



# Trustees' Annual Report for the period

Period start date		Period end date	
From	01 04 2013	To	30 06 2014

## Section A Reference and administration details

Charity name

The Waterloo Partnership

Other names charity is known by

Registered charity number (if any)

1111926

Charity's principal address

23 Bonnington Avenue

Crosby

Liverpool

Postcode

L23 7YJ

### 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 Lloyd	Secretary 9/13 to 6/14		
2	Fred Nye	Chair 09/12 to 06/14		
3	Rick Walker	Treasurer 9/12 to 6/14		
4	Mary Corbett	9/12 to 06/14		
5	Linda Nye	9/12 to 06/14		
6	John Power	9/12 to 06/14		
7	Ian Price	9/12 to 06/14		
8	Peter Harvey	9/13 to 06/14		
9	Martin Shackleton	9/13 to 06/14		
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

--	--	--

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

--

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 1 <sup>st</sup> September 2005
How the charity is constituted (eg. trust, association, company)	Association consisting of 23 members
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or re-appointed annually at the Annual General Meeting held in September

### 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.

New trustees are inducted by the Chair and Board of Trustees, using Charity Commission guidelines.  
The current trustees come from a variety of backgrounds: education, journalism, management, medicine, social work, IT, engineering and the financial sector.

The Waterloo Partnership is a member of the Fundraising Standards Board, and follows the Institute of Fundraising's Code of Fundraising Practice.

The charity has an agreed Complaints Policy: the current complaints co-ordinator is Fred Nye.

## Section C Objectives and activities

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

(i) To relieve poverty and sickness, to preserve good health, and to advance education in Waterloo Sierra Leone.  
(ii) To advance public understanding in Waterloo England of the social, economic and cultural ways of life of the people in Waterloo Sierra Leone.

**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)**

The Waterloo Partnership was established to encourage mutual support and understanding between the communities of Waterloo Sierra Leone and Waterloo Merseyside, and the charity aims to forge educational, cultural, faith and civil society links between the ‘two Waterloos’.

In planning the Waterloo Partnership’s activities the trustees have had regard to the Charity Commission’s guidance on public benefit. The charity therefore seeks to:

- establish links between specific institutions in Waterloo Merseyside and neighbouring areas, with appropriate opposite partners in Waterloo, Sierra Leone;
- support the work of the Waterloo Sierra Leone community with particular reference to supplying resources for basic needs and for building construction, education, employment, farming, health care and sanitation;
- harness the skills and efforts of voluntary project workers in both communities
- communicate the findings of visits to and from Sierra Leone;
- raise funds to support the aims of the charity.

The charity and its trustees work in close collaboration with the Waterloo Partnership Sierra Leone (WPSL), a partner committee set up to co-ordinate the charity’s work in Waterloo SL. WPSL is uniquely placed both to reflect the opinions of local people and to involve them in decision making, planning and implementation. We believe that the full involvement of WPSL ensures that our projects are chosen by mutual agreement, are appropriate for local needs, and provide benefits for the whole community.

**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.

All our trustees and members are volunteers, and we have no paid staff. Funds raised are therefore used solely to fulfil the charity's aims and objectives and to support our projects in Waterloo Sierra Leone.

Representatives from the Waterloo Partnership United Kingdom (WPUK) join their counterparts from the Waterloo Partnership Sierra Leone (WPSL) for an annual audit conference in Waterloo SL, during which all our mutual project activities are reviewed and assessed.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

Following the change in the dates of our reporting year (now July to June) the Report this year covers the fifteen month period 1 April 2013 to 30 June 2014.

In addition to the regular trustees' meetings, four general meetings of members and trustees were held during the reporting year to further the activities of the charity:

- **Trustees and members forum 21 June 2013.** Constraints of funding and manpower had lead members to look at new ways of working. We felt that we should consider pruning our project portfolio to the core schemes of farming and school scholarships while looking at an expansion of tertiary education bursaries.
- **Special General Meeting 14 November 2014.** The meeting discussed ways in which we might learn more about the educational system in SL in order to make informed decisions about our involvement. The draft versions of the 2014 Report from the Trustees were also discussed.
- **Special General Meeting 23 January 2014.** This focussed on forward planning for fundraising, and for celebrating the tenth anniversary of the Waterloo Partnership in 2015, both in the UK and Sierra Leone. A revised version of the Annual Report was approved, for immediate submission to the Charity Commission.
- **Special General Meeting 1 May 2014.** The main item of business was to receive a report from David Lloyd, following his April 2014 visit to Waterloo Sierra Leone on behalf of the charity.

**Projects in Waterloo Sierra Leone**

These have been overseen by the trustees: the project co-ordinators in the UK were David Lloyd and Fred Nye, and in Sierra Leone Alieu Badara Mansaray.

