

Community Technical Aid Centre



Reports & Financial Statements for the year ended 31.3.99



Company Limited by Guarantee - No. 2699192
Registered Charity - No. 1025048



REPORT OF CTAC TRUSTEES : 1998/99

Building on the success of last year CTAC have continued to prosper.

Our aim continues to be the provision of technical assistance for the benefit of community groups and voluntary organisations. Our ethos of participation ensures that additional capacity is built within organisations to manage a capital project. This helps sustain the infrastructure, improvements, facilities created or refurbished. During the year a collective interest in developing our sustainability credentials has led to ideas around embracing and promoting 'green' architecture principles. A number of clients have already responded positively to these ideals and CTAC will be looking to establish a programme of applied research during the coming year(s).

CTAC's core staff have all gained another year of experience with CTAC. The one change was losing our most experienced Landscape Architect, Linda Winter to the private sector. We were very lucky, however, to recruit an equally experienced Landscape Architect committed to technical aid, Anne Wardropper (former Senior Landscape Architect with the City of Sunderland and Into Work Initiative).

In addition, we have been able to further our education objectives by supporting a year out Architecture Student (part funded by the European Social Fund); a year out Landscape Architect student, who has undertaken the role of Urban Orchards Officer two days per week as part of a pilot scheme of which CTAC are a consortia member; a volunteer student Architect (six months placement from a college in India) a Volunteer Landscape Student; and a Community Projects Assistant whose short term contract was extended in order to cope with increased project work.

The introduction of a Continued Professional Development responsibility for all staff was another significant step towards ensuring quality of service and career development is addressed.

CTAC have also addressed the increased but fluctuating demand for staff by establishing a network of 'Associates'. These are predominantly freelance practitioners who can be relied upon to contribute to discrete projects. The intention is build a relationship with the 'Associates' so that each becomes familiar with CTAC working methods. The specialist experience some of them possess also increases our ability to address more effectively particular issues or client groups.

Equally opening out our organisation's resources to contract staff and through in/formal networks with other organisations has prompted the drafting of a Confidentiality Policy.

CTAC's finances remain a mixed bag. The very satisfactory year end out-turn doesn't tell the full story of cash-flow concerns. During the year CTAC negotiated an increased overdraft facility to ensure continued smooth running of the organisation. The increase in turnover and in particular the fee earned proportion (45% £82k to £120k), which is paid in arrears, is an issue to address. This year's surplus is the first evidence of our determination to accrue working reserves.

Our increased earnings reflect the demand in consultancy work by our Community Projects Team. A portfolio of feasibility studies, community facility and action audits, and a demand for 'Planning for Real' which we can now service has contributed significantly. The recruitment of contract staff and 'Associates' which this necessitated has already been referred to. A 'one off' grant of £9,000 from Manchester City Council was given to assist with additional hours dedicated to community participation in project development and funding advice. These resources helped CTAC to ensure at least three groups secured funding and enabled two others who had successfully attracted major funding to review their proposals and undertake in depth consultation. This highlighted an important stage by recognising the threshold between dream and reality whereby user groups (and non-users) are drawn into the process knowing that a physical response can be guaranteed. It not only confirms an appropriate design solution but also kick-starts the phase of social and managerial responsibility which will ensure project sustainability.

The additional time made available by the 'one-off' grant is reflected in the increase in project development and funding advice enquiries. Indeed a significant increase in new enquiries (28%) during the year is pleasing in so much as it demonstrates both a need and an awareness of our services, but is also an issue of concern with demand continually running ahead of resources. This was compounded by the optimism of the one-off grant being consolidated into an increased revenue grant being dashed at the eleventh hour. We are, therefore, of necessity having to monitor closely our allocation of time per enquiry, developing our method of working by setting clients tasks and also seeking additional resources at an early stage where appropriate. As well as an increase in enquiries CTAC have also played a greater role in strategic regeneration programmes, e.g. Single Regeneration Budget Initiatives including bids for Round 5 of the challenge fund, New Deal for Communities and Health Action Zone Community Programme.

We have also formalised an arrangement to act as consultants to MCC's Access Officer providing technical assistance to those projects likely to receive a Disabled Access Grant. Indeed one of the major achievements of the year has been the implementation of equal access works to our own premises.

Special thanks are given to Manchester City Council; in particular for the award of a Disabled Access Grant and also for a Participation Grant. These grants enabled CTAC to carry out works to toilets, kitchen and internal steps to achieve a standard of easy access for our office which we advocate with all our clients. We were also able to modify the entrance to both our office and the building for off street access.

Other significant contributions during the year include :-

- New Deal; Community Employment Partnership Steering Group
- Voluntary Sector Support Agencies Forum
- Progress Trust Training Network
- Red Rose Forest Sustainable Urban Timber Pilot Project Steering Group
- English Partnership select list of consultants
- National Playing Fields Association select list of consultants
- 'Planning for Real' accredited practitioners
- Community Technical Aid Lancashire advisors to the management committee and interview panel.

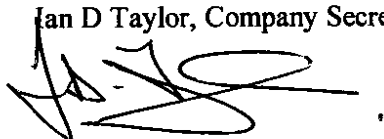
In all it has been a productive year. At a time when expectations on the voluntary sector to contribute to service provision and regeneration initiatives whilst still striving for equality within partnerships CTAC can be proud of its contribution.

A measure of CTAC's own value for money is the amount of investment into the voluntary sector infrastructure our clients have successfully attracted. In this respect 1998/99 has been a big year. £1,717,119 of external funds have been brought into Greater Manchester from external sources i.e. National Lottery Charities Board, English Partnerships, European Regional Development Fund, Charitable Trusts.....

The draft budget for 1999/2000 and the activity of the organisation will ensure that our aim to provide charitable services for the forthcoming twelve months will be realised. We look forward to producing our updated Development Plan and to progressing with our 'green' architecture ambitions.

COLIN PUGH
Chair of CTAC Board of Management

Author : Ian D Taylor, Company Secretary



Community Technical Aid Centre

What is CTAC?

Community Technical Aid Centre is a registered charity and a 'not for profit' company limited by guarantee.

Registered Charity No. 1025048

Registered Company No. 2699192

CTAC have been established in Manchester since 1978.

CTAC's governing documents are the Memorandum and Articles of Association established in 1992 as amended 1997.

Our registered address is:

Community Technical Aid Centre
2nd Floor
3 Stevenson Square
Manchester
M1 1DN

Telephone: (0161) 236 5195

Facsimile: (0161) 236 5836

CTAC is:

- A voluntary sector support agency working throughout Greater Manchester.
- A provider of architecture, landscape architecture, community development, project development and fund-raising advice.
- A resource for voluntary organisations, community groups and public sector consultancy.
- An advocate of community empowerment through participation in all phases of their project.
- Sensitive to social issues and embraces the principles of sustainable development, access for all and secured by design.

CTAC, free of charge, can -

- Discuss an idea and give advice;
- Help you to form a constituted group to carry out your project;
- Help you to find the resources you need;
- Help you to find premises;
- Help with local surveys; consultation; community participation;
- Provide design help for buildings and landscape projects;
- Prepare reports to promote your project;
- Provide advice on fundraising;
- Generally help you to prepare and present your case.

In addition, CTAC can provide the full range of Architecture and Landscape Architecture consultant services providing continuity through construction and contract administration, at competitive fee rates.

CTAC helps -

- Tenants and residents groups;
- Unemployed groups;
- Ethnic minority groups;
- Disabled people;
- Older people;
- Young people;
- Women's groups;
- Special interest groups;
- Voluntary organisations;
- Schools.

CTAC Management Committee 1998/9

<u>Chairman</u>	Colin Pugh	Senior Lecturer - Manchester School of Architecture
<u>Company Secretary</u>	Ian Taylor	CTAC Centre Director (Landscape Architect)
<u>Treasurer</u>	vacant	
<u>Committee Members:</u>		
	Moira Cunningham	Director - Voluntary Action Manchester
	Jane Whittaker	Community Liaison Manager - Red Rose Forest
	John Finlay	Senior Lecturer - MMU (Landscape Architecture)
	Stephen Young	Senior Lecturer - Mcr. University (Department of Government)
	Tony Gaskell	Councillor - Rochdale MBC (AGMA Representative)
(Representatives of User Groups):-		
	Dr. S. Chatterjee	Ghandi Hall
	Roy Walters *	West Indian Sports & Community Centre
	Shashi Mohandas	Oldham Indian Association
	Mr. Z. Sheikh #	First Asian Support Trust

Representatives:	Adrian Pearce	MCC Access Officer	Apr 98 - Feb 99
	Mark Todd	MCC Access Officer	Mar 99
	Grainne Bradley	AGMA Grants Officer	
Staff Representative(s)	Paul Sanguinazzi	CTAC Community Project Officer	
	Mo Wright	CTAC Architect	

* resigned during the year

elected during the year

CTAC Staff 1998/9

Centre Director	Ian Taylor (MLI)	
Architects:	Marie Gooljary-Wright (RIBA) Karen Parkinson (RIBA)	
Architect Assistant:	Paul Jones (RIBA) * Mindy Dore	Apr 98 - Aug 98
Landscape Architects:	Linda Winter (MLI) Anne Wardropper (MLI)	Apr 98 - May 98 Sep 98 - Mar 99
Associate Landscape Architect	Graham Hough (MLI)	Jun 98 - Sep 98 (2.5 days per week)
Landscape Assistant:	Mark Johnson (ALI) Anna Seward	Oct 98 - Mar 99 (3 days per week)
Urban Orchards Officer	Anna Seward	Oct 98 - Mar 99 (2 days per week)
Community Project Officers:	Paul Sanguinazzi Dave Boardman	
Community Project Assistant:	Alison Crush	Apr 98 - Jun 98 (2 days per week) Jun 98 - Mar 99
Finance Manager	Carol D'Agostina	
Office Manager	Safeen Mohamed	
Year Out Student:	Paul Leach (Architecture)	Sep 98 - Mar 99
Volunteers:	Anna Seward (Landscape) Katrin Joedicke (Landscape) Nick Frost (Landscape) Ritesh Parekh (Architecture)	Apr 98 - Sep 98 Jun 98 - Aug 98 Oct 98 - Mar 99 Sep 98 - Feb 99

* qualified during the year

CTAC MANAGEMENT COMMITTEE 1998/99

During 1998/99 CTAC's Management Committee/Board of Trustees met on six occasions in addition to the Annual General Meeting.

