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Multicultural Festival

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of the party





Burngreave Community Radio 96.1FM **Uniting the Community**

Burngreave Messenger Limited - Annual Report 2004

Burngreave Messenger Limited - Annual Report 2004

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Introduction

It's been another successful year for the Burngreave Messenger Ltd. Since the last AGM we have produced a further 10, high quality editions of the Messenger, and despite some difficulties have continued to grow as an organisation.

As we approach the end of the second year of 'The Core' project, funded by Burngreave New Deal for Communities (BNDfC) until November 2006, the impact of stable funding for the production of the Messenger is becoming apparent. The results of the Household Survey, commissioned by BNDfC, show that significant numbers of residents feel they have directly benefited from the project and for the majority it is their preferred way to receive information about New Deal.

We have received lots of positive feedback, not only about the content of the Messenger, but also about our website (Appendix A). For much of the year the website has had the undivided attention our Web Developer, who's post was funded by the Centre For Full Employment (CFFE). The website grew in popularity during the year's funding, which ended in August. The site has contained more than the printed issue, with extra jobs, notices, photos, articles and background information, including the Green Audit and BNDfC spending project by project. Although there is no funding to maintain the site at present we hope a technical solution will enable residents to continue accessing the issues easily on line.

Despite difficult decisions to reduce activities in April this year, because employees were working over their hours, the turnover has increased from £125, 956 for 2003/4 to a projected £190, 720 for 2004/5. This is mainly due to the successful tender to produce the BNDfC Website, which is a £104, 305 two-year contract.

The Messenger now employs 7 people, 2 full time and 5 part-time. We have also been able to employ casual and freelance workers to support the production of the Messenger. It was with great relief that we recently took on a second office upstairs in Abbeyfield Park House. We have also been able to increase our IT capacity and provide access to broadband for all the organisations in the House.



Photography by Carl Rose

Editorial



The editorial team meets weekly to make decisions about what goes in each issue, inline with our editorial policy **(Appendix E)**. This year has again seen an increase in the number of local people giving time to help with the production of the Messenger. 12 volunteers have been part of the editorial team, and 37 individuals have contributed articles **(Appendix B)**.

Since October 2003, 142 different organisations have been supported with adverts, features, interviews and inserts **(Appendix C)** and we have supported 31 different businesses by carrying advertising and through business features **(Appendix D)**.

The content of the year's 10 editions has been varied and challenging. The editorial team has supported residents in their struggle to get better services from organisations such as Kier, maintenance contractors for Sheffield City Council (November 03). The team have tried to

support residents who want to change things and have helped challenge organisations such as North Sheffield PCT around the Parkwood Health Survey (December 03), Sheffield City Council around dumping in Roe Woods (August 04) and the derelict bowling green in

Abbeyfield Park (October 04). They have tried to tackle difficult but relevant topics such as domestic abuse (March 04), issues faced by older people (April 04), Khat use (May 04), the lack of youth provision and anti social behaviour (July 04) and the difficulties faced by asylum seekers (September 04). They have also aimed to empower residents by keeping them informed; bringing together BNDfC's spending figures in year 3 (February 04) and unravelling the Council's Master planning (August 04).

Taking on such complex and often emotive stories has sometimes led to complaints, some from residents, others from organisations. The editorial team and the management committee always take complaints seriously and have tried to take feedback on board as part of the debate. We have regularly printed letters criticising articles as well as persuing follow up stories giving another point of view.





The editorial team has also aimed to balance out difficult topics with positive coverage of community projects and activities. Coverage of the inspirational stories of residents and their achievements have acted as a great advert for Burngreave and are one of the most popular aspects of the Messenger.

Particular efforts have been made to support sports and the arts in the area and importance has also been placed on ensuring residents can get

involved in activities promoted in the Messenger. Feedback has shown that the response to advertising and promotion in the Messenger is excellent.

The visual aspect of the Messenger is always significant and stunning photography and careful design has helped keep the issues accessible.

