

# IMPACT REPORT 2020-21

Connecting the Dots



**VOLUNTARY  
ACTION**  
NORTH SOMERSET



## Contents

Prologue from the Chair	02
Story of the year from our CEO	04
Supporting the Voluntary, Community, Faith and Social Enterprise (VCFSE) Sector	06
Overview of facilitated projects	08
COVID-19 response funding	15
A Forward View - looking towards 2022	19
A final thank you	21


# Chair Introduction to the Report

Welcome to Voluntary Action North Somerset (VANS) Annual Report for 2020-21. This has been a year of challenge and change for everyone. We have seen an incredible response from volunteers to ensure those most impacted by the pandemic have been able to access vital support including food, shopping, and prescription collections. There has been a collective show of strength and compassion by individuals, to help minimise social isolation and loneliness for some of the most vulnerable in our society.

The true value of assets in our communities are not solely bricks and mortar, but are much more around the love and care that so many have demonstrated to their neighbours and communities at times of need. This is almost immeasurable in monetary terms and will be remembered for its contribution to building community resilience and active citizenship from those who have participated. This transformation in our communities will live long in the memories of those who have both given and received support.

**"VANS provided a pivotal role to enable the safe deployment of volunteers to meet community need".**

Before April 2020, most of us had not heard of the term "Mutual Aid". Initially, informal requests for volunteers and support were coordinated through social media and online platforms for those most in need of assistance during the pandemic. Quickly this moved towards coordinated requests for support being managed through a range of newly formed mutual aid groups across towns and parishes in North Somerset. VANS provided a pivotal role, bringing experience and guidance of volunteer management and regulation to enable the safe deployment of volunteers to meet community need.

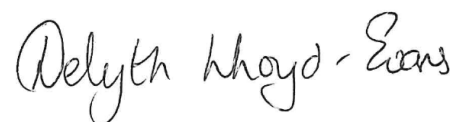


As a board of trustees, we responded proactively by increasing the frequency of briefings and met remotely on a weekly basis throughout the height of the pandemic. This enabled us to stay abreast of the constantly changing picture at the charity and for decisions to be made effectively and in a timely way. Our support to the sector required us to be flexible with increasing staff capacity at short notice and adapting roles and responsibilities to align to our integral role in the emergency response. Our thanks go to all our staff who have been diligent, flexible and passionate through this challenging time.

Much of our activity over the last year was only possible with support from our commissioners and funders, who enabled access to funding at short notice for proactive community focussed projects to be delivered in an uncertain landscape. With this support, we were able to make significant strides within our own charity by providing a package of support to the sector, which we so passionately represent.



We would like to say a massive thank you to everyone who has given up their time to volunteer, particularly over the last year. Please keep on supporting our voluntary and community sector partners to enable the amazing work to continue across communities in North Somerset. We hope you enjoy reading the report.



Delyth Lloyd-Evans



# Chief Executive Officer Report

This year, we have decided to name the Annual Report “Connecting the Dots”, rather than “the year the pandemic changed the world!”. We want to take the opportunity to celebrate the positive things that have happened and share our successes from across the year. Some of these have been in light of COVID-19 whilst others have been in spite of it.

So why Connecting the Dots? As the umbrella organisation representing the voluntary community faith and social enterprise (VCFSE) sector across North Somerset, we are cognisant of the importance of infrastructural support provided to our members. Alongside the rise of mutual aid, there has been increased need for third sector organisations to be at the forefront of being able to respond within our communities.

VANS has continued to connect the dots by working closely with the range of registered charities, community interest companies and non-constituted groups across North Somerset and further afield. Our role in providing tailored advice and guidance, access to funding through small grants



and a range of networking opportunities has helped to strengthen the sector through improved partnership working opportunities.

Across the year, we adapted our service to meet changing needs within the sector and our original project plan for April 2020 was swiftly adjusted to enable us to focus on the new priorities for the sector.

Our strategic representation role changed from business as usual in April, to reflect our involvement in newly formed structures as part of the emergency response. VANS played a key and pivotal role working in partnership with



the North Somerset Together network to help mitigate against any unmet need within our communities. We also continued to provide a strong voice for the sector as part of the North Somerset Partnership, through the local authority led Outbreak Boards and through our own facilitated forums, including the Leaders Forum, Volunteer Coordinators Network and the Children, Young People and Families Forum.

Vital to two-way communication between the Voluntary and Community Sector Emergencies Partnership and the communities we represent, has been our representation of the sector through our Directorship on the West of England Civil Society Partnership. We also saw the acceleration of the North Somerset Wellbeing Collective bringing together likeminded health and wellbeing partners, with a common goal to improve the wellbeing and health of every resident in North Somerset.

## "We also continued to provide a strong voice for the sector as part of the North Somerset Partnership"

As a member led organisation, feedback from our members and stakeholders is vital to ensure we provide effective services which meet the needs of the population. We welcome your contributions and engagement at all levels to enable us to maintain high quality and effective infrastructure support for North Somerset. We encourage you to contact us directly, details of how to do so can be found at the end of the Impact Report.

Paul Lucock

# Vision, Mission and Strategic Priorities

## OUR VISION

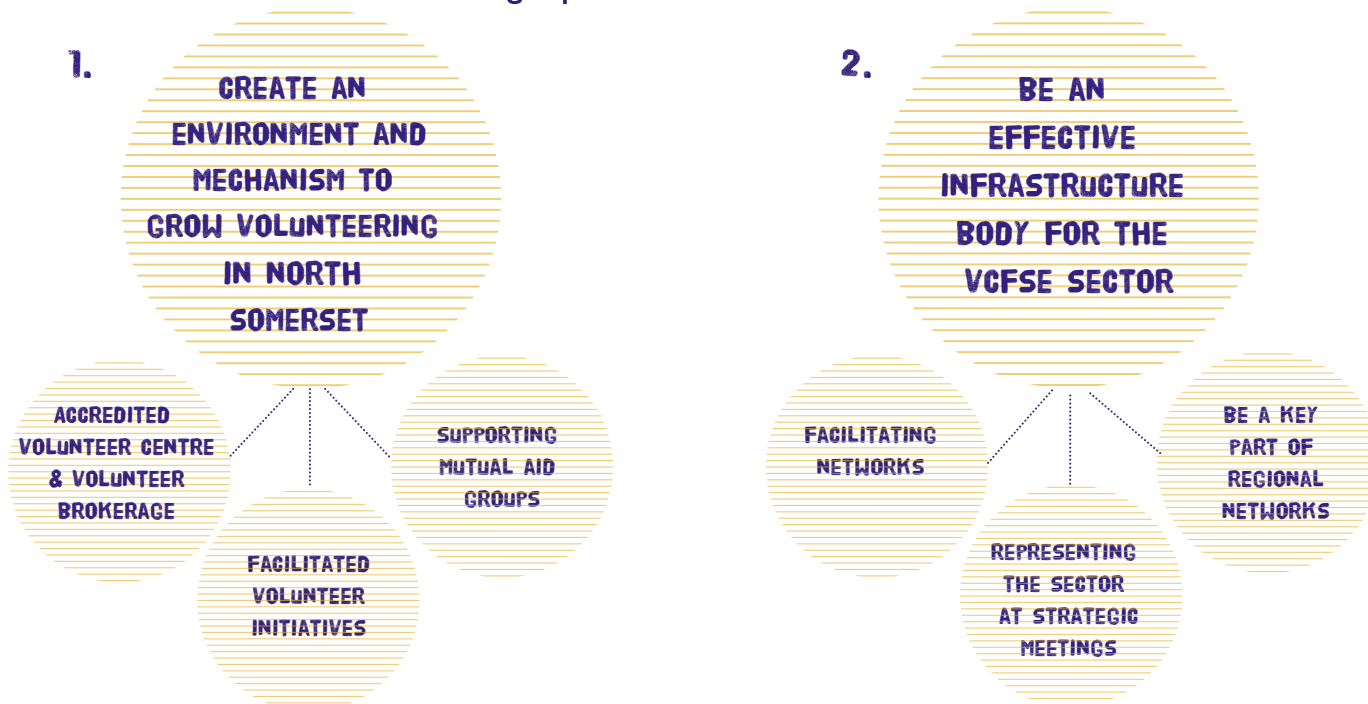
"**Everyone** in North Somerset will be encouraged and supported **to engage** in some form of **volunteering**, supporting people in communities around them, whilst enhancing their own health and wellbeing."

## OUR MISSION

"To **represent**, **develop** and **empower** the voluntary, community, faith and social enterprise sector in North Somerset to be at the forefront of positive social change and development."

## STRATEGIC PRIORITIES

VANS works towards six strategic priorities under which we define our activities:



# Vision, Mission and Strategic Priorities

3.

