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Introduction

This year saw the 50th issue of the Messenger; this is a significant milestone in the life of any community magazine, which are not known for their longevity. The Burngreave Messenger has established a reputation as well a run organization alongside its reputation for producing a community newspaper that challenges, informs and entertains. This is due to the continued dedication of volunteers and staff and the significant financial support of Burngreave New Deal for Communities and local organisations and businesses through advertising.

Since the last AGM we have produced and distributed 10 issues of the Messenger, as well as maintaining a design business and undertaking a significant contract to design New Deal's website. Our staff team has grown to eight, with the appointment of a Business Manager Naheem Hanif. Our turnover in the financial year 2004/05 was £161,525.

As we approach the final year of the New Deal funded 'Core' project, the management committee has begun to focus on what lies in the future. Further funding from New Deal after November 2006 is uncertain, but should we be lucky enough to share in some of what is left of the New Deal money, our aim is firmly fixed on finding ways to diversify the funding of the Messenger.

We are looking at the possibility of incorporating formal training into the Messenger's activities and we continue to develop the design and web services we can offer. We anticipate a turnover of £172,272 for 2005/06 and hope to complete a business plan by the middle of next year.

We have focused on involving more volunteers in the Messenger this year and we have been rewarded with some outstanding contributions from even more members of the community.

Our hard work has been recognised in many ways. We have received lots of positive feedback about the content of the Messenger (**Appendix A**), and we were honoured to receive an award from the Area Panel 'in recognition of [our] outstanding contribution to the community'.

We have also been approached by several organisations with requests to produce and manage their newsletters. Although we were unable to take on this work, it is a testament to the good reputation we have built as a producer of a quality community newspaper.

photographs by Carl Rose



Editorial

With over 40 meetings a year the editorial team must be one of the hardest working voluntary groups in Burngreave. But that doesn't mean it isn't fun! The editorial team met most weeks to wrestle with issues affecting the area and to make decisions about what went in each issue, in line with our editorial policy **(Appendix E)**.

This year 18 volunteers have been part of the editorial team alongside members of staff, and they have been supported by a further 43 individuals who have undertaken various production tasks including contributing articles, photography, proof reading and editing. **(Appendix B)**.

Since October 2003, 145 projects and organisations have been supported with adverts, features, interviews and inserts **(Appendix C)** and we have supported 35 different businesses by carrying advertising and through business features.

(Appendix D).

With an average of over eight pages per issue sold in advertising or sponsored space, it can be tempting to try to squeeze more content into smaller spaces. The editorial team has resisted this urge, and with the help of our designer, Paul Taylor, the Messenger has managed to keep the content attractive and readable.

Several themes have run through the year, most notably the Masterplan. We explained what was being proposed during the consultations and talked to residents about their views and fears as



the process dragged on. Significant space and time was devoted to this in the hope that residents interests would not be ignored as major changes for the area were set in motion [November 04, December 04, March 05, April 05, May 05, June 05, September 05].

Again this year young people featured highly but not always for positive reasons. With the increased use of Dispersal and Anti-social Behaviour Orders and the continued sensationalised reporting in The Star around the issue, we tried to look at the problem from the other side. Rob Smith, one of our development workers, has spoken to young people about their experience of ASBOs and the lack of suitable youth provision. [November 04, December 04, April 05]. We encouraged efforts to develop a positive solution to problems in Abbeyfield Park [September 05] and took every opportunity to promote young people who are positive role models. [Daniel Jackson and Tanya Bailey November 04, Carl Rose February 05, Layen Wisdom March 05, Natasha Mcfarlane August 05, Ahmed Hussain and Bhavesh Patel September 05, Joe Harris October 05].

Celebrating people's achievements is something

the editorial team has taken seriously, and we were over the moon when Burngreave Saints Under 8s football team were unbeaten all season [May 05]. With both the Burngreave Sports Network and Burngreave Sports Project generously sponsoring a page we were able to encourage the teams and other sporting activities all year.

And by collaborating with Burngreave Voices we have been able to celebrate people's lives past and present. Nikky Wilson has produced an article every issue covering stories from 80 years ago like Hilda Dawson who lived in the Vestry Hall, [December 05] to the stories from the recent past, like the success of the Kashmir Curry House in the last 30 years [March 05].

We have again supported residents as they try to persuade statutory services to make good decisions and to deliver services at an acceptable



standard. This year we have supported the campaign to prevent more active waste being dumped on Parkwood landfill [March 05, June 05]; reported on the almost inevitable unhappiness with facelift schemes [March 05,] and told the story of Grimesthorpe residents as they try to save their local green space from developers [September 05, October 05].



This wide variety of topics has kept the letters page busy, with responses, views and complaints, ranging from demands to increase the circulation of the Messenger, to demands for us to speak to the right people; to letters about the Area Panel page [a first for the Messenger]. The editorial team has tried to take feedback on board and requests and comments often lead to articles or letters.

The first results from our questionnaire on content can be found in **appendix A**.

Distribution

Distribution of the Messenger is now like a well oiled machine, thanks to the work of our Office Administrator, Farzana Ahmed, who took on the management of the distribution process this year. There are always going to be problems when delivering a free newspaper to 6,000 households, but our systems are much better at responding to these problems. The development of a disciplinary procedure for distributors has allowed us to build a strong, reliable team of local people, who have worked hard in all weathers to get the Messenger through everyone's doors.