Distribution

The year has seen continuing success in delivering The Messenger to over 6000 homes in Burngreave. We continue to improve our organisational systems and we have been able to devote some development worker time to expanding our monitoring list with the help of a casual employee.





Young people continue to work hard for us as deliverers and collators. Some of our longstanding deliverers have resigned in recent months after several years' service, we are grateful for the effort they have put into getting the Messenger to residents. There are several keen youngsters queuing to take their place.

Managing the Messenger

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 Coordinator and to make decisions around employment. They have taken part in the recruitment of our Office Administrator, ensured that regular staff reviews take place and overseen difficult decisions around staff structure. The Project Coordinator has also been supported by the VAS Mentoring Project, a pilot project to assess the benefits of bringing together experienced Managers from the voluntary sector with those just starting out.

During the year demand for coverage in the Messenger grew, particularly for project promotion, and it became increasingly difficult to accommodate everything within 20 pages. The Messenger was also under pressure to take on new work and expand its activities. Staff were working over their contracted hours to cope, with 470 hours written off as voluntary time at the end of December 2003. A meeting of all directors, members and staff was called in April to discuss these problems and we were forced to make difficult decisions to relieve the pressure including to:

- not spend time developing the design business further
- not pursue expansion into Fir Vale
- not pursue collaboration with Sheffield College around a journalism course
- not take on more than one student volunteer at a time

Further assessment of the difficulties led to decisions not to sell regular space to local

organisations because we didn't have the capacity to increase the issues to the 24 pages needed to fit them in. It was also decided that we could not support a worker or volunteer to update the Messenger website following the end of the Centre for Full Employment funding.

A more positive outcome of these discussions was the establishment of a Funding subgroup who have worked hard in recent months to develop a strategy for the future. The remit of





the group is to investigate possible funding streams to alleviate current problems and to consider how the organisation can become less dependant upon New Deal, in anticipation of the programme end in 6 years time. The draft strategy is available at this year's AGM for discussion.

Despite these difficulties the Design Business has continued to produce high quality publications for community groups, statutory and citywide organisations, and has surpassed its projected income generation for the first three months of the financial year 04/05.

The astute use of funds generated from the design business and creative use of maternity leave cover has allowed the recruitment of an Office Administrator for one year. This has significantly eased the burden on other





members of staff since appointment in February this year. The result is that the problem of staff working over their contracted hours is much reduced.

Volunteers

A broad range of volunteers have been involved in the project this year, and we have benefited from the skills they have brought to the project. Many local people have contributed to the content of the Messenger

through out the year; thanks to their efforts we have covered a diverse range stories. We have had high quality photography and writing, as well as the support of a team of proof readers. One of the main priorities for 2005 is to encourage and support more local people to volunteer for the Messenger.

A dedicated group of community volunteers have been active in the management of the Messenger supporting the staff team and ensuring the Messenger remains a truely community owned media organisation. Special thanks to them all.

Plans to Develop

The Funding subgroup have been looking at how the Messenger can develop and become more self sustaining. The draft Funding Strategy looks at developing several funding streams through advertising, design, web design, IT services, training and work experience.

Directors 2003/4

Richard Belbin – Treasurer Andrew Green Nigel Jordan Mark Lankshear - Secretary Steve Pool Gaby Spinks Christine Steers

Resigning Directors

Rob Smith

Treasurers Report

Burngreave Messenger

Statement of Financial Activities for the year ended 31 March 2004

Incoming resources	Unrestricted	Website worker	BNDfC	Total	Notes
BNDfC	-		101,780	101,780	[1]
Sponsored pages			6,000	6,000	
Other Advertising Income	4,480		4,000	8,480	[2]
CFFE funding		6,830		6,830	[3]
Design/collations (profit)	2,641			2,641	[4]
Bank Interest	51			51	
Sundry Income	174			174	
Total incoming resources	7,346	6,830	111,780	125,956	
Resources expended					
Staff costs		5,055	75,514	80,569	
Office overheads	1,590	1,775	8,541	11,906	
Messenger Production costs	941		20,548	21,489	
Accountancy and audit	1,750		-	1,750	
General expenses	291		282	573	
T/fer for 02/03 audit costs	(2,486)		2,486	-	
Depreciation and amortisation	167		1,469	1,636	
Total resources expended	2,253	6,830	108,840	117,923	
Surplus	5,093		2,940	8,033	[5]

