	<ul style="list-style-type: none"> Accredited training packages in specialist skills in partnership with ACRE Achieve Investors in People (IiP) Leadership and Management Module in 2008 - 2009 	<ul style="list-style-type: none"> IiP assessment on 30 – 31 October 08
<ul style="list-style-type: none"> Develop and maintain unrivalled expertise in service development and delivery 	<ul style="list-style-type: none"> Develop staff expertise through SWAN mentoring opportunities Ensure staff expertise is retained through succession planning and trickle down of expertise Exchange staff with other RCC's for short periods to widen experience and knowledge Liaise with local secondary schools/colleges to identify potential trainees Develop competency based recruitment to enable a balance of education, skills and experience in new staff 	<ul style="list-style-type: none"> 25% of staff access SWAN mentoring opportunities in 2008 - 2009 All staff to have had the opportunity to work across services by 2011 Trainee post created by 2010 Supervisory staff trained in competency based recruitment 	<ul style="list-style-type: none"> SWAN capacity is very limited at present Internal recruitment for Link Development Officer post
PERFORMANCE MANAGEMENT - INTERNAL BUSINESS PROCEDURES			
<ul style="list-style-type: none"> Develop and maintain unrivalled expertise in service development and delivery 	<ul style="list-style-type: none"> Establish 'beneficiaries focus group' to provide evidence of service delivery and inform future work Maintain comparisons with other RCC's, both in SWAN and other areas 	<ul style="list-style-type: none"> Annual Trends Analysis Report produced to influence Business Plan IiP re-accreditation in 2008 	<ul style="list-style-type: none"> IiP assessment 30 – 31 October 08
<ul style="list-style-type: none"> Provide robust measurements of our work and achievements 	<ul style="list-style-type: none"> Introduce and implement Performance Management System PMS training for all staff 	<ul style="list-style-type: none"> PMS installed by September 2008 Training of all staff completed by March 2009 	<ul style="list-style-type: none"> PMS system installed 23 October 08 Training planned
<ul style="list-style-type: none"> Adapt quickly to changing external sector requirements 	<ul style="list-style-type: none"> Quarterly trends analysis undertaken as staff team exercise 	<ul style="list-style-type: none"> Annual Trends Analysis Report produced to influence Business Plan 	

WORK PLAN PROGRESS REPORTS

ACCESSIBILITY & SOCIAL INCLUSION

COMMUNITY TRANSPORT PROGRAMME

Liam Tatton-Bennett & Sheila Martin

To redefine the role of the DART Partnership

The DART Partnership was officially wound down in July and a new representative framework for Community Transport and accessibility is currently being considered. This framework will need to respond appropriately to tactical level transport and accessibility priorities raised by local communities and to feed into activity at a strategic level to improve access to vital local services. The outline for this framework is consistent with the transport and access priorities identified in the Local Agreement for Wiltshire (LAW). The Community Transport Taskforce which was established by the Partnership last year will have an important role to play within this framework.

A Community Transport Development strategy for Community First has also been commissioned which will identify specific communities of interest that require access to essential services. Along with relevant community-level consultation, this strategy will help to guide the future development of local solutions to meet identified access needs of specific groups and communities.

To assist local communities to establish inclusive, flexible transport solutions

Following consultation and communication with local communities, it has been ascertained that other solutions alongside the Multi Purpose Vehicle (MPV) schemes originally proposed in the Business Plan are needed to respond to community needs. Consequently the Community Transport Team has been working with three local communities over the course of the last six months to help them to develop appropriate responses to local accessibility needs. The schemes which are currently being developed include two Community Transport hubs and one environmental transport scheme.

To enhance the capacity of local community minibus groups

In-depth support has been provided to enable three new existing community minibus groups based in Kennet and Salisbury to start taking bus passes.

Outreach work has also been undertaken in Melksham with local parents, Wiltshire County Council and with the local community minibus group to enable the establishment of a new school-run service for rurally-based school children attending Corsham School.

Development work has also been carried out to enable Community Transport South Wiltshire to begin operating a demand responsive Connect2Wiltshire Community Bus service in the Avon and Bourne Valley; linking rurally-based individuals with Pewsey, Amesbury and Tidworth.

A bulk purchase of safety equipment for 11 existing community minibus groups was also co-ordinated and Community Transport Small Grants were disbursed to six local communities.

ACCESSIBILITY & SOCIAL INCLUSION 2008 – 2009

COMMUNITY TRANSPORT PROGRAMME

Aim: To improve access to services and facilities in Wiltshire and Swindon by assisting local communities to establish inclusive, flexible transport solutions and by enhancing the capacity of local community minibus groups

Objective	Key Performance Indicators	Achievements to 30.09.08
To redefine the role of the DART Partnership	<ul style="list-style-type: none"> • Review of DART Partnership undertaken • Funding secured for 2008 - 2011 	<ul style="list-style-type: none"> • Review of DART Partnership carried out
To assist local communities to establish inclusive, flexible transport solutions	<ul style="list-style-type: none"> • 3 local communities supported to establish new M.P.V. services 	<ul style="list-style-type: none"> • 1 feasibility study undertaken to ascertain viability of a Devizes Community Area transport hub • 1 transport needs survey undertaken to ascertain local transport needs in Colerne
To enhance the capacity of local community minibus groups	<ul style="list-style-type: none"> • Active operational support provided to 25 community minibus groups • Secretariat provided for 3 W&SCTA meetings • CT groups helped to establish 3 new/improved services • 40 grants given via Community Transport Small Grants Fund • County wide CT conference developed and delivered 	<ul style="list-style-type: none"> • Secretariat provided for 2 W&SCTA meetings • CT groups helped to establish 2 new/improved services • 3 community minibus groups assisted to begin to take bus passes • Bulk purchase of safety equipment for 11 groups co-ordinated • 6 grants given via Community Transport Small Grants Fund

FIT TOGETHER

Helie Franklin

Increased participation

The first year is now complete. The project has worked with over 530 people of all ages and abilities and has trained 111 volunteers in courses such as First Aid, Youth Leader Training, Step-o-Metre, EXTEND, Tai Chi for Health and Walk for Life courses. These figures do not include many of the tasters we developed early on in the project and do not include the Lease for Life numbers which we will gather in year two.

Our work with young people has included a football tournament involving 75 young people who may not otherwise have been involved in competitive football. This culminated in county, regional and national competitions with young people being signposted to local clubs where appropriate. 55 young people took part in a night walk. A sport taster day was organised for girls only including aerobics, trampolining, martial arts and archery. 38 girls aged 11-16 took part and 45 young people have benefited from archery.

Our target of participants was 405 and the actual numbers worked with are 537. While we have exceeded our target we have worked with less females under 45 than targeted but more males, over 45's and disabled. We have worked with 111 volunteers, exceeding our target of 55 by 100%.

Partnership working

The principle partners to the programme are Youth Action Wiltshire, Age Concern Wiltshire and WASP. We have also worked closely with Westlea Housing and been supported by the Healthier Wiltshire Partnership through the PCT, West Wiltshire District Council and the Community Safety Partnership. Our over 50's work has included 33 participants in taster sessions at Park Club and Longfield Multi-Cultural Group, 20 participants in a new Tai Chi for Health Class in Wootton Bassett, 14 participants in a 12 week Step-o-Metre programme at Oldbury Wednesday Club, 32 participants in general taster sessions, 12 participants in Roberts Stokes Centre in Salisbury, 20 participants in EXTEND classes at Till Valley Day Centre, nine participants at Nunton Sheltered Housing, 16 participants taking part in EXTEND classes at Breamore Lodge, Salisbury, and 26 in Tai Chi tasters at the Salisbury Parkinson group.

