

Registered number: 05325167  
Charity number: 1108177

## **TENDRING COMMUNITY VOLUNTARY SERVICES**

**(A company limited by guarantee)**

**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

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**TENDRING COMMUNITY VOLUNTARY SERVICES**  
**(A company limited by guarantee)**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITABLE COMPANY, ITS TRUSTEES AND ADVISERS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Trustees**

Brenda Ellis, Chairman  
Bob Newman, Vice-Chair  
Dr Jonathan Geldard, Treasurer  
Charlotte Fitzgerald, Trustee  
Mark Norman, Trustee  
Michael Page, Trustee  
Tonia Parsons, Trustee  
Lucy Robinson, Trustee

**Company registered number** 05325167

**Charity registered number** 1108177

**Registered office**

Imperial House  
20-22 Rosemary Road  
Clacton on Sea  
Essex  
CO15 1NZ

**Company secretary** Sharon Alexander

**Chief executive officer** Sharon Alexander

**Independent examiner**

Tim O'Connor ACA FCCA DChA  
Scrutton Bland LLP  
Chartered Accountants  
820 The Crescent  
Colchester Business Park  
Colchester  
Essex  
CO4 9YQ

**Bankers**

CAF Bank Limited  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

CCLA Investment Management  
COIF Charity Funds  
80 Cheapside  
London  
EC2V 6DZ

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITABLE COMPANY, ITS TRUSTEES AND ADVISERS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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<b>Solicitors</b>	Ellisons 63-65 Station Road Clacton on Sea Essex CO15 1SA
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## TENDRING COMMUNITY VOLUNTARY SERVICES

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### TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

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The Trustees, who are also directors for the purposes of company law, are pleased to present this report and the financial statements of Tendring Community Voluntary Services for the year ended 31 March 2021 which are also prepared to meet the requirements for the director's report and accounts for Companies House.

#### 1. GOVERNANCE, OBJECTS, STRUCTURE AND PUBLIC BENEFIT

The Trustees are satisfied with the performance of the charity over the last 12 months up to year end 31 March 2021 and in particular, taking into account, the unprecedented challenges of a worldwide pandemic and its impact on the community. The trustees confirm that the charity is in a strong and healthy position and there are sufficient assets to continue delivering activities and to fulfil its obligations. The accounts comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and the Statement of Recommended Practice.

The trustees have referred to the Charity Commission's general guidance on public benefit entitled 'Charities and Public Benefit' and are satisfied that the organisation's objects, activities, structure and strategic framework conforms with these requirements. Some of CVST's services which are accessed by members of the public, for example: Covid-19 activities including prescription collecting, shopping, IT support and physical activities or member organisations utilising our services are either free of charge or at minimum rates due to grants and fundraising income for this purpose.

##### a. Governing Document

The trustees present their annual report and financial statements of the charity for the year ended 31 March 2021 which are also prepared to meet the requirements for the director's report and accounts for Companies House and current statutory requirements; the Charities Act 2011, the Companies Act 2006, the governing document - the Memorandum and Articles of Association, and the Accounting and Reporting by Charities: Statement of Recommended Practice. The charity is also known as Community Voluntary Services Tendring, CVS Tendring and CVST. The charity was established in 1973 and was incorporated and registered as a charitable company limited by guarantee on 5 January 2005. In the event of the company being wound up, members are required to contribute £10.

##### Principal objects:

(A) To promote any charitable purposes for the benefit of the community in the local government district of Tendring and its environs, and in particular the advancement of education, the protection of health and the relief of poverty, distress and sickness.

(B) To promote and organise co-operation in the achievement of the above purposes and to that end to bring together in council representatives of the voluntary organisations and statutory authorities within the area of benefit. Provided that in carrying out these charitable purposes, the Council will seek to challenge all forms of oppression and inequality and to give priority to working with people whose full participation in society is limited by economic, political and social disadvantage.

The organisation has five core functions: **Represent** the broad issues of the voluntary sector and act as **Strategic** partner, Encourage **Liaison** between agencies, **Develop** initiatives to meet identified gaps in the community and provide promotion and **Support** services for members.

Our mission is "leading and supporting voluntary action in Tendring and empowering local people".

##### b. Recruitment and support of Trustees

The management of the charitable company is the responsibility of the Trustees who are elected from the membership and the wider community according to the Memorandum and Articles of Association. There shall be not less than six and not more than fifteen trustees serving on the Board.

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## **TENDRING COMMUNITY VOLUNTARY SERVICES**

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### **TRUSTEES' REPORT (CONTINUED)**

#### **FOR THE YEAR ENDED 31 MARCH 2021**

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Under the requirements of the Memorandum and Articles of Association, one third of the members of the Board must resign at each Annual General Meeting, the longest in office retiring first. A retiring trustee may be re-elected at the same AGM.

Trustees are volunteers and give their time freely. Trustees are required to declare conflicts of interest and withdraw from discussions and decisions where a potential conflict may arise.

Trustees receive induction, an information pack, access to regular training, and attend regular meetings with other trustees. The charity usually holds an annual visioning day where personnel and trustees review the business plan and agree priorities and strategic direction, however, during this challenging year, the charity was more concerned with responding to the demands of the pandemic and the visioning day and strategic planning was put on hold.

During the year, one trustee was paid for a specific piece of work carried out on behalf of the Charity which was undertaken according to the rules set out in its governing document.

#### **c. Membership**

CVST is a membership charity and continues to promote the benefits of affiliation to the sector. Applications for membership are approved by the Board and the Board has the right to refuse membership to any individual or organisation. Members are required to be committed to the furtherance of the objects of the charity. There were 135 member organisations during this year, a reduction on the previous year as due to lockdown restrictions, some of smaller groups and clubs were unable to continue operating. As restrictions gradually ease, groups are renewing membership and accessing further support and guidance to restart their activities.

#### **d. Information services**

We provide information from local and national sources for our members and wider audience through:

- Weekly e-bulletins
- Website: [www.cvstendring.org.uk](http://www.cvstendring.org.uk)
- Twitter: [@cvstendring](https://twitter.com/cvstendring)
- Facebook: [www.facebook.com/cvstendring](https://www.facebook.com/cvstendring)
- Imperial House Community Information Centre
- Dovercourt & Harwich Hub
- Lunch Club
- Neighbourhood Network News

There have been 14,652 visits to the CVST website. Facebook 'likes' have increased by 30% to 1,817 and Twitter followers have risen by 11% to 1,146. We maintain a webpage for carers and for older people. CVST is also responsible for managing and maintaining the Tendring Youthnet website and facebook account; a comprehensive resource for young people.

The organisation undertakes its work on behalf of its members and continues to develop its activities.

The weekly e-bulletin continues to gain momentum with 715 contacts now signed up with a reach much higher than this as members share the contents with their beneficiaries. There are 854 organisations registered on the database which is maintained according to the GDPR. This is an increase of over 100 since last year. The database is also a performance management tool and helps to identify trends and gaps in service. Although website visits have decreased during the year, social media interaction and followers continue to grow.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**e. Organisational structure and decision making**

The Board meets six times a year however, at the start of this financial year, it met monthly in order to respond quickly to the demands placed upon the charity due to lockdown and the worldwide pandemic. The board is responsible for the strategic planning, risk management, setting and reviewing policy and monitoring performance of the charity's activities and core services. Day to day management of the charity is delegated to the Chief Executive Officer who reports regularly to the Chairman. The Audit sub-committee takes delegated responsibility on behalf of the Board of Trustees for ensuring that there is a framework for accountability and scrutiny; for examining and reviewing all systems and methods of financial control; for maintaining the charity's quality standards and for ensuring the charity is complying with all aspects of the law, relevant regulations and good practice.