**New projects.****Cole Town Bridge**

This vital bridge, linking three communities. was swept away by flood water and replaced by tree trunks placed over the river. People were obliged to clamber across this hazardous and makeshift crossing as best they could. Our partners in Waterloo Sierra Leone asked us to help construct a strong and permanent bridge as a priority.

The site presented engineering challenges, as the river lies within a flood plain, and the bridge had to be approached by embankments.

Employing local labour, and with funding from WPUK, our partners not only constructed a permanent concrete bridge, but also built up the causewayed approach roads and protected them with retaining walls. The result is a reliable facility, now in constant use, which is available to both vehicles and pedestrians. We have recently added protective bollards to prevent future erosion of the approach roads.

The Waterloo SL community greatly appreciates the help they have been given. Everyone - children on their way to and from school, women taking goods to market, farmers going to their fields, has benefitted from this priority project

### **The United Children's Primary School**

Last year our partners in Waterloo Sierra Leone told us about one of the local schools which was in desperate need. Teaching and learning at the United Children's Primary School were becoming impossible: the classrooms were overcrowded, the tarpaulin roofs torn and leaking, and the earth floor, dusty in the dry season, became a quagmire when the rains came.

In January 2014 our trustees considered and approved an application from our partners in SL to help fund the building of a completely new single-story block, housing three spacious classrooms which have been subdivided. The school, in partnership with a member of the local community, raised one third of the cost, made 3,000 mud bricks by hand, and arranged for local skilled labourers to be employed on the project. The building site was generously donated by a local land owner.

By early March the building was finished and painted, complete with a weather-proof roof and paved classrooms and verandas. This building is a 'first' for the Waterloo Partnership on two counts: it is the largest school building we have funded, and the only project so far where we have shared the costs with the local community. The outcome has been extremely successful, and is a great credit to the way in which the school, the neighbourhood donors, and our WP committee in SL worked so effectively and harmoniously together.

**Ongoing Projects****Seeds and Tools**

The Seeds and Tools farming project is one of our longest established schemes in Waterloo, Sierra Leone.

It supports approximately 350 subsistence farmers who are mostly war widows. We supply them with seeds, fertiliser, watering cans, tools and 'wellies'. The gratitude expressed by all the women we met during our visit in 2013 was truly humbling.

Recently our partners asked us to fund a two day training event (the first of its kind) to help the women increase the quality and quantity of their crops and boost their income. About 100 farmers took part in two days of interactive workshops and demonstrations, led by experienced agricultural instructors from the local council.

The event was very successful, and we hope that with training sessions like this the women farmers will eventually grow enough produce to become self-sufficient.

Some of the war widows live in extremely poor accommodation, their homes consisting of little more than wooden frameworks covered by tarpaulin. We are planning to completely re-build some of the worst of these houses: meanwhile we have provided some urgently-needed roofing materials which can be re-used once more permanent construction work gets under way.

**School Uniform and Education**

The project continues to provide education for 40 vulnerable children. It provides uniforms, school resources and fees, and a small allowance for guardians: core funding is provided by the WPUK annual Christmas Gift Scheme. The systems provided by the WPSL co-ordinator for monitoring school attendance, academic performance, health and safety issues and her pastoral care of the pupils have resulted in the success of the project.

We continue to consider these pupils' educational needs as they leave school. This year WP has provided funds (on an exceptional basis) for one very able candidate to re-sit his school leaving examination in mathematics.

### **Tertiary Education**

Betty Nicol, one of the beneficiaries of the school education scheme, has been awarded a bursary from WPUK to fund the preliminary year of the State nurse training course. She is following in the footsteps of Cynthia Reffel, whose nurse training continues to be funded by WPUK after she completed successfully the second year of the course. Our congratulations go to both these enthusiastic and conscientious students.

We look forward to seeing them become fully qualified nurses, knowing how highly the local community will value their skills.

The trustees have recently set up a separate WP Bursary Fund to provide further education and training for school leavers. Contributions from donors and sponsors paid into this fund can be used to support current beneficiaries, and will also build up resources from which future awards can be made

### **Other projects and achievements**

Details of previously funded schemes including **Bridge and School building**, the **Wells, Bakery, and Motor Mechanics projects**, and **support for the Health Centre**, can be found on our website:

[www.waterloopartnership.co.uk](http://www.waterloopartnership.co.uk).

### **WPUK Working Groups**

#### **Publicity Working Group**

The Publicity group has met six times during the reporting period 1/4/13 to 30/6/14. It has been a busy and productive year.