The Fit Together Programme is a key part of the Stronger Resilient Communities ambition of the Wiltshire Local Area Agreement (LAA).

Publicity and Promotion

Many of the projects established have had their own publicity including North Bradley Archery sessions and Potterne multi sports tasters. The website has been maintained and some press coverage has been achieved.

ACCESSIBILITY & SOCIAL INCLUSION 2008 – 2009

FIT TOGETHER

Aim: To work across Wiltshire with rural and isolated communities to increase the availability of sport and active recreation in a co-ordinated manner in order to improve health and build stronger communities

Objective	Key Performance Indicators	Achievements to 30.09.08
Increased participation	<ul style="list-style-type: none"> • New participants – 150 females • New participants – 150 males • New participants - Over 45's – 100 • New participants – disabled - 5 • New volunteers – supported and trained 50 	<ul style="list-style-type: none"> • 125 females • 167 males • 191 over 45's • 54 disabled • 111 volunteers trained
Partnership working	<ul style="list-style-type: none"> • 4 key partners worked with to deliver the project • 6 focused meetings attended relating to sport and activity 	<ul style="list-style-type: none"> • Worked with a number of partners including Age Concern Wiltshire, WASP, Westlea Housing, Salisbury Parkinson's group, Salisbury District Council, West Wiltshire District Council and Help the Aged
Publicity and Promotion	<ul style="list-style-type: none"> • Publicise the project to 4 area meetings • Publicity material prepared • Web and other media channels updated on progress of project 	<ul style="list-style-type: none"> • Publicised at the Community Safety Partnership, Potterne Parish, Lease for Life, Swindon Consortium Infrastructure meetings and Sport Unlimited meetings • 39 young people designed leaflets for the Potterne event (not included in figures above). Leaflets developed to publicise work in North Bradley • Media coverage was achieved for the Potterne and North Bradley events. Westlea have included articles in regular newsletters and the Community First website has been updated

LINK SCHEME DEVELOPMENT

Marion Mason, Jane Sartin & Mary Hardwidge

Ensure effective scheme coverage

Following a Public meeting in the communities of Lyneham, Broadtown, Clyffe Pypard, Bradenstoke, Tockenham and Bushton a steering committee is currently planning and carrying out volunteer recruitment. The Tidworth Link Scheme became unsustainable due to lack of committee members and it has now been merged with the Ludgershall Link Scheme. Tisbury and District Link has successfully expanded to cover the area previously covered by informal social car schemes operating in surrounding villages.

Improve standards of practice

The Good Practice Guide is being updated and this is ongoing. Training sessions for Co-ordinators were attended by 70 people and a Co-ordinators Information pack has been produced and distributed for consultation. Presentations have been given by the Fit Together staff and the Wiltshire Bobby Van Trust.

From 1st April 2008 all new Link volunteers have been required to undertake a CRB check.

Partnership working

Development of a working relationship with Westlea Housing has been ongoing and work will start from 1st November.

The Link funding partnership has been developing a plan to sustain the future of the Link Project.

Publicity and promotion

A volunteer recruitment flyer has been produced and will be distributed.

Display materials are produced for use by local schemes at events.

ACCESSIBILITY & SOCIAL INCLUSION 2008 – 2009

LINK SCHEME DEVELOPMENT

Aim: To advise and assist local communities in forming and operating Link Good Neighbour Schemes to support local people

Objective	Key Performance Indicators	Achievements to 30.09.08
Ensure effective scheme coverage	<ul style="list-style-type: none"> • 1 new Link Scheme set up • Volunteer numbers sustained or increased • The Good Neighbour service promoted and developed 	<ul style="list-style-type: none"> • Planning in Lyneham, Tockenham, Bradenstoke, Broadtown and Clyffe Pypard for 6th Jan 2009 start • Audit indicates slight decrease in numbers. Volunteer leaflet distribution planned
Improve standards of practice	<ul style="list-style-type: none"> • 6 training sessions provided/200 volunteers trained • The Good Practice Guide updated and re-issued • The introduction of Criminal Record Bureau checks for all volunteers supported • 3 established schemes receive intensive support • Telephone/e-mail advice and support service provided 	<ul style="list-style-type: none"> • 3 training sessions – 110 volunteers attended • Good Practice Guide updating ongoing • CRB checks ongoing • 2 schemes received intensive support • 300 telephone enquiries received
Partnership working	<ul style="list-style-type: none"> • Local forums attended for discussion of issues relating to access to essential services • Working relationship established with Westlea Housing to promote service and volunteering with residents • £25,000 disbursed from the Link Scheme Grant Fund on behalf of the local authorities and the PCTs • Ongoing funding/exit strategy secured 	<ul style="list-style-type: none"> • PCT assemblies attended • New bid submitted to Westlea for next half year • £27,000 distributed in Link Scheme grants • Planning for Project Officer succession post to start 1st December 2008
Publicity and promotion	<ul style="list-style-type: none"> • Audit of scheme activity produced and distributed • Appropriate distribution of publicity ensured/New ideas for promotion developed 	<ul style="list-style-type: none"> • Audit produced

WHEELS TO WORK

Helen Lines

Manage and allocate moped pool resource

Funding for Wheels to Work was secured at the beginning of the year and the scheme has continued to successfully meet demand for local employment transport over the course of the last six months.

A new pilot initiative to provide individuals with access to vocational skills was also launched earlier in the year. This initiative mainly involves individuals being provided with a moped and associated support to enable them to gain access to government-supported Entry to Employment (E2E) schemes. A fair proportion of individuals who have been supported in this way have gone on to secure employment which they have accessed via the main Wheels to Work scheme.

Partnership working

The scheme has strengthened its relationships with its partners, with Job Centre Plus now providing support towards the initial costs of helping unemployed individuals onto a moped via their Adviser's Discretionary Funds.

Via their Whatever! project, Westlea Housing Association have also sponsored three mopeds provided to young people who are Not in Employment, Education or Training (NEET) or at risk of becoming NEET to enable them to access work placements or vocational skills training.

In relation to longer term sustainability, the scheme has been in contact with the Salisbury Plain Local Action Group about providing access services as part of the Rural Development Programme for England.

Since April, the scheme has also been working closely with the south west Wheels to Work group to develop a specification for a feasibility study to investigate opportunities and produce recommendations to enhance the sustainability of Wheels to Work schemes across the South West region.

A study to investigate the viability of establishing a local Wheels to Work social enterprise has also been approved by the Wiltshire and Swindon Rural Renaissance Partnership. As part of this study thorough research of the local motorcycle market has recently been commissioned and is currently underway.

Publicity and promotion

The scheme continues to undertake publicity and promotion via press releases, newsletters, and outreach work.