At the Annual General Meeting the three Board Members serving the longest period since re-selection were Roy Walters, Dr Chatterjee and John Finlay.

Roy Walters who had recently been elected to serve as a Manchester City Council had previously given his intention to resign. Dr Chatterjee and John Finlay were re-elected to the Board.

Other changes to the Board were; Moira Woods change of name to Moira Cunningham; and the election to the Board of Mr Zaka Manmud Sheikh, Mr Sheikh has a good deal of voluntary sector organisation experience including work with the First Asian Support Trust and a Board Member of the Independent Contracts Unit.

In addition, after a number of years supporting the Board, Adrian Pearce (MCC Liaison Officer) was seconded to Manchester TEC and his role has been taken up by Mark Todd (MCC Access Officer).

The AGM was proceeded by a tour of CTAC projects relatively close to the centre of Manchester. This allowed new members and new staff to see successful projects and to meet each other.

Throughout the year efforts were made to recruit additional Board Members. This included running adverts in the Guardian, Manchester Evening News, and Voluntary Action Manchester's Newsletter. A target of 12 members was identified.

To aid response to enquiries from potential candidates a job description and person specification was drawn up for Trustees; plus role of Chair, Treasurer, Secretary. A procedure for appointments was also agreed.

The Personnel Sub-Committee was convened for the appointment of a Landscape Architect and met on 1 June 1998 (short-listing) and 9 July 1998 (interview). The sub-committee consisted of John Finlay, Ian Taylor and Adrian Pearce and the Chair was informed and ratified the recommendations of the sub-committee.

Year 2000 Compliance

CTAC have undertaken an inventory of all equipment which may be affected by the Millennium Bug.

Two computers and the telephone system were found to be non-compliant. Funding bids have been made to replace this equipment and confirmation of success was received in May '99. Orders will be placed shortly.

Suppliers have been identified, of which only a small number provide critical services e.g. The Co-operative Bank. These suppliers are being contacted in order to confirm their service will be uninterrupted in the New Year.

European Single Currency

CTAC has no direct contact with partners in the European Economic Community. We are currently in receipt of funding from the European Social Fund and hope to deliver a project with European Regional Development Fund support. However, in both cases the funding is managed by other organisations and converted to Sterling.

CTAC does however to a German Landscape magazine; Topos, for which there is a simple currency conversion.

No issues regarding a single European currency are anticipated.

Role of Charity Trustees

Charity trustees are persons appointed to control and manage a charity and its assets. When the charity is a company limited by guarantee, the charity trustees will be the persons who are for the time being the members of the management committee of the association, or the directors of the company.

Trustees hold and deal with the assets of the charity not for their own benefit but for the charitable purposes for which the property of the charity must be applied under its trusts. By law trustees are subject to certain duties and standards of conduct which derive from the governing instrument of the charity and from Acts of Parliament and case law.

In England and Wales, charity trustees' performance of their obligations is subject to the supervision and control of the Charity Commissioners and can be ultimately enforced in the courts.

The governing instrument will usually set out various requirements for administration, such as:

- ◆ the procedures for appointing, removing and reappointing trustees;
- ◆ the number of trustees required for the charity;
- ◆ how often the trustees should hold meetings;
- ◆ the business to be transacted at the trustees' meetings;
- ◆ the number of trustees required to be present if a trustees' meeting is to be valid, i.e. a quorum.

Duties and Powers

Duties are what trustees are required to do, whereas powers are what they are permitted to do in carrying out their duties. Failure to exercise a power may result in failure to discharge a duty, e.g. failure to insure trust property may amount to failure to discharge the trustee's duty to protect and manage the property of a charity.

Duties - Trustees' duties are concerned mainly with the administration of a charity and, ultimately, its continued survival. It is therefore their duty to ensure that the organisation is run as effectively as possible and that the requirements of all relevant legislation are obeyed. They should be as prudent and as thorough in their dealings on the charity's behalf as they would be with their own business affairs. Trustees cannot allocate the charity's income or control its administration alone; they are required to act together as a body.

The following duties arise in connection with the administration of a charity:-

- ◆ Registration with the Charity Commission;
- ◆ Observing the requirements of the governing instrument;
- ◆ Protection and management of the charity's assets;
- ◆ Avoiding conflicts of interest;
- ◆ Not delegating their trust;
- ◆ Accounts.

Powers - Common powers of trustees may include the following:-

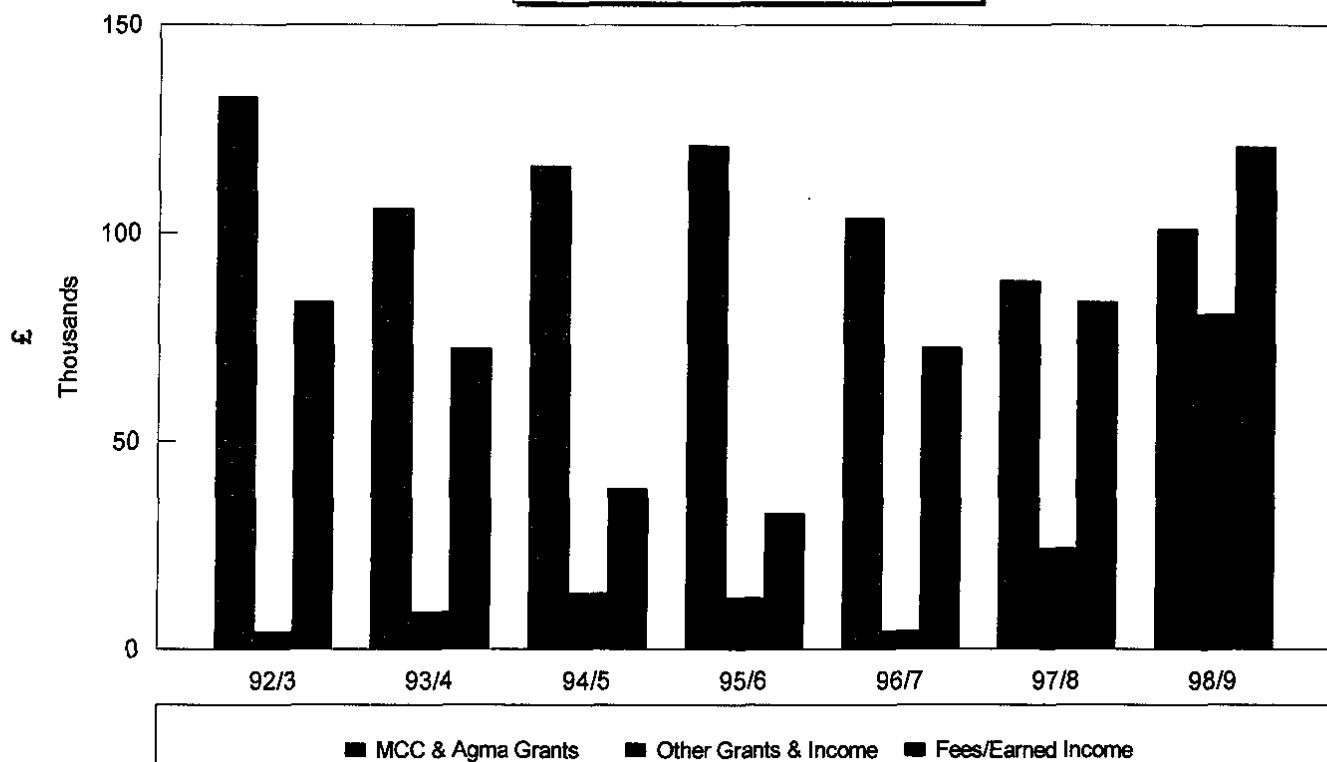
- ◆ Property;
- ◆ Insurance;
- ◆ Costs and expenses;
- ◆ Audits;
- ◆ Borrowing;
- ◆ Legal action.

Trustees' Liabilities

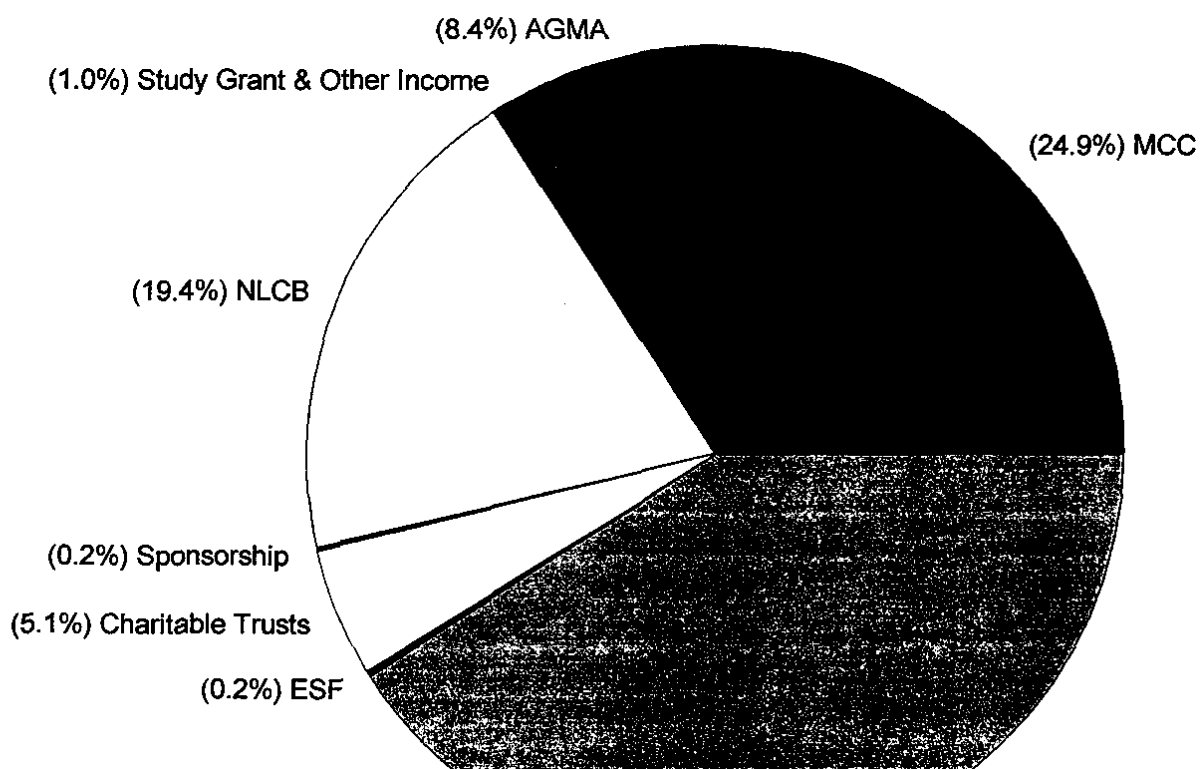
Personal liability may arise if trustees act in breach of trust, e.g. by failing to discharge their duties to the standard required by the law or by the governing instrument, by acting outside their powers or by otherwise acting negligently or fraudulently in the administration of the charity.

