



Trustees' Annual Report for the period

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|------|-------------------|----|------|----|-----------------|----|------|
| From | Period start date | | | To | Period end date | | |
| | 01 | 01 | 2017 | | 31 | 12 | 2017 |

Section A Reference and administration details

Charity name Canterbury & District Neighbourhood Watch Association

Other names charity is known by C&DNHWA

Registered charity number (if any) 1078269

Charity's principal address C/o NHW Office, Herne Bay Police Station

35 Gordon Road

Herne Bay

Postcode CT6 5QU

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|----------------|-----------------|-----------------------------------|---|
| 1 | David Hayward | Chair | | |
| 2 | Neal Fowler | Vice Chair | | |
| 3 | David Whamond | Treasurer | | |
| 4 | Michael Pocock | Secretary | | |
| 5 | Jean Barnes | | | |
| 6 | Kathryn Wilson | | | |
| 7 | James Flanagan | | | |
| 8 | Alan Baldock | | | |
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| None | |
| | |
| | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| None | | |
| | | |
| | | |
| | | |

Name of chief executive or names of senior staff members (Optional information)

None

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution - last amended 2013

How the charity is constituted
(eg. trust, association, company)

Association

Trustee selection methods
(eg. appointed by, elected by)

Appointed by membership at AGM

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Canterbury & District Neighbourhood Watch Association is managed by Committee consisting of all named trustees. C&DNHWA works closely with Kent Police and the national OurWatch organisation. C&DNHWA is an active member of:

- Kent Neighbourhood Watch
- Canterbury Community Safety Partnership (CCSP) and sits as a member within the executive and strategic tasking groups of that organisation.

C&DNHWA has not identified any major risks to its viability. Individual risk assessments appertaining to organisational or member activities, where appropriate, have been published to members within the standard operational guidance notes - accessible on the Association's webpage.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

C&DNHWA's defined objective, as contained within the published constitution, is:

To promote good citizenship, Community Safety and greater public participation in the prevention and solution of crime so that effective liaison between the Community and the Police can be achieved. To investigate and conduct research in the prevention and solution of crime and to publish the useful results of any such research.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Charity Commission Guidance Notes on Public Benefit (PB1, PB2 & PB3) have been circulated to, and read by, all of the Association's trustees. The Association exercises due regard to this guidance in undertaking its duties and day-to-day activities. The two aspects of 'Public Benefit' have been fulfilled to achieve compliance with the guidance i.e. that the 'public', or a substantial section of the public are included in the Association's target group; and that actual 'benefit' (value) is provided by the work undertaken by the Association for the 'public' that it serves. Trustees derive no direct personal benefit from work or activities undertaken by the Association.

C&DNHWA operates within the geographical boundary of Canterbury City Council, effectively covering the City of Canterbury, the coastal conurbations of Herne Bay and Whitstable together with associated villages and hamlets falling within the CCC area. Membership of the Association is open to all households within these communities via named, registered coordinators, who accept responsibility for relaying information and messages released by the Association for the benefit of members. In addition regular quarterly newsletter publications are also circulated to members of other organisational groups listed by Kent Police (Coastal Eye and Country Eye) and a number of Parish Councils. Members are encouraged to freely share information with family and friends to assist their safety too. Association Newsletters and messages from Kent Police, Fraud Action UK and Trading Standards Officers have potential to reach in excess of 18,000 households by virtue of the Association's charitable work. The Association continually strives to increase membership through both its own activities and those of agencies in CCSP, e.g. Kent Police, Kent Community Wardens, Canterbury City Council's Community Safety Unit (CSU) and also Kent Neighbourhood Watch.

Public Benefit, as defined by the Charity Commission's Guidance, is demonstrated by virtue of the value derived from messages, information and guidance, circulated to members, which is designed to reduce the opportunity for crime and improve personal safety / home security. Sale of limited security items to members is also of benefit in achieving objectives of the Association, as is the free-of-charge supplying of "No Canvassers" stickers to agencies in the Community Safety Partnership for distribution to the public in general.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Association has not agreed the provision of finance or grants to any other organisations. 'Grants' in the form of non-chargeable provision of NHW street signage is availed upon new NHW schemes created in accordance with the Association's constitution and to existing schemes where it can be shown, to the satisfaction of the Committee, that such signs replace those that have been lost, damaged or stolen.

The Association has no programme related investments.