ACCESSIBILITY & SOCIAL INCLUSION 2008 – 2009

WHEELS TO WORK

Aim: To provide managed leased mopeds for people requiring access to work or work-based training

Objective	Key Performance Indicators	Achievements to 30.09.08
Manage and allocate moped pool resource	<ul style="list-style-type: none"> • 40 moped users supported and on the road • 50 people supplied with transport advice • Further potential new users identified 	<ul style="list-style-type: none"> • 16 moped users supported and on the road • 36 people supplied with transport advice • Pilot initiative developed to provide individuals with access to vocational skills via the scheme
Partnership working	<ul style="list-style-type: none"> • Commercial partnership support explored and developed • Regional Wheels to Work bid developed • Liaison established with Local Action Groups in relation to providing services as part of the Rural Development Programme for England • Potential of developing social enterprise activity to support the scheme investigated • Continued development of partnership with Connexions, Job Centre Plus and Credit Unions 	<ul style="list-style-type: none"> • Small-scale funding secured via commercial sponsorship • Market research into social enterprise viability commissioned and currently underway • Job Centre Plus now providing support for the scheme via Adviser's Discretionary Funds. Westlea Housing Association sponsored 3 mopeds provided to NEET young people via their Whatever! work placement project
Publicity and promotion	<ul style="list-style-type: none"> • 5 press features in First News and local media • 4 scheme newsletters produced • 3 local career fairs and youth events attended 	<ul style="list-style-type: none"> • 1 press feature • 2 newsletters • 1 local career fair and 1 Community Action show attended

COMMUNITY SUPPORT

Karolyne Fudge-Malik (Until May 2008)

Funding for this service ceased from 1 April 2008 and it was with regret that Community First had to make the Community Support post redundant. In winding down the service the post holder was able to complete the Diversity Book in an electronic format and it has been passed onto the Diversity Action Groups in the county to take forward, hopefully to a printed version.

Community First continues to provide administrative support to the Social Inclusion Partnership as part of its strategic influencing work.

ACCESSIBILITY & SOCIAL INCLUSION 2008 – 2009

COMMUNITY SUPPORT

Aim: To promote the involvement of new, under-represented or vulnerable communities, particularly rural Black Minority Ethnic (including Migrant Workers), Lesbian, Gay , Bisexual and Transgender communities, in Local Diversity Actions Groups and facilitate active links to strategic decision making

Objective	Key Performance Indicators	Achievements to 30.09.08
Increase representation of minority and cross diversity strand issues in Local Diversity Action Groups	<ul style="list-style-type: none"> • 12 minority groups, 50 clusters and 180 individuals identified and contacted • 6 new groups or networks initiated • 4 group representatives recruited for LDAGs • 12 groups advocated on LDAGs • 16 issues or needs included in LDAG local action plans 	
To develop and support Local Diversity Action Groups and Migrant Worker Forums	<ul style="list-style-type: none"> • 4 LDAG and 4 MW Forums held per year • Provide secretariat for LDAG and MW forums • Minimum membership of 8 local representatives of diverse groups/networks in each LDAG (total 32) • Minimum of advocacy on behalf of 8 local groups • 1 local action plan produced by each LDAG 	
To develop and support county wide strategic Diversity Partnership and Social Inclusion Partnership with direct Input from LDAGs	<ul style="list-style-type: none"> • 2 county wide strategic partnerships provided with secretariat and development support • 4 meetings of WSIP held • Priorities identified from LDAG input adopted and reflected across LAA ambitions • Plan produced for merging the two county wide partnerships • 1 report on monitored and evaluated LAA plans, implementation and impact on local minority communities 	<ul style="list-style-type: none"> • 2 meetings of WSIP held and admin support provided

CREDIT UNIONS

Sarah Perkins, Helen Cotter & Anne Rees

Support, strengthen and promote local credit unions

Local credit unions are now well established in the county. We have helped establish a new collection point in Dilton Marsh which included publicity and advice. Devizes, Ludgershall / Tidworth and Malmesbury are also priority venues for the future. We have made some inroads into all three towns but volunteer recruitment remains our challenge before we can take any of them forward. We have advertised in the local press and produced various publicity materials for credit unions to use.

Disseminate best practice

15 volunteers attended a training event in September. This was to introduce new directors to some of their roles and responsibilities within the credit union as well as to enable them to meet others involved in the movement. A fact sheet was produced to let credit unions know about some legislative changes and we have also co-ordinated a Wiltshire Credit Union response to a government consultation to be submitted in October.

Address financial exclusion

We have worked with a series of other organisations including CABx, housing associations and other charities to build on last year's financial inclusion seminar. This led to a steering group being established and terms of reference / action plan developed.

Wiltshire Money Line (WML) remains busy and has enabled us to tell many people about the credit union as well as to save them money by not having to borrow from doorstep money lenders. We loaned out a little under £40,000 during this six months. If this had been borrowed from doorstep lenders over a year at least £27,200 would have been charged in interest – at our rates we would receive approximately £5300, saving local people over £20,000.

Our close working relationship with housing associations, Citizens Advice Bureaux, children's centres and schools has enabled us to spread the word about both credit unions and Wiltshire Money Line. It has strengthened our project to be able to refer to, and receive referrals, from these organisations.

ACCESSIBILITY & SOCIAL INCLUSION 2008 – 2009

CREDIT UNIONS

Aim: To promote and support credit unions to help meet the financial service needs of people in rural communities

Objective	Key Performance Indicators	Achievements to 30.09.08
Support, strengthen and promote local credit unions	<ul style="list-style-type: none"> • One credit union collection relocated to a shop • Two new collections introduced and two branches helped to re-launch • 'Current account' type services in credit unions developed • Credit unions assisted to raise funds to support their work • Credit unions promoted through direct contact (275 people), attending events / presentations (12) and marketing (4 press releases; 2 mailings of leaflets and posters) 	<ul style="list-style-type: none"> • 6 advertisements in local press • 2 press releases • Current account services in planning stage • Dilton Marsh opened • Major funding application submitted to aid credit union merger
Disseminate best practice	<ul style="list-style-type: none"> • 4 fact sheets issued to local credit unions • 1 training event held for all credit union volunteers and workers in Wiltshire • 8 volunteers recruited; 20 volunteers trained • 8 credit union management meetings attended • Regular Wiltshire Federation of Credit Unions meetings hosted and work towards merger or closer working undertaken 	<ul style="list-style-type: none"> • 1 fact sheet issued • 1 training event for CU Directors • 6 Wiltshire Federation of Credit Union merger meetings hosted • 5 management committee meetings attended
Address financial exclusion	<ul style="list-style-type: none"> • Work in partnership to establish 'Wiltshire Financial Inclusion Taskforce' • Offer of personal loans (250) via Wiltshire Money Line continued • Partnerships to enable other loan products, e.g. enterprise and home improvement, researched and developed • Work in partnership with 3 housing associations and 3 CABs • 1 meeting of RCC's from the South West organised to promote financial inclusion • Our Good service expanded into a bill payment service for the county (initial set up and procedures established) 	<ul style="list-style-type: none"> • 3 Wiltshire Financial Inclusion Taskforce steering group meetings • 59 WML loans completed from 145 applications • Working with Westlea Housing Association, North Wilts CAB, Selwood Housing Association • Bill payment service planned and funding application prepared

COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT & COMMUNITY-LED PLANNING

Marion Rayner, Lesley Taylor, & Becky Holloway

Expand joint working between partners at district, county and sub-regional level and across sectors where appropriate

The transition arrangements leading up to the new Unitary Council in Wiltshire are a large influence on the current work. The team are supporting all of the North Wiltshire partnerships as they prepare for the new community area arrangements. In South Wiltshire help is being given with consultation and engagement events towards the start up of new groups in areas where there are no existing partnerships.

Partnerships currently updating their community plans are able to draw on information from parish plans, enhancing the linkage between different layers of plans. A parish planning position statement has been prepared jointly with Salisbury DC for consideration by the Wiltshire Council Transition team. A five workshop training programme 'Powering Up Communities', funded by SWRDA is attracting voluntary and statutory sector participants.