Thanks go to our deliverers for their work and to the young people who collate leaflets into the Messenger, they too have proved themselves an invaluable part of the Messenger team.



Volunteers

Encouraging volunteers to get involved in the Messenger has been a key focus for the year.

We have explored several ways of enticing people to take part. We have amended the editorial process so that our first meeting of each issue is widely advertised, and no commitment to the editorial team is needed to contribute to the meeting. We have advertised all the different volunteer roles available in the Messenger, and featured a past volunteer talking about their experiences. We have also undertaken training as a staff team with Kim Streets, of Sheffield Museums and Galleries, in managing volunteers.

One of our development workers, Gaby Spinks, has been working on recruiting new volunteers to the project. Gaby has built up a strong team of proof readers and editors, many of whom are new to the Messenger, and they have contributed to the smooth running of the production process.

One of the year's most successful events was a course in photography run by Carl Rose. Although the class was small it encouraged two residents to become regular volunteers. Camille Daughma has gone on to produce stunning photos from the Cactus Club as well as working with Nikky Wilson doing photography for local interviews. While Reuben



Photo by Camille Daughma



Photo by Reuben Vincent



Photo by Anwar Suliman

Vincent has shown his talents in writing and photography at the Abbeyfield Festival and the Burngreave Mile Run amongst others.

We have also been lucky to receive invaluable training from Julian Dobson of New Start, a Sheffield-based regeneration magazine.

Volunteers and staff alike benefited greatly from the sessions covering feature writing and difficult stories.

Now in partnership with Fir Vale Forum we are hoping to run more training sessions with Carl and New Start to help more residents get involved in production activities.

The efforts to attract new volunteers are only possible because of the many regular volunteers who contribute their time every month, whether as management members, editorial team members, as regular writers, editors, or proof readers. Special thanks are due to those people for their commitment to the project.

The Messenger is also shaped by many residents who contribute just one article or cover one event they are involved in. We hope more residents feel they can contribute to the

Messenger in this way, perhaps by writing a letter or by keeping us informed of what's happening in the area, ensuring the Messenger remains a truly community owned newspaper.

Managing the Messenger

Directors 2004/5

Richard Belbin – Treasurer
Andrew Green
Mark Lankshear – Secretary
Steve Pool
Gaby Spinks
Christine Steers
Clare Burnell

Resigning Directors

Nigel Jordan

The directors have met throughout the year as a management committee to review each issue before it goes to print as well as oversee the Messenger's activities, finances and subgroups, refining policies and procedures when necessary.

The management committee's responsibility as employers has been fulfilled by the employment subgroup who have met occasionally to support the Project Co-ordinator and to make decisions around employment. The group has continued to look at ways to solve ongoing problems of staff working over their contracted hours. The appointment of our Office Administrator in February 2004 had a significant effect on the number of hours written off by staff at the end of 2004. The total was 242 hours in comparison to 470 hours written off at the end of 2003.

The management committee have continued to address this problem by committing our generated income to the employment of a Business Manager, who will take on some management tasks previously done by the Project



Photo by Carl Rose

Co-ordinator, Lisa Swift, and the advertising co-ordination done by the Finance Manager, Annie Blindell. It is also hoped that the Business Manager will take on the work of developing our future plans.

Careful management of our finances by Annie, and clear reporting to the directors, allowed the management committee to make informed decisions about use of our generated income. The committee have been kept up to date with our performance against an agreed budget, and it has been stated several times that the clarity of the reports is not a common occurrence in voluntary sector organisations.

This year has also seen us become liable for VAT, as we passed the threshold of £58,000 turnover in VATable sales [design service and adverts]. This is due to the New Deal website contract. And although this posed some difficulties at first, the transition on the whole has been smooth and not affected many of our advertisers.

New Deal website

The Messenger started the contract for the New Deal website in July 2004. The contract is for two years totalling £104,305, and was won through a competitive tendering process run by New Deal.

The scale of the job was daunting, not least because the building of a website which uses a content management system required a steep learning curve.

But persistence and hard work by our web developer, Jamie Marriott, have resulted in a fantastic website that is already becoming invaluable to the community, with visitor numbers increasing every month.

The purpose of the site is to provide up to date information about New Deal and all its projects, as well as an online directory for Burngreave. The website is also highly accessible and in four community languages.

The Messenger saw this website as a fantastic opportunity to involve Burngreave projects and residents in New Deal, and a good opportunity to consolidate information about New Deal and Burngreave into one accessible site. Our aim was to build a site that could be maintained by both New Deal and projects so that it could be a sustainable source of information about the area for many years.

The site contains several key features for people looking for information:

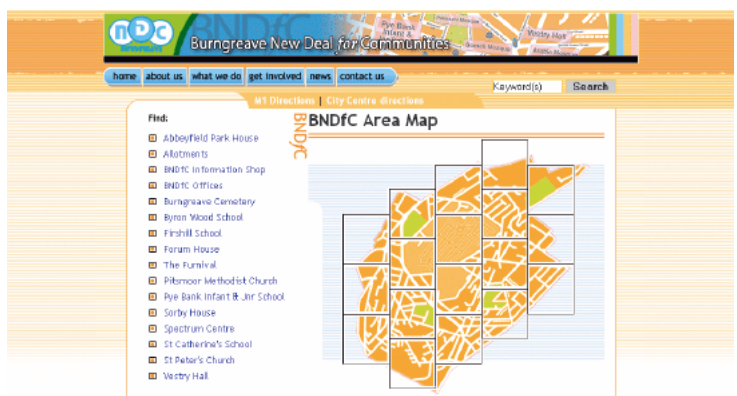
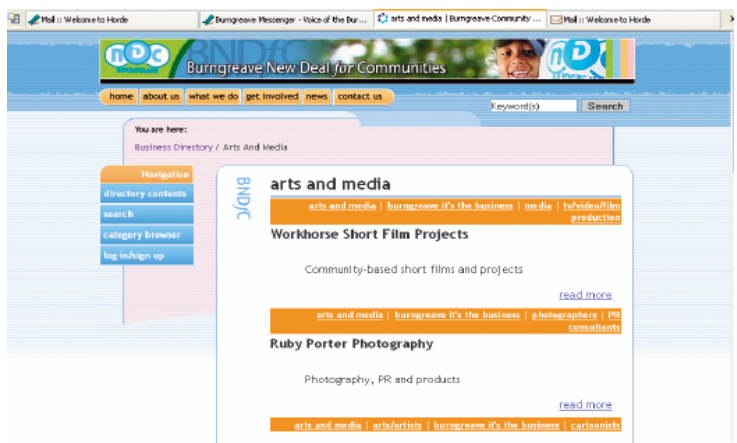
The directory – currently contains the business directory and will eventually contain entries for all organisations and services.

The project pages – a page for each New Deal funded project, including description and contact details.

The events listing – an online form makes this list available to anyone putting on an event in Burngreave.

Map of key facilities – an interactive map of the New Deal area, detailing community centres, meeting venues and other key landmarks.

New Deal information, including: Theme Group pages, staff team, Partnership Board members, Small Grant Fund, Business Support Team and much more.





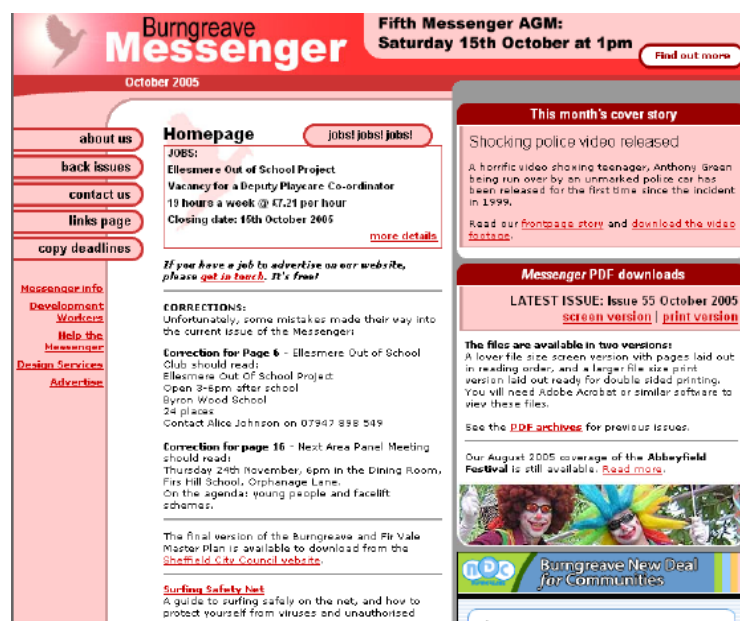
A significant function of the website is the Content Management System, developed by our partners in the project Webarchitects. This allows people who have no knowledge of web design to add content through easy to fill in forms. Not only can New Deal staff update the website, individual projects can also add content to their pages. The directory is also designed to be updated automatically – businesses, services and projects can add and update their own details at any time.

Residents can also sign up to receive email updates about changes to the website, making it a truly interactive site.



As we enter the last eight months of the project, our focus is to train up to 40 New Deal projects to develop their section of the website, we hope that this will continue after the life time of the project and possibly New Deal.

The Messenger website



The contract to design New Deal's website has meant our own website has been neglected. But we continue to make each issue available to download and include job adverts whose deadlines don't fit into the production of the Messenger Newspaper.

The popularity of the Messenger outside the area is often seen through the site and if the download is late going up we often receive emails inquiring when it will be available.

This year the website's hits have exceeded 28,000, this has been counting since 2001. We have also updated the about us section, which includes background information on the organisation, advice on including an advert or an article, our issue dates and the Editorial Policy.

The Design Business

We have been taking on additional design work since the end of 2002, but a concerted effort to launch the businesses was made in November 2003. However it became obvious that there was not enough staff time to develop the business. We have continued to respond to requests and our Designer, Paul, undertakes any work as overtime.

Between April 2003 and March 2004 the business turned over £13,726, generating a profit of £2,641. In the last financial year, 2004/5, the turnover was £12,485, generating a profit of

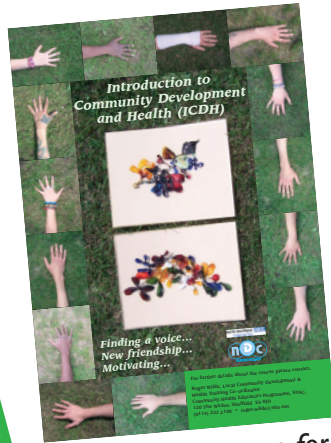
£2,513. This is a margin of about 20%, and we anticipate similar figures for the current financial year.

The design at present is not a great money spinner, simply because of its size. But its value can be measured in other ways – we are proud of the service we can offer to community groups, who are often inexperienced at producing material for print. We have been able to help many people get their information out into the community.