Personal liability arises only for a trustee's own acts and omissions and not generally for the acts or omissions of co-

Incoming Resources



Incoming Resources 98/9



Funding Report 1998/9

During the year CTAC received funding from:-

Grants

- Manchester City Council - Voluntary Sector Policy & Grants Section
- £64,675
- This grant has formed the core of CTAC funding since 1992 (and before that as Urban Programme since 1979). It provides contribution funding towards the provision of a free technical aid and advice service throughout Manchester.

- Manchester City Council - Voluntary Sector Policy & Grants Section
- £9,000
- A one-off grant for community project development and funding advice in Manchester.

- Agma (Association of Greater Manchester Authorities)
- £25,000
- This grant provides contribution funding which allows CTAC to continue to provide free technical aid and advice throughout the Greater Manchester area.

- National Lottery Charities Board
- £57,453.09
- This represents revenue funding for the period 1.4.98 to 31.3.99 and is part of a 3 year funding award towards the provision of a free technical aid and advice service in the Greater Manchester districts of Bolton, Bury, Oldham, Rochdale, Salford, Stockport, Tameside, Trafford & Wigan.

Sponsorship

- Kellogg Company of Great Britain
- £500
- For a new slide projector.

Donations

- Tudor Trust
- £7,500
- Towards the Salary & Admin. costs of the Centre Director post

- Esmee Fairburn Trust
- £7,500
- Towards the Salary & Admin. costs of the Centre Director post

The following financial statements are extracted from CTAC's Report and Financial Statements for the year ended 31st March 1999 (a full copy of which is available on request).

Statement of Financial Activities for the year ended 31st March 1999

	Unrestricted Fund £	Restricted Fund £	Total £
<u>INCOMING RESOURCES</u>			
Grants	98,675	90,405	189,080
Sponsorship		500	500
Management Fee			0
Bank Interest	18		18
Fees	123,245		123,245
Miscellaneous	399		399
TOTAL INCOMING RESOURCES:	222,337	90,905	313,242
<u>RESOURCES EXPENDED</u>			
Direct Charitable Expenditure	167,895	62,265	230,160
Management & Administration	35,546	14,310	49,856
Fund-raising & Publicity	6,697	4,526	11,223
Disabled Access Improvements	287	16,917	17,204
TOTAL RESOURCES EXPENDED:	210,425	98,018	308,443
Net Incoming Resources	11,912	(7,113)	4,799
Transfers between funds	0	0	0
Net Incoming Resources for the yr.	11,912	(7,113)	4,799
Balances b/fwd at 1.4.98	3,659	1,843	5,502
Prior period adjustment		13,850	13,850
Balances c/fwd at 31.3.99	15,571	8,580	24,151

Balance Sheet as at 31st March 1999

	£
FIXED ASSETS	
Tangible Fixed Assets	8,349
CURRENT ASSETS	
Work in Progress	10,578
Trade Debtors	89,799
Prepayments	2,842
Cash at Bank	53,132
Other Debtors	14,645
	170,996
CREDITORS	
Bank Overdraft	0
Trade Creditors	17,559
Accruals & Deferred Income	122,889
Other Creditors	14,746
	155,194
NET CURRENT ASSETS (LIABILITIES)	15,802
Deferred Capital Grants	0
Provision for Equipment Replacement	0
TOTAL NET ASSETS	<u>24,151</u>
FUNDS	
Restricted Funds	8,580
Unrestricted Funds	15,571
	<u>24,151</u>

In our opinion the financial statements give a true and fair view of the Charitable Company's state of affairs at 31st March 1999, and of its incoming resources and application of resources including its income and expenditure in the year then ended and have been properly prepared in accordance with the Companies Act 1985 applicable to small companies.

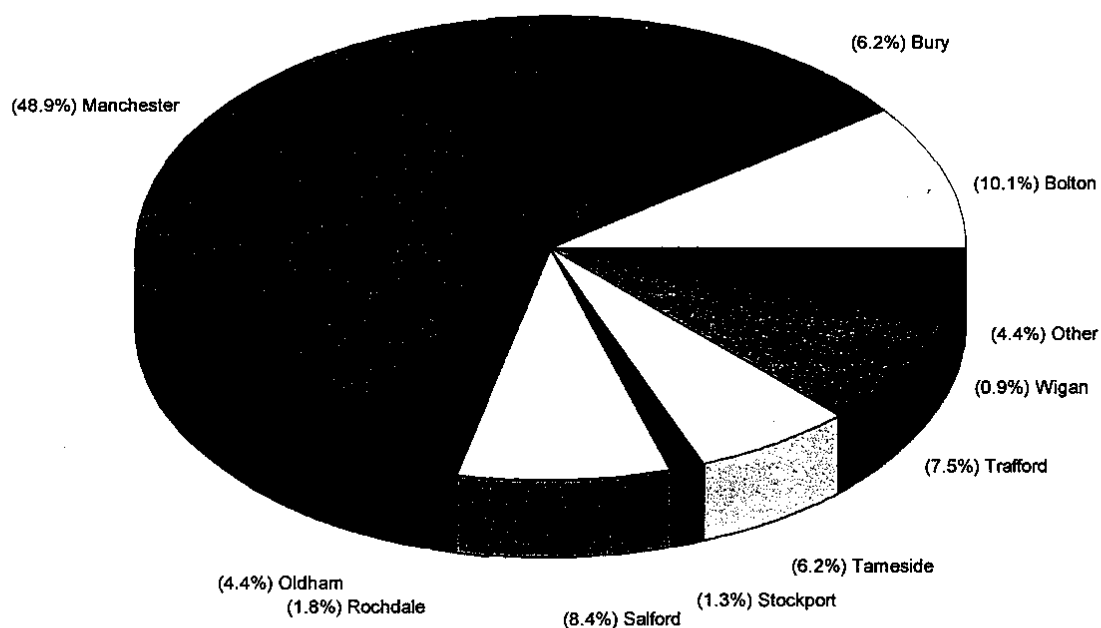
DE LA WYCHE TRAVIS & CO.

Registered Auditors
Chartered Accountants
161 Slade Lane
Manchester
M19 2AF

Analysis of Caseload in 1998/9

Total Cases brought forward: 59		Total New Cases received: 227	
Bolton	6.78	Bolton	10.13
Bury	0.00	Bury	6.16
Manchester	54.23	Manchester	48.90
Oldham	6.78	Oldham	4.40
Rochdale	5.08	Rochdale	1.76
Salford	0.00	Salford	8.37
Stockport	1.70	Stockport	1.32
Tameside	10.17	Tameside	6.16
Trafford	1.70	Trafford	7.48
Wigan	5.08	Wigan	0.90
Outside Agma	1.70	Outside Agma	3.52
		Red Rose Forest Districts	0.90
Total %:	100.00	Total %:	100.00

Cases by location - 98/9



Analysis of Cases in 1998/9

District	No.		Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6	Stage 7	Stage 8	Stage 9
Bolton	4	b/fwd	4	1	4	0	4	2	2	2	2
	23	98/9	22	7	3	3	4	2	1	0	0
Bury	0	b/fwd	0	0	0	0	0	0	0	0	0
	14	98/9	13	3	2	0	1	0	0	0	0
Manchester	32	b/fwd	26	20	21	4	21	18	9	9	9
	111	98/9	102	44	21	2	39	24	8	6	7
Oldham	4	b/fwd	3	2	2	0	4	4	1	1	4
	10	98/9	7	5	5	0	6	4	1	1	1
Rochdale	3	b/fwd	3	3	1	2	3	2	2	1	0
	4	98/9	4	3	3	0	3	3	2	0	0
Salford	4	b/fwd	4	4	4	0	4	4	3	2	2
	19	98/9	18	9	5	1	4	3	3	3	4
Stockport	1	b/fwd	1	1	1	0	1	0	0	0	0
	3	98/9	3	1	1	0	1	1	0	0	0
Tameside	6	b/fwd	5	5	4	0	5	5	1	0	2
	14	98/9	14	7	3	0	5	3	1	0	0
Trafford	1	b/fwd	1	0	1	0	0	0	0	0	0
	17	98/9	16	5	6	0	6	4	3	2	1
Wigan	3	b/fwd	2	1	1	0	2	2	1	1	1
	2	98/9	2	0	0	0	1	0	0	0	0
NW & GM	1	b/fwd	1	1	1	0	1	1	1	1	1
	9	98/9	6	3	3	0	4	2	2	2	2
National	0	b/fwd	0	0	0	0	0	0	0	0	0
	1	98/9	1	0	0	0	0	0	0	0	0
Total	59		50	38	40	6	45	38	20	17	21
b/fwd:											
Total 98/9::	227		208	87	52	6	74	46	21	14	15
	286		258	125	92	12	119	84	41	31	36

Key:

Stage 1 = Advice, Stage 2 = Project Development, Stage 3 = Funding Information,
 Stage 4 = Feasibility Study, Stage 5 = Technical advice, Stage 6 = Design/Costings,
 Stage 7 = Funding bid, Stage 8 = Project funding, Stage 9 = Project Implemented.