Increase community participation/capacity building in community needs assessments

Support for many existing parish plan projects continues and shortly a parish plan small grants scheme will be launched to support production of new plans.

Developing capacity to enable community leadership

Consultancy work was undertaken to support development of an extended schools partnership in the Durrington area. A project to support young people's involvement in local issues was completed at Holt, and similar work is starting at Chute and Boyton.

Improved awareness of community consultation and community action at the grassroots

Two parish plan case studies have been completed for distribution through the SWAN regional network.

COMMUNITY DEVELOPMENT 2008 – 2009

COMMUNITY DEVELOPMENT & COMMUNITY-LED PLANNING

Aim: Promote community action to sustain local services, increase the involvement of people and empower local communities in affecting decisions that impact their lives

Objective	Key Performance Indicators	Achievements to 30.09.08
Expand joint working between partners at district, county and sub-regional level and across sectors where appropriate	<ul style="list-style-type: none"> • Collaborative working on 4 issues facilitated • 6 community planning partnerships/ working groups supported • 3 liaison meetings with local authority officers/ partnership organisations to deliver unified guidance 	<ul style="list-style-type: none"> • 5 (Parish Plan paper, Parish Churches, envt issues, Holt young people's work, Powering Up Communities training) • 7 (Wroughton, 5 North Wilts, WAYS) • 10 (4 SDC, 2 WWDC, 1 SBC, 3 NWDC)
Increase community participation/capacity building in community needs assessments	<ul style="list-style-type: none"> • 10 communities assisted with existing community-led plans • 8 community area partnerships assisted to develop through training, mentoring or networking opportunities • 4 training sessions provided, training 40 volunteers 	<ul style="list-style-type: none"> • 7 (Atworth, Broad Town, Dauntsey, Biddestone, Calne W'out, Steeple Ashton, Baydon) • 5 NW CAPs • 2 training sessions, 20 trained
Developing capacity to enable community leadership	<ul style="list-style-type: none"> • Wider engagement in community leadership encouraged by working through existing groups • Community leadership supported by working with partner organisations in 4 areas • Support offered to community partnerships to engage with young people 	<ul style="list-style-type: none"> • 6 (eColerne, support of CAPs) • 2 (Extended schools, WFCAP) • Calne and Malmesbury as part of NWDC work, work in Chute
Improved awareness of community consultation and community action at the grassroots	<ul style="list-style-type: none"> • 2 articles/information sheets about best practice • 4 case studies highlighting successful projects or approaches • 4 community development services presentations • Consultancy or contract work undertaken to assist 2 communities 	<ul style="list-style-type: none"> • 1 (Involving young people info sheet) • 2 SWAN parish plan case studies • Not yet achieved • 1 (Extended schools-(Vale Forum)

VILLAGE HALLS

John Dowsett & Jennie Lane

Provision of a comprehensive advice and support service

The village hall advice service continues as an integral part of Community First's support to communities, reflecting the role of most village halls as a key component of village life. The advice and support takes a variety of forms including:

- Technical guidance, particularly on legislative matters such as health and safety, fire precautions, health and hygiene, disability, and licensing in all its forms. Information sheets provided by ACRE, telephone discussions and visits, and the support of the village hall adviser's network all play their part in providing this technical service.
- Advice on funding and fundraising, including signposting to likely grant providers, assistance with grant applications, and directions to other sources of information and help (both within and outside Community First).
- The provision of a training programme for village hall trustees. This year, 2008 – 2009, a winter evening programme is being launched, specifically to raise standards of village hall management and to assist halls in working their way through the national Hallmark Scheme.

Enhanced communication and co-operation

This is primarily achieved through servicing and generally supporting the Wiltshire Village Halls Association, with an increase in membership from circa 140 four years ago to over 180 now. Village Hall Committees derive great strength and solidarity from comparing notes with each other and sharing experiences.

Improved liaison with local authorities

The Village Hall Adviser has provided technical assistance for three South Wiltshire Area Grants and has received 15 applications to be assessed by the Wiltshire Village Halls Grants Panel on behalf of the County and District Councils.

Offer lower premiums to village halls in the South West and West Midlands

Community First operates with the Lincs and Suffolk RCCs in offering Zurich insurance nationwide. In contrast to when the organisation entered the field when there was one dominant provider, it is now an increasingly competitive market place. We are promoting the scheme in 10 Counties, and from 140 village hall policies on 1st April 2007 we have 258 policies in place on 30th September 2008. The net income from commission supports the village hall advice work generally – and village halls in Wiltshire and beyond gain from the option of competitive insurance from an alternative provider who understands their needs.

Offer lower premiums for Playing Fields Associations in Wiltshire and Devon

We continue to offer this service which also supports the village hall service financially. There remain options to expand this in conjunction with the National Playing Fields Association.

COMMUNITY DEVELOPMENT 2008 – 2009

VILLAGE HALLS

Aim: Support local committees in providing, maintaining and developing village & community halls and their usage

Objective	Key Performance Indicators	Achievements to 30.09.08
Provision of a comprehensive advice and support service	<ul style="list-style-type: none"> • 150 individual enquiries • Increased WVHA membership from 180 to 185. • Hallmark Scheme launched • 4 occasional briefing papers for Village Halls issued • 4 separate evening training programmes held 	<ul style="list-style-type: none"> • Estimated 40 individual enquiries plus support to 15 grant applicants • Renewals continuing, currently 158 • 2 occasional briefing notes so far issued • Programme of 4 x 2 training evenings in place for Nov – Feb • Combined briefing / WVHA AGM held May 08
Enhanced communication and co-operation	<ul style="list-style-type: none"> • 6 WVHA meetings arranged and staffed • One Village Hall page contributed to each issue of First News • 4 meetings of SW Village Hall Advisors and national VHA conference attended 	<ul style="list-style-type: none"> • 3 WVHA executive meetings • 1-2 pages in 2 issues of First News • 1 meeting attended so far, plus the National Conference
Improved liaison with local authorities	<ul style="list-style-type: none"> • 20 applications to the County Village Hall Grants Scheme • 6 technical assessments for SWAG • Close liaison with appropriate Local Authority officers concerned with village halls • Enhanced funding secured for village halls under Unitary Authority. 	<ul style="list-style-type: none"> • 26 registrations and 15 final applications • 3 assessments so far for SWAG • Continuing liaison with LAs over Village Hall Advice, and over funding under unitary status – appears secure
Offer lower premiums to village halls in the South West and West Midlands.	<ul style="list-style-type: none"> • The village hall insurance scheme promoted through mail outs, publications and through other appropriate means throughout the South West and West Midlands. Continuing promotion in variety of formats • £24, 000 admin fee income generated. 	<ul style="list-style-type: none"> • 258 halls insured as at 30 Sept 08; 54 new since 1 April • £14,360.76 achieved as at 30 Sept 08
Offer lower premiums for Playing Fields Associations in Wiltshire and Devon	<ul style="list-style-type: none"> • 40 Playing Fields Associations on the scheme • £1,600 admin fee income generated • Scope for extending the scheme through Village Halls Plus Group reviewed 	<ul style="list-style-type: none"> • 43 PFAs on scheme • £1,604.02 admin fee so far in 08/09 • Extension still to be discussed

LOCAL COUNCILS

Katie Fielding & Penny Bell

Facilitate the involvement of local councils in the democratic process

WALC continues to raise awareness of local councils' powers through training, the County Circular and the advice line. The Local Councils' Officer is a member of the Reference Group for the Community Leadership and Governance workstream of the transition of Wiltshire to a unitary authority which has meant that WALC can be kept abreast of developments relevant to parish councils.