Highlights of this year



Catalogue of sports equipment available from Burngreave Sports Project



Booklet and posters for the Introduction to Community Health and Development course



Posters and report for a conference around poverty



Leaflet about Burngreave New Deal's Childcare Strategy



CityTalk – newsletter for the City Centre



Posters and leaflets for the Pension Credit take-up campaign



Catalogue and posters for a local art exhibition

Our newly appointed Business Manager, Naheem, is currently getting to grips with the design business and will be looking at the possibility of developing it. Expansion would no doubt involve the use of freelance designers, along side increasing the turnover.

Plans to Develop

At the last AGM we brought a funding strategy for discussion which was agreed in principle. The strategy sought to address the following:

- diversify our funding and move towards long-term sustainability
- consolidate and develop commercial revenue: advertising, design work
- increase community involvement
- meet demands for our services
- reestablish our website
- increase development time in the project
- need for team building
- increase capacity of the staff to sustain current activities

The strategy proposed the following:

- To apply for money to employ a Business Manager and develop a business plan
- To undertake a feasibility study to look at the viability of a Messenger training business
- To develop proposals to continue the New Deal funding for the Messenger throughout the lifetime of the New Deal

Following discussions at the employment subgroup and in the management committee the £10,000 surplus from 2004/5 and the predicted £10,000 surplus from 2005/6 was allocated to the employment of a Business Manager, who is now in place.

We successfully applied to the New Deal Small grants fund for £5,000 to do a feasibility study of a training aspect to the Messenger. A draft report is at this AGM for discussion.

And we are in the process of applying to the Key Fund for a grant to develop a business plan. It is hoped that in partnership with SCEDU and MORI we can also commission an external evaluation along side the business plan, which will be important if we are able to apply again to New Deal for funding. The Business Plan will consider what should be developed to bring future self-sustainability to the Messenger organisation, which might include training, print and web design, advertising and grant funding.

The New Deal funding after November 2006 is uncertain at present, and we are waiting for the Partnership Board to make decisions about allocating the remaining New Deal money before we make plans for the core funding of the Messenger.

The Messenger's reputation has brought requests for us to take on production and management of other newsletters and magazines. We were approached by Fir Vale Forum to take on Fir Vale Newsletter and by the PCT to take on the mental health newsletter Your Voice. We decided we did not have the capacity to take on such projects, but we have close links with both projects and we share our knowledge and experience. We have also recently been approached by Southey and Owlerton Area Regeneration, to co-ordinate production of a community newspaper for that area, which we are looking into. This demonstrates there is demand for the production and management skills we have accumulated but it remains unclear if these can become another source of income.

Burngreave Messenger Statement of Financial Activities for the year ended 31 March 2005

	Notes	Unrestricted	Messenger Website	BNDfC	Total	2004 Total
Incoming resources						
BNDfC	[1]	-		90,568	90,568	101,780
Sponsored pages		6,750			6,750	6,000
Other Advertising Income	[2]	14,100			14,100	8,480
CFFE Funding	[3]	500	2,744		3,244	6,830
Design/collations (profit)	[4]	3,086			3,086	2,641
Website Contract Income	[5]	31,047			31,047	-
Bank Interest		428			428	51
Sundry Income		730			730	174
Transfer to BNDfC Budget	[6]	(15,000)		15,000	-	
Total incoming resources		41,641	2,744	105,568	149,953	125,956
Resources expended						
Staff costs		22,337	2,372	77,139	101,848	80,569
Office overheads		4,033	342	4,596	8,971	11,906
Messenger production costs		-		21,085	21,085	21,489
NDC website translation		938			938	-
Accountancy and audit		1,500		-	1,500	1,750
General expenses		396	30	1,074	1,500	573
T/fer for 03/04 audit costs		(1,674)		1,674	-	-
Depreciation and amortisation		2,003			2,003	1,636
Total resources expended		29,533	2,744	105,568	137,845	117,923
Surplus	[7]	12,108	-	-	12,108	8,033

Balance sheet as at 31 March 2005

	Notes		2004
Fixed assets (computers)		3,680	2,940
Current assets			
Debtors/Prepayments	15,489		5,780
Work in progress	283		-
Cash at bank and in hand	13,485		6,363
	<u>29,257</u>		<u>12,143</u>
Creditors	(11,068)		(5,322)
Net current assets	[8]	18,189	6,821
Net assets		21,869	9,761
Funds b/f from 31.3.04		9,761	1,728
Add surplus	[7]	12,108	8,033
Funds at March 31st 2005		21,869	9,761

Notes

[1] In 2004/2005 Burngreave New Deal for Communities contributed £90,568 to core costs. This was about 85% of the core budget of £105,568, and £10,000 less than in 03/04 – see note [6].

[2] Advertising revenue increased from £8,480 in 03/04 to £14,100 – an increase of 66%. This followed a decision to sell more advertising space, especially colour, when we could. We also charged for the regular sports page from Dec 04. Total advertising/sponsorship revenue therefore came to £20,850, so we were wrong last year when we thought £15,000 was about the limit that could be generated from a 20-page Messenger.

[3] The StepUp funding for our website development worker stopped in June 2004. (The £500 was a bonus for giving him a job afterwards.).

[4] The design business turned over £12,768 in order to generate a profit of £2,513 – a margin of about 20%. The collations in 04/05 made an additional profit of £573, following a review of pricing after the loss made in 03/04. Total income generated from these sources was therefore £3,086. This is roughly in line with forecasts made this time last year.