Fixed assets (computers)		2,940		
Current assets				
Debtors	5,780		Funds b/f from 31.3.03	1,728
Cash at bank and in hand	6,363		Add surplus	8,033
Creditors	(5,322)			
Net current assets		6,821 [6]		
Net assets		9,761	Funds at March 31st 2004	9,761

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Notes

- [1] In 2003/2004, Burngreave New Deal for Communities contributed £101,780 to core costs. This was about 90% of the core budget of £111,780.
- [2] The shortfall was met with advertising revenue (£4000) and the sale of sponsored pages to New Deal and the Area Panel (£6000), totalling £10,000. An additional £4480 was retained by the Messenger, contributing to the surplus of £5093 which went into reserves (see note [5]). In 04/05 we have to cover a shortfall of £15,000 which means that any extra advertising income will have to be spent on core costs instead. £15,000 is about the maximum we can generate from advertising in the Messenger's current format.
- [3] We were able to pay our website development worker from Centre for Full Employment (CFFE) funding from August 2003. This was to develop and maintain the Messenger website. The funding continued into the current year until June 2004, after which there is no more funding to continue this work.
- [4] The design business turned over £13,726 in order to generate this profit a margin of about 20% The collations in 03/04 actually made a small loss. (We have now put our collation charges up). We expect some growth over the current year, but at present we do not have the management and administrative capacity to develop this business much further, or capital to invest in the extra staff required.
- [5] The "surplus" of £8033 includes the balance sheet value of the computers (£2940). £5093 was therefore available to go into the reserves at the end of the period.
- [6] The reserves now stand at £6821, nearly 6% of current expenditure (our target was 5%), but will not be increased again as long as we have to put all income generated into the core budget (see note [2]).

Images from October 2003 to September 2004



SuperTruck poll by Patrick Amber - February 2004



Burngreave Cup by David Ainscough - September 2004



Woodside by Carl Rose - December 2003



Roe Woods by Mark Lankshear - August 2004



Women's Day by Jennifer Booth - April 2004



Greenfingers Launch by Adrian Wynn - August 2004

Background and history of the Messenger

The Burngreave Messenger was first published in July 1999 to serve the Burngreave area of Sheffield. The newspaper was started by local people on an entirely voluntary basis and everyone involved was 'determined that it should both be the property of local and people and reflect their views'.

After two black & white issues in 1999, part colour issues were produced from June 2000 with funding from Burngreave New Deal for Communities (BNDfC) on a month by month basis. In October 2001 we were granted project funding from BNDfC and were able to employ two part-time workers. In December 2002 we started a four year project, also funded by BNDfC, enabling us to employ three full time equivalents and produce 10 issues per year.

The Burngreave Messenger is now a limited company, it is a community managed and not for profit. The Messenger is still an independent, community newspaper and is delivered free to over 6000 households in Burngreave. The main aim of the Burngreave Messenger Ltd is to increase and encourage communication in Burngreave, and the Messenger still strives to be the 'Voice of the Burngreave Community'.

In addition to the New Deal funding the Messenger Ltd







earns revenue through selling advertising and design work. With funding from the Centre for Full Employment we have employ ed a web designer who has developed a widely praised on-line presence for The Messenger. This post has now finished but the Messenger Ltd has won a two year contract to develop a New Deal website which has allowed the continuation of a webdeveloper post.

The Messenger employs a staff team consisting of a project coordinator, a finance and advertising worker (part time), two development workers (both part time), a webdesigner, a desktop publisher (part time) and an office administrator (part time). We also provide work opportunities, aimed primarily at local young people, as part of our substantial team of collators and distributors.

The staff team support a voluntary editorial team in putting each issue together. Decisions about what goes in each issue are made by the editorial team. Volunteers also take part in writing, editing proofreading and photography.