## IDENTIFY GAPS AND NEEDS IN PROVISION

SEEK TO ADDRESS MARKET DEMAND

ORGANISE SURVEYS & ENGAGEMENT ACTIVITIES

IDENTIFY DEVELOPMENT AREAS/CHALLENGES IN LOCAL/REGIONAL SECTOR

4.

## SUPPORT THE SECTOR TO BUILD CAPABILITY, CONFIDENCE AND CAPACITY

PROVIDE IMPARTIAL & CONFIDENTIAL EXPERTISE TO SECTOR

ORGANISE SECTOR TRAINING

WORK WITH FUNDERS TO ENGAGE COMMUNITY ORGANISATIONS

5.

## TO DEVELOP & MAINTAIN A DYNAMIC FORWARD-THINKING BOARD

MEET 4 TIMES P.A. WITH 4 SEMINAR SESSIONS

DEVELOP & DRIVE A PROGRAMME OF STRATEGIC SUPPORT

BUILD ON OUR ONE TEAM APPROACH BETWEEN TRUSTEES, STAFF & VOLUNTEERS

6.

## IMPROVE & DEVELOP EFFICIENT & EFFECTIVE INVOLVEMENT OF STAFF & VOLUNTEERS

NURTURE STAFF & OFFER FLEXIBLE WORK PATTERNS

SUPPORT & DEVELOP STAFF THROUGH TRAINING & MAKE BEST USE OF SKILLS

APPLY CONSISTENT WORKING IN LINE WITH BEST PRACTICE TO MEET NEEDS OF SECTOR

# Overview of Facilitated Projects

## Volunteering Brokerage and the Online Volunteer Centre

With many existing volunteer led services being unable to deliver face to face services throughout the year, our focus moved to engaging with new and emerging groups. This enabled the recruitment and retention of volunteers supporting needs identified at a neighbourhood level. This was particularly focussed on shopping, prescription collections and befriending type activities.

We continued to attract new volunteers for our longer standing partner organisations requiring

more formal volunteer support and although the numbers were slightly reduced on previous years, we maintained a high-quality brokering service for both our volunteers and registered organisations.

Through the VANS Online Volunteer Centre there are hundreds of opportunities for individuals seeking a volunteering role, spanning across multiple sectors. These can be located on the VANS website at [www.vansweb.org.uk](http://www.vansweb.org.uk).

## Introduction to Volunteering



# Overview of Facilitated Projects ...

## Volunteers in Community Health Settings

The new community health contract commenced with Sirona Care and Health in April 2020. Due to the pandemic many volunteer roles had to be temporarily paused. This time has provided the opportunity to work with Sirona to think creatively about how volunteers could support inhouse services. Roles such as 'Digital Connectors' were developed with the aim of assisting service users to still be able to access exercise sessions, with volunteers assisting with accessing platforms such as Zoom.

Staying connected with our existing pool of volunteers through this time has been vital. To maintain this engagement, the Volunteer Manager set up a private Facebook Group to enable the volunteers to connect and share experiences. A quarterly newsletter was also produced to keep volunteers informed. Virtual coffee mornings allowed for interesting discussions between the volunteers and the

usual Christmas party had to be taken online this year but still included an online quiz, festive jumper competition with voucher prizes for the winners and a small gift sent to each volunteer.

VANS has worked with Sirona's Learning and Development team to develop their online training programme for all volunteers. We continue to identify solutions to volunteer training requirements and intend to move back to face to face training at the earliest opportunity.

From January 2021, a programme of using volunteers to support the delivery of pulse reading oximeters to COVID-19 patients was transferred to the programme. This quickly grew from ten volunteers to recruitment of over 200 and will remain in place for much of 2021-22. This is recognised by the volunteers as being a vital service and they were proud to be able to play their part in helping to keep people suffering the aftereffects of COVID, to stay healthy and well at home.



**Sirona**  
care & health

## Children Centres Volunteers

Offering support for families with children under five years of age, Children's Centres in North Somerset welcome volunteers and recognise the added value they bring to the services provided.

As part of the service level agreement with North Somerset Council, VANS provides a part-time Volunteer Coordinator who has responsibility for supporting the volunteering programme in council run Early Years settings.

2020-21 has provided many challenges, but volunteers remained key to the online support available for breastfeeding mothers. Ten Breastfeeding Peer Supporters completed their Real Baby Milk accredited training, virtually, in July. With over 50 active Breastfeeding Peer

Support volunteers maintaining online support through designated Facebook pages and Zoom sessions this year, breastfeeding mothers have received support with opportunities to talk to other breastfeeding mothers at times when they may have been isolated.

VANS Children's Centre Volunteer Coordinator Facebook page continues to share posts of potential interest to Children's Centre Volunteers. This page is currently followed by 83 people who are all connected to volunteering in some way.

Looking ahead – plans are regularly updated in hope that volunteers will be able to return, in person, to the Early Years settings.





## Locking Parklands Community Development Project

In April 2020, VANS began working in partnership with developer St Modwen Homes and the Locking Parklands Community Interest Company (LPCIC) to develop an asset-based community development (ABCD) approach working with the community to develop outcomes determined by the residents living at Locking Parklands.



Due to being unable to fully deliver the ABCD element of the project, we worked with the LPCIC to develop a community survey to help identify priorities for those living there, before working with the CIC Directors to oversee a recruitment campaign for community members of the reformed Locking Parklands CIC Steering Group.

1 in 9 of the residents responded to the survey which provided a rich insight into the community, this data was then used as a benchmark for a further survey more recently undertaken by the newly appointed Resident Representatives.

## Churchill Mutual Aid Group Community Engagement Project

In partnership with Churchill and Langford Minibus Society, VANS provided resource and expertise to undertake a community engagement survey responded to by 363 residents. The resulting report helped to highlight the changing community needs in the Churchill and Langford parish through the pandemic.

Following a comprehensive review of community resources within the vicinity of the parish, the team worked with the group to produce a comprehensive report voicing the opinions of the residents about the existing and future services that would benefit them.

The final report was presented to a meeting of the parish council and continues to provide evidence to support future community development initiatives.







## Trusted Relationships (Children, Young People and Families) Strategic Support

As part of our strategic role chairing the VCFSE led Children, Young People and Families Forum (CYPF) for North Somerset, supported with funding from Quartet Community Foundation and matched by the local authority, VANS has developed a sector led plan to support the role of the forum by helping to identify gaps in service provision and enable structured conversations with commissioners about the current and future needs of children and young people across North Somerset.

In addition to designing the plan around the 'Five Ways to Wellbeing' model, VANS has



worked to expand the membership of the forum with the aim of creating a network of Trusted Relationships. This network will become a focal point for future commissioning approaches to children and young people's provision across the VCFSE.

"Having the CYPF Forum in place enables us to access training, learn about the local offer and explore collaboration opportunities with partners" – Quote from CYP Forum member.





## Reclaim Domestic Abuse Counselling Service

The Reclaim Project (formerly The Women's Project & Healing Hearing) was established in 1993 and provides free counselling of up to 10 sessions to women and men affected by domestic abuse living in North Somerset. Since moving to VANS in 2019, the Reclaim project has become firmly embedded in the charity with the team of coordinators and self-employed counsellors becoming part of the team.

With the increase of domestic abuse being highlighted during lockdown and anticipating an increase in referrals we recruited three additional counsellors, although the post for a male counsellor still remains vacant. At this time a Communications Coordinator joined the team to look after Reclaim Marketing, focussed on raising our online presence.

Though face-to-face engagement had to be put on hold due to the lockdown, all clients were offered the opportunity to continue accessing counselling via online platforms or by telephone.

## RECLAIM

**FREEDOM** from abuse

Working this way provided its own challenges as not all clients could access a confidential space where they could speak freely. Even with these challenges we have supported 78 clients delivering 650 sessions across the year.

Due to the success of working online, Reclaim will continue to offer counselling in this way as we can be more accessible to those clients who prefer this method of delivery or have difficulty accessing our service because of location or time restrictions. Looking to the future this could provide an opportunity to grow the service into other geographical areas where need is identified.



“Did you find the counselling you received beneficial?

Yes, I have. It was a life saver as I don't know where I would have been without it.

”

### Quotes from clients

“What did you find most helpful?

Everything, it felt so easy to talk to my counsellor about what was going on in my life and mind.

”





## Bridging the Gap Together! CIC

VANS continues to work in partnership with our partners at Bridging the Gap to contract manage an allocation of funding provided by the Bristol, North Somerset, and South Gloucestershire Clinical Commissioning Group, for the delivery of six annual themed events focussed on supporting families and young people with autism.

Through 2020-21, VANS also supported the roll out of a family Liaison Pilot utilising Lottery funding to engage with families and develop coping strategies arising due to the pandemic.