The annual workplan is updated, priorities identified and agreed by the board. Our aim is to provide comprehensive support to achieve a vibrant and thriving voluntary sector which has the community at the heart of everything we do, to have the systems in place to meet funders' requirements and inspire confidence in stakeholders through quality assurance and to clearly and articulately represent the voluntary sector to public policy makers.

**f. Risk management**

The trustees have examined major strategic, governance, business, financial and operational risks which the charity has and may face and have implemented the appropriate systems and monitoring to mitigate these. The potential reduction in grants secured from statutory organisations has been identified as a future risk to the charity and steps have been taken to alleviate this. The charity did not predict a worldwide pandemic and the impact it would have. However, overall, the charity's infrastructure proved to be robust and was able to respond appropriately to the emergency and needs of the community by supporting the redeployment and retraining of staff and volunteers not without challenges. The financial controls in place include the producing and reporting of budget performance, reporting mechanism for recording information and an accountability framework. Staff and trustees are involved in reviewing and managing risk. Many aspects of risk management such as authorisation, monitoring and reporting, staff checks and appraisal, safety procedures - in particular health and safety and adequate insurance cover are embedded within the organisation. Internal financial controls conform to guidelines issued by the Charity Commission.

**2. ACTIVITIES**

**Policies and core functions**

The charity has in place the necessary plans, policies and procedures in order to further the objects of the charity. The charity operates to five core functions which are to:

1. Promote and support the local voluntary sector
2. Identify unmet need and develop initiatives to meet that need
3. Encourage liaison between agencies
4. Represent an overview of the broad issues facing the local voluntary sector
5. To act as a strategic partner

The trustees have obligations as employers of staff and as owners of Imperial House – a community resource centre, the Lunch Club premises and the Dovercourt and Harwich Hub. There is an agreement in place with Essex County Council for the provision of CVST's core functions and key direct services such as depression screening, weight management, falls prevention and winter warm support. We also have an agreement with the National Lottery Community Fund for the successful project Healthier Independent Longer Lives (HILL) and with the North East Essex Clinical Commissioning Group to deliver Winter Resilience, Social Prescribing services, Urgent Community Response Service and to produce a refreshed Community Asset Map of the district.

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### **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021**

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#### **3. ACHIEVEMENTS AND PERFORMANCE - Review of activities**

##### **Core services – the pandemic**

Due to a worldwide pandemic, this last year was unprecedented and challenging for the community, the voluntary sector and for the organisation. Immediately following the Prime Minister's announcement, all CVST premises closed and were manned by a skeleton staff team as most staff relocated from an office base to working from home. Staff were redeployed to ensure CVST volunteers, service users and local residents who were shielding were supported. Risk assessments, policies and procedures were reviewed and new procedures implemented regularly in order to minimise infection spread and keep people safe especially staff and volunteers providing emergency support.

Not only was the charity able to provide a central source of intelligence and data for our voluntary, community and public sector partners during the emergency, it provided essential practical support to local residents and citizens in order to live safely and avoid medical assistance. In March 2020, CVST was the first to quickly mobilise voluntary sector partners and had the first of daily, then weekly and then as community leaders settled into the pandemic, monthly meetings online to co-ordinate an effective community response to the COVID-19 restrictions

The meetings were deemed essential for information sharing and in bringing together organisations who were still operating so that people who were shielding continued to receive vital support such as shopping, prescriptions and access to care. The Community Forum was a necessary two-way communication channel between voluntary and public sector partners who struggled to meet demand. The support was particularly vital for those who were vulnerable and/or frail and had no access to the internet. In hospitals, families were not able to support their loved ones due to the need to minimise infection spread and carers were cut off from their loved ones. Care homes highlighted the need for PPE. All village halls and community centres closed. A large proportion of CVST volunteers were not able to volunteer as they needed to shield and they too were in need of support. A core group of volunteers wishing to contribute to the pandemic got to work and produced various PPE items for staff at the Fryatt hospital and for the wider community in return for a small donation; the proceeds were donated to charities based in Harwich such as the Ark Family Resource Centre and the Park Pavilion. CVST also connected a local business in Clacton with four local care homes to facilitate the donation of much needed PPE – the plight of care homes had been raised at the Community Forum. As lockdown continued, a very successful partnership with Abberton Rural Training enabled isolated people to 'Grow their Own' by mobilising our volunteers to deliver planters, compost and soil direct to local residents homes. With support from the Hindu Temple, 'thank you' boxes were delivered to staff working in Tendring GP surgeries.

##### **Volunteers**

As the virus restrictions continued CVST were able to recruit a new wave of volunteers who expressed the wish to contribute to their community and this enabled the charity to expand home delivery services. In addition, working in collaboration with ECC's public health team, the Tribe 'app' was successfully utilised. This provided another resource for much needed services particularly shopping and prescription delivery which was provided quickly and free of charge due to the generous donations from local district councillors, Cllr Land, Cllr Porter and Cllr Stephenson which supported the cost of the food boxes and volunteers expenses. Working in collaboration with Tendring District Council, CVST supported the local pandemic Community Hub and provided a fast response to resident's needs and provided a link with the district wide voluntary sector including the many mutual aid groups created in response to the pandemic. The NHS Volunteer Responder scheme's GoodSam app was also used and with funding from NHSE, an evaluation was undertaken to assess local NHS volunteer responders involvement. Although many volunteers had to step down due to shielding, over 200 new volunteers were recruited and supported this year.



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### **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021**

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CVST recognise and thank volunteers by celebrating National Volunteers Week at the CVST Beach Hut and also hold regular volunteer 'get togethers', this year most of the sessions were conducted online including support sessions for the vaccination hub volunteers. In addition, a comprehensive training programme including Making Every Contact Count, Mental Health First Aid, Health & Safety, Safeguarding, Confidentiality and Lone Working is provided.

#### **Volunteer Centre Tendring (Essex)**

CVST manage the Tendring Volunteer Centre as part of the ECC funded Volunteer Essex platform. Volunteering roles continue to be promoted at every opportunity and on the CVST social media and ebulletin. Out of 425 active volunteers, 196 have secured opportunities with 15 voluntary organisations such as Essex Libraries, Citizens Advice Tendring, Victim Support, Essex Police and Lads Need Dads. Between 1 April 2020 and 31 March 2021 volunteering increased with over 605 enquiries, 556 new registrations, 196 placements, with a significant increase of 72.5% of volunteers that have secured placements in a volunteering opportunity; a 35% conversion rate.

Volunteers are re-imbursed for any costs incurred. A total of 38,266 hours was donated during this year which equates to a social value of £466,845 which is an incredible contribution and this enables CVST to achieve its many objectives.

#### **Vaccination Hub**

Later in the year, it was reported nationally that Tendring was recorded as having the highest mortality rates due to Covid-19. CVST, in response to the call from the NEE Clinical Commissioning Group and partners in the NEE Health and Wellbeing Alliance, successfully mobilised and supported a large team of volunteers to help create the first community Vaccination Hub at the St Helena centre in Clacton.

As a result, just a few weeks later, in early January 2021, Tendring was recorded top of the league for delivering the most vaccinations in the country. This would not have been possible without our amazing vaccination volunteers to whom we are grateful. In total over 300 volunteers were recruited in response to the pandemic including another large team to support an additional vaccination hub set up at the Fryatt Hospital in Dovercourt.

