

CONNECTING  
BUSINESSES +  
COMMUNITIES



SUFFOLK  
PRO  
HELP



*"Thank you for putting me in touch with Lucy Pakes at Ashtons HR. I met her for around 90 minutes and she gave me lots of advice on how best to amend staff contracts – something that needs to be done properly in order to avoid problems in the future. She has also offered to check any documents I produce based on her advice in order to make sure they are appropriate. Her advice was invaluable and gave myself and the charity's trustees peace of mind that we have done the job properly."*

Karen Bleay, Centre Manager,  
Beyond The Wall

IMPACT REPORT JANUARY - MARCH 2020

# IMPACT STATISTICS

Connecting businesses and  
communities

Strengthening the voluntary and community sector

**20 ENQUIRIES**

**18 APPLICATIONS FOR SUPPORT**

**13 ORGANISATIONS MATCHED WITH SUPPORT**

**APPROXIMATELY £17,000 WORTH OF SUPPORT GIVEN**

**APPROXIMATELY 170 HOURS OF PROFESSIONAL SUPPORT**

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## PROJECTS RECENTLY ASSISTED

SUFFOLK SCOUTS

PRESTON ST MARY VILLAGE HALL

BEACONSFIELD RESIDENTS

CHAPMAN CENTRE

SUFFOLK LOWLAND SEARCH AND  
RESCUE

THE BRIDGE PROJECT

THE TOWER HOUSE

ARTS STATION

OAK TREE LOW CARBON FARM

COMMUNITY ACTION SUFFOLK

SPOT WELLBING

SHOTELY KIDZONE

PLEASE NOTE THAT QUARTERLY AUDITS ARE CONDUCTED WITH PROFESSIONAL MEMBERS AT THE END OF EACH QUARTER SO FIGURES ABOVE ARE ESTIMATED UNTIL AUDITS COME THROUGH WHICH TAKES UP TO THREE MONTHS

# CASE STUDY

SUFFOLK PROHELP

## THE ATTIC



Suffolk ProHelp was contacted by Beaconsfield Residents to explore the viability of using the Attic building as a community building. The project aims to build community identity and address the social needs in the area around anti social behaviour and social isolation.

Suffolk Pro Help was able to support this project through provision of a structural survey conducted by MLM and a condition survey conducted by Whitworth architects who provided detailed reports including estimated costings which will be useful for any future grant applications.

Shelley Goddard, leading this project said : "It is unlikely that we would of been able to raise funds so quickly for the cost of the surveyor to meet Suffolk County Councils requirements without pro help support. It has made the Attic project more viable, so that we can see how much work needs doing to the building and that now we can set up a CIO (Charitable incorporated Organisation). We did not want to set this up without the surveyors reports in case it was likely that the repairs on the building would cost a unrealistic amount of money."

"At this early stage, we are able to carry the project forward now that we have the results from the building survey as well as from the consultation where the majority of people welcome the idea of turning the building into a community centre. We are able to feedback that it's a viable building to the potential trustees. The involvement of Prohelp has helped a great deal for us to move the project to the next stage. Our plan is to involve the local community in renovating the building such as a fresh coat of paint. The building will be a hub for community events and social enterprises and small businesses meeting the needs of Kirkley residents."

# HIGHLIGHTS

## THIS QUARTER

This quarter we have made increasing efforts to reach out to more charities and voluntary groups who may not have heard of us. To this end we have written to every county and district councillor to ensure that they know of our service and how we may help voluntary groups in their area. The feedback and uptake of inquiries has been heartening.

We made contact with Norfolk and Wirral ProHelp to share ideas and best practice and find out more about how they operate. Sharing ideas for best practice.

We attended businesses networking events such as those at Fynn Valley to recruit new business.

We have a quarterly slot in the Bury Free Press business section where we can highlight a case study of our work. BBC Suffolk have offered Suffolk ProHelp a Tuesday Takeover slot and we are meeting them in due course.

Kevin Ward of Conatus has recently become Chair of Community Action Suffolk having been introduced through Suffolk ProHelp.

Kevin Ward along with and Giles Kerkham from MLH Larking Gowen and Andrew Laws had planned to deliver key notes speeches or workshops for the first countywide Funding and Sustainability Conference which had to be cancelled at the last minute due to Covid 19.



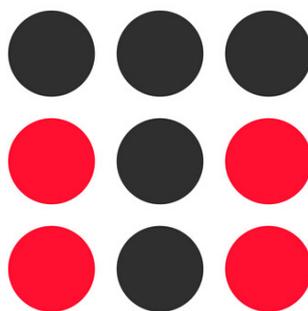
**At the time of writing the Covid 19 crisis has just hit. Suffolk ProHelp are developing a quick response system to offer immediate support and advice to the sector to help community groups and charities be responsive and effective. We have also linked to briefings and guidance produced by our members.**

# LEARNING LUNCHEES

DELIVERING PROFESSIONAL EXPERTISE TO THE VOLUNTARY SECTOR

Learning Lunches are a valuable opportunity to informally network with colleagues across the voluntary sector and to hear from guest speakers who are experts in their field. These events are hosted by businesses and special venues across Suffolk.

## Managing Charity Assets: Top Tips on Leases **Birketts**



LEARNING LUNCHEES



HOSTED BY

**BIRKETTS**

LOUISA SAUNDERS

**BIRKETTS**

Leases are one of the most frequent requests we get with regard to legal support at Suffolk ProHelp. This session generously hosted and delivered by Birketts aimed to provide voluntary organisations with the key stages involved in and terms of a business lease. The session looked at how to comply with charity law in the context of taking or granting a business lease. This was an interactive session which made good use of the Code for leasing business premises produced by RICS.

Participants said, "It was interesting to hear about issues other charities face around leases" "I valued the opportunity to speak to a property lawyer" "I now have awareness that RICS have produced revised guidance on leases" "We have currently undertaken a new lease. However if we did move premises I would read beforehand as I feel this is a useful document."

# OVERVIEW

## SHARING EXPERTISE



Suffolk ProHelp is a countywide network of businesses who provide professional and strategic support free of charge to voluntary and community groups. This shared time, passion and commitment helps create thriving, resilient and sustainable communities.

### — Supporting communities

Suffolk ProHelp was established in June 2001 and was previously run by Business in the Community (BITC). It is now co-ordinated by Community Action Suffolk and funded through the National Lottery Community Fund. The Suffolk ProHelp business network includes solicitors, accountants, architects, surveyors, property consultants, marketing and public relations.

### — A wide range of expertise

"Businesses commit to undertake one-off projects which may include activities such as feasibility studies, structural surveys, marketing strategies, legal and accountancy advice and property valuations. The only difference is that the community client is not charged for the work undertaken. Clear eligibility criteria are applied to make sure that this valuable expertise is directed to voluntary and community sector organisations who are most in need and would most benefit.

### — Focused input



170

hours of professional expertise this quarter

£17,000

worth of professional support

13

voluntary organisations matched with support

22

cumulative number of organisations supported this year

£33,000

cumulative amount of support