PROJECTS IN IMPLEMENTATION STAGES DURING 1998/9

Architecture & Landscape - Workstages:

Stage A	INCEPTION	Stage G	BILL OF QUANTITIES
Stage B	FEASIBILITY	Stage H	TENDER ACTION
Stage C	OUTLINE PROPOSALS	Stage J	PROJECT PLANNING
Stage D	SCHEME DESIGN	Stage K	OPERATIONS ON SITE
Stage E	DETAIL DESIGN	Stage L	COMPLETION
Stage F	PRODUCTION INFORMATION		

Manchester:

Name	Description	Stages	Project Value	Source of Funding
Agnew Road/Parkdale Road	Gating of alleyways and creation of community garden	A-G	£33K	Via Gorton Renewal Team
Blackley Forest	Signboards & waymarking	A-K	£17K	Greening Greater Manchester
Chatsworth Road	Gating of alleyways to create secure environment	A-G	£16K	Via Gorton Renewal Team
Cheetham Hill Advice Centre	Design drawings for building refurbishment	C-H	£28K	SRB
Disabled Access Improvements	Scheme designs for 10 Access Projects for Voluntary & Community Groups within Manchester.	C-D/E	£100K	Via MCC Disabled Access Grants
Groundwork Manchester	Assistance with Building Regulations application	C-D	n/a	
Harpurhey Neighbourhood Centre I	Extension of Community Centre	A-E	£258K	National Lottery Charities Board
Harpurhey Neighbourhood Centre II	Refurbishment of existing building	A-E	£121K	English Partnership
Lightbourne Day Nursery	Environmental improvements	A-K	£48K	Via Groundwork Manchester
Mersey Valley Trail	Survey, detailing and contract management	A-D	£7K	Greening Greater Manchester
Miles Platting Primary School	Environmental improvements to school grounds	L	£60K	National Lottery Millennium Fund
Newton Heath Youth & Community Association I	Refurbishment of building into Youth Centre	F-K	£40K	English Partnership
Newton Heath Youth & Community Association II	Second phase of building refurbishments	A-F	£48K	National Lottery Charities Board & Tudor Trust
North Hulme Adventure Playground	Detail drawings	E	£101	ERDF
Royle Court Sheltered Housing	Environment improvements to grounds.	L	£45K	National Lottery Charities Board
St. Luke's Community Garden	Environmental improvements to church grounds	A-F	£128K	National Lottery Charities Board

Name	Description	Stages	Project Value	Source of Funding
Saltshaker	Creation of outdoor ball park court	L	£42K	European Regional Development Fund
Wilbraham Schools Phase 2	Environmental improvements	L	£71K	European Regional Development Fund
Wilbraham School Phase 3	Environmental improvements.	J-K	£44K	European Regional Development Fund
Victoria Avenue Servicemen's Assoc.	Refurbishment of ladies cloakroom.	A-H	£5K	Own funds
Whalley Range Community Development Project	Planning regulations approval for building refurbishment.	C-D	£183K	National Lottery Charities Board
		Total:	£1,395K	

Salford:

Name	Description	Stages	Project value	Source of Funding
Attention Deficit Disorder Group	Refurbishment of Building for Community Use	A-G	£43K	National Lottery Charities Board
Brain & Spinal Injury Charity	Building refurbishment	A-K	£30K	National Lottery Charities Board + own funding
Clifton Green & Slackbrook Country Park	Sketch design drawings	D-G	£37K	Biffa award via Groundwork Salford & Trafford
Little Hulton Women's Centre	Refurbishment of shop premises for community use.	A-G	£55K	SRB
		Total:	£165K	

Tameside:

Name	Description	Stages	Project Value	Source of Funding
Moravian Settlement Ph. III	Design & installation of gates & fencing.	J-K	£13K	English Heritage via Groundwork Tameside
St. Paul's Churchyard, Stalybridge	Landscape improvements to church grounds/graveyard	A-F	£101K	National Lottery Charities Board
		Total:	£114K	

Oldham:

Name	Description	Stages	Project value	Source of Funding
Alt Tenants	Refurbishment of old library building	F-L	£15K	via Oldham MBC
Coppice Community Centre	Refurbishment of 2 Victorian buildings into community centre	A-E	£275K	National Lottery Charities Board
Oldham Indian Association	Community Centre	H-K	£420K	National Lottery Charities Board (£180K), Private funding and Oldham MBC (£180K).
Oldham Indian Association (Lsc)	Environmental improvements to land surrounding new community centre	A-G	£65K	English Partnership + Private funding
		Total:	£775K	

Trafford

Name	Description	Stages	Project Value	Source of funding
Lakes Estate	Community garden/play facility	A-D	£18K	Greening Greater Manchester
Stretford Cricket Club	Landscape improvements to cricket grounds	A-F	£15K	Greening Greater Manchester
		Total	£33K	

Wigan

Name	Description	Stages	Project value	Source of Funding
Wigan & Leigh Pensioners Link	Building refurbishment	E-K	£68K	National Lottery Charities Board
		Total	£68K	

Bolton

Name	Description	Stages	Project value	Source of Funding
Bolton Age Concern	New build day centre	G-H	£416K	National Lottery Charities Board & Private funding
Great Lever Community Association	Building refurbishment	A-H	£98K	National Lottery Charities Board
		Total	£514K	

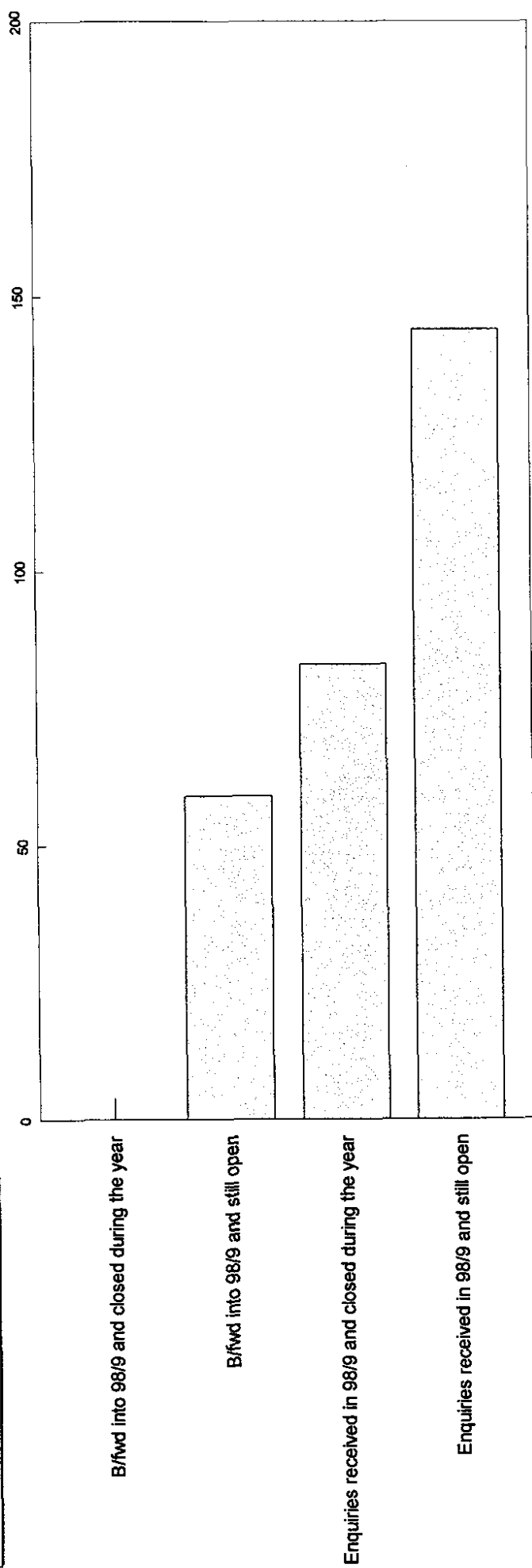
North West

Name	Description	Stages	Project value	Source of Funding
Congleton CVS	Building refurbishment	F-K	£116K	National Lottery Charities Board
		Total	£116K	

COMMUNITY AUDITS & FEASIBILITY STUDIES DURING 98/9

Name	Description	District
Cheetham Hill Advice Centre	Feasibility Study to identify and investigate suitability of options for relocation of existing centre. This involved investigating client needs', accessibility, location and design	Manchester/Salford
Commonword	Assistance with design aspects of funding bid to establish a North West Writers' Centre.	Manchester
Eastlink	A joint project with Voluntary Action Manchester to carry out an audit of community & voluntary groups, open spaces and community buildings in Beswick, Clayton & Openshaw. CTAC analysed the usage, accessibility and plans to develop or extend community buildings, open spaces and parks.	Manchester
Hopwood Community Association	A Feasibility Study to identify the need and support for a new community centre. CTAC have carried out design consultation to produce a suitable scheme and investigated funding possibilities.	Rochdale
North Mcr. Directory	Production of a directory and a database of community and voluntary organisations in the North Manchester Regeneration area. This included investigating the services and facilities local organisations provided.	Manchester
SALI	A Community Planning Exercise - 'Planning for Real' in Seedley & Langworthy to enable local people to input into production of regeneration (SRB) bid. About 1500 people put their suggestions for improving the area and pointed out specific problems on 3-D scale model of the area. Local people then prioritised these suggestions and then worked with statutory agencies to produce an Action Plan to take the regeneration of the area forward.	Salford
Siddal Moore Sports	A Feasibility Study to investigate the needs and options for relocation of the Music Department. This involved looking at the needs of other selected departments and carrying out a space planning exercise to rearrange current department space.	Rochdale
SignPosts	A Feasibility Study to investigate the need and support for a 'Powerhouse' (a 'One Stop Shop' Youth Centre) in Wythenshawe. This involved a needs analysis and consultation with potential users and service providers to establish the potential for developing this facility.	Manchester