#### **NHS Volunteer Responder project**

The aim of the project is to provide additional capacity to support local urgent care response services including the mass vaccination programme. NHS volunteer responders within the Tendring district were identified in order to be utilised to respond to community needs and improve outcomes for local people. NHS Volunteer responders supported the CVST's social prescribing project and the community vaccination hubs and provided greater capacity. An evaluation of the project was commissioned and surveys undertaken with volunteers and the voluntary sector, the results of which will inform future plans.

#### **Partnerships**

As most of social and health services closed in order to minimise infection spread, the charity supported its public sector partners to quickly mobilise and respond to the emergency, firstly to consolidate, then to manage a situation not experienced in this generation. Emergency planning meetings were set up to ensure all partners combined expertise and ensured a co-ordinated response. Many gaps were identified such as lack of digital skills, isolation, mental health. Mental health and suicide are of significant concern as a result of isolation particularly for young people. An unforeseen issue were the number of admissions to hospital from falls due to lack of exercise during lockdown. CVST were able to quickly set up activities such as walking groups, buddy volunteers, and placed social prescribers in the hospital discharge hub to enable a smooth discharge and help avoid readmissions by ensuring people had sufficient support at home.

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### **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021**

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A CVST Social Prescribing Link Worker was seconded to the Urgent Community Response service which has supported people from being admitted to hospital. An IT project was established with lottery funds to help people get online. Partnership meetings included North East Essex Health and Wellbeing Alliance, Essex County Council public health, NEE Tactical Cell, Tendring District Council Health and Wellbeing Board and associated panels, ECC Community Initiatives Fund Panel, Tendring Dementia Action Alliance, Independent Advisory Group (IAG) Suffolk and North East Essex Integrated Care System (SNEE ICS), SNEE VCSE Strategy meetings, NEE Health Forum, NEE Mental Health Board, SNEE Suicide Prevention, Essex CVS. CVST supported NAVCA to promote the 'Never More Needed' campaign as it became clear that people depended on local charities more than any other service during lockdown.

Tendring Together, hosted by CVST, is a coalition of local charities brought together to showcase community services and act as a commissioning marketplace. In addition, Tendring Together will help ensure local charities have easy access to much needed support in order to build up and build back a robust voluntary sector as it emerges from the pandemic.

This year more than ever before the value and importance of our voluntary sector has been recognised by our partners, there has been an increase in funding available to enable voluntary organisations to support and increase the services which are vital to the health of the sector and communities. The flexibility, speed and professional way that the sector responded to the pandemic is remarkable.

CVST continues to provide advice and give practical support in order to strengthen the infrastructure of the voluntary sector. Around 200 organisations have been provided with a wide range of support including funding guidance, development of model policies and procedures and general guidance and information. In order to assist with organisation development and sustainability one to one support has been given and organisational health checks undertaken. The support provided has enabled organisations to deliver services in a COVID secure way, resilience has increased and services have been developed to meet current needs. Funding advice, compliance and governance support continues to be most needed.

Over 100 local charities have attended 16 Funding surgeries held online. Speakers included The National Lottery Communities Fund, Essex Community Foundation, ECC Local Delivery Pilot, The Grassroots Charity, The Tudwick Foundation and Colchester Catalyst Charity. As a result of the popular surgeries, many organisations successfully secured funding to implement new services or to expand existing provision, crucial during the pandemic. The funding also helped boost the local economy. Organisations said they appreciated having the opportunity to meet with funders informally albeit online and with other organisations as this provided an opportunity to explore potential partnerships. This important work, which has a huge impact on the community, will continue.

#### **Small grants programmes**

CVST has managed 4 grants programmes on behalf of the NEE CCG and Essex County Council. The funds included Transformation, Men's Mental Health, Cervical Cancer and Winter Resilience and were awarded to organisations which met the criteria. CVST staff also acted as a panel member on the Essex Community Foundation's Earl's Hall Farm community benefit fund and the ECC Local Delivery Pilot. In excess of £300,000 was awarded between 20 local organisations which have significantly contributed to a wide range of issues including reducing inequalities, mental health, learning disabilities, LGBTQ+, carers, stroke, learning disabilities, child poverty, older people's isolation, refugees, minority ethnic communities, long term health conditions and also helped strengthen the sustainability of the local voluntary sector.

#### **Community Asset Map**

This is the second year of our community asset mapping work commissioned by the NEE Health and Wellbeing Alliance. During the year, the report was refreshed and has been well received by partners.

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### **TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2021**

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#### **Healthier Independent Technology (HIT)**

At the start of the lockdown, it was identified that many people shielding were referred to CVST from partner organisations because they were not able to access online shopping and other services. They were not independent due to a lack of digital skills. The HIT project's aim was to enable people with multiple health conditions and/or deemed at greater risk of Covid-19, to access the internet and become more independent. 286 people participated in a survey and 112 were identified as having no access to the internet. Volunteers with IT skills were recruited to support people to increase confidence and develop basic IT skills. IT support was tailored to the individual's needs and the majority were supplied with a tablet or smartphone. Those with no internet were provided with data. An unexpected outcome of the project was that people were so desperately in need of socialisation, that they became dependent on their volunteer for friendship in addition to IT support. Volunteers were subsequently renamed IT Buddies. All those who participated were given a handy information folder which contained help-sheets, useful links, stylus pen, note pad, and CVST contact details.

Due to lockdown, face to face support was not possible however, the IT buddies gave regular telephone support to their matched beneficiary. Volunteers were supported by attendance at fortnightly Zoom meetings hosted by CVST staff. The buddies set up and delivered the devices, produced help sheets and also produced a broad set of short 'how to' films which were uploaded to YouTube in addition to increasing their own skills.

The impact on beneficiaries lives has been dramatic. They can now link with families and friends by using Skype, WhatsApp, Zoom and other video call methods. During lockdown this has been particularly vital to people's mental health. The use of video calls also proved a great way of undertaking support sessions. Beneficiaries have learnt new skills, ordered shopping, remained in contact with friends and increased their confidence in using the internet. It is hoped that as they continue to move forward into what is being referred to as the 'new normal' they will remain in contact with the wider community therefore reducing isolation and improving feelings of wellbeing. The project has been a success. The HIT buddies will continue volunteering with CVST and will participate in IT and other support once activities restart.

The pandemic has placed significant pressure on the local voluntary sector in addition to the increased competition for funds. More demand is placed on charities to respond to the emerging issues such as 'Long Covid', a mental health crisis especially true in young people, and worsening deprivation due to businesses closing and loss of jobs. The need for infrastructure support is never more needed.

#### **Healthier Independent Longer Lives (HILL)**

The Healthier Independent Longer Lives (HILL) Project funded by the National Lottery Communities Fund offers empowerment and community development through asset-based activities to reduce loneliness, increases physical activity, improves confidence, increases skills and employability, improves wellbeing and enables independence. The past year has been a challenge to do this whilst the community experienced the Covid-19 Pandemic with the majority of the HILL activity and community groups forced to close. However, the HILL team have worked tirelessly to make sure the project was able to deliver appropriate support throughout this difficult time. When lockdown was announced and activities closed, the HILL team helped members connect with one another through encouraging the use of social media, regular telephone calls and in other ways during lockdown. An amazing 8,230 welfare calls have been made by volunteers and Hill team staff throughout this year and this was a lifeline especially for those at home alone. Each individual was equipped with basic needs such as medication, food and friendship during the lockdowns. Volunteers were supported to help deliver food boxes and then this progressed to shopping and prescription deliveries and meals on wheels. 425 hot meals were delivered to those living alone and vulnerable. Staff delivered Christmas dinners and provided a friendly face and a chat on the doorstep and this proved to be an essential part of the HILL project which members have reported brightened their day at a very lonely time.

