

Association of Members of Independent Monitoring Boards



**Trustees Annual Report and Financial Statements for the
Year Ending 31 July 2010**

www.amimb.org.uk
Charity registration number 293384

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AMIMB

The trustees are pleased to present their report together with the financial statements of the charity for the year ending 31 July 2010

1. Trustees and others

| | | |
|-----------------|--|---|
| Trustees | Helen Boothman Angela Clay Jenny Budgell Margaret Carter Mike Watson David Atkinson Susan Dyas Don Granger Wendy Anwar Christine Anderson Michael Reynolds | Chair Deputy Chair Treasurer Secretary |
|-----------------|--|---|

Independent Monitor
Editor

Brian Guthrie

Patron

Lord Phillips

President

Baroness Vivien Stern

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**c/o Natural Numbers Ltd.,
Syms Yard,
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Charity Number

293384 (England and Wales)

Independent Auditor

Peter Mitchell

Bankers

Lloyds, Threadneedle Street , London

**Website and email
Address**

**www.amimb.org.uk
info@amimb.org.uk**

2. Structure, Governance and Management

Governing Document

AMIMB (originally AMBoV – Association of Members of Board of Visitors) was founded in 1980, as an unincorporated charity (registered number 293384). The Association is governed by a constitution which was amended and updated in 2003 when the present designation was introduced.

Appointment of Trustees

As set out in the Constitution, the Trustees, who make up the Executive Committee, are elected every year at the Annual General Meeting. The Officers are elected annually and the Chair may not be elected to that office for more than three consecutive years. The patron and president are not *ex-officio* members of the committee and therefore have no voting rights.

Organisation

The Trustees meet regularly in order to manage the affairs of the charity. The Committee is joined by the editor of the *Independent Monitor* who is an *ex-officio* member and such does have a vote.

All trustees give their time voluntarily and receive no remuneration or other benefits.

Risk management

The trustees have assessed the major risks to which the charity is exposed. Where significant risks have been identified, systems have been or will be established to mitigate those risks.

Related Parties

A representative from the IMB National Council attends meetings of the Executive Committee. AMIMB is a member of the Criminal Justice Alliance (formerly the Penal Affairs Consortium, a coalition of 49 organisations committed to improving the criminal justice system) and Clinks. To further our objectives we have worked with Action for Prisoner Families, Howard League for Penal Reform and Prison Reform Trust.

Charity Objectives

The objectives of the Association are to educate, inform, advise and support members of Independent Monitoring Boards of penal institutions in England and Wales in the law, the treatment of offenders and all other matters relating to their role; to enable them to perform their duties in the most competent and efficient manner; and to issue publications, arrange training events, promote conferences and maintain awareness of developments in the law, the Prison Rules and associated subjects.

AMIMB also aims to educate and inform the public about the treatment of offenders and the role played by members of IMBs.

The activities of the charity fall under three categories:

- Membership training and support, including the Helpline
- Advocacy
- Communications

Reviewing our Aims

We review our objectives and activities each year. The review looks at what we achieved and the outcomes of our work in the previous 12 months. The review also helps us ensure our objectives and activities remained focused on our stated purposes. We have referred to the

guidance contained in the Charity Commission's general guidance on public benefit when reviewing previous activities and in our future planning.

3. Achievements and Performance

It is fitting in our 30th year that time is taken to reflect upon changes as to how the role of the monitor has changed and to look forward to our continued role within the Big Society. AMIMB has continued to flourish because the membership believes there are strong reasons for our continued existence as an independent body.

Membership recruitment is an ongoing part of the role of the Trustees and we are pleased to see the membership number increase by 5% to 418 full and associate members. This follows recruitment drives amongst solicitors, the ongoing North West membership events and facilitated by the organisers speaking to IMB members at the Prisons and IRC conferences.

Supporting our members by providing best practice advice and training continues to be a large focus for AMIMB. Successful training events were hosted at HMPs at Canterbury, Risley, Cardiff, Barlinnie, and Dartmoor, thanks to the staff and members who made the events possible. Throughout the year preparation work has been undertaken for the fourth edition of the *Practical Guide to Monitoring Prisons*, due for launch in October 2010.