Caseload during 98/9



Enquiries received during 98/9

No.	Name of Client	Area	Nature of Enquiry	Closed
989001	Chorlton Residents Group	Chorlton, Mcr.	Request for funding information.	080498
989002	Little Lever Sports Club	Bolton	Need design ideas for sports club.	030698
989003	Starting Point	Benchill, Mcr.	Advice re setting up Youth Centre.	290798
989004	Bank Street Chapel	Didsbury, Mcr.	Design and Lottery bid for public space.	030698
989005	Farnworth Little Theatre	Bolton	Help with purchase and extension of building.	100399
989006	Bury CAB	Bury	Relocation to new premises and funding advice.	
989007	Somerset Road United Reform Church	Bolton	Refurbishment and assistance with funding application.	021298
989008	African Newsletter	Hulme, Mcr.	Base for community business and funding advice.	070898
989009	Worsley Civic Trust	Bolton	Design and costing re play area.	200199
989010	Lakes Estate Residents Association	Trafford	Advice re play equipment on housing estate.	
989011	Disabled Living	Cheetham Hill, Mcr.	Advice re disabled access.	
989012	Greenheys Resident Group	Hulme, Mcr.	Parking & play space in multi-use project.	170698
989013	Norbrook Boys & Girls Club	Woodhouse Park, Mcr.	Funding advice for sports hall.	200199
989014	Walmersley Unitarian Chapel	Bolton	Greening Greater Manchester bid for scrub clearance.	140798
989015	St. Paul's Church	Bolton	Parking and path detail.	251198
989016	Leigh & District CAB	Wigan	Technical advice on soundproofing.	030698
989017	Alsager Christian Ministry Centre	North West	Help to develop community centre.	090998
989018	Angolan Community in Manchester	Moss Side, Mcr.	Assistance with grant application.	100698
989019	Community Services, Stockport	Stockport	Info on developing community buildings.	100698
989020	St. Clement's Church, Urmston	Trafford	Help with Greening Greater Manchester funding bid.	191098
989021	Emmaus	Tameside	Funding and technical advice for self build housing.	100698
989022	Greenend Primary School	Burnage, Mcr.	Funding and Landscape design advice for 'quiet area'.	
989023	Stretford Cricket Club (Pavilion)	Trafford	Advice re access works and extension to club house.	
989024	Moss Park Allotment Society	Trafford	Funding and advice on refurbishment of hut.	270598
989025	Fatima Women's Association	Oldham	Development and technical advice for new premises.	
989026	Sacred Land Project	Didsbury, Mcr.	Discussion re co-working.	100698
989027	Carrington Residents Association	Trafford	Funding and project advice for new community centre.	080798
989028	Clifton Women's Group	Salford	Funding and development advice for play area bid.	191098
989029	Mere Hall Trust	Bolton	Stables extension, open air classrooms and funding bid.	080798
989030	Westwood Women's Enterprise	Oldham	Project/Arch advice to establish community business.	
989031	Oldham Indian Association (Landscape)	Oldham	Landscape ideas required for new community centre.	030698
989032	Congleton CVS (Landscape)	North West	Landscape ideas required for CVS.	030698
989033	Crowcroft Park School	Longsight, Mcr.	Advice on replacement of surfacing.	170698
989034	Hill Top Avenue Residents	Blackley, Mcr.	Advice regarding traffic calming measures.	270598
989035	St. Johns Primary School	Chorlton, Mcr.	Help to redesign school grounds.	
989036	Stuart Street East Residents Association	Clayton, Mcr.	Help to create a community garden.	
989037	Joint Openshaw Group	Openshaw, Mcr.	Want to refurbish church for community use.	
989038	Chorlton District Support Group	Chorton, Mcr.	Advice on funding bid for sensory garden.	080798
989039	Bridgewater Youth Centre	Salford	Development of youth and community facilities in SRB area.	100399
989040	Clifford Lamb Court Tenants Association	Blackley, Mcr.	Develop ideas for rose garden on adjacent land.	
989041	Stretford Cricket Club (Landscape)	Trafford	Scheme design for landscape improvements.	

No.	Name of Client	Area	Nature of Enquiry	Closed
989042	Bryony Close Residents Association	Salford	Help to develop community project.	
989043	Tan Yard Brow	Gorton, Mcr.	Help with feasibility study for Millennium Greens.	191098
989044	Willdale Close Residents Association	Bradford, Mcr.	Development of local community facilities.	
989045	F.W.A.	Hulme, Mcr.	Request for information on Health & Safety.	170698
989046	St. Jerome's Development Group	Beswick, Mcr.	Want to develop church building for community use.	
989047	Vedanta Centre	Chorlton, Mcr.	Help to develop Indian Cultural Centre.	191098
989048	Cheadle Catholic Junior School	Stockport	Help with improvements to schoolyard.	
989049	Moss Vale Tenants & Residents Association	Trafford	Advice re creation of under 8's play area.	
989050	Bolton YMCA	Bolton	Advice re development of building.	010798
989051	Oldfield Forum	Trafford	Want to refurbish old school building.	200199
989052	Noble St. Independent Methodist Church	Bolton	Advice regarding funding bid.	021298
989053	Bolton Muslim Care Group	Bolton	Advice regarding funding bid.	021298
989054	St. John's Primary School	Chorlton, Mcr.	Strategy to improve school grounds.	
989055	ODACA	Oldham	Looking for new premises.	240299
989056	Somali Community Association	Longsight, Mcr.	Advice re development of community centre.	021298
989057	St. Mary's School - Care Club	Moston, Mcr.	Development of out of school club.	
989058	King David Out of School Club	Crumpsall, Mcr.	Funding info for out of school club.	
989059	Moston Urban Farm	Moston, Mcr.	Advice re setting up Urban Farm.	
989060	Jinnah Day Care Centre	Bury	Help to set up advice project.	
989061	School of the Resurrection	Beswick, Mcr.	Information regarding development of playing field.	110199
989062	Withington Civic Society	Withington, Mcr.	Request for funding sources for community arts project.	191098
989063	RADS	Bury	Want to create skateboard/BMX park.	100399
989064	Radio Regen	Central, Mcr.	Looking to set up radio training centre.	
989065	Guru Nanak Devji	Moss Side, Mcr.	Advice re extension of kitchen/dining facilities.	
989066	Eclipse Counselling Network	North West	Advice re setting up of holistic medicine centre.	021298
989067	Bowker Vale Primary School	Crumpsall, Mcr.	Need help with ideas to improve school grounds.	
989068	Gatehouse Publishing	Miles Platting, Mcr.	Want to start magazine group in EastSide.	090998
989069	Burman Street Residents Association	Openshaw, Mcr.	Need help to create 'green' area.	100399
989070	Ellen Brook Primary School	Salford	Want to create nature reserve.	021298
989071	Bolton CVS	Bolton	Need help to look at creating volunteer resource centre.	200199
989072	Mcr. Social Services	Gorton, Mcr.	Want to develop day centre in North Manchester.	191098
989073	Longsight Community Centre	Longsight, Mcr.	Advice re development of youth facilities.	021298
989074	Salford Environmental Group (LA21)	Salford	Help with 'visioning' exercise.	191098
989075	Outreach	Crumpsall, Mcr.	Funding and technical advice re disabled access.	200199
989076	St. Matthew's Project	Crumpsall, Mcr.	Technical advice re building alterations.	
989077	North Mcr. Regeneration	Moston, Monsall, Harpurhey, Mcr.	Help to set up community database.	100399
989078	Nigerian Centre	Rusholme, Mcr.	Advice re disabled access ramp.	
989079	Workers Film Association	Hulme, Mcr.	Advice re ramp and disabled access.	
989080	Assheton Bowmen	New Moston, Mcr.	Advice re disabled w.c. and handrails.	
989081	VASA	Blackley, Mcr.	Advice re disabled access ramps.	
989082	The Roby	Longsight, Mcr.	Advice re building alterations.	
989083	Rivers Estate Residents Association	Trafford	Want to develop play area and youth facility.	
989084	Bury Unemployed Workers Centre	Bury	Funding and technical advice for building refurbishment.	100399

No.	Name of Client	Area	Nature of Enquiry	Closed
989085	Black Resource Centre	Cheetham Hill, Mcr.	Technical advice re building repairs.	200199
989086	Groundwork Tameside	Tameside	Design advice for 'green' conversion of building.	
989087	Tameside Girls Junior Football Team	Tameside	Assistance with Sports Lottery bid.	100399
989088	KRE8	Bolton	Advice re development of arts/venue centre.	
989089	Dorset Road Community Association	Wigan	Help to develop community centre facilities.	
989090	Lancashire Cricket Board	North West	Request for information on CTAC and funding advice.	251198
989091	Hollingworth Park	Tameside	Advice re regeneration of local park.	
989092	Hibbert Street Project	Bolton	Help to put together bid to English Partnership.	
989093	Commonword	Central, Mcr.	Want to develop a writer's centre in Manchester.	
989094	Saltshaker II	Moss Side, Mcr.	Further development of site.	
989095	Groundwork Manchester	Central, Mcr.	Advice on new premises, disabled access and partition of space.	
989096	Lightbowne Day Nursery	Moston, Mcr.	Design and costings for landscape improvements.	
989097	Salford Mental Health Service Trust	Salford	Looking for sources of funding for disabled access improvements.	
989098	St. James Cricket Club	Tameside	Funding and planning advice for landscape improvements.	
989099	Hendham Vale Tenants Association	Harpurhey, Mcr.	Help to create community garden on housing estate.	
989100	Holy Trinity Residents Group	Tameside	Help with consultation process.	251198
989101	VASA	Blackley, Mcr.	Improvement and modernisation of w.c.'s.	
989102	Assheton Bowmen	New Moston, Mcr.	Advice re shower and garage facilities.	
989103	Didsbury Care Group	Didsbury, Mcr.	Sketch ideas required for disabled access.	
989104	Black Art Alliance	Central, Mcr.	Help re disabled access and toilets.	
989105	Church of God of Prophecy	Moss Side, Mcr.	Want to renovate church hall.	
989106	Trafford Borough Council	Trafford	Request for info on CTAC.	160998
989107	Mcr. Somali Islamic Cultural Trust	Rusholme, Mcr.	Want to build new community centre in Rusholme.	
989108	Voluntary Action Manchester (Access)	Central, Mcr.	Advice re improvements to external ramp.	041198
989109	Voluntary Action Manchester (Space Planning)	Central, Mcr.	Help to reorganise internal layout.	100399
989110	Hurdles Charity	Bury	Improve access to single storey building.	
989111	Network 'S'	Tameside	Advice re building refurbishment.	
989112	Annalex	Bury	Help with tree planting scheme.	230998
989113	Tameside Deaf Centre	Tameside	Help with lottery bid for building extension.	
989114	Urban Orchards Project	Red Rose Forest Districts	Development of Urban Orchards projects.	
989115	Mersey Valley Trail	Barlow Moor, Mcr.	Creation of rural trail.	
989116	Sustainable Timber Project	Red Rose Forest Districts	Use and promotion of renewable resources.	
989117	Cheetham Hill Old Library	Cheetham Hill, Mcr.	Advice re condition of old library building.	240299
989118	Bury & District Tenants & Residents	Bury	Need help to find suitable premises.	
989119	Ascension Community Project	Salford	Advice re refurbishment of nursery building.	
989120	Kashmir Youth Project	Rochdale	Refurbishment of building and creation of sports hall.	
989121	CTAC (Disabled Access)	Central, Mcr.	Disabled access to premises.	
989122	Chester CAB	North West	Help with space planning exercise.	
989123	Polish Club	Bury	Help to improve access and toilet facilities.	240299
989124	Birchfields Parents Group	Fallowfield, Mcr.	Advice re adaptation of school rooms.	
989125	GRASP	Bolton	Want to establish a drop in centre.	
989126	Oldham Kickstart Project	Oldham	Help re building refurb and go-kart track.	
989127	Thompson Road, Gorton	Gorton, Mcr.	Closure of alleyways and surface repairs.	