As part of this pilot, Bridging The Gap Together! supported families with challenges around parents working from home and trying to run school lessons with different aged children, autistic children are not coping with

changes to their routine, children's and young people's mental health, behaviour problems, eating disorders and self-harm to name a few.



# Covid Response Funding



## **The National Lottery Community Fund - Covid Response Funding: £74,000**

Funding between November 2020 and March 2021 helped to sustain our coordinated Community Response workstream, covering our core costs for 5 months to enable us to reinstate our reserves position and provide long term stability to the charity. The funding allocation also supported an uplift to the existing Reclaim Domestic Abuse Service Counselling offer to increase referrals and services to be delivered online. Alongside this, in partnership with Bridging The Gap Together CIC, the funding enabled the delivery of an Autism Family Liaison Support Pilot which engaged with and supported families to implement coping strategies associated with autism throughout the lockdown.



## **Quartet Community Foundation Covid Response Funding: £8,250**

A significant contribution early in the year from local funder, Quartet Community Foundation, enabled the development and delivery of our Coordinated Covid Community response between April and June 2020 focussed on four areas of delivery.

- Strategic Advice and Guidance – to provide tailored advice and support to the sector and individuals requiring assistance.
- Community Engagement – including provision needs mapping and engagement through North Somerset Together.
- Volunteer Management – recruitment and coordination of a pool of over 200 “Super Volunteers” to meet increased demand in communities.
- Communications – through increased messaging to the VCFSE sector and creation of a bank of resources made accessible to partners.



### **CAF Bank Covid Response Funding: £8,250**

Emergency funding supported the continued delivery of VANS COVID-19 response between July and September 2021. The funds were vital in providing additional in-house capacity within the team, to increase working hours and to meet increased demand through this time, aligning to the four aforementioned areas of delivery.

Over the course of six months VANS supported in excess of 500 organisations and over 1000 individuals through a variety of interactions and provision of tailored information, advice, and guidance.



### **Police and Crime Commissioner Funding - Reclaim Uplift: £12,375**

Funding was provided through the national Ministry of Justice Domestic Abuse support fund administered by Avon and Somerset PCC, to enable an additional 32 victims of Domestic Abuse to receive ten fully funded sessions of counselling. Alongside this the funding has supported the development of a communications lead role to increase the projects online presence and to help increase awareness of the service.



### **Covid Business Support Grant: £5,000**

The unrestricted monies received through the Government Business Continuation Grant administered through North Somerset Council enabled the charity to undertake a full rebrand and much needed upgrade of the VANS website: <https://www.vansweb.org.uk>

This work was undertaken by Emma Jayne Creative (Branding) and Next Theme (Website). Thanks to both for your support of VANS through this project.



### **Mental Health Small Grant Scheme - Community Engagement Programme: £4,980**

VANS worked in partnership with North Somerset Council to support the roll out of a small community grant programme focussed on targeting small and non-constituted groups to apply for funding to deliver mental health and wellbeing focussed outcomes.

As the infrastructure partner for North Somerset, in partnership with Quartet Community Foundation and Wesport, VANS delivered targeted sessions for sector partners to hear about funding available through multiple sources. The team provided advice and guidance, bid writing resource and proof-reading capacity to enable small groups to apply for and be successful in accessing the funds.



### **Local Community Support Groups Fund - Small Grants Scheme: £4,746.40**

The funding from Quartet (£4,000), Waitrose Community Matters (£480.00) and VANS fundraising (£266.40) was distributed via a bespoke, yet simple, grant scheme.

There were two rounds of funding covering 21 weeks, which saw ten North Somerset community-based organisations provide much needed support to residents via 1,910 individual requests. Many of these requested, were supported by an average of 139 volunteers per week.





### Children and Young People - Trusted Relationships Funding: £4,980

The funding enabled the continuation of the Children and Young People's Forum for North Somerset providing capacity to increase levels of engagement with third sector organisations specialising in delivery of children and young people's services.

Funding from Quartet Community Foundation in 2019-20 and carried over to the following year, supported the production and consultation for a voluntary sector led children and young people's delivery plan to drive forward the ambitions of the sector and support the delivery of services through the coming year.

---

All of the above COVID-19 Response Funding relates directly to funds received to support the response to the pandemic and doesn't include in year funding associated to other initiatives outlined in the Facilitated Projects sections of the report. A full list of funding and allocations can be seen on our Annual Accounts.



# Looking Forward in 2021/22

As we continue to play a key strategic role in the integration of health and the voluntary sector through the next year supporting the development of an Integrated Care System for Bristol, North Somerset and South Gloucestershire, VANS will be working in partnership with Citizens Advice North Somerset as the Sirona Care and Health commissioned Voluntary Sector Locality Leads for the Weston and Woodspring areas.

Aligning to this, the North Somerset Wellbeing Collective continues with the 'Gathering of 200', connecting likeminded providers to build on our shared ambition of improving the health and wellbeing of every person living in North Somerset.

With this, the continued development of our community response focusses on thematic objectives concerning mental health and capacity building in line with social prescribing needs across the sector. Our role in building on and developing an Equalities Network for North Somerset will be instrumental in supporting vitally important groups and services to flourish meeting the requirements of our many communities of interest across the region.

## Healthier Together

Improving health and care in Bristol, North Somerset and South Gloucestershire

**citizens  
advice**

**North  
Somerset**





# Looking Forward in 2021/22

Several emerging projects will see a positive start to the new year for VANS. The launch of the Mass Vaccination Volunteers programme being delivered on behalf of the West of England Civil Society Partnership across Bristol, North Somerset and South Gloucestershire, will support the need for volunteers to assist with the vaccination programme roll out.

We continue to work closely with Sirona to continue to embed volunteers across Community Health Provision, alongside this we will seek to work more closely with social care providers to implement volunteering approaches with their services.

In an everchanging landscape, we will continue to stay abreast of policy and governance requirements and keep the VCFSE sector informed. In addition, we will continue to provide tailored support to groups and organisations ensuring that they can focus on working with the people who require their time and expertise most.

Though we cannot be sure what the year will bring, the VANS team remains committed to providing a service that is recognised and valued by our members. We always welcome feedback on how we are doing, you can contact us at any time using the details at the end of this report.



# A Final Thank You

Special thanks go out to everyone who has supported both VANS directly and our voluntary sector partners, whether through giving time, finance or resources to support local causes. As charities we rely heavily on the goodwill and continued support of the generous people of North Somerset.

As a charity ourselves, VANS would not exist without the ongoing support of our funders. Through 2020-21 we have been especially grateful to the National Lottery Community Fund, Quartet Community Foundation and CAF Bank for enabling our COVID-19 response efforts. Other funders in the year include the Avon and Somerset Police and Crime Commissioner, the National Association for Voluntary and Community Action (NAVCA) and Weston Town Council. There are others and we cannot express our appreciation for your ongoing support to enable the charity to continue building and to thrive long into the future.

Our main commissioners North Somerset Council enable VANS to maintain a level of VCFSE infrastructure year on year, alongside this, additional contributions provided to enable our facilitated project delivery to meet need as it arises. Sirona care and health continue to be a key project funder alongside our partners at the Clinical Commissioning

Group who have supported with funds for VANS and our sector partners.


Alliance Homes have kindly supported VANS over the last couple of years by providing us with a base, whilst being flexible and amenable to our requirements for office space through the pandemic.

Thank you to VANS members and stakeholders who engage with our services and access our support, this is vital to the ongoing success of the charity.

We are here for your benefit so please continue to use us as you require.

And most importantly, we thank each and every volunteer for your ongoing commitment to the people in our communities and neighbourhoods.

We wish you a happy and healthy year.

Thank you... 



**VOLUNTARY  
ACTION**  
NORTH SOMERSET

## CONTACT US

Voluntary Action North Somerset  
Weston Court, Oldmixon Crescent,  
Weston-super-Mare, BS249AU

01934 416486 | [info@vansmail.org.uk](mailto:info@vansmail.org.uk) | [www.vansweb.org.uk](http://www.vansweb.org.uk)



@VANS\_NS |



@voluntaryaction.northsomerset

Registered Charity No: 1065916 | Company No: 3466492

**Voluntary Action North Somerset Limited**  
(A Charitable Company Limited by Guarantee)

**Annual Report and Financial Statements**

**For the Year Ended 31 March 2021**

**Company Number: 03466492**  
**Charity Registered in England and Wales Number: 1065916**

# **Voluntary Action North Somerset Limited**

## **Contents**

**For the Year Ended 31 March 2021**

---

	<u>Page</u>
Reference and Administrative Details	2
Trustee Directors' Report	3 – 9
Independent Examiners' Report	10
Statement of Financial Activities	11
Balance Sheet	12
Notes to the Financial Statements	13 – 27

## **Voluntary Action North Somerset Limited**

Reference and Administrative Details

For the Year Ended 31 March 2021

---

**Charity Name** Voluntary Action North Somerset Limited

**Trustee Directors** S Green  
D Lloyd-Evans  
N Salter  
K Scott  
S Shillabeer

**Chief Executive** P Lucock

**Registered Office** Weston Court  
Oldmixon Crescent  
Weston-Super-Mare  
North Somerset  
BS24 9AU

**Independent Examiner** Michelle Ferris FCA  
Albert Goodman LLP  
Goodwood House  
Blackbrook Park Avenue  
Taunton  
Somerset  
TA1 2PX

**Bankers** CAF Bank  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

## **Voluntary Action North Somerset Limited**

### **Trustee Directors' Report**

**For the Year Ended 31 March 2021**

---

The trustees, who are also directors for the purposes of the Companies Act, present their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's memorandum and articles of association, the Statement of Recommended Practice (SORP FRS 102- implemented 1 January 2019), and are in accordance with the special provision relating to small companies within Part 15 of the Companies Act 2006.