Provide administrative support services for the Wiltshire Association of local councils

Administrative support is provided for the WALC Executive Committee and resolutions from meetings actioned. 697 enquiries have been received from member councils, including administrative, procedural and legal advice as well as advice on community initiatives and parish projects.

Dissemination of best practice

Five County Circulars have been sent out during the first half of the year and is also available for members to download from the WALC website, all included information on updated legislation and the clarification of procedural matters pertinent to parish and town councils, as well as information from NALC. There has also been continuing development of both the Wiltshire Association of Local Councils and South West Local Councils Associations' websites.

WALC held a training event for councillors and clerks on Accounts, Audits and Internal Controls in May and there has been promotion of the Quality Council scheme and close working with parishes interested in undertaking the accreditation. One parish council has been accredited with Quality Status so far this year with interest from other parish and town councils.

Enhance relationships between all tiers of Local Government

The Local Councils' Officer continues to communicate with principal authorities in the effort to raise awareness of local councils.

Wide coverage through Community First by Zurich Municipal Insurance for Parish Councils in the South West

Over the past six months particular efforts have been made to improve the customer service and administration of the Parish Council Insurance Scheme. Enhancements were made to the Community First and Wiltshire Association of Local Councils websites, which has proved very successful at attracting new parish councils onto the Scheme.

The Scheme has continued to attract new business, mainly via the internet. A total of 36 new policies have been administered so far this year, and new business was generated from both existing and new Counties. There are now a total of 442 parish councils taking advantage of the Scheme, which has already exceeded the target of 430 by March 2009.

COMMUNITY DEVELOPMENT 2008 – 2009

LOCAL COUNCILS

Aim: To promote effective working with all tiers of local government and best practice among local councils

Objective	Key Performance Indicators	Achievements to 30.09.08
Facilitate the involvement of local councils in the democratic process	<ul style="list-style-type: none"> • Awareness of powers, roles and procedures raised through training and the promotion of good practice and Quality Status. • Local councils involved in community initiatives 	<ul style="list-style-type: none"> • Training events held and organised for autumn • 1 Quality Council accredited
Provide administrative support services for the Wiltshire Association of local councils	<ul style="list-style-type: none"> • 1200 enquiries, initial response within 4 working days • 4 Executive meetings and AGM provided with secretariat support • 10 newsletters containing information relevant to the sector 	<ul style="list-style-type: none"> • 697 queries received and responded • 2 Executive Committee meetings • 5 County Circulars
Dissemination of best practice	<ul style="list-style-type: none"> • 6 training sessions • 60 clerks and councillors trained • A training programme for local councils delivered • Further development of WALC website 	<ul style="list-style-type: none"> • 1 training session held • 25 clerks and councillors trained • Further development of WALC website with publications available to download from members' only section
Enhance relationships between all tiers of Local Government	<ul style="list-style-type: none"> • Planning and participation in seminars of joint interest at county, district and local levels • 3 Wiltshire Strategic Board meetings • 3 consultation meetings • 4 meetings developing relationships between local councils and principal authorities • Enhanced involvement in SWLCA to develop practices and further development of the regional website 	<ul style="list-style-type: none"> • Attendance at CLG workstream reference group meetings • Strategic Board Meetings attended • Parish Fora attended • 3 meetings of SWLCA attended with enhanced involvement in development of a regional business plan as well as development of the SWLCA website
Wide coverage through Community First by Zurich Municipal Insurance for Parish Councils in the south west.	<ul style="list-style-type: none"> • The parish council insurance scheme promoted in the appropriate local council association publications in Wiltshire, Devon, Dorset and Gloucestershire. • 430 Parish Councils on the scheme by March 2009 	<ul style="list-style-type: none"> • Both the Community First and WALC websites have been developed with promotional information about the scheme • Promotion continued in Wiltshire, Devon, Dorset and Gloucestershire • 442 Parish Councils on the scheme as at the end of September 2008

RURAL HOUSING

Carol Southall

Raise awareness of the need for affordable housing with adequate management procedures for the project

Securing adequate rural affordable housing requires local workers focused on this objective. The Rural Housing Enabler model has been widely praised within the Affordable Rural Housing Commission's report, by the Joseph Rowntree Foundation and recently by the Matthew Taylor review. Few other approaches deliver the strategic approach across a local planning authority's area, the connections into local communities and the dedicated expertise needed to pursue the work.

Ensure establishment of suitable projects for which there is strong community support at the parish level

A lot of capacity building has been carried out with local parishes to give them the opportunity to consult on various schemes. This has been achieved by holding open meetings in villages where a potential site is found and providing both the public and local members with an opportunity to view the proposals and give any feedback. This is a highly effective way of ensuring community involvement and obtaining the views of the local people.

Another affordable housing site, at Minety, has been completed and occupied by tenants (seven units); three further developments continue on site, Calne Without, Ashton Keynes and Dinton, now (31 units) and others are still going through the planning application stages with further consultation being carried out.

Involvement, cooperation and networking with rural development partnerships

The Rural Housing Enabler continues to support community planning work together with strategic influencing on achieving rural priorities at local, regional and national level.

Regular meetings are held with the South West group of Rural Housing Enablers to discuss good practice and share any regional issues or concerns. For the future, funding ends March 2009 so Community First continues to work towards accessing funding to retain the service.

COMMUNITY DEVELOPMENT 2008 – 2009

RURAL HOUSING

Aim: To implement a rural housing enabling programme to facilitate the development of affordable housing at the parish level

Objective	Key Performance Indicators	Achievements to 30.09.08
<p>Raise awareness of the need for affordable housing with adequate management procedures for the project</p>	<ul style="list-style-type: none"> • Make contact with Parish Councils and local landowners • Facilitate housing needs surveys as required • Regular meetings convened with the Chief Housing Officers Forum, Steering Group and consultative partnership; officers from all 5 District Councils involved and Registered Social Landlord members developed as and when required • Liaison with planning officers to address barriers to delivery 	<ul style="list-style-type: none"> • Advice has been given to 16 parish councils and 5 landowners • 5 HNS completed and 2 others have been commenced • Regular meeting have been held with all relevant officers
<p>Ensure establishment of suitable projects for which there is strong community support at the parish level</p>	<ul style="list-style-type: none"> • Site visit to every community identified in the programme that shows an interest in affordable housing • Engagement with a minimum of 5 communities to secure support for the delivery of 30 affordable properties per year • Consultancy or contract work undertaken to assist 2 communities 	<ul style="list-style-type: none"> • Every site has been visited and advice given to the parish council and RSL • Work continues with 15 parishes • A site of 7 units has been completed in Minety • 15 units being built in Calne Without, 4 units in Ashton Keynes and 12 units nearing completion in Dinton. • Consultancy quote given for HNS for Wroughton
<p>Involvement, cooperation and networking with rural development partnerships</p>	<ul style="list-style-type: none"> • Liaison between the key partners especially within the context of the community planning processes • Provision of a forum for discussion of policy issues surrounding the provision of affordable rural housing • Quarterly meetings with RHEs for other areas to promote good practice and efficient core ways of working 	<ul style="list-style-type: none"> • Continue working with community planning and parish plan processes • Held open consultation meetings with 8 parishes • Continue to meet with regional and national RHEs quarterly to discuss best practice and how to evolve the role for the future

**RURAL ENTERPRISE
CONSULTANCY / SOCIAL ENTERPRISE
David Beaton**

Consultancy

A major review of the potential for a community centre in Pewsey was undertaken which involved detailed discussions with Pewsey Parish Council, Kennet District Council, Wiltshire County Council, and residents of the Pewsey Vale Community Area.