If you would like to know more about the Burngreave Messenger or get involved please contact us: The Burngreave Messenger Ltd Abbeyfield Park House, Abbeyfield Road, Sheffield, S4 7AT Tel: 0114 2420564 Email:messenger@burngreave.net

Appendix A - Feedback

I am grateful to the Messenger for giving us the time and publicity about our work. I feel that the Messenger has enhanced our work we are doing within the community. The classes have increased in numbers through people seeing the article. All the help you carry on giving us is greatly appreciated.

Laila Wragg Owler Brook Adult Learning Coordinator 21st October Readers Response Form

It's a good magazine which is very informative about the happenings in the area. It reaches people who may otherwise be quite isolated.

Home Fire Girls 11th February Readers Response Form

I don't live in the catchment area for the Messenger. But I am from the area and make an effort to get a copy because I enjoy reading it. Errol Edwards 4th February Readers Response Form

I read all the issues and find that there is always plenty of information about all different topics. The football teams (under 7s & 8s) are very well supported and hopefully with all the coverage the Messenger gives we can get more support and sponsorship.

D Colgrave Burngreave Juniors FC 4th February Readers Response Form

I think the pages are informative and give a good insight into the progress of the team. It's a good thing that the Messenger takes an interest in the team. Keep it up. Rob Jolley Burngreave United Under 7s 4th February Readers Response Form

Congratulations on the simple yet informative piece from Alan Dawson. I can't wait to try the links he recommends as I paid for a cheaper firewall but have had to remove it as it just stops traffic. As an inexperienced home user it was nice to see a short article written plainly and it has encouraged me to try to get aqquainted with the machine again instead of just surfing and emailing! Suze Reynolds, Aye'n'l Studio 4th February by email

Hello Messenger-what a brilliant idea to put the "Close to the Heart" exhibition on the site. I meant to get to the exhibition, but never did -I'll make more of an effort next time. Christine 7th April by email

Re Close to the Heart Website Thank you for doing this it looks great! I have passed on the web address to the International Women Artists Council 'Arther' website for them to create a link to. Panni Poh Yoke Loh 13th April by email I'm just sending an email to say thank you for the article you have published in this month's messenger about my gap year. I've been delivering them today and think that the publicity will be really good for my fundraising event on the 22 May. I'm very glad you managed to get so many details in and I thought the cartoon was very good. Hopefully lots of people in the local area will be able to come on the 22nd, and it should be really fun especially as I'm hoping to have a Moroccan theme with food and even a DJ who has some Moroccan music. Thanks again to all involved,

Kathryn 1st May by email

Just wanted to say a bigTHANKYOU for the Cat in the Hat competition in the 'Burngreave Messenger' this month. It looks fantastic! Please pass on my regards to all involved. Hopefully we will be able to work together again in the near future. Thanks again!! Paul Mannion Odeon Sheffield 6th May by email

Again, to Lisa, Mark, Rob and everyone in Burngreave Messenger. Thank you and keep up the awesome work. Many people I hear always talk positive about you guys, and I just hope such words reach yah all. It has been an awesome year! Adam 6th May by email

Thanks for advertising the jobs - it looks great on the website. We have had a great response for application packs so far as well! Many thanks, Anne, Burngreave Community Learning Campaign 15th July by email

Just a short note to say how much I enjoy reading your publication online. I may be aware of much of the crime related matters in the area but this gives me so much more than that. Keep up the good work.

Steve Williams. Detective Inspector South Yorkshire Police 27th July by email

The Green Fingers project was mentioned in the Burngreave Messenger and was received well, the write up of the project was positive and everyone agreed that publicity in the Messenger was positive for projects.