## **Structure, governance and management**

### Governing document

The charity is controlled by its governing document, dated 30th November 1997, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006. In the event of the company being wound up, members liability is restricted to £10. The charity, commonly known as VANS, is a registered charity number 1065916 and a company limited by guarantee number 03466492.

### Recruitment and appointment of new trustees

The directors of the company are also charity trustees for the purpose of charity law. The following trustees served during the year and since the year end:

S Green (appointed 21 September 2020, resigned 27 July 2021)  
K Headdon (resigned 1 September 2020)  
D Lloyd-Evans  
N Salter  
K Scott  
S Shillabeer

Processes for the election of the trustees are covered by the Articles and there is a policy and procedures for the co-option of the trustees.

We seek to have a board of trustees which has a good understanding of the voluntary, community and social enterprise sector (VCSE) and is representative of our diverse membership. In addition, we seek to have trustees with relevant business experience to ensure that we are compliant with our fiduciary responsibilities. Trustees can be co-opted or elected at the AGM. No external body has the right to appoint trustees.

### Induction and training of new trustees

To help Trustees understand their role and responsibilities an induction pack has been developed that supports trustees new to the role. The Chair conducts an annual 'conversation' with each trustee and holds four trustee seminars per year covering relevant issues. Trustees are encouraged to keep themselves up to date with Charity legislation, through relevant third-party websites and through attending training when required.

### Organisational structure

Voluntary Action North Somerset is overseen by the Board of Trustees. As charity trustees they are responsible for complying with all relevant legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate. The Committee meets a minimum of four times a year to review performance and key risks with additional ad-hoc meetings being held if required.

## **Voluntary Action North Somerset Limited**

### **Trustee Directors' Report**

**For the Year Ended 31 March 2021**

---

Day to day responsibility for the running of the organisation is delegated to the Chief Executive Officer and the team of paid employees.

#### Wider network

Whilst maintaining its independence, VANS works together with many other organisations - local, regional, and national to achieve its objectives. These include the North Somerset Leaders Forum, North Somerset Wellbeing Collective, The West of England Civil Society Partnership, BNSSG Clinical Commissioning Group, North Somerset Council and Sirona care and health. VANS as an organisation is viewed as a champion for meaningful collaborative partnership working.

#### Related parties

The charity is a member of The National Association for Voluntary and Community Action (NAVCA) and the National Association of Voluntary Organisations (NCVO), incorporating Volunteer England.

As agreed by the board of trustees, the Chief Executive holds the positions of Director of the West of England Civil Society Community Interest Company and Director of the North Somerset Wellbeing Collective.

#### Risk Management

The trustees have a duty to identify and review risk to which the charity is exposed and to ensure appropriate mitigations are in place to provide reasonable assurance against malpractice and error. The Board of Trustees has identified the major risks to which they believe the organisation may be exposed, these are reviewed dependent on need and systems implemented to mitigate against them.

Covid19 – has had an impact on all areas previously identified and the board has taken steps to consider the mitigations against the known and potential risks stemming from the pandemic. The main areas of risk that have been identified are:

- Achieving long term financial sustainability – although much of this is determined by the continuation of ongoing contracts, a pipeline of projects aligning to the charity's strategic ambitions is regularly monitored by trustees. Additional funding was sought to overcome the short-term challenges of Covid19, with regular in year reviews throughout to continually measure progress.
- Changing needs and expectations of funders, clients, and the public – this is a continual risk, reviewed regularly with sense checks undertaken on CEO and staff performance, relationship management and consistent feedback from relevant stakeholders to monitor perceptions.
- Compliance with legal frameworks – as an accredited volunteer centre, our ability to meet the requirements of our awarding body and re-accreditation are vital to maintain such status. An in year internal evaluation is undertaken of all systems, processes, and policies to ensure adherence.
- Finance and Accounting – an inhouse bookkeeper is employed to oversee internal financial management alongside our treasurer. An independent examiner from Albert Goodman has been appointed to perform the examination in this financial year.
- Governance and Policy – to maintain a functional board, additional trustees will be recruited with suitable skills and experience to support the strategic direction of the charity. Alongside which, a full governance and policy review will be completed to ensure that the charity demonstrates best practice in all we do.



## **Voluntary Action North Somerset Limited**

### **Trustee Directors' Report**

For the Year Ended 31 March 2021

---

## **Objectives and Activities**

### Vision, Aims and Objects

VANS work towards the "Vision" that:

Everyone in North Somerset will be encouraged and supported to engage in some form of volunteering, supporting people in communities around them, whilst enhancing their own health and well-being.

Our "Mission Statement":

To represent, develop and empower the voluntary, community, faith, and social enterprise sector in North Somerset, to be at the forefront of positive social change and development.

The charity's objects and principal activities are to:

Promote any charitable purposes for the benefit of the community in the area and in particular the advancement of education, the protection of health and the relief of poverty sickness and distress. Promote and organise co-operation in the achievement of the above purposes and to that end:

- a) to advise and support persons willing to volunteer.
- b) to promote volunteering and community involvement and provide a centre for volunteering.
- c) to promote advise and support voluntary and community organisations.
- d) to bring together in council representatives of voluntary and community organisations and statutory authorities within the area of benefit.
- e) to cooperate and work in partnership with other organizations and statutory authorities.
- f) to represent the interests of voluntary and community organisations.

### Public benefit

VANS as an organisation meets the Charity Commission's public benefit criteria under both the advancement of citizenship and community development headings. All projects delivered by VANS are designed by funders to deliver specific public benefit.

The trustees state that they have complied with their duty to have due regard to the commissions public benefit guidance when exercising any powers or duties to which guidance is relevant. The trustees also confirm that they have complied with section 17(5) of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

## **Achievement and Performance**

### Charitable activities

The main areas of charitable activity are the provision of capacity building, strategic development and volunteering related services, to individuals, voluntary, community and social enterprise sector groups and organisations in North Somerset. Another primary role is to act as voluntary sector representatives on a number of strategic forums.

VANS is contracted to deliver volunteer coordination services to Sirona Care and Health and North Somerset Council, alongside volunteer brokerage through the North Somerset Online Volunteer Centre.

## **Voluntary Action North Somerset Limited**

### **Trustee Directors' Report**

**For the Year Ended 31 March 2021**

---

#### Key achievements

As the umbrella organisation for the Voluntary, Community and Social Enterprise (VCSE) sector for North Somerset, VANS plays a key role in supporting charitable, community interest and unconstituted groups to meet the needs of people in our communities.

The year saw successes with funding achieved from Quartet Community Foundation and CAF Bank to enable the coordination of a Covid19 Community Response programme, alongside funding provided through North Somerset Council to resource small community organisations to apply for grants focussed on the delivery of mental health provision.

VANS played a key role strategically leading as part of the local emergency response infrastructure supported by a small contribution through our national partners at NAVCA. A second funding pot awarded through the Quartet Express Grant enabled additional small grants to be provided through the North Somerset Together partnership, covering costs for micro and unconstituted groups providing support through the pandemic.

This year saw a refresh of the VANS brand with a new logo commissioned and the redevelopment of the VANS website to modernise its look and functionality. This was enabled through the Government funded small business support grant scheme.

The national Big Lottery Community Fund Covid19 Response fund was instrumental for the charity to build financial resilience with the reinstatement of the charity reserves. In addition, the fund enabled the expansion of the VANS managed Reclaim Domestic Abuse service and the development of an Autism Family Liaison pilot for North Somerset delivered through our partners at Bridging The Gap Together! CIC.

Other project funding included monies received from the Police and Crime Commissioner Domestic Abuse fund to continue the growth of Reclaim and other funds through infrastructure support projects working in partnership with community organisations such as Churchill and Langford Minibus Society and developer St Modwen Homes in Weston-super-Mare.