CF Consultancy continued to project manage the new Memorial Hall in Ludgershall on behalf of Ludgershall Town Council. This scheme has been affected by the current economic downturn.

The regional Store is the Core project assisting village shops has been very successful and achieved targets far in excess of those set. It is anticipated that this project will continue for the foreseeable future.

A number of minor projects have been carried out relating to village shops, rural transport, and village halls.

During the period under review, CF Consultancy assumed responsibility for Community First's contribution to Rural Renaissance as part of the Strategic Management Team.

Social Enterprise

Community First does not currently receive any funding to support social enterprise. However, a number of projects at various stages of development have been supported *pro bono* including Pewsey Rugby Club, Mad about Green, Avebury Community Centre, a social enterprise café, and a social enterprise education and learning centre.

RURAL ENTERPRISE 2008 – 2009

CONSULTANCY

Aim: To facilitate the development of CF Consultancy as the stand alone consultancy arm of Community First

Objective	Key Performance Indicators	Achievements t 30.09.08
Develop consultancy services to Third Sector organisations and the Public Sector	<ul style="list-style-type: none"> • Internal consultancy database established and CF staff encouraged to participate • Tenders submitted for all consultancy opportunities. Expected revenue 4 projects at an average value of £15,000 each • Regional projects in co-operation with other RCC's considered 	<ul style="list-style-type: none"> • Major consultancy project carried out for Pewsey Parish Council supported by Kennet District Council and Wiltshire County Council
Utilise skills and experience of Community First staff in: Parish Councils, Village Halls, Transport, Housing, Village Shops	<ul style="list-style-type: none"> • At least 6 projects undertaken at an average value of £2,500 focusing on Parish Councils and Village Halls • 2 project management assignments carried out for Village Halls at a value of £5,000 each 	<ul style="list-style-type: none"> • Project management of new village hall in Ludgershall ongoing
Provide unrestricted net income to Community First	<ul style="list-style-type: none"> • 2 project management assignments carried out for current and new LEADER programme at a value of £6,000 each • Relationship developed with WCC to become preferred supplier for small scale projects (less than £10,000) • Project management of Store is the Core regional project at annual value of £30,000 	<ul style="list-style-type: none"> • Completed • Completed • Completed
SOCIAL ENTERPRISE		
Enhance sustainability and independence of third sector organisations in Wiltshire and Swindon by supporting the development of a range of enterprise activities	<ul style="list-style-type: none"> • Continued support of organisations in terms of business planning, start ups and business development • Response to unsolicited enquiries for social enterprise support 	<ul style="list-style-type: none"> • 6 enquiries supported to assist development of business plans
Increase, maintain and/or improve services delivery in remote rural areas	<ul style="list-style-type: none"> • 1 meeting to improve rural service delivery including <ul style="list-style-type: none"> ○ Development trusts or village companies ○ Joined-up parish councils ○ Tourism social enterprises 	<ul style="list-style-type: none"> • Still to be achieved

VILLAGE SHOPS

Tim Coomer & Marion Whitehead (until September 2008)

Expand networking between partners at district, county and sub-regional level

Over the past six months the Rural Enterprise Team has been working hard to complete the regional pilot 'Store is the Core' programme (SitC). As accountable body and main administrator to the fund, the team has worked closely with the Plunkett Foundation, the Rural Shops Alliance, Rural Community Council partners and consultants. The SitC programme is the leading programme of support for village retailers and community shop start-up groups in the South West. At a Wiltshire level work continues with Wiltshire County Council and District Councils to research and develop new initiatives to support and promote village shops and access to services in rural Wiltshire.

Maximise the social, economic and environmental impacts of a healthy retail sector in village locations

Following the completion of the 'Securing the Future of Village Retailing' project in Spring 08 the team has managed to maintain a skeleton advisory service to retailers across the county, responding to telephone and email enquiries. The Rural Enterprise team have continued to publish a quarterly newsletter for retailers in Wiltshire and are seeking funding to enable us to provide a full advisory service maintaining the strong relationship between CF and retailers developed over the past three and a half years.

The SitC programme has been instrumental in maximising the opportunities for retailers in Wiltshire and the SW region. In this pilot year the team has managed to support 58 village retailers with tailored advice and support, all in small rural communities of less than 2,000 population and at least two miles from the nearest outlet. Over £80,000 has been awarded to 25 village retailers and Post Offices to help them diversify, refurbish and buy new equipment. The investment made will help retailers drive through the economic slow-down and help ensure the rural communities they serve will continue to thrive with the survival and sustainability of their local store.

Encourage new community based initiatives to deliver services in rural communities

The 'Community Shop' solution continues to proliferate in Wiltshire and across the South West. The SitC programme has supported 20 start-up groups in the region. Closer to home in Wiltshire the existing ten community shops continue to flourish and a further seven communities are developing plans to open volunteer-led enterprises. CF continues to encourage and support the set-up of community shops and co-ordinates the Wiltshire network of existing and emerging groups.

Manage the Business Grant and Loan Fund for shops and social enterprises

The Business Grants and Loans Fund continues to invest a combination of business advice and grant and loan capital into shops and rurally based small businesses in Wiltshire. We have received 22 expressions of interest so far this year and made combination grant and loan investments to three businesses totalling £11,667.

RURAL ENTERPRISE 2008 – 2009

VILLAGE SHOPS

Aim: To enhance the financial viability of village retail services and to develop innovative solutions to the delivery of local services

Objective	Key Performance Indicators	Achievements to 30.09.08
Expand networking between partners at district, county and sub-regional level	<ul style="list-style-type: none"> • Existing support co-ordinated and signposting provided for retailers seeking advice • Local, regional and national strategies on the issues associated with village retailing and the rural Post Office network advised and influenced • Links developed with relevant agencies and key partners 	<ul style="list-style-type: none"> • Ongoing • Successful funding proposal developed to research and compile an alternative Post Office Toolkit • Links with the Wiltshire Wildlife Trust and Taste of the West developed to deliver local food initiatives
Maximise the social, economic and environmental impacts of a healthy retail sector in village locations	<ul style="list-style-type: none"> • Business support and tailored retail advice provided for private and community enterprises • Research: Identify communities in rural Wiltshire and Swindon most at risk from the closure of retail outlets and Post Offices • Trials of local food and Fairtrade products encouraged 	<ul style="list-style-type: none"> • Regionally 58 retailers supported with tailored advice through SitC (5 in Wiltshire) • Research complete – Alternative Post Office Toolkit begun targeting most at risk communities • Research and feasibility study underway to explore the opportunities for a CF local food distribution network
Encourage new community based initiatives to deliver services in rural communities	<ul style="list-style-type: none"> • Community groups provided with assistance • Communities identified and targeted to encourage initiatives • Innovative ways of providing services locally encouraged 	<ul style="list-style-type: none"> • 20 Community groups across the region have been supported (7 in Wiltshire) • Communities targeted to pilot alternative PO toolkit and community shops concept
Manage the Business Grant and Loan Fund for shops and social enterprises	<ul style="list-style-type: none"> • Processes and systems enhanced to operate the scheme efficiently and effectively • Retailers supported through applications to the BGLF 	<ul style="list-style-type: none"> • Monitoring and evaluation processes updated • 9 retailers supported at application stage in last 6 months and 10 other village businesses

**RURAL REGENERATION
GRANTS & LOANS (Landfill Communities Fund and SOLVE)
Gillian Barber & Susanne Pidduck**

Review and restructure as appropriate SOLVE fund operations

During the past few months all paperwork involved in the application process for the SOLVE Community Fund has been simplified, has received the approval of the Panel and is now being used.