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### **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021**

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HILL moved quickly to adapt to the restrictions and for the first time began running online fitness sessions via Zoom. Offering seated yoga, Tai Chi, Fitness is Fun, and Mindful Movement. These were suitable for all abilities which made it possible for people to join a fitness class who would otherwise be unable to leave their homes. Some of these classes will remain online to offer continued flexibility to people who are housebound or restricted by lack of transport, mobility and had previously been unable to join classes. This was a positive outcome of lockdown. In total, 524 people improved their health, fitness and mobility through the range of classes and activities on offer. Continuously responding to change, the project started Buddy walks to support people who had lost their confidence and mobility to get outside and connect with people in a safe environment. In most cases, this was the first time some of our members had ventured out and spoken to a person face to face since the pandemic began. A collaboration with Abberton Rural Training's Grow Your Own and HILL staff also proved to be very successful. Staff and volunteers helped deliver a planter pack for residents to grow vegetables at home. Hill staff also encouraged the community to participate in the Jaywick Martello Tower art initiative to create and design masks expressing thoughts and feelings during the pandemic which would later be exhibited at an art exhibition. It was enjoyed by all and proved to be a very therapeutic exercise which also encouraged exploration of emotions. Another collaboration with Sailship, a local enterprise which supports people with learning and physical disabilities was also a success. HILL volunteers helped to pack and deliver craft, cooking and gardening packs to members. Throughout the past year 287 people reported an improvement in their mental health and wellbeing from having made new friends during the pandemic. The Dovercourt Community Allotment group have made great progress this year on site. The site remained open during the lockdown with limited numbers of group members attending most days. Members said "coming to the allotment gave me a reason to go out, otherwise I would spend my day at home alone, feeling down". "The Allotment group got me through lockdown". Whilst members spent a lot of time at home HILL encouraged Craft groups and volunteers to join forces and make face coverings. Local residents offered donations for the face coverings and in total over 3,000 were distributed and raised over £2,000. HILL offered these donations to other local community groups such as Harwich Home Start, The Ark Family Resource Centre and the Park Pavilion. Christmas 2020 - another lockdown and a difficult time for many people spending Christmas on their own. HILL continued to work with isolated members creating Operation Christmas. This project encouraged local residents to donate a gift to share Christmas cheer amongst our communities. Over 70 gifts were generously donated to this project. Presents were delivered during Christmas week by HILL volunteers who arrived for a chat on the doorstep of members who would otherwise be spending the Christmas period on their own.

#### **Training**

The start of the financial year coincided with the Covid-19 lockdown and identified the need to switch training to online and this enabled personnel and volunteers to access a varied programme of training which was also extended to the wider voluntary sector. Courses included Dementia Friends, LGBTQ+, Making Every Contact Count, Manual Handling, Mental Health First Aid to name just a few. Participants totalled 246 which were lower than the previous year due to the pandemic. Organisations participating included Alzheimer's Society, Age Concern, Coastal Community Centre, NEECCG, Rethink Essex, Citizens Advice, ESNEFT etc. Diversity, Inclusion and Cultural Awareness remain our priority for the forthcoming year.

#### **Social Prescribing**

Commissioned by the NEE CCG and ECC's Public Health, the Social Prescribing team is now established within the community and in GP surgeries in Tendring. Mid year, CVST was commissioned to deliver the Urgent Community Response Service to preventing unnecessary hospital admissions and to provide social prescribers in the Discharge Hub at Colchester Hospital to arrange discharge packages for people leaving hospital. Addressing the social issues which affect people's wellbeing, the Social Prescribing team works with individuals to connect them to community resources and services to help build resilience and improve health outcomes.

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### **TRUSTEES' REPORT (CONTINUED)**

#### **FOR THE YEAR ENDED 31 MARCH 2021**

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Throughout 2020/2021, the team have supported the community practically and emotionally throughout the Coronavirus pandemic by linking their needs with volunteers and community support. Activities included urgent prescription and shopping deliveries, food parcels, befriending and welfare calls, help with financial support, attendance at flu clinics and distributing winter resilience packs helping people to keep warm. Social prescribers also attend the SOS Bus and the community vaccination hubs. 'The help that the Social Prescriber has given me is immense, from increasing my income, to helping me with my mobility, plus information on shopping, supermarkets and community lunches. I am so much more positive and look forward to every day, and it all started with that first phone call. I thank CVST so much for all their help and support, I would have been lost without all of this help.' The team will be continuing to support the needs of the local community with services and links to social and physical activity groups, to help people to achieve their wellbeing goals.

#### **Premises**

CVST owns premises Imperial House in Clacton, the Harwich and Dovercourt Hub, The Lunch Club and two Beach Huts. Although both centres have been closed to the public since lockdown at the start of the financial year 2020, they have experienced over 2,000 visits by members of the public, volunteers and beneficiaries collecting food parcels, recycling boxes, PPE and winter warm packs. Staff continued taking calls from many organisations responding to people who were needing to shield, those with limited mobility, lack of IT skills or who were vulnerable. The staff team's expertise and knowledge has been key to helping people during this time.

Maintenance and repairs were undertaken including redecoration, a new Aircon unit was fitted at the Dovercourt Hub, safety screens, signage and antibacterial stations were installed in all venues and a newly refurbished reception at Imperial House was fitted to minimise infection spread and observe high standards of health and hygiene. Covid-19 government guidelines are followed, risk assessments produced and checked to provide a safe working environment and preparation is underway to re-open when restrictions lift. The Track & Trace app is advertised for each site for staff and clients to download.

Plans are underway to get premises ready for restarting activities from summer 2021.

#### **Beach Hut**

The Beach Huts had record bookings during the summer of 2020 reflecting the need for people to stay local during the pandemic and are now being redecorated in time to reopen for the 2021 season.

#### **Tendring Older People's Forum**

Due to the pandemic, the forum was not able to meet and members were encouraged to attend the online emergency response voluntary sector support services and the VCS Community Forum Tendring Together.

#### **Capacity building**

Funding was awarded by Lloyds Bank Foundation to build capacity. This has enabled access to expertise in order to develop the organisation further.

#### **Clacton Lunch Club**

At the start of the pandemic, the lunch club had to temporarily close due to staff needing to shield. Beneficiaries were provided with support to help keep them safe and connected. The Lunch Club opened in summer 2020 providing meals on wheels, welfare calls and shopping for members. Christmas dinners and gifts were delivered by CVST staff and volunteers. After Christmas, the lunch club once again had to close due to lockdown restrictions and staff shielding. Beneficiaries received welfare calls. Repairs and maintenance were carried out during the closed periods. It is planned to re-open in the Summer of 2021.

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## **TENDRING COMMUNITY VOLUNTARY SERVICES**

**(A company limited by guarantee)**

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### **TRUSTEES' REPORT (CONTINUED)**

#### **FOR THE YEAR ENDED 31 MARCH 2021**

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#### **Winter Resilience Project**

The project is funded by the NEE CCG and by ECC Public Health. The aim is to help people to become more resilient by improving their health, staying well, warm and better connected with projects such as social prescribing during winter, as well as reducing dependence on statutory sector services. This year, the project has been vital in helping to keep people safe and warm and reduce hospital admissions.