[5] The contract for the New Deal website has been the main reason for the increase in turnover. The contract is due to run another year, bringing the same amount into the 05/06 budget. The profit margin is slightly less than for the design business, but the size of the contract more than makes up for that.

[6] We transferred £15,000 of our generated income to the Messenger budget, as per our agreement with BNDfC – this figure was £10,000 in 03/04.

[7] Our surplus came to £12,108 bringing our reserves up to a healthy £21,869 (see balance sheet).

[8] Our usable reserve is £18,189 (£21,869 less the balance sheet value of the computers £3,680). Nearly half of this will be used to help fund the 05/06 budget, to meet increased staff and office costs and the employment of a business manager.

Appendix A – Feedback

November 2004

Thanks for the great advert and article in the Messenger last issue – we did get a new participant from it. Would I be able to have another advert in a future issue? When are the deadlines each month? Thanks for your help,

Clare Mulhall, Burngreave Green Gym Project Officer
By email

December 2004

The Vestry Hall article was a great story, it's nice to know what happened many years ago and what the Hall was used for. It's a shame to see that it has been left to ruin.

Burngreave resident
Reader's response form

December 2004

I read the Messenger every month. I find it informative and interesting. Its articles are varied and wide-ranging. I particularly enjoy contributions that are people-based, such as this month's Hall of Fame page, or articles about environmental issue. Working in the community, but not a

resident here, I also enjoy items such as last month's 'Burngreave finds its voice' relating to community history.

Tim Cox, Jobnet
Reader's response form

January 2005

The two issues of the Messenger numbers 46 and 47 are very informative. They inform people of what's taking place within the Burngreave area, which a lot of residents are not aware of. This is a very positive way of sharing information amongst the wider community and encourages people to become actively involved in community events, take up employment and volunteering opportunities

Member of Black Women's Resource Centre
Reader's response form

February 2005

I would like to say that the Messenger is one of the best things we have in Burngreave, it provides an update about the area and a lot of jobs. I would like to take this

opportunity to thank the Messenger and all the Staff.

Sufian Saleh, Arab Youth Assoc.
Reader's response form

August 2005

Thanks for a great article in the last Messenger on the New Roots/ Ellesmere Green Mural. Quite a few people have come up to me saying they liked it, including strangers! One woman said how much she thought I was doing a wonderful job! Too damn right! Anyway thanks. Also Stuart's article read really well I think. Thanks,

Patrick
By email

September 2005

I just wanted to thank you for putting the advert in about Lottie in the latest Messenger. She still hasn't been found but this really helped raise people's awareness of it. Just wanted to say how much we appreciated it anyway, regardless of the outcome. Best Wishes,

Lin Harrison
By email

Mori Household survey

The MORI survey was commissioned by Burngreave New Deal for Communities, with 503 New Deal residents being interviewed between June and September 2004. The survey contains interesting data for the Messenger.

When asked 'Have you heard of any of these local projects?' the following results were recorded

New Deal Police Team	39%	[Projected NDC funding 05/06 £163,812]
The Learning Campaign	41%	[Projected NDC funding 05/06 £530,634]
Jobnet	52%	[Projected NDC funding 05/06 £49,837]
Burngreave Messenger	84%	[Projected NDC funding 05/06 £93,735]
None of these	11%	
Don't know	2%	

Of those interviewed 418 [60%] said they had directly benefited from the Messenger.

Of those that were aware of each project, MORI recorded the following results for people who said the projects had improved their quality of life a fair amount or a great deal

New Deal Police Team	85	[44% of those aware of the project]
The Learning Campaign	70	[32% of those aware of the project]
Jobnet	68	[26% of those aware of the project]
Burngreave Messenger	205	[49% of those aware of the project]

The Messenger Questionnaire

Volunteers and staff have been asking people in the area what they think of the Messenger through a questionnaire. The aim is to find out what kind of content people enjoy or find useful and what they think should be in the Messenger. So far 82 questionnaires have been filled in, of those 78 were readers of the Messenger. Of the people we asked 12 stated they were 25 years old or under, 19 were 25–45, and 40 over 45 years old. We intend to continue using the questionnaire and using the results to inform the editorial process.

The results below are of those people that read the Messenger, separate totals are shown for those who stated they were Burngreave residents.

Which bits of the Messenger do you enjoy reading or find useful

	Total	Burngreave residents
Information about events & activities	65 [83%]	44 [83%]
Local News	61 [78%]	45 [85%]
Interviews	42 [54%]	33 [62%]
Issues that affect local people	47 [60%]	35 [66%]
Sports News	16 [21%]	8 [15%]
Information about New Deal	38 [49%]	28 [53%]
Local history	37 [47%]	29 [55%]
Information about services	24 [31%]	17 [32%]
Job adverts	23 [29%]	18 [34%]
Information about training	22 [28%]	14 [26%]
Local business adverts	19 [24%]	12 [23%]

What do you think is missing from the Messenger?

Unbiased views.

I think you do a excellent job and I thoroughly enjoy reading it. Full of info, improves by the issue! Thank you.

More comment type articles.

A kid's page.

More features about local people.

Nothing it's fab!!

Political analysis/content.

More updates on process of projects eg. Vestry Hall/cemetery chapel etc.

Stories from local women/Somali & others, other languages. Half-page articles about individuals in Burngreave and what they have achieved. Special supplements – for example, a history Messenger.