Identify new and/or increased sources of funds for SOLVE community development

A large number of applications for 'topping up' the SOLVE fund have been made over the past year with little success. Few private trust funds are willing to give money for distribution through a third party. However, some success has been achieved with £5,000 received from Kennet DC for spending in the district and a possible further £5,000 later in this financial year. There is no likelihood of any further funding from this source and other possibilities will be explored.

Discussions are taking place regarding the previously, regular sums of money received from the District Councils but there is nothing to report at this stage. It is hoped that some money will be available from Cooper Tire later in the year but this has not been confirmed.

Develop diversity and security of sources of Landfill Communities Fund funds

Good relationships with the staff of the four landfill operators to which applications are submitted continue and have been further improved over recent months. Although not always possible to arrange direct meetings with staff, telephone calls and emails continue to build on the previous good relationships to great effect for both parties and to the benefit of applicants. Both Viridor Credits and Hills Waste Solutions Limited informed us of an increase in the sums of money available for distribution in the current year whilst Cleansing Services Group (CSG) told us that they had sold a site that we had previously used to apply for funding for projects in Northamptonshire. The new owners will be contacted regarding the LCF scheme in case they wish to continue to make money available to communities in that part of the country. In the past 18 months Community First has successfully applied for a total of almost £1 million of LCF money to the benefit of over 50 projects within the communities of Wiltshire.

Review LCF and SOLVE admin systems

The review and adjustment to the administration of the SOLVE fund has been completed as reported above. Due to the changeover in the role of Administrator in the summer the review and simplification of the administration of the LCF system continues to be ongoing and, it is hoped, will be complete by the end of the year.

Develop and implement targeted marketing strategy to match available grant funds (LCF and community grants) – ongoing process.

RURAL REGENERATION 2008-2009

GRANT AND LOANS (LANDFILL COMMUNITIES FUND, SOLVE)

Aim: Enable groups and organisations, through the disbursement of grant funds, to address local community needs

Objective	Key Performance Indicators	Achievements to 30.09.08
Review and restructure as appropriate SOLVE fund operations	<ul style="list-style-type: none"> • Revised publicity material promoting grants available and application system 	<ul style="list-style-type: none"> • Simplification of all paperwork involved in application process completed and approved
Identify new and/or increased sources of funds for SOLVE community development	<ul style="list-style-type: none"> • Additional £10,000 sourced by year end 	<ul style="list-style-type: none"> • Additional money sourced and received with possibility of more by end of year
Develop diversity and security of sources of Landfill Communities Fund funds	<ul style="list-style-type: none"> • Ongoing relationships with four Landfill Operators maintained • One direct meeting per annum with senior staff of each LSO • £540,000 of LCF grants maintained and allocated • Clarification of grant policies with each LSO • Maintained and improved relationships with statutory and community bodies in Wiltshire and Northants (see below) 	<ul style="list-style-type: none"> • Relationships improved • Regular contact maintained • This level of grant aid increased • Regularly checked and reviewed with Landfill Operators • Continuing good relationships with Wiltshire operators
Review LCF and SOLVE admin systems	<ul style="list-style-type: none"> • Production of quarterly tables of grant applications in pipeline and grant funds committed, as well as end of year reports 	<ul style="list-style-type: none"> • This information maintained as ongoing process
Develop and implement targeted marketing strategy to match available grant funds (LCF and community grants)	<ul style="list-style-type: none"> • 2 promotional leaflets or similar publications • Articles for First News • 4 press releases • 2 meetings pa with each District Council and Swindon Borough Council • Meetings/contacts with 4 Town Councils 	<ul style="list-style-type: none"> • Leaflets (for LCF and SOLVE) updated • Regular articles produced for First News • No press releases issued – to be given attention before end of year • Contacts and meetings with both DC and TC reps continue to be of great benefit to both sides

RURAL RENAISSANCE

David Beaton

To contribute towards the management and delivery of the Rural Renaissance Programme during its transition year 2008 – 2009

CF Consultancy has undertaken this work on behalf of Community First, providing support to the rural regeneration management team, led by Wiltshire County Council, and the Rural Regeneration Partnership.

There was a limited amount of funding for 2008 – 2009 from the original Rural Renaissance programme, funded through the SWRDA as a transition to future programmes is yet to be identified. During the six months to September 08 the RDA has been involved in internal re-structuring and, as anticipated, it has become clear that there will not be a successor programme.

The Rural Regeneration Partnership has allocated all money available to Wiltshire and Swindon and the role of the partnership and the management team is now one of managing the completed spend and monitoring progress on approved projects.

Funding for the support role played by Community First and GWE comes to an end on 31 October 2008. At WCC's request Community First has put forward a proposal for future support for community regeneration and representation of rural interests.

Community First is contributing to the outcomes of the Rural Renaissance Delivery Plan through three approved projects.

RURAL REGENERATION 2008 – 2009

RURAL RENAISSANCE

Aim: To address areas of economic, social and environmental imbalance to improve the quality of life and well being in rural areas

Objective	Key Performance Indicators	Achievements to 30.09.08
<p>To contribute towards the management and delivery of the Rural Renaissance Programme during its transition year 2008 - 2009</p>	<ul style="list-style-type: none"> • Maintain working contact with key members of the Partnership and liaise with partners, the Accountable Body and funders, as appropriate • Complete and submit all output reports on a timely basis • Compile and monitor financial reports and submit in the required format on a timely basis • Continued participation in the Rural Regeneration staff team 	<ul style="list-style-type: none"> • Weekly management meetings attended • All output reports completed on time • Monitoring and evaluation reports continue to be submitted on time • Formal proposal developed and submitted to WCC for future working arrangements

SUSTAIN THE PLAIN & SALISBURY PLAIN LOCAL ACTION GROUP

John Dowsett

Achieve successful closure of Sustain the Plain programme

Over the six months to 30th September, Sustain the Plain has seen a mixture of high celebration and remorseless attention to paperwork and procedures. On the 1st May the Programme celebrated its achievements since 2002 in an all day event at the splendid new Market Lavington Community Hall. The event comprised principally a series of dramatic three minute presentations by its key projects, and a fairground of static displays. This coincided with the publication of 'Sustain the Plain: A Celebration', a booklet summarising the Programme's achievements deliberately written and designed for the public at large.

The other side of the coin has been the dotting of 'i's and crossing of 't's, the vital winding up of a complex European and Defra funded programme which has benefited its Salisbury Plain area to the tune of £2m. The final accounting for the funding and the satisfactory winding up and auditing of each project understandably come with the territory and Community First needs to demonstrate its credentials in handling large amounts of public funding. As at 30th September this element of the Programme is largely complete.

Perhaps Sustain the Plain's greatest legacy is in having demonstrated and beginning to address the socio economic needs of the area, particularly arising from the military presence. Its overall success is demonstrated in laying the foundations for the successor programme, Plain Action.

Achieve SWRDA approval for revised Local Action Group develop plan based on Salisbury Plain area.