No.	Name of Client	Area	Nature of Enquiry	Closed
989128	Johnson Fold Youth & Community Group	Bury	Help to create sport changing rooms	
989129	Chorlton Workshop	Chorlton, Mcr.	Advice re disabled access improvements.	
989130	West End Community Centre	Tameside	Help re building refurbishment.	
989131	Hulme Group	Hulme, Mcr.	Disabled access advice.	090299
989132	Al Jamia Al Islamia	Cheetham Hill, Mcr.	Proposed conversion of hospital to school.	
989133	Breakthrough UK	Longsight, Mcr.	Advice re development of training facilities.	100399
989134	Ramkrishna Mission	Bolton	Advice re building purchase\refurb\extension.	
989135	Seedley & Langworthy Initiative	Salford	Refurbishment of shop building for resource centre.	100399
989136	Moorside Rangers Junior Football Club	Salford	Help to create all weather pitch.	
989137	The Ethical Property Company	National	Request for info on Technical Aid.	281098
989138	Little Hulton Womens Centre	Salford	Advice re building refurbishment.	
989139	Johnstone Hewlett Scouts	Clayton, Mcr.	Technical advice re easy access toilet.	
989140	Shopmobility	Central, Mcr.	Design of access and facilities.	
989141	Salford Law Centre	Salford	Advice re building refurbishment.	
989142	Westhoughton Cricket Club	Bolton	Want to develop\extend sport facilities.	
989143	St. Philip's Church, Bolton	Bolton	Help to refurbish community centre.	041198
989144	St. Jude's Parent Action Committee	Ancoats, Mcr.	Group want to create community school.	
989145	Clayton North Community Association	Clayton, Mcr.	Advice re security improvements.	021298
989146	Oldham Housing Department	Oldham	Help to review training needs.	
989147	AWAAZ	Crumpsall, Mcr.	Help to set up and run cafe\training centre.	
989148	Stretford House Tenants	Trafford	Advice re building refurbishment.	
989149	Old Trafford Community Development	Trafford	Want to set up community research base.	
989150	Broughton Jewish Primary School	Salford	Improvement to school grounds.	
989151	Cheetwood Residents Association	Cheetham Hill, Mcr.	Want to develop open space for play etc.	
989152	Bethel Community Centre	Longsight, Mcr.	Advice re extending premises and expanding facilities.	
989153	Ahmiadiyya Muslim Association	Hulme, Mcr.	Advice re building extension and landscaping.	
989154	Oldham Indian Association (Landscape)	Oldham	External works to new community centre.	
989155	Jolly Miller Residents & Tenants Association	Harpurhey, Mcr.	Want to create a community garden and play area.	
989156	Bazley Road School Northenden	Northenden, Mcr.	Want to extend playground and insert all weather area.	
989157	Groundwork Tameside - Hattersley	Tameside	Landscape ideas for open spaces on housing estate.	
989158	Friends of Brooks Drive	Trafford	Improvements to footpath area.	
989159	SK14 Quality of Life Group	Tameside	Help to turn disused railway line into footpath.	
989160	Pakistani Community Association	Longsight, Mcr.	Advice re building extension and refurbishment.	100399
989161	Salford Council	Salford	Participation exercise in Salford.	
989162	Chorlton Workshop	Chorlton, Mcr.	Help to make funding bid to NLCB.	
989163	CrossRoads	Salford	Charity would like to relocate day centre.	
989164	North Manchester Regeneration	Moston, Miles Platting, Harpurhey, Mcr.	Advice re funding guide.	161298
989165	North Mcr. Boys & Youth Club	Blackley, Mcr.	Help to extend clubhouse and make funding bid.	
989166	Gorton Heritage Trail	Gorton, Mcr.	Help with feasibility study for area improvements.	
989167	Weaste Youth Action Group	Salford	Would like outdoor pitch and play area.	
989168	Mechinoh School	Salford	Funding advice for new school building.	100399
989169	Psychotherapy Unit	Withington, Mcr.	Advice re purchase and conversion of building.	100399
989170	Bolton NEDA	Bolton	Help with finding new premises.	
989171	Zacharia Mosque	Bolton	Advice re building of new mosque.	210299

No.	Name of Client	Area	Nature of Enquiry	Closed
989172	Copperdale Trust	Benchill, Mcr.	Want to extend facilities for women.	
989173	Peel Brow Tenants	Bolton	Advice re potential new premises.	
989174	St. Swithins School & Parents Assoc.	Trafford	Want to create orchard in school grounds.	
989175	Bromley Cross Football Club	Bolton		
989176	Sinderland Tenants & Residents	Trafford	Want to create community garden.	
989177	Irlam Old Age Pensioners	Salford	Help and advice re building refurbishment.	
989178	Groundwork Salford (Pendlebury sites)	Salford	Design and costings for landscape improvements.	
989179	Eastlink Corridor Partnership	Mcr.	Audit of community facilities and open spaces.	
989180	SHOUT	Harpurhey, Mcr.	Proposed 'planning for real' exercise on housing estate.	
989181	Crosslee Tenants	Blackley, Mcr.	Environmental improvements to woodland area.	100399
989182	North Mcr. High School for Boys	New Moston, Mcr.	Help to create science garden.	
989183	St. Andrew's Church, Bolton	Bolton	Demolition and rebuilding of church building.	100399
989184	Dr. Kershaw's Hospice	Oldham	Help to expand premises and services.	
989185	Hulme Community Garden Centre	Hulme, Mcr.	Want to develop community garden centre & garden.	
989186	Darcy Lever Cricket Club	Bolton	Advice re rebuilding pavilion and sports facilities.	
989187	St. George's Youth & Community Centre	Collyhurst, Mcr.	Feasibility study for refurbishment and expansion.	
989188	CAPTRA	Moss Side, Mcr.	Identify need services for disabled children.	
989189	Green Crescent Charity Foundation	Cheetham Hill, Mcr.	Purchase and refurbishment of building for multi purpose use.	
989190	Rochdale CAB	Rochdale	Want to make NLCB bid for larger premises.	
989191	Littleborough Historical & Arch. Society	Rochdale	Want premises for local history museum and need advice re funding bid.	
989192	The Lakes Estate Tenants Association	Trafford	Alterations to community house for childcare groups.	
989193	Broughton Angling Club	Salford	Funding advice for fencing to fishing pond.	100399
989194	Northmoor Rd. Renewal Area	Longsight, Mcr.	Support to develop improvement strategy for Crowcroft park.	
989195	Mcr. Disabled People's Access Group	Longsight, Mcr.	Request for disabled access advice.	
989196	Levenshulme Social Club	Levenshulme, Mcr.	Request for disabled access advice.	
989197	West Furniture Recycling Project	North West	Help with feasibility study for refurb/recycling project.	260299
989198	Hammerton Rd. Estate Tenants	Collyhurst, Mcr.	Advice re environmental improvements.	
989199	Garden Society	Tameside	Funding info required for new building.	110299
989200	Westwood SRB	Oldham	Looking for artist/sculptor.	240299
989201	Bury Safe Routs to Schools	Bury	Require CAD plot of data mapping.	
989202	Voluntary Action Tameside	Tameside	Advice re premises and funding.	170299
989203	Sparth Community Centre	Rochdale	Advice re setting up Training/Youth Centre/Nursery.	
989204	Asian Development Association	Bury	Help to set up community centre.	
989205	St. Mark's U.R.C.	Woodhouse Park, Mcr.	Advice re refurbishment of church to extend community use.	
989206	Boggart Hole Clough Action Group	Blackley, Mcr.	Help to improve disabled access and signage.	
989207	Catholic Children's Rescue Society	Harpurhey, Mcr.	Develop outdoor play area for nursery.	
989208	Gorton Community Forum	Gorton, Mcr.	Want to develop community centre.	
989209	Age Concern, Stockport	Stockport	Want assistance to bid for feasibility study.	
989210	Body Positive	Hulme, Mcr.	Internal alteration and access works.	
989211	Sholver Millennium Green Trust	Oldham	Project management and detail designs required for Millennium Greens project.	
989212	Irlam Community Watch	Salford	Improve garden in front of library.	
989213	First Asian Support Trust	Cheetham Hill, Mcr.	Want to expand services for disabled.	
989214	Waterbridge Resource Centre	North West	Refurbishment of building for community facilities.	030399

No.	Name of Client	Area	Nature of Enquiry	Closed
989215	Early Years & Play	Throughout Mcr.	Help to develop a centre for carers.	
989216	Holy Trinity Church, Blackley	Blackley, Mcr.	Need building for community activities.	
989217	NCH Action for Children	Bury	Help to reorganise centre for multi use.	
989218	Bury Community Enterprise	Bury	Help to set up Resource Centre.	
989219	JNR8	Whalley Range, Mcr.	Interior design ideas required.	150399
989220	Urmston Scout Group	Trafford	Want to develop campsite area.	
989221	Manchester CAB	Central, Mcr.	Advice re office layout.	
989222	HAZ Community Programme	Hulme, Mcr.	Representation on Advisory Group.	
989223	New Deal for Communities	Beswick, Mcr.	Environment & Physical Task Group.	
989224	Gandhi Hall	Withington, Mcr.	Would like to extend their building.	
989225	Early Years & Play Division	Throughout Mcr.	Advice re building refurbishment.	
989226	Hattersley Development Trust	Tameside	Sports facilities to Hattersely High School.	
989227	St. John's & St. Mark's Parish	Bury	Advice re disabled access to church.	