The pipeline of projects for 2021-22 has strengthened the position of the VANS to further secure its position through the next financial year.

#### Financial Review

Financial results for the 2020/21 financial year were significantly impacted by the Covid pandemic as a result of the national lockdown put in place by the government to protect its citizens. VANS as an organisation had to quickly reorient its services to meet the new demands placed on volunteering services across the area including putting in place support for the local hubs that were established to provide assistance for local communities to meet the challenges that the pandemic brought. The flexibility of the staff team together with that of our key contract funders enabled this to happen quickly and ensured that VANS as an organisation remained the key focal point for the Voluntary sector during the pandemic.

As a direct result of the Covid pandemic the pipeline of activities planned for 2020/21 were impacted with a number of key contracts either being postponed or cancelled. This necessitated an early and detailed review of the 2020/2021 budget to ensure that VANS as an organisation was in a position to continue to support the voluntary sector across the area.

## **Voluntary Action North Somerset Limited**

### **Trustee Directors' Report**

**For the Year Ended 31 March 2021**

---

Applications for emergency COVID funding were successful made to a number of funders including CAF Bank, Quartet, NAVCA and the National Lottery. The funding from the National Lottery providing support that covered the base infrastructure costs of the organisation for a six-month period. The quick turn around and receipt of this emergency funding was key in ensuring the VANS could continue to operate at full capacity throughout the whole of the financial year.

Overall, with the support of our key contract funders and the emergency COVID funding received the financial position of the organisation has been stabilised. As a result, VANS is able to report an improved financial position with operational reserves at circa 85% of the level set by the trustees – 12 months of the charitable expenditure.

#### Reserves policy

The trustees examine the charity's requirements for reserves in light of the main risks to the organisation. Unrestricted reserves are needed to deal with possible expenditure which could arise, and which is not provided for in the annual budgeting process. This could include emergency repairs or replacement of essential equipment or significant loss of revenue streams.

Given the experience of the Covid pandemic and the impact that such a future event could have on the organisation the Trustees consider it a prudent objective that long term a level of Operating reserves, equal to at least 12 months of charitable expenditure as set out on the budget for the forthcoming year – circa £100k, should be maintained.

As the current level of reserves falls below the Operating Reserve Fund level that has been agreed by the Board of trustees, the aim will be to restore the Operating Reserve Fund to the agreed level over the following two financial years. The Operating Reserve Fund is funded with surplus unrestricted operating funds. In order to restore the Operating Reserve Fund to the agreed level the organisation will look to increase the level of projects undertaken, undertake fund raising, increasing earned income through the development of internal revenue streams and ensure that expenditure is kept to a minimum.

#### Investment Policy

Voluntary Action North Somerset's Income and Expenditure is small and as a consequence the organisation does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Organisation has therefore adopted a low-risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies. Reserves and funding received in advance for projects are held in an interest-bearing deposit account with our bankers, Charities Aid Foundation Bank.

#### Principle Funding Sources

The principal funding sources for the charity were commissions from North Somerset Council and Sirona. The funding from these bodies was for delivery of services. Additional income of £45.4k was generated from the range of projects undertaken by the charity throughout the year.

Emergency grants and support payments to help to sustain the organisation during the Covid pandemic totalling £72.2k were received

There are no related party transactions and all principal funding sources are shown in the notes of the financial activities.

## **Voluntary Action North Somerset Limited**

### **Trustee Directors' Report**

For the Year Ended 31 March 2021

---

#### **Plans for future periods**

VANS Strategic Plan for 2021-22 takes a holistic approach to providing advice and guidance to the sector in an advisory capacity, whilst maintaining a pipeline of projects which meet our overall objectives and/or address demand where market failure may exist. Our aim is not to duplicate but to collaborate and nurture those organisations best placed to deliver services.

Our people are our main asset, in line with this we will work to develop the staff, trustees and our volunteers to achieve positive outcomes for the individuals and organisations that we represent.

Our focus for the coming year in line with our current strategic plan will be to:

- Strengthen the infrastructure offer to the sector, providing VCSE's with timely support and guidance.
- Enable the sector to have a strong voice ensuring that the needs of N-Somerset are met.
- Further our outreach through proactive communications and effective consultation.
- Expand our project base and partnership opportunities to raise the profile of volunteers.
- Be the catalyst for change by helping to maximise the potential of funding to the sector.

The Covid19 pandemic has had an impact on the whole sector and will continue for many months to come. As the VCSE infrastructure body for N-Somerset we intend to work directly with commissioners, funders and the VCSE sector to expand provision to meet changing demand and identify new opportunities where possible.

Our strategic role in influencing will be vital to stabilising, securing, and strengthening the sector as we move through the next year.

#### **Statement of Trustees Responsibilities**

The trustees (who are also directors of Voluntary Action North Somerset for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the directors' report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

## **Voluntary Action North Somerset Limited**

### **Trustee Directors' Report**

**For the Year Ended 31 March 2021**

---

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Approved by order of the board on 30 November 2021 and signed on their behalf by:

**D Lloyd-Evans**

**N Salter**

## **Voluntary Action North Somerset Limited**

Independent Examiners' Report to the Members and Trustees  
For the Year Ended 31 March 2021

---

### **Independent examiners report to the Trustees of Voluntary Action North Somerset Limited**

I report to the charity trustees on my examination of the accounts of Voluntary Action North Somerset Limited ("the Company") for the year ended 31 March 2021.

#### **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not comply with these records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a "true and fair view" which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Michelle Ferris BSc (Hons) FCA DChA**

Albert Goodman LLP  
Goodwood House  
Blackbrook Park Avenue  
Taunton  
Somerset  
TA1 2PX

Date: 6 December 2021

**Voluntary Action North Somerset Limited**

## Statement of Financial Activities (including an Income and Expenditure account)

For the Year Ended 31 March 2021

	Notes	Unrest- ricted Funds £	Rest- ricted Funds £	Total 2021 £	Unrest- ricted Funds £	Rest- ricted Funds £	Total 2020 £
<b>Income from:</b>							
Donations and general grants	2	601	-	601	5,820	-	5,820
Charitable activities	3	33,164	246,389	279,553	6,082	152,436	158,518
Other trading activities		-	-	-	-	-	-
Investment income	4	26	-	26	89	-	89
Other		-	-	-	-	-	-
<b>Total income</b>		<b>33,791</b>	<b>246,389</b>	<b>280,180</b>	<b>11,991</b>	<b>152,436</b>	<b>164,427</b>
<b>Expenditure on:</b>							
Charitable expenditure	5	50,883	133,038	183,921	22,087	144,581	166,668
<b>Total expenditure</b>		<b>50,883</b>	<b>133,038</b>	<b>183,921</b>	<b>22,087</b>	<b>144,581</b>	<b>166,668</b>
<b>Net income/(expenditure) before transfers</b>		(17,092)	113,351	96,259	(10,096)	7,855	(2,241)
Transfer between funds	11	98,844	(98,844)	-	-	-	-
<b>Net movement in funds</b>		<b>81,752</b>	<b>14,507</b>	<b>96,259</b>	<b>(10,096)</b>	<b>7,855</b>	<b>(2,241)</b>
<b>Reconciliation of funds</b>							
<b>Fund balances at 01 April 2020</b>		<b>3,351</b>	<b>7,855</b>	<b>11,206</b>	<b>13,447</b>	<b>-</b>	<b>13,447</b>
<b>Fund balances at 31 March 2021</b>	11	<b>85,103</b>	<b>22,362</b>	<b>107,465</b>	<b>3,351</b>	<b>7,855</b>	<b>11,206</b>

The results for the year derive from continuing activities and there are no gains or losses other than those shown above.

The statement of financial activities incorporates the income and expenditure account.

**Voluntary Action North Somerset Limited - Company Registration Number: 03466492****Balance Sheet**

As at 31 March 2021

	Notes	2021 £	2020 £
<b>Fixed assets</b>			
Tangible fixed assets	7	-	-
<b>Current assets</b>			
Debtors	8	59,879	175
Cash at bank and in hand	9	203,673	64,838
		<u>263,552</u>	<u>65,013</u>
<b>Creditors</b>			
Amounts falling due within one year	10	(156,087)	(53,807)
<b>Net current assets</b>		<u>107,465</u>	<u>11,206</u>
<b>Net assets</b>		<u><u>107,465</u></u>	<u><u>11,206</u></u>
<b>Funds</b>			
<b>Unrestricted funds</b>			
General funds	11	85,103	3,351
<b>Restricted funds</b>	11	<u>22,362</u>	<u>7,855</u>
<b>Net assets</b>		<u><u>107,465</u></u>	<u><u>11,206</u></u>

These accounts have been prepared and delivered in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

For the year in question, the charitable company was entitled to exemption from an audit under section 477 of the Companies Act 2006.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

The trustees/directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the Board of Trustees for issue on 30 November 2021 and signed on their behalf by:

**D Lloyd-Evans**  
Trustee

**N Salter**  
Trustee



# **Voluntary Action North Somerset Limited**

## **Notes to the Financial Statements**

For the Year Ended 31 March 2021

---

### **1 Accounting Policies**

#### **1.1 General information and basis of accounting**

Voluntary Action North Somerset is a company limited by guarantee incorporated in the United Kingdom under the Companies Act. The maximum liability of each member is limited to £10. The address of the registered office is given on page 2. The nature of the charity's operations and its principal activities are set out in the Trustees report on pages 3-9.