In April and May a huge effort was mounted in preparing a bid for a further programme based on the Salisbury Plain area, funded under the Rural Development Programme England (RDPE) 2007 – 13. Happily this was successful, and 'Plain Action' has been awarded £2.5m. It will be managed by Community First. Its three main objectives focus on enhancing individual skills and opportunities, promoting economic development and jobs, and strengthening communities and reducing social and economic isolation. All of these will be addressed in the context of the great impact of the military establishment in the area, and of the need to address climate change and environmental issues.

Establishment of new Local Action Group and commencement of activities

Established the Local Action Group, developing processes and procedures, and beginning to approve activities and projects in delivery of its objectives are all on the agenda for the October – December period.

RURAL REGENERATION 2008 – 2009

SUSTAIN THE PLAIN and SALISBURY PLAIN LOCAL ACTION GROUP

Aim: To improve the quality of life in communities around Salisbury Plain and make best use of natural & cultural resources

Objective	Key Performance Indicators	Achievements to 30.09.08
Achieve successful closure of Sustain the Plain programme	<ul style="list-style-type: none"> • All projects to have received one Level 2 monitoring visit • All projects closed with audit reports and figures balanced • Publication of comprehensive exit report • Irregularity and other reports required by EU regulations completed. • Available funds fully utilised • 4 PMG meetings including final • Programme target outputs and outcomes satisfied. 	<ul style="list-style-type: none"> • Achieved, some visits by GOSW and one by Programme Manager • Approx 25 projects signed off as at 30th September, some 8 remaining • Sustain the Plain Celebration document published 1st May • Irregularity and other reports all completed • 98.5% of funding utilised • 2 PMG meetings plus celebration and consultation event held • Final report on outputs and outcomes end October
Achieve SWRDA approval for revised Local Action Group develop plan based on Salisbury Plain area.	<ul style="list-style-type: none"> • Development of full application including objectives, activities, structure and procedures. • Identification of new potential Local Action Group comprising appropriate partners. 	<ul style="list-style-type: none"> • Local Development Strategy document / bid successful, £2.5m • As at 30th September new partnership under development
Establishment of new Local Action Group and commencement of activities	<ul style="list-style-type: none"> • Partnership and other necessary agreements in place • Operating structure and project approval process agreed • Budgets and overall cash flow for 2008/09 and 2008-13 agreed • Promotion and publicity in place • First projects approved 	<ul style="list-style-type: none"> • Structure and delivery plan for first 15 months under way. Briefings from SWRDA and discussions with Accountable Body under way. (See text)

YOUTH ACTION WILTSHIRE

To facilitate the merger between Community First and Youth Action Wiltshire

The merger steering group was able to make recommendation to the respective Boards of Trustees of both organisations in September to approve the full merger. The merger was subsequently agreed at the joint AGM event on 8th October 2008.

The Youth Action Wiltshire name will be retained as a working name for the time being although all assets, activities and liabilities will be transferred to Community First. YAW will maintain its own bank account and the assets transferred will be ring fenced for youth work.

A Young Persons Committee has been set up as a committee of the main Board and this will be made up of previous YAW Trustees and CF Board members. The committee has terms of reference and will elect a chair to be a member of the Community First Board.

HRH The Duchess of Cornwall, Patron of Youth Action Wiltshire, has been invited to be Patron of the merged organisation.

YOUTH ACTION WILTSHIRE 2008 – 2009

Aim: To provide inclusive services for young people in Wiltshire and Swindon to enable them to be active and valued members of their communities

Objective	Key Performance Indicators	Achievements to 30.09.08
<p>To facilitate the merger between Community First and Youth Action Wiltshire</p>	<ul style="list-style-type: none"> • Strategy for support for young people developed • Finances of Youth Action Wiltshire fully integrated into those of Community First • Agreed organisational structure • Legal status of Youth Action Wiltshire Board agreed • Joint Patron for both organisations appointed • Sustainable funding plan agreed for Youth Action Wiltshire services 	<ul style="list-style-type: none"> • Young Carers Strategy in place and being updated. Clubs Strategy being developed and Youth Programmes Manager now in post • Finances now integrated • Organisational structure agreed and legal status of Young Persons Committee finalised • HRH The Duchess of Cornwall has been invited to be Patron of the newly merged organisation • New Youth Fundraising post agreed

ABBREVIATIONS and ACRONYMS

ABCUL	Association of British Credit Unions Limited	PCT	Primary Care Trust
ACE	Access to Credit Unions for Everyone	PFI	Private Finance Initiative
ACRE	Action with Communities in Rural England (national RCC network)	PCG	Project Co-ordinating Group
BC	Borough Council	PMG	Partnership Management Group
BME	Black Minority Ethnic	PTU	Passenger Transport Unit
BSOG	Bus Service Operators Grant (for Community Transport)	RCAN	Rural Community Action Network
BTCV	British Trust for Conservation Volunteers	RCC	Rural Community Council
CAB	Citizens Advice Bureau	RDA	Regional Development Agency (also SWRDA)
CAPs	Community Area Partnerships	RDPE	Rural Development Programme for England
CDFI	Community Development Finance Institution	RHE	Rural Housing Enabler
CF	Community First	RISE	Regional Infrastructure for Social Enterprise
CIB	Charities Information Bureau	RPA	Rural Payments Agency
CRB	Criminal Records Bureau	RPRC	Reaching People in Rural Communities
CSP	Community Safety Partnership	RTP	Rural Transport Partnership (also WRTP)
CTSGF	Community Transport Small Grants Fund	SBC	Swindon Borough Council
CVS	Council for Voluntary Service	SBS	Small Business Service
DACS	Department for Adult and Community Services	SDC	Salisbury District Council
DART	Delivering Accessibility and Rural Transport	SLA	Service Level Agreement
DC	District Council	StP	Sustain the Plain (also LEADER+ Programme)
DEFRA	Department of the Environment, Farming and Rural Affairs	SWAG	South West Area Grants
DIAG	Diversity Issues Action Group	SWAN	South West Area Network
EAGGF	European Agricultural Grant and Guidance Fund	SWRDA	South West Rural Development Agency
ESF	European Social Fund	UKCU	UK Credit Unions
GOOD	Get Out Of Debt	VCS	Voluntary and Community Sector
GOSW	Government Office South West	WALC	Wiltshire Association of Local Councils
HNS	Housing Needs Survey	WASP	Wiltshire Activity and Sports Partnership
KDC	Kennet District Council	WAYS	Wiltshire Alternative Youth Sports
LEADER	Liaison Entre Actions Development Economique Rurale	WCC	Wiltshire County Council
LCF	Landfill Communities Fund	WCF	Wiltshire Community Foundation
LSO	Landfill Site Operator	WFCAP	Wiltshire Forum of Community Area Partnerships
LSP	Local Strategic Partnership	WML	Wiltshire Money Line
LTP	Local Transport Plan	WREC	Wiltshire Racial Equality Council
MABS	Money Advice & Budgeting Service	WRTP	Wiltshire Rural Transport Partnership
MCTI	Market and Coastal Towns Initiative	WSB	Wiltshire Strategic Board
MPV	Multi Purpose Vehicle	W&SCTA	Wiltshire & Swindon Community Transport Association
NACUW	National Association of Credit Union Workers	WSIP	Wiltshire Social Inclusion Partnership
NALC	National Association of Local Councils	WVHA	Wiltshire Village Hall Association
NCVO	National Council for Voluntary Organisations	WVCP	Warminster & Villages Community Partnership
NEET	Not in Employment, Education or Training	WYAOP	Wiltshire Youth Arts Partnership
NWDC	North Wilts District Council	YAW	Youth Action Wiltshire
PC	Parish Council		