Health Theme Group 2nd August

Appendix B - Volunteers and Contributors

Volunteer	Issue	Activity
Adrian Wynn	Aug-04	Writing
Alan Dawson	May-04	Writing, IT support
Albert Jackson	Mar-04	writing
Andrew Green	Jul-04	Editorial, writing, management
Annie Blindell	Dec-03	management
Bernadette Lamb	Apr-04	writing
Carl Rose	Dec-03	Editorial, photography and writing
Cassie Limb	May-04	Writing
Cathy Everard	Nov-03	Editorial, writing
Charlotte Hall	Apr-04	Writing
Chetna Patel	Apr-04	volunteer support, recruitment
Christine Steers	Apr-04	Management, research
Clare Burnell		Management
Clare Mulhall	Oct-04	Writing
David Ainscough	Nov-03	Photography, writing
David Leak	Feb-04	Editorial, design
Errol Edwards	May-04	Writing
Faiza Shaibi	May-04	Writing
Farzana Ahmed	Apr-04	Writing
Gaby Spinks		Management
Holly Pool	Feb-04	Writing
Jamie Marriott		Editorial and Management
Jean Sowley	Jul-04	Writing
Jenniffer Booth	Feb-04	Photography
John Gamble	Jul-04	Writing
John Lawson	Mar-04	Writing
John Steers	Feb-04	proofing
Kate Atkinson	Mar-04	Editorial, writing
Kyle Williams	Feb-04	proofing
Latif Khan	Feb-04	Editorial
Louise Vennells	Dec-03	Editorial, writing
Lyn Brandon	Oct-04	Writing
Malcolm Cumberbatch	Jul-04	Writing
Margaret Gibson	May-04	Writing
Mark Lankshear	Feb-04	Editorial, writing, employment subgroup,
		management
Martin Currie	Jul-04	Writing
Matloub Husayn-Ali-Khan	Nov-03	Writing
Mohammed Brasab	Aug-04	Writing

Volunteer	Issue	Activity
Mohammed Issa	Dec-03	Writing
Nigel Jordan	Nov-03	Editorial, writing
Ony Bright	Apr-04	Writing
Panni Poh Yoke Loh	Jul-04	Writing
Patrick Edwards	Feb-04	Editorial
Rashida Hassanali	Nov-03	Writing
Richard Belbin	Feb-04	Editorial, writing, employment subgroup
Richard Hanson		Management
Rob Jolley	Apr-04	Writing
Rob Smith		Burngreave Community Radio
Saleema Iman	Feb-04	proofing, management
Simon Hill	Oct-04	Writing
Steve Pool		Employment Subgroup, writing, recruitment
Stuart Crosthwaite	Sep-04	Writing

Organisation and projects supported	Issue
Abbeyfield Bowlers	Sep-04
Abbeyfield Bowling Club	Dec-03
Abbeyfield Park Multicultural Festival	May-04
Access to Employment for Arabic Speakers	Mar-04
ADCE Work-Life Balance	Jul-04
Adventist Community Health Outreach Group	May-04
All Nations Football League	Nov-03
All Saints Soccer School	Aug-04
Anti Social Behaviour Team	Jul-04
Asian Diabetic Support for Women	Dec-03
ASTRA	May-04
Black Drugs Service	Nov-03
Black Women's Resource Centre	Apr-04
Breast Feeding Awareness	May-04
Burnbank TARA	Jul-04
Burngreave Area Panel	Nov-03
Burngreave and Fir Vale SureStart	Sep-04
Burngreave Business Forum	Oct-04
Burngreave Carnival of Lights	Oct-04
Burngreave Childcare Steering Group	Apr-04
Burngreave Children's Festive Party	Nov-03
Burngreave Community Action Forum	Apr-04
Burngreave Community Action Trust	May-04
Burngreave Community Forestry Project	Oct-04
Burngreave Community Learning Campaign	May-04
Burngreave Community Radio	May-04
Burngreave Community Wardens	Mar-04
Burngreave Domestic Abuse Project	Mar-04
Burngreave Drug Project	May-04
Burngreave Football Cup	Sep-04
Burngreave Green Environment Programme	Feb-04
Burngreave Green Gym	Oct-04
Burngreave JobLink	Feb-04
Burngreave Language Support Agency	Mar-04
Burngreave Library	Oct-04
Burngreave Mediation Project	Sep-04
Burngreave Mile Run	May-04
Burngreave New Deal for Communities	Apr-04
Burngreave New Deal Police Team	Mar-04