I read it cover to cover.

More letters to the Messenger.

Too much about what is going to start rather than what is already happening and how to get people involved.

In-depth dirt digging, exposing wrong doing and corruption, articles on green issues.

Local campaign issues, local personalities. I missed the interview with local personalities. Men's debates – putting over different views on some issues.

What could we do better?

A more positive slant on youth provision in the area.

It would be useful to have a calendar of local events on one page, but I think this has sort of been in recently. It would be useful as a regular feature.

The style is a bit outdated – could have a more zingy look.

More discussion/issues followed through. Less on the New Deal trivia and bureaucracy, reduce quality of production a bit to allow more paper content.

Get more people involved.

Be more independent of New Deal – cover other local news rather than bits of New Deal pages.

Have more things translated into community languages.

Appendix B – Volunteers and Contributors

Volunteer	Issue	Activity	Volunteer	Issue	Activity
Glennroy Lannaman	November	writing	Mick Ashman	May	writing
Derek Moxam	December	writing	Muriel Richards	May	writing
Helen Warburton	December	writing	Steve Pool	May	writing
Yasmin Dhoomun	December	writing	Vanessa Kirby	May	writing
Gareth Coleman	February	writing	Bob Worm	June	writing
John Errington	February	writing	James Heath	June	writing
Julia Shergold	February	proofing	Kate Atkinson	June	writing
Rob Bullock	February	proofing	Martin Currie	June	writing/ graphics
Rubin Rose-Key	February	photography	Pauline Hirst	June	writing
Alison Norris	March	writing	Saleh Ali	June	writing
Anwar Suliman	March	photography	Camille Daughma	August	photography
Celia Sefton	March	proofing	Elisha, Bethany, Kay	August	writing
Doreen Rushforth	March	writing	Jill Portman	August	writing
John Lawson	March	writing	Lyn Howsam	August	writing
Kim Streets	March	proofing	Reuben Vincent	August	writing
Layden Wilson	March	writing	Rose Almond	August	writing
Robert Beard	March	writing	Ruthe Heskin	August	writing
Stacey Almond	March	proofing	Ryan Higgins	August	writing
Bilal Luqmaan	April	writing	Stuart Crosthwaite	August	writing
Ceilidh Hammill	April	writing	Angela Vennells	September	proofing
Dan Olnier	April	writing	Kevin Eckersley	September	writing
Daryl Gowlett	April	writing	Nadeen Abdulla	September	writing
Jennifer Booth	April	writing	Tony Raftery	September	writing
Rebecca Cram	April	writing	Anne Smithies	October	proofing
Richard Belbin	April	writing	Christine Steers	October	proofing
Stewart Lodge	April	writing	Joe Harris	October	photography
Tim Neal	April	writing	John Steers	October	proofing
Andrew Green	May	writing	Lyn Brandon	October	writing
Clare Burnell	May	writing	Nikky Wilson	October	editing
Jeff Kirby	May	writing	Saleema Imam	October	writing
Mark Lankshear	May	writing			

Names in **bold** have taken part in editorial discussions and meetings

Appendix C – Organisations and projects supported

Organisation and projects supported	Issue
Age Concern	April 05
All Saints Soccer school	June 05
All Saint's TARA	August 05
Apprenticeships for All (SCC)	November 04
Arabic cooking classes (The Furnival)	March 05
BCAF Building's Group	April 05
Black Women's Resource Centre	May 05
BNDfC Grants Scheme	August 05
Bungreave African Caribbean Resource Association (BACRA)	March 05
Burngreave Academy	June 05
Burngreave Advocacy Now	September 05
Burngreave and Fir Vale Sure Start	April 05
Burngreave Anti-Social Behaviour Team (Sheffield Homes)	April 05
Burngreave Area Panel (SCC)	November 04
Burngreave Business Forum (NDC)	November 04
Burngreave Children's Centre	September 05
Burngreave Community Action Forum	November 04
Burngreave Community Action Trust	April 05
Burngreave Community Forestry Project (SCC) (BGEP)	February 05
Burngreave Community Learning Campaign	April 05
Burngreave Community Radio	June 05
Burngreave Community Wardens (Sheffield Homes)	March 05
Burngreave Cup (BSN)	September 05
Burngreave Drugs Project (NSPCT)	August 05
Burngreave Festive Party (BSN)	December 04
Burngreave Grant Fund (BCAT)	April 05
Burngreave Green Environment Programme	May 05
Burngreave Hall of Fame	December 04
Burngreave Language Support Agency	June 05
Burngreave Linkbus	June 05
Burngreave Mile Run (BSN)	June 05
Burngreave New Deal for Communities	May 05
Burngreave Open Mic	December 04
Burngreave Out of school Club	September 05
Burngreave Poverty Conference	May 05
Burngreave Ramblers	June 05
Burngreave Round Walk (GCA)	November 04
Burngreave Saints Under 7s	May 05