Cases brought forward to 98/9 from previous years

No.	Name of Client	Area	Nature of Project	Closed
978177	Sale Horticultural & Allotment Society	Trafford	Environmental improvements	
978172	St. Paul's Church, Stalybridge	Tameside	Environmental improvements	
978171	Homes for Change	Hulme, Mcr.	Assistance with creating play area	
978169	Piper Hill High School	Mcr.	Environmental improvements	
978158	Miles Platting Advice Centre	Miles Platting, Mcr.	Project development and technical advice on relocation of centre.	
978154	Weaste Community Watch	Salford	Developing a new community centre	
978153	Windsor Road Residents Association	Harpurhey, Mcr.	Developing a community allotment	
978152	St. Luke's Sports Pitch	Benchill, Mcr.	Technical and funding advice	
978149	Bank Street Chapel	Bolton	Creation of sacred garden	
978145	Hopwood Community Association	Rochdale	Feasibility study	
978143	Friends of Crumpsall Park	Crumpsall, Mcr.	Community consultation re use of park	
978137	Cheetham Hill Advice Centre	Cheetham Hill, Mcr.	Technical advice re proposed new premises	
978135	Dowson County School	Tameside	Assistance with developing out of school club	
978134	Agnew Road Community Garden & Chatsworth Road Environmental Improvements	Gorton, Mcr.	Environmental improvements	
978133	Crosslee Tenants Association	Blackley, Mcr.	Assistance with buying 2 shops and creating play area.	
978117	Top Crescent Residents Association	Stockport	Technical advice and funding information for proposed orchard project	
978116	Levenshulme Road & Sandheys Grove Environmental Improvement Scheme	Gorton, Mcr.	Environmental improvements	
978115	Siddal Moore Sports College	Rochdale	Feasibility study	
978114	Forty Second Street	Central, Mcr.	Assistance with disabled access scheme	
978109	Birchfields Green Action Group	Rusholme, Mcr.	Assistance with creation of community garden and orchard.	
978090	Birch Community Centre	Rusholme, Mcr.	Advice on developing community centre	
978087	Bolton Muslim Welfare Trust	Bolton	Project development and technical advice	
978086	Alt Tenants Association	Oldham	Refurbishment of old library building	
978085	Whalley Range Community Development Project	Whalley Range, Mcr.	Funding and technical advice on refurbishment of building	
978082	Attention Deficit Disorder Group	Salford	Project development, funding advice and building refurbishment	
978077	Oswald Road School	Mcr.	Project development and funding advice	
978076	Wilbraham Schools (Sports Hall)	Fallowfield, Mcr.	Project development and funding advice	
978074	Great Lever Community Association	Bolton	Funding advice and refurbishment of ex library	
978066	Shady Lane Residents Association	Mcr.	Project development	
978055	Levenshulme Community Centre	Levenshulme, Mcr.	Project development and technical advice on refurbishment of community centre	
978054	Hyde Bangladeshi Welfare Association	Tameside	Funding advice	
978053	Trinity Methodist Church	Ancoats, Mcr.	Feasibility study	
978051	St. Thomas Centre	Ardwick, Mcr.	Assistance with planning permission	

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978177	Sale Horticultural & Allotment Society	Trafford	Environmental improvements	
978172	St. Paul's Church, Stalybridge	Tameside	Environmental improvements	
978171	Homes for Change	Hulme, Mcr.	Assistance with creating play area	
978169	Piper Hill High School	Mcr.	Environmental improvements	
978158	Miles Platting Advice Centre	Miles Platting, Mcr.	Project development and technical advice on relocation of centre.	
978028	African Women Art & Design (AWAD)	Mcr.	Project development and funding advice re development of African Women's Arts Centre	
978023	St. Luke's Community Garden	Benchill, Mcr.	Assistance with creation of community garden	
978015	Wooden Canal Boat Society	Tameside	Proposed feasibility study	
978004	Brain & Spinal Injury Charity	Salford	Assistance with refurbishment of building	
97172	Swinton MENCAP	Salford	Project development and funding advice	
967147	Age Concern, Bolton	Bolton	New build Learning & Resource Centre	
967144	Congleton CVS	North West	Assistance with refurbishment of building	
967127	Wigan CAB	Wigan	Technical advice	
967124	Comet New Youth Club	Wigan	Project development advice re youth centre	
967121	Blackley Forest	Blackley, Mcr.	Environmental improvements	
967100	Coppice Community Centre	Oldham	Refurbishment of 2 Victorian houses to create community centre.	
967052	St. Mark's Community Initiative	Woodhouse Park, Mcr.	Environmental improvement scheme	
967048	Ryecroft Hall	Tameside	Funding and technical advice re creation of nursery	
967047	Brookside Community Centre	Rochdale	Project development and funding advice.	
967045	Newton Heath Youth & Community Association	Newton Heath, Mcr.	Refurbishment of old shop building (in 2 phases) to create community facility.	
967033	Manchester Environmental Resource Centre Initiative (MERCi)	Central, Mcr.	Development and advice to project to create multi use centre	
967030	Harpurhey Neighbourhood Centre	Harpurhey, Mcr.	Funding information and refurbishment and extension of existing building	
967022	SignPost Young People's Advice Centre	Northenden, Mcr.	Feasibility study	
956107	SaltShaker	Hulme, Mcr.	Creation of ball park area + fencing.	
956103	Pensioners Link	Wigan	Refurbishment and extension of building	
956050	Moss Side Adventure Playground	Moss Side, Mcr.	Creation of lively play environment	
945149	Indian Association Oldham (Architecture)	Oldham	New build community & cultural centre	
945137	Moravian Settlement	Tameside	Gates & railings in conservation area	
945007	Clarkwell Landscape Improvements	Oldham	Estate environmental improvements	
934072	Wilbraham Schools	Fallowfield, Mcr.	Ongoing environmental improvements to school grounds including planting wildflower meadow.	

CTAC would like to thank the following for their support during 1998/9:-

- **Manchester City Council's Disabled Access Officer for securing grant funding to implement CTAC's access improvements.**
- **Manchester City Council - Voluntary Sector Policy & Grants Unit**
- **Association of Greater Manchester Authorities (AGMA)**
- **The National Lottery Charities Board**
- **The Tudor Trust**
- **Esmee Fairburn Trust**
- **Kellogg Company of Great Britain**

Plus

- **All the clients who commissioned our services**

If you would like to know more about the work of CTAC, please do not hesitate to contact us.

**2nd Floor,
3 Stevenson Square,
Manchester
M1 1DN**

**Tel: (0161) 236 5195
Fax: (0161) 236 5836**

COMMUNITY TECHNICAL AID CENTRE LIMITED

REGISTERED CHARITY NO. 1025048

REGISTERED COMPANY NO. 2699192

(LIMITED BY GUARANTEE)

REPORT & FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 1999

COMMUNITY TECHNICAL AID CENTRE LIMITED
CHARITY NO.1025048
DIRECTORS RESPONSIBILITIES
YEAR ENDED 31ST MARCH 1999

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Company and of the profit or loss of the Company for that period. In preparing those financial statements, the directors are required to :

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

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

COMMUNITY TECHNICAL AID CENTRE LIMITED
AUDITORS REPORT
YEAR ENDED 31ST MARCH 1999

We have audited the financial statements on pages 3 to 10 which have been prepared under the historical cost convention and the accounting policies set out on page 5.

RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS

As describe on page 1 the Company's directors are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

BASIS OF OPINION

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

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

OPINION

In our opinion the financial statements give a true and fair view of the Charitable Company's state of affairs at 31st March 1999, and of its incoming resources and application of resources including its income and expenditure in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

De La Wyche Travis & Co

DE LA WYCHE TRAVIS & CO.
Registered Auditors
Chartered Accountants
161 Slade Lane
Manchester
M19 2AF

21st July 1999

COMMUNITY TECHNICAL AID CENTRE LIMITED
CHARITY NO.1025048
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 1999

SUMMARY INCOME AND EXPENDITURE ACCOUNT

		Unrestricted Funds	Restricted Funds	Total 1999	1998 As Restated
	Notes	£	£	£	£
INCOMING RESOURCES					
Grants	3	98,675	90,405	189,080	127,422
Sponsorship		-	500	500	1,000
Management Fee		-	-	-	250
Bank Interest		18	-	18	24
Fees		123,245	-	123,245	83,602
Miscellaneous		399	-	399	-
		-----	-----	-----	-----
Total Income		222,337	90,905	313,242	212,298
		-----	-----	-----	-----
RESOURCES EXPENDED					
Direct Charitable	4	167,895	62,265	230,160	166,431
Management & Administration	5	35,546	14,310	49,856	23,284
Fund Raising	6	6,697	4,526	11,223	6,693
Disabled Access Improvements		287	16,917	17,204	-
		-----	-----	-----	-----
Total Expenditure		210,425	98,018	308,443	196,408
		-----	-----	-----	-----
NET INCOME FOR THE YEAR		11,912	(7,113)	4,799	15,890
Transfers between funds		-	-	-	-
		-----	-----	-----	-----
Net movement in funds for the year		11,912	(7,113)	4,799	15,890
		=====	=====	=====	=====
Balances brought forward at 1st April 1998					
As previously stated		3,659	1,843	5,502	3,462
Prior period adjustment	2	-	13,850	13,850	-
		-----	-----	-----	-----
As restated		3,659	15,693	19,352	3,462
Net Income for the year		11,912	(7,113)	4,799	15,890
		-----	-----	-----	-----
Balances carried forward at 31st March 1999		15,571	8,580	24,151	19,352
		=====	=====	=====	=====

All amounts relate to continuing operations.

The Company has no recognised gains or losses other than as disclosed in the Statement of Financial Activities.

The note on pages 5 to 10 form part of these accounts.