Organisation and projects supported	Issue
Burngreave Off the Shelf	Oct-04
Burngreave Out of School Club	Apr-04
Burngreave Photographic Group	Sep-04
Burngreave Problem Busters	Dec-03
Burngreave Ramblers	Jul-04
Burngreave Round Walk	Oct-04
Burngreave Saints JFC Under 8s	Oct-04
Burngreave Short Film Project	Oct-04
Burngreave Sports Development Project	Apr-04
Burngreave Sports Network	Jul-04
Burngreave Support Network	Mar-04
Burngreave Transport Strategy	Apr-04
Burngreave United U7s	Apr-04
Burngreave Urban Music Project	May-04
Burngreave Voices	Oct-04
Burngreave Women's Group	Sep-04
Burngreave Young children's Centre	Apr-04
Burnwood U11 Cricket Team	May-04
Byron Wood Breakfast Club	Aug-04
Castle College	Apr-04
Children's Festival of Sport	Jul-04
Children's Festive Party	Feb-04
Children's Information Service	Feb-04
Chilian society	Nov-03
Christ Church	Jul-04
Christchurch	Dec-03
City Development Unit	Nov-03
Community Education Coordinators	Apr-04
Community Legal Service	Feb-04
Creative Burngreave	Apr-04
Destination Arts - Oral History project	Oct-04
Dramatic Arm of the Jamaica Society	Nov-03
Ellesmere Children's Centre	Apr-04
Ellesmere Out of School Project	Apr-04
El-Nisah (Yemeni Women's Group)	Sep-04
EMSAG Ethnic Minority Student Achievement Grant	Oct-04
European Open Forum	Oct-04
Festivals Project	Jul-04
Fir Vale Basketball Development Centre	Mar-04

Organisation and projects supported	Issue
Fir Vale School	Dec-03
Firs Hill School	Aug-04
Food for Thought	Mar-04
Friends of Abbeyfield Park	Jul-04
Friends of Burngreave Chapel and Cemetery	May-04
Friends of Osgathorpe Park	Jul-04
Goodwill Community Centre	Mar-04
Green City Action Seed Exchange	Feb-04
Greenfingers	Aug-04
Hallal Lunch Club	Feb-04
Home-Start Sheffield	Nov-03
IT-Community School	
and Subject Support	Dec-03
Jamal Mosque	Feb-04
Jobnet	Mar-04
Kashmir Education Trust	Sep-04
Kutamba School of Contemporary	
African Dance and Rhythm	Mar-04
library.burngreave.net	May-04
Listen to Us	Oct-04
Longley Park Sixth Form	Dec-03
Non Stop Foundation	Aug-04
North Sheffield Primary Care Trust	Nov-03
Open Up Sheffield	Dec-03
Osgathorpe Jam One Love Festival	Jul-04
Parkwood Springs Steering Group	Nov-03
Parkwood Landfill Action Group	-
Pakistan Muslim Centre	Aug-04
Petre Street Festival	Oct-04
Pitsmoor Adventure Playground	May-04
Pitsmoor Citizens Advice Bureau	May-04
Pitsmoor Credit Union	May-04
Pitsmoor Home Fire Girls	Feb-04
Positive Negatives	Aug-04
Princes Trust Volunteers	Aug-04
Pye Bank School	Mar-04
Radio Ramadan	Nov-03
Reach High 2	May-04
SADACCA	Oct-04