Organisation and projects supported

Issue

Burngreave Saints Under 8s	May 05
Burngreave Sports Network	April 05
Burngreave Sports Project (SCC)	April 05
Burngreave Voices (SMGT)	April 05
Burngreave Young Children's Centre	October 05
Burngreave Young People's Awards	April 05
Business Link South Yorkshire	September 05
Business Support Team (NDC)	December 04
Children's Festive Party (BSN)	December 04
Children's Information Service	April 05
Christchurch	October 05
Commission for Patient and Public Involvement	November 04
Creative Burngreave (SAE)	May 05
Earl Marshall Under 9s	May 05
Earl Marshall Youth Centre	August 05
Ellesmere Children's Centre	October 05
EI-Nisah Women's group	September 05
Emotional Well-being Project (Sheffield Care Trust)	May 05
Fir Vale Youth Project	February 05
Firshill Junior and Infant school	August 05
Firshill Neighbourhood Watch	September 05
Firshill School Cricket Team	September 05
Firth Park Community Arts College	September 05
Firvale Forum	February 05
Foxhill and Parson Cross Advice Service	October 05
Friends of Abbeyfield Park	August 05
Friends of Burngreave Cemetery and Chapel	April 05
Friends of Osgathorpe Park	May 05
Garden Rooms	November 04
Green City Action	April 05
Green Gym (BTCV)	March 05
Greenfingers	November 04
Greentop Community Circus	June 05
Grimesthorpe Allotments	November 04
Guides and Scouts [Holtwood Road]	February 05
Holtwood Girl Guides	August 05
Home Owners Maintenance and Advice Scheme (SCC)	November 04
Horn of Africa Blind Society	October 05
International Women's Day	April 05

Organisation and projects supported

Issue

Jobnet	September 05
Kelham Island Museum	May 05
Listen to Us	August 05
Longley Sixth Forum	December 04
Martin Luther King Jnr Day (Christchurch)	December 04
Multicultural Festivals (GCA)	May 05
No Extra Landfill Campaign	May 05
NonStop Foundation	August 05
North Sheffield Primary Care Trust	May 05
Northern General History Project	August 05
Northern Refugee Centre	April 05
One World Centre	October 05
Osgathorpe One Love Festival	June 05
Pakistani Advice Centre	April 05
Parkwood Landfill Action Group	April 05
Pension Credit Campaign	October 05
Petre Street Bonfire (BSN)	December 04
Pitsmoor Adventure Playground (SCC)	August 05
Pitsmoor Against the War	September 05
Pitsmoor Citizens' Advice Bureau	April 05
Pitsmoor Credit Union	April 05
Pitsmoor Girls Football Team	May 05
Pitsmoor Reflect Action	February 05
Pitsmoor Surgery	April 05
Private Rented Project (SCC)	February 05
Progressive Care	October 05
Pye Bank School	December 04
Recycling Matters	June 05
Refugee New Arrivals Project	April 05
Rethink	September 05
SADACCA (Sheffield and District African Caribbean Association)	October 05
SCRAP	September 05
Second Steps Caribbean Women's Group	February 05
Seventh Day Adventist Church	December 04
Sheffield Black Drugs Service	April 05
Sheffield Blood Donor Centre	October 05
Sheffield City Council	April 05
Sheffield Futures	February 05
Sheffield Halam University	October 05

Organisation and projects supported

Issue

Sheffield Museums and Galleries Trust	April 05
Sheffield Occupational Health Advisory Service	November 04
Sheffield Sickle Cell and Thalassemia Foundation	May 05
Shiloh United Church	August 05
Shirecliffe Forum	October 05
Somali Development & Support Organisation	June 05
South Yorkshire People United Against Crime	February 05
South Yorkshire Police	June 05
SOVA (Supporting others through volunteering action)	April 05
Spectrum Centr	March 05
St Catherine's Primary School	August 05
St Peter's Church	April 05
SYAC (South Yorkshire African Caribbean Business Centre)	October 05
The Computer Café	October 05
The Empty Properties Team (SCC)	November 04
The Furnival	April 05
The Hangout (Christchurch)	August 05
Tool Bank (GCA)	March 05
Tribal Fusion Dance	June 05
Upper Don Walk Trust	September 05
Urban Music	September 05
Verdon Recreation Centre (SCC)	December 04
Wicker Camp Thai Boxing Gymnasium	December 04
Workhorse Short Film Projects	November 04
Yemeni Community Association	October 05
Yemeni Economic and Training Centre	March 05
Yemeni Education and Relief Organisation	October 05
Yemeni Welfare and Advice Centre	April 05

Note: entries with an organisation in brackets next to it, eg (SCC), is either funded by that organisation or a subsidiary project or department.

SCC *Sheffield City Council*

NDC *Burngreave New Deal for Communities*

BGEP *Burngreave Green Environment Programme*

BSN *Burngreave Sports Network*

NSPCT *North Sheffield Primary Care Trust*

BCAT *Burngreave Community Action Trust*

GCA *Green City Action*

SMGT *Sheffield Museums and Galleries Trust*

Appendix D – Businesses supported

Business	Issue	
Ist Choice Roller Shutters Ltd	March 05	advert
Aapni Minibus Travel	November 04	advert
Allequip UK	February 05	feature
Amanda Wells Massage Therapist	November 04	advert
Ann Summers	May 05	advert
Arches Housing Ltd	April 05	advert
At Work Recruitment	June 05	feature
Bennett's Tyres	March 05	feature
Bradley and Foulds	March 05	feature
Burngreave Building company	November 04	advert
Cactus Club	February 05	advert
Cath's hairdressing	March 05	advert
Dixy Chicken	October 05	collation
Ellesmere Laundrette	November 04	feature
Ellesmere News and food	February 05	feature
Glade Newsagent	February 05	feature
Hawkins Pharmacy	November 04	advert
Komfi Homes	October 05	collation
Low Kost Taxi Spares and Repairs	March 05	feature
MPS Pet and Animal Foods	August 05	advert
Nellies Sandwich Shop	December 05	feature
Nile Markets	October 05	feature
Noel's Secrets	February 05	feature
Pitsmoor Convenience Store	October 05	feature
Pitsmoor Dental Health Centre	November 04	advert
Ronian Video and DVD rental	May 05	advert
Sara Barbers	October 05	feature
Sheffield Companions Club Ltd	October 05	advert
Signpost Garage	November 04	advert
Simply Red Flowers	November 04	advert
Taxi Drivers	October 05	feature
The Rock Public House	August 05	advert
Time for You	February 05	feature
Val's sewing	November 04	advert
Wicker Pharmacy	November 04	advert