The financial statements have been prepared in £ sterling on the historical cost basis and in accordance with accounting and reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)- (Charities SORP (FRS 102)) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

#### **1.2 Income**

All income is included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income. The valuation of donated services is not quantified within the Statement of Financial Activities.

Donation income is received by way of general grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable.

Income from grants, relating to specifically the provision of goods or services as part of charitable activities or services to clients are included in full in the Statement of Financial Activities when receivable and in the period in which they relate to. Grants are deferred when the monies have been received in advance of the period in which they relate to.

Other trading activities income includes income relating to fundraising and is included in the Statement of Financial Activities when receivable.

Investment income is included when receivable.

Other income is recognised in the accounts when receivable and relates to staff secondment income, various expenditure reimbursements and training delivery.

## Voluntary Action North Somerset Limited

### Notes to the Financial Statements

For the Year Ended 31 March 2021

---

#### 1.3 Government grants

Government grants are accounted for when unconditionally due and reasonable assurance can be gained that it will be received. Where funds are received in advance, for a specified period, these funds are deferred and recognised in the period to which they relate. Where funds have not been received in a specified period, these funds will be accrued in debtors and recognised in the period to which they relate. Not all grants received have conditions and performance indicators attached, where this is the case, the income is included within donations. Performance related grants are included within Charitable Activities income.

#### 1.4 Donated services

In accordance with the Charities SORP (FRS 102), unpaid volunteer time is not recognised in the financial statements. Where services have been donated to the charity, these are recognised on the basis of the value of the gift to the charity, with a corresponding entry in both donations income and the relevant expenditure line.

#### 1.5 Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. All expenditure is gross of VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services to its clients. Direct costs are allocated to such activities and those costs of an indirect nature necessary to support them are shown as contributions to core expenditure.

Other support costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

#### 1.6 Fixed assets

Depreciation is calculated to write off the cost of fixed assets over their estimated useful lives at the following rate:-

Fixtures and fittings – 20% per annum straight line basis

Fixed assets are valued at cost less depreciation.

#### 1.7 Debtors

Accrued income is recognised at the settlement amount due and prepayments are valued at the amount prepaid.

#### 1.8 Cash at bank and in hand

Cash at bank and in hand comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### 1.9 Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are recognised at their settlement amount.

## **Voluntary Action North Somerset Limited**

### **Notes to the Financial Statements**

For the Year Ended 31 March 2021

---

#### **1.10 Taxation**

The organisation is a registered charity and is therefore not liable to corporation tax to the extent that income and gains are applied to the charitable objectives of the charity.

#### **1.11 Pension contributions**

The charity operates a defined contribution pension scheme. The scheme and its assets are held by independent managers. Contributions are recognised in the Statement of Financial Activities in the period in which they become payable in accordance with the rules of the scheme.

#### **1.12 Allocation of costs**

A pre-determined amount of overhead expenditure on each project is calculated and transferred from the project to overheads as a contribution.

#### **1.13 Fund accounting**

General funds are unrestricted funds receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets this criterion is charged to the fund, together with a fair allocation of management and support costs.

#### **1.14 Operating leases**

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

#### **1.15 VAT**

The charity is not VAT registered and therefore all costs are inclusive of VAT.

#### **1.16 Financial instruments**

The charity only holds basic financial instruments as defined in FRS 102. The financial assets and liabilities of the charity and their measurements are as follows:

Financial assets – trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost and details in note 14. Prepayments are not financial instruments.

Cash at bank – is classified as a basic financial instrument and is measured at face value.

Financial liabilities – trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost and detailed in note 14. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument.

#### **1.17 Covid-19**

The Trustees have considered the implication of the Covid-19 pandemic on the operations of the charity. The charity has been able to continue to deliver the majority of its services remotely and has attracted additional funding to enable a response to an increase in demand. Taking into account all reasonable circumstances, the Trustees believe that the charity remains a going concern and no adjustments to the accounts are necessary.

**Voluntary Action North Somerset Limited**

Notes to the Financial Statements

For the Year Ended 31 March 2021

**2 Donations and general grants**

	Unre- stricted funds	Rest- ricted funds	Total 2021	Unre- stricted funds	Rest- ricted funds	Total 2020
<b>Donations</b>						
Donations & gifts	601	-	601	5,820	-	5,820
	<u>601</u>	<u>-</u>	<u>601</u>	<u>5,820</u>	<u>-</u>	<u>5,820</u>
	<u>601</u>	<u>-</u>	<u>601</u>	<u>5,820</u>	<u>-</u>	<u>5,820</u>
The income above is made up of:						
Received in year	18,699	-	18,699	23,918	-	23,918
Deferred income carried forward	(18,098)	-	(18,098)	(18,098)	-	(18,098)
	<u>601</u>	<u>-</u>	<u>601</u>	<u>5,820</u>	<u>-</u>	<u>5,820</u>

Where grants are received in advance, for a specified period, these funds are deferred and recognised in the period to which they relate.

# Voluntary Action North Somerset Limited

## Notes to the Financial Statements

For the Year Ended 31 March 2021

### 3 Incoming resources from charitable activities

	Unre- stricted funds £	Rest- ricted funds £	Total 2021 £	Unre- stricted funds £	Rest- ricted funds £	Total 2020 £
<b>Grants:</b>						
Big Lottery Fund	-	18,933	18,933	-	16,363	16,363
Big Lottery Fund Covid-19	-	47,657	47,657	-	-	-
N. Som Community Partnership*	-	-	-	-	29,500	29,500
Children's Centres*	-	19,324	19,324	-	17,324	17,324
Homestart	-	-	-	-	6,214	6,214
Bridging the Gap*	-	23,300	23,300	-	12,000	12,000
People and Communities*	-	-	-	-	10,077	10,077
Infrastructure Development*	-	27,598	27,598	-	10,077	10,077
Quartet Community Foundation	-	19,500	19,500	-	2,000	2,000
N. Som Online Directory*	-	-	-	-	32,468	32,468
Wessex Water	-	-	-	-	4,300	4,300
PHE VCSE STP Project*	-	-	-	1,900	750	2,650
ICS Police*	-	-	-	-	2,000	2,000
Hydration*	-	-	-	-	6,357	6,357
C&YP Mental Health*	4,980	4,890	9,870	-	3,006	3,006
CAF Bank	-	8,250	8,250	-	-	-
Churchil & Landford Minibus	6,000	-	6,000	-	-	-
N Som NHS Trust	-	13,436	13,436	-	-	-
PCC for Avon and Somerset*	-	4,451	4,451	-	-	-
Sirona Care	-	46,800	46,800	-	-	-
St Modwens	-	12,250	12,250	-	-	-
Other grants < £5,000*	20,333	-	20,333	-	-	-
<b>Other charitable activities:</b>	-	-	-	-	-	-
Advertising services	1,425	-	1,425	325	-	325
Consultation, events & training	136	-	136	159	-	159
Other services	290	-	290	3,698	-	3,698
	<u>33,164</u>	<u>246,389</u>	<u>279,553</u>	<u>6,082</u>	<u>152,436</u>	<u>158,518</u>

## Voluntary Action North Somerset Limited

Notes to the Financial Statements  
For the Year Ended 31 March 2021

---

The income shown above is made up of:

Received in year	43,164	349,048	392,212	6,082	112,645	118,727
Deferred income brought forward	-	16,650	16,650	-	56,441	56,441
Deferred income carried forward	(10,000)	(119,309)	(129,309)	-	(16,650)	(16,650)
Accrued income brought forward	-	-	-	-	-	-
Accrued income carried forward	-	-	-	-	-	-
	<u>33,164</u>	<u>246,389</u>	<u>279,553</u>	<u>6,082</u>	<u>152,436</u>	<u>158,518</u>

Where grants are received in advance, for a specified period, these funds are deferred and recognised in the period to which they relate.

\* denotes amounts received from government. See note 16 for more information.