#### **Objectives**

- Reducing fuel, GP visits and hospital admissions and isolation
- Supporting people to build up their own skills/resilience to self-care and promote better health
- Building community cohesion by directing people to services and support
- Ensuring there is a resilience plan to deal with crisis situations
- Providing direct emergency support during Covid-19 while promoting Covid-19 secure guidelines

Over 3,000 packs were delivered this year via flu clinics, the SOS Bus, the Trinity Church and door drops in Jaywick Sands, Walton and Harwich. Packs were also distributed from referrals managed by the social prescribing team. 4,500 people including children have been supported with 19,600 winter items this year and over £20,000 small grants have been awarded to local charities to support the aims of the project.

#### **Essex Local Delivery Pilot**

The Essex Local Delivery Pilot (LDP) funded by Sport England is led by Active Essex to build healthier more active communities across Essex. The Essex LDP is the only one in the East region and is focused on over 400,000 people who live in the county's most disadvantaged areas in Tendring, Colchester and Basildon where individuals and families are facing the greatest inequalities. CVST is an active partner in the LDP and supports the delivery of the programme Essex wide at a strategic and operational level as well as supporting local delivery activity for Tendring. In addition to research to understand the links between affluence and exercise the Local Delivery Pilot has allocated grants to local initiatives, projects and organisations to increase physical activity within our local population who are least likely to engage.

#### **LDP Capacity Building Project**

This is a new project funded by Sport England through the Local Delivery Pilot (LDP). CVS Tendring was the first CVS to partner with an LDP out of the 14 LDPs across the country and the only one in Essex. The project aims to work with voluntary and community sector organisations serving disadvantaged communities across the Tendring District, to build capacity for the specific purpose of increasing levels of physical activity for their beneficiaries, focusing on three target audiences. These being, older people, people with mental ill health and low-income families with dependent children.

The Physical Activity Capacity Building Officer commenced work on January 2021. Since starting the role, 38 organisations and groups had been contacted by the end of March 2021.

Clacton Family Trust's service users have been dramatically affected by the recent Covid outbreak. Due to the high levels of supervision required for these service users, government restrictions have meant that they have been unable to access their normal physical exercise venues. Clacton Family Trust and Active Essex were put into contact with each other with the aim of gaining funding for a permanent outdoor trampoline. The trampoline will be located on Trust's premises, enabling free and unlimited access for the service users. It is the objective of the project to further build contacts within the Tendring District, with the intention of supporting capacity building of physical activity for these contacts.

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## **TENDRING COMMUNITY VOLUNTARY SERVICES**

**(A company limited by guarantee)**

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### **TRUSTEES' REPORT (CONTINUED)**

#### **FOR THE YEAR ENDED 31 MARCH 2021**

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#### **Compassionate Communities - End of Life Portal**

As part of the Suffolk and North East Essex Integrated Care System's Digital programme. St Helena are looking at a different model to deliver their group work (rehab, family support, bereavement) using a collaborative, community based approach which will deliver good outcomes and harness the great work already going on in the community. CVST has been recognised alongside other partners to help make this happen at neighbourhood level and to use our connections including social prescribing and CVST's HILL project.

#### **SHELLS Health Advocacy Service**

SHELLS is a collection of organisations working together in Tendring to help support those at risk of losing their home. CVST has been a key partner in SHELLS and has worked with SUMMIT and North East Essex Clinical Commissioning Group to secure the funding to create a Health Advocate Service for people who are, or who are at risk of, homelessness. The service has proved invaluable during lockdown where, in the seven months it had been running up until March 21 the service had 160 referrals for people who needed to be supported to access services to maintain their health and wellbeing. Along with the other SHELLS partners CVST has been using the experiences of the people supported through the Health Advocates to inform future local service delivery.

#### **Quality Assurance**

The charity gained the esteemed NAVCA Quality Assurance System awarded to reflect 'excellent service given to local groups', and retains the internationally recognised quality standard ISO 9001 maintaining high standards across all internal systems and management, customer services and satisfaction. ISO 9001 scrutinises internal systems and governance and ensures the organisation adheres to legal and financial frameworks. This work is undertaken by the CVST audit sub-committee and is externally audited.

#### **Financial Overview**

The charity has been successful in securing funding from a variety of sources including Essex County Council, The National Lottery Community Fund, North East Essex CCG, Tendring District Council, Lloyds Bank Foundation and the Essex Community Foundation. This enabled us to respond quickly to the community's needs of the pandemic and help keep people safe. Any surplus will be utilised to continue, restart and build up essential activities in the coming years.

#### **Reserves policy**

The Board of Trustees are pleased to report that the charity's free reserves are sufficient to cover 12 months running costs, property maintenance, management, redundancy, administration and support costs and any potential liabilities in line with its established reserves policy. The trustees aim is to maintain sufficient reserves to ensure the charity remains sustainable in the event of a significant drop in funding or any unforeseen events which would impact on the viability and sustainability of the charity.

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## **TENDRING COMMUNITY VOLUNTARY SERVICES**

**(A company limited by guarantee)**

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### **TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021**

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#### **FUTURE PLANS**

It is the intention of the charity to pursue the following objectives during the year 2021/2022:

1. Build on the heart-warming community spirit experienced during the pandemic and encourage more people to volunteer
2. Continue to run the vaccination hubs to minimise infection spread and help keep people safe
3. Continue to develop the social prescribing service to help prevent admissions to NHS services, support hospital discharge, encourage community interventions and enable independence
4. Expand on the successful winter resilience project with partners
5. Continue to improve facilities to help keep people safe and restart activities, in order to reduce loneliness, encourage physical activity and boost well-being through the HILL project
6. Develop and strengthen service priorities in collaboration with Essex County Council's public health team and the North East Essex Health and Wellbeing Alliance
7. Continue to develop digital expertise within the charity and the community
8. To raise Cultural Awareness and inclusion through the NEE Alliance commissioned Cultural Awareness project
9. Work collaboratively with Alliance partners on developing new services focussed on the Live Well Domains across the three neighbourhoods in Tendring
10. Continue to collaborate with the local coalition of voluntary organisations within the recently rebranded 'Tendring Together' in order to respond to the demands of the community following the after-effects of the pandemic

#### **Acknowledgement**

The trustees wish to thank the staff and volunteers for their strength and conscientious commitment during the most difficult and challenging year. Thanks are also given to our many funders and supporters including but not exclusively: Colchester Catalyst Charity, Essex County Council Public Health and ECC Local Delivery Pilot, The National Lottery Communities Fund, the North East Essex (NEE) Clinical Commissioning Group, the NEE Health and Wellbeing Leadership Alliance, the Suffolk and NEE Integrated Care System, Tendring District Council and Essex Community Foundation for their vital support for which the charity is extremely grateful. Thanks are also extended to Cllr Dan Land, Cllr Mark Stephenson and Cllr Alex Porter at Tendring District Council for their unstinting support during this unprecedented year.



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**TENDRING COMMUNITY VOLUNTARY SERVICES**  
**(A company limited by guarantee)**

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**TRUSTEES' RESPONSIBILITIES**

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations. Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In accordance with company law, as the company's directors, we certify that:

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Board of Trustees on  
and signed on its behalf, by:

Brenda Ellis, Chairman

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**TENDRING COMMUNITY VOLUNTARY SERVICES**  
**(A company limited by guarantee)**

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**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Independent examiner's report to the Trustees of Tendring Community Voluntary Services ('the Charitable Company')**

I report to the trustees (who are also Directors' for the purpose of company law) on my examination of the financial statements of Tendring Community Voluntary Services ('the charitable company') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

**Responsibilities and basis of report**

As the Trustees of the Charitable Company (and 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 Charitable 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 the Charitable Company's accounts 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.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters than an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

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**TENDRING COMMUNITY VOLUNTARY SERVICES**  
**(A company limited by guarantee)**

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**INDEPENDENT EXAMINER'S REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Independent examiner's statement**

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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 charitable company as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements 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 financial statements to be reached.