The Association is indebted to volunteers, who are critical in supporting the objectives and day-to-day work of Neighbourhood Watch in the Canterbury District. These include:

- Coordinators, their Deputies, Nominees and Link Persons;
- Members and non-members who readily give up their time each week to work as volunteers in the NHW Office at Herne Bay Police Station in order to ensure that crime reports and security advice/messages are promptly sent out to Association Members.

Summary of the main achievements of the charity during the year

1. **Preventing and solving crime** – continuing to share awareness of current crime trends and related crime prevention advice across the whole of the Canterbury Council District through:
 - a) the regular dissemination of messages via internet links to the coordinators of all 175 schemes and thence on to approx. 17,700 member households
 - b) the production and posting on our Association website of a quarterly Association e-newsletter again on the themes of crime awareness and prevention
 - c) the delivery of an Annual Conference on selected themes of crime awareness and prevention – sole focus this year on Identity Theft and measures to stay safe in the face of potential ‘bogus callers’ on the phone and internet in particular
 - d) encouraging members to report suspicious events to the Police in order to help prevent crime – and also possibly the solving of past crime(s) in the process

2. **Promoting membership** – we have continued to work in close cooperation with our Partner Agencies in the Canterbury Community Safety Partnership (CCSP) to promote new interest in NHW membership during 2017. We have encouraged all schemes to build in succession planning to ensure that they can continue, for the benefit of their members, should there be a need for a new coordinator to take over the running and thus avoid scheme closure(s) whenever possible. At year end we can report:
 - a) New schemes opened: 9 (447 households)
 - b) Existing schemes enlarged: 1 (113 households)
 - c) New coordinators found for existing schemes: 7
 - d) Schemes closed: 4 (244 households)
 - e) Total schemes: 175 (17,760 households)
 - f) Net change to households covered: +316
 - g) Strong on-going inquiries for new schemes: 11

NB. Reconciliation of membership figures took place during the year resulting in a slight reduction of members compared to that reported for 2016.

3. **Maintaining and further building on Community Safety Partnership Links** – the Association has continued to play an active part in contributing to Community Safety within the Canterbury City Council District. We regularly attend both operational and strategic meetings of the Partnership, responding positively to issues arising and bringing our own issues to the Partnership as appropriate. In particular, we maintain very close working relationships with the Canterbury- based Officers of Kent Police, Kent Community Wardens and Canterbury City Council’s own Community Safety Unit.

Section E Financial review

Brief statement of the charity's policy on reserves

The Association constantly monitors its financial obligations and outgoings. These are reported to the Committee at each meeting. Expenditure is carefully managed to ensure that sufficient reserves are maintained to cover all financial commitments. The Committee further agreed in January 2017 to officially ring-fence a reserve of £2000 to ensure at least a 12 month financial buffer.

Details of any funds materially in deficit

Audited accounts for 2017 show a small surplus of £47.25

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

C&DNHWA has not, historically, undertaken fund-raising activities. The Association's current funding / reserves have arisen as a result of donations / sponsorship awards received from public bodies (notably Kent Police, Kent Fire and Rescue Service, The Kent Police and Crime Commissioner's Office; Canterbury Area Crime Prevention Panel); sale of advertising space in Newsletters; and also monies donated to the Association following closure of NHW schemes – the latter being held, as a ring-fenced sum for 24 months, pending start-up costs of any new scheme which emerges in the area formerly covered by the closing scheme. A small income is derived from the sale of security goods to coordinators and scheme members.

Association expenditure is limited to that which supports provision of NHW schemes; provision of an annual conference/AGM; and attendances at local, county / NHW meeting forums.

The Association policy allows only for investment in banking products such as current / savings accounts.

Section F Other optional information

1. During the latter stages of 2017 C&DNHWA reviewed policy and procedures appertaining to use and handling of members' personal information. The review identified minor issues to both policy and procedure that required amendment in order to comply fully with the General Data Protection Regulations which come into force in May 2018. As a result a new Data Policy section of the constitution has been prepared for consideration at the AGM in March 2018, and amended Data Protection procedures have been introduced and publicised on the Association's website.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

| | | |
|--|----------------------|----------------------|
| Signature(s) | Original only signed | Original only signed |
| Full name(s) | David Hayward | Michael Pocock |
| Position (eg Secretary, Chair, etc) | Chair | Secretary |

Date 10 March 2018