Communication to our members and to a wider audience is vital to ensure that AMIMB's voice is heard amidst the ongoing noise of the criminal justice system. The *Independent Monitor* continues to inform, stimulate and provoke debate. During the last year articles and features have covered the mentally ill in prisons, labour in jail, votes for prisoners and restorative justice, private versus public debate and the clustering and re-organisation of the prison estate, as well as farewell articles from friends Stephen Shaw and Anne Owers. These are themes that are likely to be re-visited. The AMIMB website has continued to develop, and relies on feedback and dialogue with the membership. Part of membership benefit is to receive electronic news bulletins and newsletters which continue to give information about the penal and detention estate. Ongoing communications with decision makers including the Justice Select Committee, the new Government, and the Shadow Cabinet help us fulfill our objective of raising issues relating to people in custody.

Partnerships AMIMB is keen to work with like-minded organisations where this will further our objectives. Over the past year AMIMB has worked with 'Action for Prisoner Families' which produced *The Unsung Heroes A Snapshot of Prison Visits in 2010* - a short report on the current services provided by prison visitors' centres in England, Wales and Northern Ireland. AMIMB was a joint signatory in a letter to the *Guardian* about prisoners receiving the vote. As an active member of the Criminal Justice Alliance, AMIMB has participated in consultations and pre-election briefings to the political parties. Through our members AMIMB has given evidence to the Inquiry into Former Armed Service Personnel in Prison; chaired by Sir John Nutting QC and underwritten by The Howard League. We continue to talk to Make Justice Work, PRT, The Howard League, other independent monitors within the Criminal Justice System, the IMB Secretariat and the National Council.

Part of our reflection on the previous year is to celebrate how progressive the English system of prison monitoring is. To quote Stephen Shaw "I regard IMBs as one of the crown jewels of British public life." This was really brought home to us when AMIMB hosted visitors from the Kharkiv Institute for Social Researches where they are in the early stages of setting up a

National Preventative Mechanism for the Ukraine. We were extremely grateful to all the governors, staff, Secretariat and IMB members who put in so much effort to make the visits useful and interesting for our Ukrainian colleagues. All of us were impressed by the wide range of excellent programmes on offer in the establishments we visited and by the dedicated and enthusiastic staff delivering them. Their overall impression our guests told us, was of openness, transparency, respect and ease of accessibility to places of custody; something that for them is still just a dream.

We realise that as slow and frustrating as our system can be and although there is still much to be improved, we are fortunate to have reached this point in our monitoring provision.

As ever, AMIMB thanks all our members, supporters, patron and president and special thanks to the Bromley Trust and Big Lottery. Finally, thanks to the enthusiastic and dedicated trustees who make all this happen.

4. Future Activities

- Survey of our members
- Review feasibility of having an AMIMB employee
- Fundraising for training and core income
- Continue to raise issues of concern for our members
- Work with like-minded organisations to provide snapshots of life behind closed doors

5. Financial Review

The accounts show a surplus for 2009/10 of £1545 and a bank balance of £21,985 of which £5568 is restricted income as indicated.

AMIMB Financial Report for year ending 31/07/10

| | (a) Restricted Funds | (b) Unrestricted Funds | (c) Unrestricted Funds | (b) + (c) = (d) | (a) + (d) | Memo 2008/09 |
|------------------|----------------------------|------------------------------|------------------------------|--------------------------------|----------------|-----------------|
| | Big Lottery | Members Services | Running Costs | Total Unrestricted Funds | TOTAL FUNDS | TOTAL FUNDS |
| Income | | | | | | |
| AGM | | 870.00 | | 870.00 | 870.00 | 860.00 |
| Big Lottery | 3,901.30 | | | | 3,901.30 | |
| Bromley Trust | | | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| Donation | | | | | 0.00 | 80.00 |
| Interest | | | 5.32 | 5.32 | 5.32 | 100.90 |
| Subscriptions | | 6,952.01 | | 6,952.01 | 6,952.01 | 6,910.00 |
| Moitoring Guides | | | | | 0.00 | 480.11 |
| Training Visits | | 252.00 | | 252.00 | 252.00 | 372.00 |