Tim O'Connor ACA FCCA DChA

Scrutton Bland LLP  
Chartered Accountants  
820 The Crescent  
Colchester Business Park  
Colchester  
Essex  
CO4 9YQ

**TENDRING COMMUNITY VOLUNTARY SERVICES**  
**(A company limited by guarantee)**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

		<b>Unrestricted funds 2021 £</b>	<b>Restricted funds 2021 £</b>	<b>Endowment funds 2021 £</b>	<b>Total funds 2021 £</b>	<b>As restated Total funds 2020 £</b>
	<b>Note</b>					
<b>Income from:</b>						
Donations	4	<b>439,793</b>	<b>311,213</b>	-	<b>751,006</b>	479,323
Charitable activities	5	<b>54,957</b>	-	-	<b>54,957</b>	123,253
Other trading activities	6	<b>612</b>	<b>213</b>	-	<b>825</b>	3,957
Investments	7	<b>1,918</b>	-	-	<b>1,918</b>	2,413
<b>Total income</b>		<b>497,280</b>	<b>311,426</b>	-	<b>808,706</b>	608,946
<b>Expenditure on:</b>						
Charitable activities	9	<b>559,162</b>	<b>289,383</b>	<b>3,575</b>	<b>852,120</b>	538,928
<b>Total expenditure</b>		<b>559,162</b>	<b>289,383</b>	<b>3,575</b>	<b>852,120</b>	538,928
<b>Net (expenditure) /income</b>	10	<b>(61,882)</b>	<b>22,043</b>	<b>(3,575)</b>	<b>(43,414)</b>	70,018
<b>Reconciliation of funds:</b>						
Total funds brought forward		<b>959,126</b>	<b>332,489</b>	<b>357,465</b>	<b>1,649,080</b>	1,579,062
Net movement in funds		<b>(61,882)</b>	<b>22,043</b>	<b>(3,575)</b>	<b>(43,414)</b>	70,018
<b>Total funds carried forward</b>		<b>897,244</b>	<b>354,532</b>	<b>353,890</b>	<b>1,605,666</b>	1,649,080

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 22 to 38 form part of these financial statements.

**TENDRING COMMUNITY VOLUNTARY SERVICES**  
**(A company limited by guarantee)**  
**REGISTERED NUMBER: 05325167**

**BALANCE SHEET**  
**AS AT 31 MARCH 2021**

		<b>2021</b>	<b>As restated</b>
	<b>Note</b>	<b>£</b>	<b>2020</b>
			<b>£</b>
<b>Fixed assets</b>			
Tangible assets	13	<b>1,095,805</b>	1,114,479
		<b>1,095,805</b>	1,114,479
<b>Current assets</b>			
Debtors	14	<b>266,788</b>	28,854
Cash at bank and in hand		<b>983,307</b>	518,932
		<b>1,250,095</b>	547,786
Creditors: amounts falling due within one year	15	<b>(740,234)</b>	(13,185)
<b>Net current assets</b>		<b>509,861</b>	534,601
<b>Total assets less current liabilities</b>		<b>1,605,666</b>	1,649,080
<b>Total net assets</b>		<b>1,605,666</b>	1,649,080
<b>Charity funds</b>			
Endowment funds	17	<b>353,890</b>	357,465
Restricted funds	17	<b>354,532</b>	332,489
Unrestricted funds	17	<b>897,244</b>	959,126
<b>Total funds</b>		<b>1,605,666</b>	1,649,080

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**TENDRING COMMUNITY VOLUNTARY SERVICES**

**(A company limited by guarantee)**

**REGISTERED NUMBER: 05325167**

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**BALANCE SHEET (CONTINUED)**

**AS AT 31 MARCH 2021**

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The Charitable Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on  
and signed on their behalf by:

.....  
**Brenda Ellis**

(Chair of Trustees)

The notes on pages 22 to 38 form part of these financial statements.

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**TENDRING COMMUNITY VOLUNTARY SERVICES**  
**(A company limited by guarantee)**

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**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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	<b>Note</b>	<b>2021 £</b>	<b>2020 £</b>
<b>Cash flows from operating activities</b>			
Net cash generated from/(used in) operating activities	20	<b>462,457</b>	(48,027)
<b>Cash flows from investing activities</b>			
Interest received		<b>1,918</b>	2,413
Purchase of tangible fixed assets		-	(29,325)
<b>Net cash generated from/(used in) investing activities</b>		<b>1,918</b>	<b>(26,912)</b>
<b>Cash flows from financing activities</b>			
<b>Net cash provided by financing activities</b>		-	-
<b>Change in cash and cash equivalents in the year</b>		<b>464,375</b>	<b>(74,939)</b>
Cash and cash equivalents at the beginning of the year		<b>518,932</b>	593,871
<b>Cash and cash equivalents at the end of the year</b>	21	<b>983,307</b>	518,932

The notes on pages 22 to 38 form part of these financial statements

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**TENDRING COMMUNITY VOLUNTARY SERVICES**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**1. General information**

Tendring Community Voluntary Services is a charitable company limited by guarantee, incorporated in England and Wales, registered company number 05325167 and registered Charity number 1108177. The address of the registered office is Imperial House, 20-22 Rosemary Road, Clacton On Sea, Essex, CO15 1NZ.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Tendring Community Voluntary Services 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.

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

The financial statements are rounded to the nearest £1 and are prepared in sterling.

**2.2 Going concern**

The charitable company continues to be affected by certain restrictions imposed on its activities relating to the spread of coronavirus. The impact of the coronavirus will continue to have a significant effect on the economy during 2021. The Trustees continue to monitor the effect of coronavirus, and its related uncertainties, and forecasting indicates that liabilities will continue to be met as they fall due. For this reason the Members have adopted the going concern basis in preparing the financial statements.

**2.3 Income**

All income is recognised once the Charitable Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income is deferred only when the charitable company has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

Other income is recognised in the period in which it is receivable.



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**TENDRING COMMUNITY VOLUNTARY SERVICES**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**2. Accounting policies (continued)**

**2.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charitable Company's objectives, as well as any associated governance costs.

All expenditure is inclusive of irrecoverable VAT.

**2.5 Government grants**

Government grants are credited to the statement of financial activities as the related expenditure is incurred.

**2.6 Taxation**

The Charitable Company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Charitable Company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**2.7 Tangible fixed assets and depreciation**

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Freehold property	-	1% straight line
Beach Hut	-	10% straight line
Fixtures and fittings	-	25% straight line
Computer equipment	-	33% straight line

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**TENDRING COMMUNITY VOLUNTARY SERVICES**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**2. Accounting policies (continued)**

**2.8 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered.

**2.9 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**2.10 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charitable Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the services it must provide.

**2.11 Financial instruments**

The Charitable Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are recognised at transaction value.

**2.12 Pensions**

The Charitable Company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charitable Company to the fund in respect of the year.

**2.13 Fund accounting**

Unrestricted funds are funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charitable Company. The Trustees seek to designate these funds wherever possible.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charitable Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements. Endowment funds are funds that cannot be used as if they are income i.e. they cannot be used to make payment or grants to others.

**3. Critical accounting estimates and areas of judgment**

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The more significant judgements and estimates involved in the preparation of the financial statements include assessing the depreciation rates applicable to tangible fixed assets and the way in which certain costs should be apportioned. Further details regarding these points are included within the accounting policies.