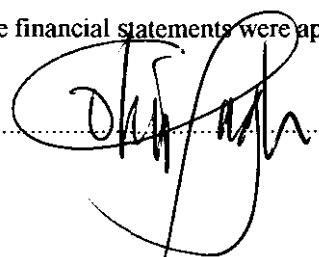
COMMUNITY TECHNICAL AID CENTRE LIMITED
CHARITY NO.1025048
BALANCE SHEET AS AT 31ST MARCH 1999

		<u>1999</u>		<u>1998</u> As restated	
	<u>Notes</u>	£	£	£	£
FIXED ASSETS					
Tangible Fixed Assets	9		8,349		11,937
CURRENT ASSETS					
Work in Progress	1c	10,578		6,941	
Trade Debtors		89,799		86,850	
Prepayments		2,842		5,344	
Cash at Bank		53,132		3,055	
Other Debtors		14,645		4,016	
		-----		-----	
		170,996		106,206	
		-----		-----	
CREDITORS: Amount falling due within one year					
Bank Overdraft	10	-		19,490	
Trade Creditors		17,559		2,539	
Accruals and Deferred Income		122,889		58,642	
Other Creditors	11	14,746		16,913	
		-----		-----	
		155,194		97,584	
		-----		-----	
NET CURRENT ASSETS			15,802		8,622
			-----		-----
			24,151		20,559
Deferred Capital Grants	12	-		-	307
Provision for Equipment Replacement	13	-		-	900
			-----		-----
TOTAL NET ASSETS			24,151		19,352
			=====		=====
FUNDS					
Restricted Funds	15		8,580		15,693
Unrestricted Funds			15,571		3,659
			-----		-----
			24,151		19,352
			=====		=====

The notes on pages 5 to 10 form part of these financial statements.

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

The financial statements were approved by the Board of Directors on 21st July 1999


 Director

COMMUNITY TECHNICAL AID CENTRE LIMITED
CHARITY NO.1025048
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 1999

1. Accounting Policies

The financial statements have been prepared in accordance with applicable accounting standards and follow the recommendations in Statement of Recommended Practice Accounting by Charities.

a) Income

Grants are reflected in the accounts when receivable. Donations are reflected in the accounts when received. In addition monies received for specific purposes are set aside as 'restricted funds'.

Unrestricted funds are donations and other income received for the objects of the charity. They are available as general funds.

Designated funds are unrestricted funds marked by the Board for a particular purpose.

b) Expenditure

All expenditure other than that capitalised has been reflected in the income and expenditure account on an accruals basis. Certain categories of expenditure have been apportioned as follows:-

	Direct Charitable £	Fund Raising & Publicity £	Management & Administration £	Disabled Access £	Total £
Salaries	182,973	6,641	37,697	-	227,311
Running Costs	47,187	4,582	12,159	17,204	81,132
	-----	-----	-----	-----	-----
Total	230,160	11,223	49,856	17,204	308,443
	=====	=====	=====	=====	=====

c) Work in Progress

This is stated at the lower of cost and net realisable value

d) Valuation, Capitalisation and Depreciation of Fixed Assets

Fixed assets are included in the accounts at net book value. Depreciation is provided to write off the cost less the estimated residual value of tangible fixed assets over their estimated useful lives as follows:

Fax machine	25% reducing balance
Computer equipment	33% on cost
NLCB Technical Workstations	33% on cost

e) Grants

Grants represent the amount receivable from funding bodies for the year.

Grants received towards the cost of acquiring a fixed asset have been credited to a restricted fund against which the depreciation of the relevant fixed asset is charged

In previous years Capital Grants received were taken to income over the useful life of the asset concerned.

The amount of grant still to be taken to the income and expenditure account was shown on the balance sheet as a deferred credit.

The effects of the change are given in note 2.

f) Taxation

The organisation is exempt from income tax by reason of its charitable status.

COMMUNITY TECHNICAL AID CENTRE LIMITED
CHARITY NO.1025048
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 1999
CONTINUED

2. Prior Year Adjustments

The prior year adjustment arises from changes in the company's accounting policy in relation to Capital Grants.

The effects of the changes in the accounting policy have been as follows:

	<u>1999</u>	<u>1998</u>
	<u>£</u>	<u>£</u>
Increase/(Decrease) in net income	(6,480)	13,850
	=====	=====
Increase in net assets at the year end	7,370	13,850
	=====	=====

3. Grants

MCC Disabled Access	16,917	-
MCC	73,675	62,791
AGMA	25,000	25,000
MCC Small Grant Fund	-	925
ESF Training Grant	728	-
National Lottery	57,453	34,652
MCC Deferred Capital Grant	307	304
Tudor Trust	7,500	1,875
Esme Fairbairn	7,500	1,875
	-----	-----
	189,080	127,422
	=====	=====

4. Direct Charitable Expenditure

Employment Costs	182,973	131,481
Office Costs	13,218	12,301
Postage & Telephone	4,811	4,353
Stationery	4,292	2,544
Photocopier & Computer	3,178	2,537
Books & Subscriptions	1,047	1,007
Training	2,750	443
Travel	2,401	2,415
Printing	2,775	1,781
Insurance	1,804	2,888
Professional & Membership	757	691
Non claimable VAT	2,107	1,172
Advertising & Publicity	-	602
Depreciation	4,095	2,216
Provision for doubtful debts	3,952	-
	-----	-----
	230,160	166,431
	=====	=====

COMMUNITY TECHNICAL AID CENTRE LIMITED
CHARITY NO.1025048
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 1999
CONTINUED

	<u>1999</u>	<u>1998</u>
	£	£
5. Management & Administration		
Employment Costs	37,697	15,517
Office Costs	2,809	1,379
Postage & Telephone	1,022	700
Stationery	912	364
Photocopier & Computer	(652)	319
Books & Subscriptions	404	115
Training	1,192	51
Travel	748	276
Advertising & Publicity	-	2,249
Printing	1,054	268
Insurance	637	330
Professional & Membership	142	79
Non claimable VAT	393	134
Depreciation	1,133	253
Recruitment	865	-
Audit	1,500	1,250
	-----	-----
	49,856	23,284
	=====	=====
6. Fund Raising & Publicity		
Employment Costs	6,641	4,498
Office Costs	496	378
Postage & Telephone	180	124
Stationery	161	73
Photocopier & Computer	97	58
Books & Subscriptions	44	29
Training	60	13
Travel	136	69
Advertising & Publicity	2,670	1,115
Printing	226	137
Insurance	145	83
Professional & Membership	47	20
Non claimable VAT	134	33
Depreciation	186	63
	-----	-----
	11,223	6,693
	=====	=====

COMMUNITY TECHNICAL AID CENTRE LIMITED
CHARITY NO.1025048
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 1999
CONTINUED

7. Analysis of Total Resources Expended

	Staff Cost	Depreciation	Other	Total 1999	Total 1998
	£	£	£	£	£
Direct charitable	182,973	-	47,187	230,160	166,431
Fund Raising	6,641	186	4,396	11,223	6,693
Management	37,697	5,228	6,931	49,856	23,284
Disabled Access	-	-	17,204	17,204	-
	-----	-----	-----	-----	-----
	227,311	5,414	75,718	308,443	196,408
	=====	=====	=====	=====	=====
				1999	1998
				£	£
Staff Cost:					
Wages & Salaries				202,527	129,967
Associates				19,889	8,747
Social security costs				3,468	12,782
Volunteer Expenses				1,427	-
				-----	-----
				227,311	151,496
				=====	=====

No employees earned £40,000 per annum or more

The average number of employees analysed by function was

	1999	1998
Services	10	7
Management & Administration	3	3
	----	----
	13	10
	==	==

8. Trustees Remuneration And Expenses

No remuneration directly or indirectly out of the funds of the charity was paid or payable, during the period, to any trustee or any person known to be connected with any of them.

No expenses were reimbursed to them.

COMMUNITY TECHNICAL AID CENTRE LIMITED
CHARITY NO.1025048
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 1999
CONTINUED

9. Tangible Fixed Assets

	Computer & Office Equipment £	Total £
Cost		
At 1st April 1998	16,445	16,445
Additions/(Disposals)	1,826	1,826
	-----	-----
At 31st March 1999	18,271	18,271
	-----	-----
Depreciation		
At 1st April 1998	4,508	4,508
Charge for the year	5,414	5,414
	-----	-----
At 31st March 1999	9,922	9,922
	-----	-----
Net Book Value		
At 31st March 1999	8,349	8,349
	=====	=====
At 31st March 1998	11,937	11,937
	=====	=====

10. Bank Facilities

The Co-operative bank provide a bank overdraft facility of £35,000. This is secured by a fixed and floating charge over all the assets of the company.

11. Other Creditors	<u>1999</u> £	<u>1998</u> £
Due within one year		
VAT	8,028	11,947
PAYE & National Insurance	6,718	4,966
	-----	-----
	14,746	16,913
	=====	=====

12. Capital Grants

	£	£
Balance at 1st April 1998	307	611
Transferred to Income & Expenditure Account	307	304
	-----	-----
Balance at 31st March 1999	-	307
	=====	=====

COMMUNITY TECHNICAL AID CENTRE LIMITED
CHARITY NO.1025048
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 1999
CONTINUED

13. Provision For Equipment Replacement

	<u>1999</u>	<u>1998</u>
	<u>£</u>	<u>£</u>
Balance at 1st April 1998	900	400
Transfer (to)/from Income & Expenditure	(900)	500
	-----	-----
Balance at 31st March 1999	-	900
	=====	=====

14. Designated Funds

The income funds of the charity include the following designated funds which have been set aside by the trustees for specific purposes.

	Balance 31/3/98	Transfer from Income & Expenditure	New designation	Balance 31/3/99
	£	£	£	£
Equipment Replacement	-	900	300	1,200
	=====	=====	=====	=====

15. Restricted Funds

	Balance 31/3/98 As Restated	Incoming	Outgoing	Balance 31/3/99
	£	£	£	£
MCC - Disabled Access	-	16,917	16,917	-
MCC - Training Grant	1,500	-	947	553
National Lottery - Revenue	343	57,453	57,453	343
- Capital	13,850	-	6,480	7,370
Kellogs Sponsorship - Slide Projector	-	500	186	314
Esme Fairbairn - Salary & Administration	-	7,500	7,500	-
Tudor Trust - Salary & Administration	-	7,500	7,500	-
MCC - Deferred Capital	-	307	307	-
ESF - Training Grants	-	728	728	-
	-----	-----	-----	-----
	15,693	90,905	98,018	8,580
	=====	=====	=====	=====

16. Analysis of Net Assets Between Funds

	Unrestricted £	Restricted £	Total £
Tangible Fixed Assets	870	7,479	8,349
Net Current Assets	14,701	1,101	15,802
	-----	-----	-----
	15,571	8,580	24,151
	=====	=====	=====