### 4 Investment income

	Unre- stricted funds £	Rest- ricted funds £	Total 2021 £	Unre- stricted funds £	Rest- ricted funds £	Total 2020 £
Bank interest	26	-	26	89	-	89

# Voluntary Action North Somerset Limited

Notes to the Financial Statements

For the Year Ended 31 March 2021

## 5 Charitable expenditure

	Unres- tricted £	Res- tricted £	Total 2021 £	Unres- tricted £	Res- tricted £	Total 2020 £
<b>Staff costs</b>						
Staff salaries	79,411	38,392	117,803	47,687	49,824	97,511
Consultancy	-	-	-	-	1,302	1,302
Training	59	-	59	45	25	70
Travel	103	19	122	418	1,026	1,444
HR service	2,730	-	2,730	2,706	-	2,706
Recruitment expenses	-	-	-	-	-	-
Other staff costs	1,413	594	2,007	288	401	689
<b>Infrastructure costs</b>						
Insurance	793	-	793	781	-	781
Advertising	-	-	-	-	-	-
IT costs	7,320	1,337	8,657	4,824	-	4,824
Postage, printing and stationery	1,260	-	1,260	1,578	-	1,578
Rent and services charges	1,188	-	1,188	7,866	-	7,866
Telephone	4,976	555	5,531	6,998	342	7,340
Subscriptions	224	-	224	1,728	-	1,728
Office equipment	-	-	-	-	-	-
<b>Direct project costs</b>	3,958	34,023	37,981	66	31,739	31,805
<b>Finance and governance costs</b>						
Accountancy fees	4,850	-	4,850	6,211	-	6,211
Independent Examination fees	360	-	360	360	-	360
Legal and professional fees	35	-	35	35	30	65
Bank charges	69	-	69	61	-	61
Membership	252	-	252	327	-	327
Other governance costs	-	-	-	-	-	-
	<b>109,001</b>	<b>74,920</b>	<b>183,921</b>	<b>81,979</b>	<b>84,689</b>	<b>166,668</b>
<b>Contributions to core expenditure</b>	(58,118)	58,118	-	(59,892)	59,892	-
	<b>50,883</b>	<b>133,038</b>	<b>183,921</b>	<b>22,087</b>	<b>144,581</b>	<b>166,668</b>

## Voluntary Action North Somerset Limited

### Notes to the Financial Statements

For the Year Ended 31 March 2021

---

#### 6 Employees and employment costs

	2021	2020
	£	£
Wages and salaries	115,136	94,844
Employer's NI	2,104	2,104
Pension contributions	563	563
	<hr/>	<hr/>
	117,803	97,511
	<hr/>	<hr/>

#### Defined contribution pension scheme

The company operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the company to the scheme and amounted to £563 (2020: £493). Contributions totalling £82 (2020: £82) were payable to the scheme at the end of the year and are included in creditors.

No individual employee was paid over £60,000 (2020: none).

No remuneration was paid to any Trustees during the year (2020: none). No expenses were reimbursed to the Trustees by the charity during the year (2020: none).

The key management personnel of the charity is considered to be the Chief Executive. The total costs to the charity of employee benefits for the key management personnel were £21,984 (2020: £21,984).

The average monthly head count was 6 staff (2020: 6 staff).



**7 Tangible fixed assets**

	<b>Fixtures &amp; Fittings £</b>	<b>Total £</b>
<b>Cost</b>		
As at 01 April 2020	35,332	35,332
Additions	-	-
Disposals	-	-
	<hr/>	<hr/>
As at 31 March 2021	35,332	35,332
	<hr/>	<hr/>
<b>Depreciation</b>		
As at 01 April 2020	35,332	35,332
Elimination on disposal	-	-
Charge for year	-	-
	<hr/>	<hr/>
As at 31 March 2021	35,332	35,332
	<hr/>	<hr/>
<b>Net book value</b>		
As at 31 March 2021	-	-
	<hr/>	<hr/>
As at 31 March 2020	-	-
	<hr/>	<hr/>

**8 Debtors**

	<b>2021 £</b>	<b>2020 £</b>
Trade debtors	59,879	175
	<hr/>	<hr/>
	59,879	175
	<hr/>	<hr/>

**9 Cash at bank and in hand**

	<b>2021 £</b>	<b>2020 £</b>
Bank balances	203,673	64,838
	<hr/>	<hr/>
	203,673	64,838
	<hr/>	<hr/>

**Voluntary Action North Somerset Limited**

## Notes to the Financial Statements

For the Year Ended 31 March 2021

---

**10 Creditors: Amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade creditors	2,532	12,471
Other creditors	4,528	1,495
Accruals & deferred income	149,027	39,841
	<u>156,087</u>	<u>53,807</u>

**Deferred income**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Deferred income at 01 April 2020	34,748	56,441
Released from previous years	(16,650)	(56,441)
Resources deferred in the year	129,309	34,748
Deferred income at 31 March 2021	<u>147,407</u>	<u>34,748</u>

Where grants are received in advance, for a specified period, these funds are deferred and recognised in the period to which they relate.

**Voluntary Action North Somerset Limited**

Notes to the Financial Statements

For the Year Ended 31 March 2021

**11 Statement of funds**

	<b>Balance 01.04.20 £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers £</b>	<b>Balance 31.03.21 £</b>
<b>Unrestricted funds</b>					
General unrestricted funds	3,351	33,791	(50,883)	98,844	85,103
<b>Total unrestricted funds</b>	<b>3,351</b>	<b>33,791</b>	<b>(50,883)</b>	<b>98,844</b>	<b>85,103</b>
<b>Restricted funds</b>					
Healing Hearing:					
Big Lottery	-	18,933	(19,263)	330	-
PCC for Avon and Somerset	-	4,451	(4,045)	(406)	-
Big Lottery Covid-19	-	47,657	-	(47,657)	-
Bridging the Gap	-	23,300	(11,126)	(1,713)	10,461
CAF Bank	-	8,250	(4,747)	(3,503)	-
Children & Young People's Group	2,750	4,890	(6,890)	(750)	-
C&YP Mental Health	1,705	-	-	(1,705)	-
C&YP Wellbeing	-	11,250	(7,185)	(4,065)	-
Children's Centres Co-ordinator	-	19,324	(14,285)	(5,039)	-
ICS Police	2,000	-	-	(1,500)	500
Infrastructure development	-	27,598	(25,183)	(2,415)	-
N. Som NHS Trust	-	13,436	(2,035)	-	11,401
Quartet CF - Covid Response	-	8,250	(6,257)	(1,993)	-
Sirona Care	-	46,800	(27,035)	(19,765)	-
St Modwens	-	12,250	(4,987)	(7,263)	-
Wessex Water	1,400	-	-	(1,400)	-
<b>Total restricted funds</b>	<b>7,855</b>	<b>246,389</b>	<b>(133,038)</b>	<b>(98,844)</b>	<b>22,362</b>
<b>Total funds</b>	<b>11,206</b>	<b>280,180</b>	<b>(183,921)</b>	<b>-</b>	<b>107,465</b>

**Voluntary Action North Somerset Limited**

Notes to the Financial Statements

For the Year Ended 31 March 2021

**11 Statement of funds- prior year**

	Balance 01.04.19 £	Income £	Expenditure £	Transfers £	Balance 31.03.20 £
<b>Unrestricted funds</b>					
General unrestricted funds	13,447	11,991	(22,087)	-	3,351
<b>Total unrestricted funds</b>	13,447	11,991	(22,087)	-	3,351
<b>Restricted funds</b>					
Big Lottery Healing Hearing	-	16,363	(16,363)	-	-
Bridging the Gap	-	12,000	(12,000)	-	-
Children & Young People's Group	-	2,750	-	-	2,750
C&YP Mental Health	-	3,006	(1,301)	-	1,705
Children's Centres Co-ordinator	-	17,324	(17,324)	-	-
Homestart	-	6,214	(6,214)	-	-
Hydration Foundation	-	6,357	(6,357)	-	-
ICS Police	-	2,000	-	-	2,000
Infrastructure development	-	10,077	(10,077)	-	-
N. Som Community Partnership	-	29,500	(29,500)	-	-
NSOD	-	32,468	(32,468)	-	-
People and Communities	-	10,077	(10,077)	-	-
Wessex Water	-	4,300	(2,900)	-	1,400
<b>Total restricted funds</b>	-	152,436	(144,581)	-	7,855
<b>Total funds</b>	13,447	164,427	(166,668)	-	11,206

- The general unrestricted fund represents the unrestricted funds of the charity at the year end.
- The Big Lottery Healing Hearing fund provides restricted funding for two self-employed counselling co-ordinators, together with a contribution towards the running costs for this project.
- Big Lottery Covid19 refers to funding received from The National Lottery Community Fund to maintain the core service offer, to enhance the Reclaim numbers and launch an Autism Family Support pilot through Bridging the Gap Together! during the Covid19 pandemic.
- The Bridging the Gap fund provides restricted funding to provide mentoring opportunities for young people, and to support a minimum of six events through the year for young people and parents/carers, in order to enhance confidence and recognise their positive contribution to society.
- CAF Bank refers to funding received from Charities Aid Foundation from the Coronavirus Emergency Fund to build on the VANS Community Response through Covid19 pandemic.
- The Children and Young People's Group Fund, and Mental Health Fund, represent restricted funding to identify and address key challenges being faced in this sector.
- C&YP Wellbeing funding was received from North Somerset Council to build on the work of the Children, Young People and Families Forum enabling a review of VCSE activity and starting to build a network of Trusted Relationships.