**TENDRING COMMUNITY VOLUNTARY SERVICES**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**4. Income from donations**

	<b>Unrestricted funds 2021 £</b>	<b>Restricted funds 2021 £</b>	<b>Total funds 2021 £</b>
Donations	9,257	2,750	<b>12,007</b>
Grants	430,536	308,463	<b>738,999</b>
	<u>439,793</u>	<u>311,213</u>	<u><b>751,006</b></u>
	<u><u>439,793</u></u>	<u><u>311,213</u></u>	<u><u><b>751,006</b></u></u>
	<b>Unrestricted funds 2020 £</b>	<b>Restricted funds 2020 £</b>	<b>Total funds 2020 £</b>
Donations	3,140	-	3,140
Grants	339,860	136,323	476,183
	<u>343,000</u>	<u>136,323</u>	<u>479,323</u>
	<u><u>343,000</u></u>	<u><u>136,323</u></u>	<u><u>479,323</u></u>

All income above relates to community support service activities for both years.

**5. Income from charitable activities**

	<b>Unrestricted funds 2021 £</b>	<b>Total funds 2021 £</b>
Contributions from Imperial House	44,097	<b>44,097</b>
Management and other fees	2,658	<b>2,658</b>
Other Charitable Activities	8,202	<b>8,202</b>
	<u>54,957</u>	<u><b>54,957</b></u>
	<u><u>54,957</u></u>	<u><u><b>54,957</b></u></u>

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**TENDRING COMMUNITY VOLUNTARY SERVICES**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**5. Income from charitable activities (continued)**

	Unrestricted funds 2020 £	Total funds 2020 £
Contributions from Imperial House	34,605	34,605
Management and other fees	9,821	9,821
Other Charitable Activities	78,827	78,827
	<u>123,253</u>	<u>123,253</u>

All income above relates to community support service activities for both years.

**6. Income from other trading activities**

**Income from fundraising events**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Beach Hut etc.	612	-	<b>612</b>
Community Fair	-	45	<b>45</b>
Friendship cafe	-	168	<b>168</b>
	<u>612</u>	<u>213</u>	<u><b>825</b></u>

	Unrestricted funds 2020 £	Total funds 2020 £
Beach Hut etc.	3,957	3,957

**TENDRING COMMUNITY VOLUNTARY SERVICES**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**7. Investment income**

	<b>Unrestricted funds 2021 £</b>	<b>Total funds 2021 £</b>
Bank interest	1,918	<b>1,918</b>
	<b>Unrestricted funds 2020 £</b>	<b>Total funds 2020 £</b>
Bank interest	2,413	<b>2,413</b>

**8. Governance costs**

	<b>Unrestricted funds 2021 £</b>	<b>Restricted funds 2021 £</b>	<b>Total funds 2021 £</b>
Accountancy fees	1,425	1,425	<b>2,850</b>
Staff costs	5,004	-	<b>5,004</b>
	<b>6,429</b>	<b>1,425</b>	<b>7,854</b>
	<b>Unrestricted funds 2020 £</b>	<b>Restricted funds 2020 £</b>	<b>Total funds 2020 £</b>
Accountancy fees	1,200	1,200	2,400
Staff costs	5,404	-	5,404
	<b>6,604</b>	<b>1,200</b>	<b>7,804</b>

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**9. Analysis of resources expended by expenditure type**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Endowment funds 2021 £	Total funds 2021 £
Depreciation on fixed assets used for charitable purposes	13,637	1,462	3,575	<b>18,674</b>
Cost of activities in furtherance of the charity's objectives	539,096	286,496	-	<b>825,592</b>
Governance	6,429	1,425	-	<b>7,854</b>
	<u>559,162</u>	<u>289,383</u>	<u>3,575</u>	<u><b>852,120</b></u>
	Unrestricted funds 2020 £	(Restated) Restricted funds 2020 £	(Restated) Endowment funds 2020 £	Total funds 2020 £
Depreciation on fixed assets used for charitable purposes	6,010	7,472	3,785	17,267
Cost of activities in furtherance of the charity's objectives	358,553	155,304	-	513,857
Governance	6,604	1,200	-	7,804
	<u>371,167</u>	<u>163,976</u>	<u>3,785</u>	<u>538,928</u>

**10. Net income**

Net income is stated after charging:

	2021 £	2020 £
Depreciation	<b>18,674</b>	17,267
Staff pension contributions	<b>8,508</b>	6,125
Independent Examiner's fees	<b>2,850</b>	2,400

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**TENDRING COMMUNITY VOLUNTARY SERVICES**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
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**11. Staff costs**

	<b>2021</b>	As restated
	<b>£</b>	<b>2020</b>
		<b>£</b>
Wages and salaries	<b>423,948</b>	336,595
Social security costs	<b>21,913</b>	17,203
Contribution to defined contribution pension schemes	<b>8,508</b>	6,125
	<b>454,369</b>	359,923

The average number of persons employed by the Charitable Company during the year was as follows:

	<b>2021</b>	2020
	<b>No.</b>	<b>No.</b>
Employees	<b>27</b>	22

No employee received remuneration amounting to more than £60,000 in either year.

The aggregate remuneration of key management personnel was £38,303 (2020: £38,303).

**12. Trustees' remuneration and expenses**

During the year, one Trustee received £9,500 in respect of consultancy services (2020 - £16,021 for two Trustees). These services were provided separately from their role as a Trustee.

During the year ended 31 March 2021, Trustee expenses have been reimbursed of £Nil (2020 - £62).

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**13. Tangible fixed assets**

	Freehold property £	Fixtures and fittings £	Total £
<b>Cost or valuation</b>			
At 1 April 2020	1,290,018	173,191	1,463,209
At 31 March 2021	1,290,018	173,191	1,463,209
<b>Depreciation</b>			
At 1 April 2020	186,922	161,808	348,730
Charge for the year	12,900	5,774	18,674
At 31 March 2021	199,822	167,582	367,404
<b>Net book value</b>			
At 31 March 2021	1,090,196	5,609	1,095,805
At 31 March 2020	1,103,096	11,383	1,114,479

The Charity's freehold property at 20/22 Rosemary Road, Clacton-on-Sea was valued as at 31 March 2013, at £700,000 (the net book value at that time was £567,763). The valuation was carried out by an External Valuer, P H H Wheaton FRICS of Fenn Wright, Chartered Surveyors. The valuation was undertaken in accordance with the requirements of the RICS Valuation - Professional Standards and the relevant financial reporting standards.

Land and buildings also include: 99-101 Carnarvon Road (Lunch club property) donated from Age Concern (valued in 2019 at £181,555), and 276 High Street, Dovercourt (fully operational from autumn 2019).

**14. Debtors**

	2021 £	2020 £
Trade debtors	264,989	-
Other debtors	1,799	28,490
Prepayments and accrued income	-	364
	<b>266,788</b>	<b>28,854</b>



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**15. Creditors: Amounts falling due within one year**

	2021 £	2020 £
Trade creditors	34,304	-
Other taxation and social security	7,957	-
Other creditors	303	9,226
Accruals and deferred income	697,670	3,959
	<u>740,234</u>	<u>13,185</u>
	2021 £	2020 £
<b>Deferred income</b>		
Deferred income at 1 April 2020	1,559	121,556
Resources deferred during the year	694,820	1,559
Amounts released from previous periods	(1,559)	(121,556)
	<u>694,820</u>	<u>1,559</u>

**16. Financial instruments**

	2021 £	2020 £
<b>Financial assets</b>		
Financial assets measured at transaction price	<u>266,788</u>	<u>28,490</u>
	2021 £	2020 £
<b>Financial liabilities</b>		
Financial liabilities measured at transaction price	<u>732,277</u>	<u>13,185</u>

Financial assets comprise trade and other debtors.