The group's aims were to produce new printed material; and also to review and update the existing website, whose software was outdated and inadequate, and which needed to be compatible with mobile devices and social networking sites to be effective. Trustees' approval was sought and given for the necessary budget expenditure, which was justified on the grounds that the WP needs to communicate effectively with the local community and the wider public if it were to be sustainable. A similar charity had experienced a marked rise in giving with a professionally designed and modernised website.



We were fortunate to have the experience and skills of PH, who after discussion, and using archived images, produced an eye-catching and informative 'calling-card', suitable and cheap enough to hand out in quantity in schools and at fundraising events for some time to come e.g. at the Cathedral's charity abseil in August, the annual Christmas Tree Festival, and bag-packing at Sainsbury's supermarket. The postcard-size cards were printed locally at a competitive price, and available in mid-April.

Our next task was to publicise an Open Meeting on 21<sup>st</sup> May, the objective being to inform and enthuse supporters, members and trustees, following the annual audit visit to Waterloo, Sierra Leone. PH produced a multipurpose introductory presentation for the occasion, as well as a striking A4 poster to advertise it. Thanks to TM for distributing the publicity material so effectively.

August 2013 brought the sponsored abseil at the Cathedral, a major event where our new publicity cards were distributed to as many members of the public as possible during our ten fundraisers' 30 minute 'drop'. Sponsorship links had been set up using our Facebook page, Twitter account and website, to facilitate giving. Press releases with an eye-catching colour photo of an abseiler were sent to two local papers, and were published in a prominent position. We were pleased with the publicity generated by this event.

In the Autumn the group focused on the printed publicity and stationery needed for the Christmas Gift Scheme. It was decided to offer a simply designed A7 size card specific to each type of 'gift', with information about the charity on the reverse: several years' supply was printed at modest cost. The order form was re-designed and re-worded to comply with new legislation; and in addition our 300 regular donors received an illustrated news-sheet.

Since our existing website could not be improved as it stood (for technical reasons) the Publicity group agreed that possible web design companies should be contacted by PH to ascertain costings. In July all members and trustees were consulted about the proposed new website, prior to the charity's Chair, new website manager JP, and media advisor PH,

meeting to sign a contract and discuss our specifications with the web

designer Paul Burnhill. The structure to be put in place was to be flexible, without limit to size, and designed for all forms of media to be downloaded on to it. A demo version of the site, populated with existing content, was viewed by the group in October; and it was agreed that old material should be edited, archived, or replaced with new material and fresh photos from our extensive archive, before a 'soft launch' of the new site. Although getting individuals in the UK and SL to provide new material is always a challenge, text on the site has gradually been changed and regular news items added. The value of the new site has already been demonstrated by a substantial unsolicited donation from a charitable trust fund.

Procedures have since been developed for submitting website material, editing, and uploading it to the site, via either JP or PH, who have the necessary passwords. In addition, media guidelines outlining how all types of publicity 'outputs' should be handled were drawn up and circulated to WP members and trustees. PH, as Communications Officer, now receives and coordinates all such material.

### **Education Working Group**

#### **SCHOOLS**

The forty children have continued their education and have benefitted from receiving an amount of money to pay for uniforms and books and to cover any extra costs incurred by them while receiving schooling. An updated list of all the children, their schools and their current year-group progress was sent to the Education Committee by Aminata Mansaray, the project coordinator.

During his recent visit to Sierra Leone, David Lloyd interviewed three students who were taking their final examinations. Although they aimed to continue with tertiary education it was felt that WPUK did not have sufficient funding to ensure this could be entirely funded in the future.

#### **TERTIARY EDUCATION**

Cynthia Refell is now in her third year of tertiary education training as a Community Health Nurse at The Connaught Hospital, Freetown. Betty Nicol has also received funding to cover her preliminary nursing training and to provide her with books and necessary equipment. Funding will be required in future years to continue their training.

#### SCHOOL LINKS

Many schools have continued their partnerships with Waterloo Schools and these continue to thrive. Over 25 teachers and pupils visited the Waterloo area in February.

A questionnaire was sent by the education committee to Waterloo schools to attempt to discover more about the examination system in the secondary schools. Some of the information received is very useful to WPUK in order to help with our understanding of their very intricate examination system.

#### **WPUK visit to Sierra Leone April 2013**

Our visitors were Jane Roberts (Secretary), David Lloyd (Trustee) and Carol Lloyd (Member, WPUK). Our thanks go to David Lloyd and Jane Roberts for planning the visit and making the travel and accommodation arrangements, and to Teresa McLaughlin for obtaining visas.