## **Voluntary Action North Somerset Limited**

### **Notes to the Financial Statements**

**For the Year Ended 31 March 2021**

---

- The Children's Centre Co-ordinator represent restricted funding for the employment of a volunteer co-ordinator, and to provide volunteering opportunities in Children's Centres across North Somerset.
- The Homestart Fund provides restricted funding to support a local community network of trained volunteers and expert support in North Somerset, helping families with young children through challenging times.
- The Hydration Pilot Project Fund is restricted purely to assist with the development of innovative approaches to maintaining hydration in the elderly living in care homes across North Somerset.
- The ICS Police Community Fund is restricted to enable development of a "Have No Fear, Volunteer" guidance booklet to promote and support ex-offenders into volunteering.
- Infrastructure Development is funds received from North Somerset Council to support infrastructure development against a Service Level Agreement.
- The North Somerset Community Partnership Fund represents restricted funding to support a Community Health Volunteer post and the provision of related services.
- North Bristol NHS Trust funding is for the delivery of the vaccination volunteers programme across Bristol, North Somerset and South Gloucestershire (BNSSG) from April 2021.
- NSOD Fund presents restricted funding to support the management and development of the Online Directory of Support Services for service users and volunteers across North Somerset.
- PCC for Avon and Somerset funding is received for the Reclaim Project (previously known as Healing Hearing).
- The People and Communities fund is amounts from North Somerset Council to support strategic people and communities infrastructure development.
- Quartet CF – Covid Response is funding received from Quartet Community Foundation from the Coronavirus Emergency Fund to enable the development and delivery of the VANS Community Response at the start of the Covid19 pandemic.
- Sirona Care is funding received for the coordination of the Sirona care and health community health volunteers programme.
- St Mowden is funding received to support a community development programme at Locking Parklands in Weston-super-Mare.
- The Wessex Water Money Matters grant provides restricted funding to deliver training which helps people to improve their financial capability and encourage responsible payment behaviour for the services they receive, with the desire to make a long-term difference to the target beneficiaries.

Note – transfers have been made where funds have been released to core. These are either within the terms of the grant agreements/contracts or with the agreement of funders.

**Voluntary Action North Somerset Limited**

## Notes to the Financial Statements

For the Year Ended 31 March 2021

**12 Analysis of net assets between funds**

	Unre- stricted funds £	Rest- stricted funds £	Total 2021 £	Unre- stricted funds £	Rest- stricted funds £	Total 2020 £
Tangible assets	-	-	-	-	-	-
Current assets	103,783	159,769	263,552	22,410	42,603	65,013
Current liabilities	(18,680)	(137,407)	(156,087)	(19,059)	(34,748)	(53,807)
	<u>85,103</u>	<u>22,362</u>	<u>107,465</u>	<u>3,351</u>	<u>7,855</u>	<u>11,206</u>

**13 Financial commitments**

At 31 March 2021 the charity was committed to making the following payments under non-cancellable operating leases:

	2021		2020	
	Land and buildings £	Other £	Land and buildings £	Other £
Less than 1 year	1,188	2,275	3,933	2,275
1 – 5 years	-	4,914	-	6,811
Greater than 5 years	-	-	-	378
	<u>1,188</u>	<u>7,189</u>	<u>3,933</u>	<u>9,464</u>

**14 Financial instruments****Categorisation of financial instruments**

	2021 £	2020 £
Financial assets that are debt instruments measured at amortised cost	263,552	65,013
	<u>263,552</u>	<u>65,013</u>
Financial liabilities measured at amortised cost	4,152	17,564
	<u>4,152</u>	<u>17,564</u>

There were no items of income, expense, gains or losses to report (2020 – none).

## **Voluntary Action North Somerset Limited**

### **Notes to the Financial Statements**

**For the Year Ended 31 March 2021**

---

#### **15 Related parties**

During the year, the charity subcontracted a part time Chief Executive from North Somerset Council. This individual, P Lucock, had previously been a trustee and resigned to enable him to take up this role.

The charity took the decision to sub-contract the individual as it was the most efficient decision for the charity, both operationally and financially. Mr Lucock did not directly benefit from this arrangement, but his employer, North Somerset Council, received £29,017 (2020 - £14,905) for reimbursement of payroll costs.

#### **16 Government grants**

Income from government grants comprise grants made by local authorities to fund the principal activities and objectives of the charity via core funding and funding for specific restricted projects. No performance related grants recognised in income have had any unfulfilled conditions or any other contingencies attaching to them. See note 3 for more information. Government grants received during the year amounted to £87,523 (2020: £125,459).

#### **17 Company limited by guarantee**

The company was incorporated as a company limited by guarantee and has no share capital. The guarantee to the company is £10 per member on the winding up of the company. At 31 March 2021 the company had five members and the total amount guaranteed is therefore £50.

**Voluntary Action North Somerset  
Weston Court  
Old Mixon Crescent  
WESTON SUPER MARE  
North Somerset  
BS24 9AU**

Albert Goodman LLP  
Goodwood House  
Blackbrook Park Avenue  
Taunton  
Somerset  
TA1 2PX

Dear Sirs

This representation letter is provided in connection with your review of the financial statements of the charity for the year ending 31 March 2021 for the purpose of providing an Independent Examiners report on the financial statements.

We confirm that the following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience (and, where appropriate, of inspection and supporting documentation) sufficient to satisfy ourselves that we can properly make each of the following representations to you.

1. We acknowledge, as trustees, our responsibility under the Companies Act 2006 for preparing financial statements, in accordance with the applicable financial reporting framework (FRS 102 and the FRS 102 Charity SORP).
2. We confirm that all accounting records have been made available to you for the purposes of your review, in accordance with your terms of engagement, and that all transactions undertaken by the charity have been properly reflected and recorded in the accounting records.
3. We confirm that significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
4. We confirm that all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to you and accounted for and disclosed in accordance with the applicable financial reporting framework.
5. We confirm that there have been no events since the balance sheet date which require disclosure or which would materially affect the amounts in the financial statements, other than those already disclosed or included in the financial statements.
6. We confirm that we have disclosed to you all related parties and that all related party transactions have been accounted for and disclosed in accordance with the applicable financial reporting framework.
7. We confirm that the charity has had, at no time during the year, any arrangement, transactions or agreement to provide credit facilities (including loans, quasi-loans or credit transactions) for trustees, nor to guarantee nor provide security for such matters, except as already disclosed in the accounts.
8. We confirm that the charity has not contracted for any capital expenditure other than as disclosed in the financial statements.
9. We confirm that we are not aware of any possible or actual instance of non-compliance with those laws and regulations which provide a legal framework within which the charity conducts its business and which are central to the charity's ability to conduct its business, except as explained to you and as disclosed in the financial statements. We have made available to you all correspondence with regulators, including any serious incident reports. The relevant laws and regulations are:





- Companies Act 2006
- Charities Act 2011
- Charities (Accounts and Reports) Regulations 2008
- FRS 102 Charity SORP

10. We confirm that all grants, donations and other income, including those subject to special terms or conditions or received for restricted purposes, have been notified to you. There have been no such breaches of terms or conditions during the period regarding the application of such income.
11. We confirm that appropriate controls are in place to ensure that all payments (including those made overseas) are applied for charitable purposes.
12. We confirm that there have been no actual or suspected instances of fraud involving management or employees who have a significant role in internal control that could have a material effect on the financial statements, except as already disclosed to you. We also confirm that we are not aware of any allegations of fraud by former employees, regulators or others, except as already disclosed to you.
13. We confirm that, having considered our expectations and intentions for the next twelve months and the availability of working capital and unrestricted reserves, in our opinion the charity is a going concern.
14. We confirm that we are not aware of any matters of material significance that should be reported to the Charity Commission.
15. We confirm that the use of the restricted funds is correct as disclosed in the accounts.
16. We confirm that we have considered the implications of the Covid-19 pandemic on the operations of the charity and that following that consideration, in our opinion the charity remains a going concern.

We confirm to the best of our knowledge and belief that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and experience and, where appropriate, of inspection of supporting documentation sufficient to satisfy ourselves that we can properly make each of the above representations to you.

Yours faithfully

.....  
Signed on Behalf of the Board

Date: .....