| | | | | | | |
|---------------------------|----------|------------|------------|------------|-----------|-----------|
| Total Income | 3,901.30 | 8,074.01 | 10,005.32 | 18,079.33 | 21,980.63 | 18,803.01 |
| Expenditure: | | | | | | |
| Meetings | | | | | | |
| AGM Expenses | 128.00 | 977.06 | | 977.06 | 1,105.06 | 840.00 |
| Coach Travel | | | 60.70 | 60.70 | 60.70 | |
| Entrance Fees | | | 186.00 | 186.00 | 186.00 | |
| Executive Committee Lunch | 440.00 | | 249.00 | 249.00 | 689.00 | 477.00 |
| Joint Monitor Meetings | 0.00 | | 168.35 | 168.35 | 168.35 | |
| Train Fares | | | 3,038.32 | 3,038.32 | 3,038.32 | 2,473.24 |
| Travel Costs | | | 930.70 | 930.70 | 930.70 | 798.54 |
| Transfer to Big Lottery | 3,333.30 | | (3,333.30) | (3,333.30) | 0.00 | |
| Total Meeting Costs | 3,901.30 | 977.06 | 1,299.77 | 2,276.83 | 6,178.13 | 4,588.78 |
| Membership Fees | | | | | | |
| | | | 55.00 | 55.00 | 55.00 | 120.00 |
| Monitor Costs | | | | | | |
| Cartoons | | 350.00 | | 350.00 | 350.00 | 350.00 |
| Distribution | | 1,027.47 | | 1,027.47 | 1,027.47 | 701.53 |
| Editorial | | 3,950.00 | | 3,950.00 | 3,950.00 | 2,300.00 |
| Printing | | 4,780.97 | | 4,780.97 | 4,780.97 | 4,510.60 |
| Total Monitor Costs | 0.00 | 10,108.44 | 0.00 | 10,108.44 | 10,108.44 | 7,862.13 |
| Paypal Costs | | | | | | |
| | | 0.00 | 34.95 | 34.95 | 34.95 | 0.00 |
| Postage | | | | | | |
| | | 2.34 | 262.87 | 265.21 | 265.21 | 142.50 |
| Printing | | | | | | |
| Application Forms | | 355.35 | 0.00 | 355.35 | 355.35 | 0.00 |
| Photography | | 1,077.00 | 0.00 | 1,077.00 | 1,077.00 | 0.00 |
| Strategy Document | | 960.00 | 0.00 | 960.00 | 960.00 | |
| Total Printing | 0.00 | 2,392.35 | 0.00 | 2,392.35 | 2,392.35 | 0.00 |
| Professional Fees | | | | | | |
| Stationary and Copying | | 0.00 | 10.00 | 10.00 | 10.00 | 10.00 |
| Training Days | | 0.00 | 36.53 | 36.53 | 36.53 | 0.60 |
| Ukraine Visit | | 555.94 | 0.00 | 555.94 | 555.94 | 221.15 |
| Web Site Hosting & Design | | 0.00 | 177.00 | 177.00 | 177.00 | |
| | | 0.00 | 621.60 | 621.60 | 621.60 | 701.50 |
| Total Expense | 3,901.30 | 14,036.13 | 2,497.72 | 16,533.85 | 20,435.15 | 13,646.66 |
| Net Income/(Expenditure) | 0.00 | (5,962.12) | 7,507.60 | 1,545.48 | 1,545.48 | 5,156.35 |

Summary of movement in Bank for year ending 31/07/10

| | Restricted Funds | Unrestricted Funds | Bank Balance |
|---------------------------------|---------------------|-----------------------|------------------|
| At 31/07/09 | 0.00 | 14,870.88 | 14,870.88 |
| Surplus for Year | 0.00 | 1,545.48 | 1,545.48 |
| This is for 2010/11 expenditure | | | |
| Big Lottery: Guide | 4,462.00 | | 4,462.00 |
| Travel Expenses | 440.00 666.70 | | 440.00 666.70 |
| At 31/07/10 | 5,568.70 | 16,416.36 | 21,985.06 |

I have examined the records presented to me and on the basis of those records, and explanations made to me, certify that the statement above shows a true record of the Association's finances.

Peter Mitchell BA(Hons) FCMA

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statement comply with SORP.

6. Acknowledgements

The trustees are grateful for the grants given by both The Bromley Trust and Big Lottery. As in past years the aim is to continue to focus on membership subscriptions in order to generate the income required to produce the Monitor which is well regarded by all those who read it.

**The Trustees declare they have approved the trustees' report.
October 4th, 2010**

**Helen Boothman
Chair AMIMB**