The main objectives of the visit included the remit to:

1. Oversee past and present projects including Joy Primary School
2. Ascertain the overall working of WPSL
3. Ascertain where the geographical boundaries of Waterloo lie with regard to our responsibilities
4. Visit the CODEP library
5. Prepare for the Christmas Gift Scheme 2013
6. Review healthcare provision in Waterloo
7. Visit the Home Economics Centre and work with the staff

A new feature of the visit was an open General Meeting to which community leaders were invited. It acted as a platform where we could acknowledge the contribution of our UK donors, and re-affirm our commitment to all our projects, including schooling and further education. Speakers from the floor emphasised the importance of education, including technical and vocational training to their community. This concern now forms an important element in WPUK's future planning.

#### **Visit to Waterloo Sierra Leone April 2014**

The annual visit to Waterloo, Sierra Leone, was undertaken by Trustee David Lloyd.

Three recently funded projects were reviewed: War Widows' Accommodation, United Children's Primary School and Cole Town Bridge. Details are given above.

Community Health Centre: the Nance Culvert Bridge was in good condition and much appreciated. A further small bridge over the drain near CHC was paid for from the sale of an unwanted shipping container. The CHC is as busy as ever providing for the health needs of the community within the limits of their budget constraints. The accommodation is inadequate; in particular an extension is needed for the maternity unit. A borehole has been installed by the charity CONCERN.

Bakery: Under the management of the Waterloo Progressive Women's Organisation (WAPWO) a new baker had been employed. The output was 400 loaves and about 80 cup cakes six days a week. No accounts were available, but the estimated profit of Le1,000,000 / month is supporting the education of six orphans, including uniforms. They want a well and would like a generator to power the mixing machine.

Education: Three final year school students were interviewed and are keen for tertiary education. Funding is currently not available, and the hope is that the new Bursary Fund will address this.

Tertiary education: Cynthia Reffel, in the second year of her Community Health Nurse course, is making good progress. She is keen to do a further 3 year course to qualify as a State Registered Nurse. Betty Nicol is progressing through her first year of nursing training. Since the visit, both students have been sent a stethoscope and blood pressure machine (donated by local GPs) and Cynthia has received a smart phone for access to on-line textbooks.

**Brief statement of the charity's policy on reserves**

The policy of the Waterloo Partnership, which is kept under review, is that a minimum of £1000 of the charity's capital is held in reserve.

**Details of any funds materially in deficit**

None.

**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.

**Fundraising and sources of income**

The Annual Report helps us express our thanks to all our members donors and supporters for their generosity over the past year. Once again we acknowledge the invaluable contribution made by the members of the One Thousand Hearts Scheme, who make regular monthly donations by standing order. Their help provides us with a reliable and predictable source of income which is augmented very considerably by the tax we are able to re-claim through Gift Aid.

The major winter fundraising events were again well supported and between them the Christmas Gift scheme and annual 'bag pack' brought in well over £8,000. The Christmas bag packing in Sainsbury's Store, Crosby, raised a record £4040.00. We are again most grateful to our faithful team of volunteer bag packers, and to the management of Sainsbury's.

Two other events this year were not only successful in financial terms, but were also great fun. The charity abseil from the roof of the Anglican Cathedral in August 2013 was attended by wonderful weather and a cheering crowd of supporters. We are particularly grateful to Peter Smith and the Budo Kai Jiu Jitsu Club for going down the ropes to raise funds on our behalf.

Our first charity Quiz Night held in June 2014 was a sell-out and raised £635 for WPUK. We have received many requests to repeat it next year. Our thanks to everyone who attended; not least to our talented quiz master, John Nelson, whose witty one-liners helped to make the evening so enjoyable.

Another first was a £2,000 donation 'out of the blue', from a charitable trust which had chosen to support the Waterloo Partnership after one of their members had visited our new website. It is good to know that already the website has more than paid for itself.

We are most grateful for the continuing support of local primary and secondary schools, both state-funded and independent, many of whom

have now forged their own links with schools in Waterloo SL. Sacred Heart Catholic College has continued to hold fundraising events in aid of the Partnership, and has made very significant contributions to our Bursary Fund, which provides opportunities for tertiary education. Individual donors are of course too numerous to record, and we are most grateful to all of them. We must however mention Louise Wills, who again this year has donated half of the proceeds from her charity coffee morning to the Waterloo Partnership.

In May 2013 we held an open meeting entitled 'Getting the Picture' at St. John's Primary School, Waterloo. The meeting was well attended and we were able to present to donors an up-to-date picture of the projects in Sierra Leone which they had helped to fund. The Annual General Meeting gives us another opportunity for expressing our sincere thanks to all who whose generosity is making a real difference to peoples' lives in Waterloo, Sierra Leone

**Section F Other optional information**

**Section G Declaration**

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Frederick Nye	David Lloyd
<b>Position (eg Secretary, Chair, etc)</b>	Chair	Secretary
<b>Date</b>	23 <sup>rd</sup> January 2014	