Organisation and projects supported	Issue
SACMHA	Oct-04
Saint Peter's Church	Jul-04
SCRAP	May-04
Seventh Day Adventist Church	Mar-04
Sewing Classes	May-04
SHEBEEN	Jul-04
Sheffield Committee to Defend	
Asylum Seekers	Nov-03
Sheffield Property Shop	Apr-04
Sheffield Galleries & Museums Trust	May-04
Sheffield Rape and Sexual Abuse	
Counselling Service	Jul-04
Sheffield Responsible Landlord Scheme	Jul-04
Sheffield Carers Centre	Aug-04
Shirecliffe Community Festival	May-04
Somali Housing aid	Apr-04
Somali Writing Project	Apr-04
South Yorkshire Police	Dec-03
Spectrum Centre	Dec-03
SYAC Ltd	Aug-04
The Welcome Centre	Apr-04
URBED - The Urban Economic Development Group	Nov-03
Upper Don Walk Trust	May-04
Verdon Street Agewell Group	Apr-04
Warm Front Team	Apr-04
Wensley Street Autumn Festival	Sep-04
Windsor Fellowship	Apr-04
Workhorse Short Film Projects	Oct-04
Yemeni Community Association	Apr-04
Verdon Recreation Centre	Sep-04



they believed New Deal had achieved anything positive for them. "Yeah" said Nellie, "But maybe we're all not making the best use of it "

For Jamaiean fruit punches,) as freshly cosked and prepare bappening at Nellie's Sandw take food orders for commu contact the number provid

ks as well

Your Community Pharmacy

NHS & Private Dispensing

Prescription Collection & Delivery

Tel: 275 49 20 For full details

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best use of it."

well as daily food orders. S

others from oceans and seas all over the world. "We will also be a Halal butchery selling chicken, fresh meat "We will also be a maial outchery sening chicken, item mea and goat, fruit and vegetables, plantain, yam, sweet potato and also and doing a free delivery HAWKINS PHARMACY

Saidi, "and we are doing a free delivery one orders, gutting fish, cleaning meat and

nation call 275 4408.

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Appendix D - Businesses supported

Business	Issue	
"Johnnie" Johnson Housing	Feb-04	advert
A.M.N. School of Motoring	Sep-04	feature
Afro Caribbean Hair & Beauty Salon	Dec-03	feature
Alpha MOT & Service Centre	Dec-03	advert
Amanda Wells	Nov-03	advert
Associated Chemist	Nov-03	advert
Auto Parts Direct	Dec-03	feature
Aye 'n' I Studio	Nov-03	feature
Burngreave Building Company	Nov-03	advert
Burngreave Van Centre	Feb-04	feature
Carwood Mini Market	Nov-03	feature
Dixy Chicken	Feb-04	advert
Hair R Us	Sep-04	feature
Hawkins Pharmacy	Nov-03	advert
HK Cleaning Service	Jul-04	feature
Kennings Cars	Jul-04	feature
Mombassa Fisheries	Sep-04	feature
Nellie's Sandwich Shop	Aug-04	feature
Odeon Cinema	May-04	advert
Oracle Design	Mar-04	advert
Page Hall Laundrette	Dec-03	feature
Pitsmoor Dental Health Centre	Nov-03	advert
Raj Grocers	Dec-03	advert
Ronian Home Entertainment	Mar-04	advert
Signpost Garage	Mar-04	advert
Sptial Hill Plaza	Sep-04	feature
Tawakal Shop	Aug-04	feature
The Blue Mountain Café Bar	Sep-04	feature
The Highway pub	Feb-04	advert
Victoria Mutual Finance Ltd	Oct-04	advert
YB International	Nov-03	advert

Appendix E- Editorial Policy and Statement of Values

Formulation and functioning

The membership of the Messenger, at six monthly meetings review and agree this Statement of Values. 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 Messenger's 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.

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.

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 subgroup 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 a subgroup should be identified by contributor, but it is acknowledged that this it is not always appropriate. If an item is not to be identified by contributor, it should be clear that it originates from within the subgroup.

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.

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 read.

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 1/4 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, without the permission of the writer, to anyone, under any circumstances

Child protection

The Messenger will only publicise activities for children and young people if the groups and organisations organising them 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 2005

March Deadline 16th February • Published 5th March

April Deadline 16th March • Published 2nd April

May Deadline 20th April • Published 7th May

August Deadline 29th June • Published 16th July

October Deadline14th September • Published 1st October

November Deadline19th October + Published 5th November

December Deadline 23rd November + Published10th December

Messenger 💕

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