Appendix E – Editorial Policy and Statement of Value

Formulation and functioning

The membership of the Messenger review and agree this Statement of Values at six monthly meetings. All publications, in any media, produced by the Messenger must adhere to this statement. It is the responsibility of the Management Committee to establish and maintain an editorial policy consistent with this statement and to ensure that all publications adhere to it.

Inclusion

The Burngreave Messengers primary aim is to facilitate communication within Burngreave. This aim reflects the belief that open, balanced, equitable and inclusive communications within a community forms a central part of that community's development and functioning. To this end the Messenger will not discriminate against, or exclude, any opinion, group or individual except where not to do so would lead to infringement of any law, or in exceptional circumstances, where the responsible subgroup judge that not to do so would lead directly to an adverse effect on any part of the Burngreave community.

Balance

Every effort will be made to provide balanced coverage of any issues raised. When dealing with areas of potentially conflicting opinion, any publication will aim to contribute to resolution.

Editorial Policy

Formulation and functioning

All publications, in any media, produced by The Messenger are bound by this editorial policy. The management committee of The Burngreave Messenger has responsibility for maintaining this policy and reviewing all items prior to publication to ensure they adhere to it, and that it is consistent with the 'Statement of Values'.

All items published by the Messenger will be produced under the supervision of a named subgroup, who have responsibility to ensure the publication adheres to this policy during its production.

When material is published by the Messenger on behalf of another organisation, as is the case with design jobs and leaflets for collation into the Messenger, the origin of the material must be clear. The management committee nor any subgroup are responsible for the content, but the content must not be in breach of the editorial policy.

The management committee may make any necessary and appropriate changes to this policy. All feedback and comment regarding editorial policy will be made welcome, including guidelines from any partnership organisations.

Editorial policies

Material originating from the broader community

To facilitate communications the Messenger will publish items from a wide range of sources. Any items originating from outside the Messenger will have clearly identified contributors. In presenting this kind of material efforts will be made to provide balanced coverage of any issues raised, with other independent material or with material generated by the editorial team if necessary. When dealing with areas of potentially conflicting opinion, any publication will aim to contribute to resolution.

Material originating from within the Messenger

Wherever possible all items originating from within the editorial team should be identified by contributor, but it is acknowledged that this is not always appropriate. If an item is not to be identified by contributor, it should be clear that it originates from within the editorial team.

Encouraging engagement and participation

Wherever appropriate all material should include clear mechanisms for readers to engage further with any issues raised within the material.

Respecting Individuals

Respect for individuals, particularly those active and living within the community must be maintained. The difficulties facing those striving to improve the community are enormous and the Messenger, when covering controversial issues, will make every practicable effort to seek out balancing views and seek to give equal right of reply, while avoiding the personalisation of wider issues.

Where a reply is not or cannot be sought for the same issue, space will be prioritised in the following issue for a response.

Sources

Volunteers and employees have a responsibility to check the facts of articles are correct. Ideally facts should have more than one source. The editorial team should be made aware of sources of information, unless a request has been made to be keep this confidential. In this case at least two members of the editorial team should be aware of the source and a recommendation can be made to to the rest of the group as to whether the information should be accepted.

Website

The editorial team reserves the right to embargo any articles from the website before the distribution.

Proof reading

After final proof reading no changes should be made to the text included in the Messenger, if this is unavoidable every effort should be made to contact all those present at the final proof reading meeting.

Editing

The editorial team should maintain commitment to readability and not be afraid to offend people by editing articles. The suggested word limit for contributions is 250, the editorial team can commission longer articles.

Advertising

There is no limit to the space given to advertising local businesses overall. Individual adverts over ¼-page should be considered by the editorial team. If we agree to sell space then that space is guaranteed, the editorial team can give free advertising space to organisations without publicity budgets at its discretion, this space is not guaranteed.

Letters

We do not print anonymous letters. Names and addresses should be supplied, we will not print addresses and we can withhold names on request. We will not give names and addresses out to anyone, under any circumstances, without the permission of the writer.

Child protection

The Messenger will only publicise activities for children and young people if the groups and organisations organising these demonstrate that they have undertaken Criminal Record Bureau checks for their staff, that they have an appropriate Child Protection Policy and that they have undertaken appropriate Child Protection Training. See Child Protection Policy for more details.

Issue Dates 2006

February

Deadline 11th January • Published 28th January

March

Deadline 15th February • Published 4th March

April

Deadline 15th March • Published 1st April

May

Deadline 19th April • Published 6th May

June

Deadline 17th May • Published 3rd June

July

Deadline 21st June • Published 8th July

September

Deadline 9th August • Published 26th August

October

Deadline 13th September • Published 30th September

November

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