Financial liabilities comprise trade creditors, other creditors, accruals and deferred income.

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**17. Statement of funds**

**Statement of funds - current year**

	(Restated) Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
<b>Unrestricted funds</b>				
CIC/Imperial House	73,897	35,336	(59,938)	49,295
Harwich Centre (HC)	-	13,588	(13,588)	-
Fundraising and sundry charitable accounts	23,676	612	-	24,288
Lunch Club (LC)	314,330	24,596	(24,596)	314,330
Resilience	52,193	112,087	(124,547)	39,733
Social Prescribing	42,039	150,620	(137,949)	54,710
Property maintenance reserve	100,408	-	-	100,408
Core TCVS	352,583	108,597	(146,700)	314,480
Health projects	-	35,500	(35,500)	-
IVP	-	16,344	(16,344)	-
	<b>959,126</b>	<b>497,280</b>	<b>(559,162)</b>	<b>897,244</b>
<b>Endowment funds</b>				
Building Development Fund	357,465	-	(3,575)	353,890
<b>Restricted funds</b>				
Big Lottery: Healthier Independent Longer Lives (HILL)	6,962	205,349	(112,670)	99,641
Big Lottery: Awards for All	6,289	-	(6,289)	-
Essex County Council (ECC): HC	15,000	-	(15,000)	-
Men's Mental Health Community Fund	-	42,287	(42,287)	-
TDC: Sport England	3,090	-	(3,090)	-
ECC: Active Tending and Jaywick	1,269	-	(1,269)	-
LDP	-	22,073	(5,832)	16,241
Grassroots	1,000	750	(43)	1,707
Colchester Catalyst: HC	93,100	-	(931)	92,169
Tendring District Council (TDC): HC	19,600	-	(19,600)	-
Harwich Town Council: HC	3,920	193	(4,113)	-
Covid-19 response	-	8,500	(8,500)	-
Winter warmth campaign	-	4,296	(4,296)	-
Lions	533	-	(533)	-

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**17. Statement of funds (continued)**

**Statement of funds - current year (continued)**

	Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
Shop Mobility	851	-	(851)	-
Capacity Builders	23,916	-	(23,916)	-
Colchester Catalyst Charity Befriending Training	4,650	-	(4,650)	-
HIT Project	-	27,978	(27,978)	-
Capital Fund	146,236	-	(1,462)	144,774
Awards for All	6,073	-	(6,073)	-
	<u>332,489</u>	<u>311,426</u>	<u>(289,383)</u>	<u>354,532</u>
<b>Total of funds</b>	<u><u>1,649,080</u></u>	<u><u>808,706</u></u>	<u><u>(852,120)</u></u>	<u><u>1,605,666</u></u>

**TENDRING COMMUNITY VOLUNTARY SERVICES**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
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**17. Statement of funds (continued)**

**Statement of funds - prior year**

	(Restated) Balance at 1 April 2019 £	Income £	(Restated) Expenditure £	(Restated) Transfers in/out £	(Restated) Balance at 31 March 2020 £
<b>Unrestricted funds</b>					
CIC/Imperial House	65,287	67,582	(58,972)	-	73,897
Harwich Centre (HC)	-	19,063	(20,843)	1,780	-
Fundraising and sundry charitable accounts	24,233	8,044	(8,601)	-	23,676
Lunch Club (LC)	312,716	23,627	(22,013)	-	314,330
Resilience	45,683	86,099	(79,589)	-	52,193
Managing My Health	-	-	(40)	40	-
Social Prescribing	-	105,310	(63,271)	-	42,039
Property maintenance reserve	100,408	-	-	-	100,408
Core TCVS	310,320	162,898	(117,838)	(2,797)	352,583
	<u>858,647</u>	<u>472,623</u>	<u>(371,167)</u>	<u>(977)</u>	<u>959,126</u>
<b>Endowment funds</b>					
Building Development Fund	<u>361,250</u>	<u>-</u>	<u>(3,785)</u>	<u>-</u>	<u>357,465</u>
<b>Restricted funds</b>					
Big Lottery: Healthier Independent Longer Lives (HILL)	15,132	118,397	(126,567)	-	6,962
Big Lottery: Awards for All	8,191	-	(2,704)	802	6,289
Essex County Council (ECC): HC	15,000	-	-	-	15,000
Men's Mental Health Community Fund	4,531	-	(6,001)	1,470	-
TDC: Sport England	11,315	-	(8,225)	-	3,090
ECC: Active Tending and Jaywick	-	2,630	(1,361)	-	1,269
Grassroots	-	1,000	-	-	1,000
Colchester Catalyst: HC	94,050	-	(950)	-	93,100
Tendring District Council (TDC): HC	19,800	-	(200)	-	19,600

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**17. Statement of funds (continued)**

**Statement of funds - prior year (continued)**

	(Restated) Balance at 1 April 2019 £	Income £	(Restated) Expenditure £	(Restated) Transfers in/out £	Balance at 31 March 2020 £
Harwich Town Council: HC	3,960	-	(40)	-	3,920
Covid-19 response	-	10,000	(10,000)	-	-
Winter warmth campaign	-	4,296	(4,296)	-	-
Lions	833	-	(475)	175	533
Shop Mobility	851	-	-	-	851
Capacity Builders	1,470	-	-	(1,470)	-
Colchester Catalyst Charity Befriending Training	5,913	-	(1,263)	-	4,650
Capital Fund	147,808	-	(1,572)	-	146,236
Awards for All	6,138	-	(65)	-	6,073
Capacity builders	24,173	-	(257)	-	23,916
	<u>359,165</u>	<u>136,323</u>	<u>(163,976)</u>	<u>977</u>	<u>332,489</u>
<b>Total of funds</b>	<u>1,579,062</u>	<u>608,946</u>	<u>(538,928)</u>	<u>-</u>	<u>1,649,080</u>

Descriptions of the various funds have been provided within the financial statements and the Trustees' Report.

**18. Summary of funds**

**Summary of funds - current year**

	Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
General funds	959,126	497,280	(559,162)	897,244
Endowment funds	357,465	-	(3,575)	353,890
Restricted funds	332,489	311,426	(289,383)	354,532
	<u>1,649,080</u>	<u>808,706</u>	<u>(852,120)</u>	<u>1,605,666</u>

**TENDRING COMMUNITY VOLUNTARY SERVICES**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
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**18. Summary of funds (continued)**

**Summary of funds - prior year**

	(Restated) Balance at 1 April 2019 £	Income £	(Restated) Expenditure £	Transfers in/out £	(Restated) Balance at 31 March 2020 £
General funds	858,647	472,623	(371,167)	(977)	959,126
Endowment funds	361,250	-	(3,785)	-	357,465
Restricted funds	359,165	136,323	(163,976)	977	332,489
	<u>1,579,062</u>	<u>608,946</u>	<u>(538,928)</u>	<u>-</u>	<u>1,649,080</u>

**19. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Endowment funds 2021 £	Total funds 2021 £
Tangible fixed assets	387,383	354,532	353,890	<b>1,095,805</b>
Current assets	1,250,095	-	-	<b>1,250,095</b>
Creditors due within one year	(740,234)	-	-	<b>(740,234)</b>
<b>Total</b>	<u>897,244</u>	<u>354,532</u>	<u>353,890</u>	<u><b>1,605,666</b></u>

**Analysis of net assets between funds - prior year**

	Unrestricted funds 2020 £	Restricted funds 2020 £	Endowment funds 2020 £	Total funds 2020 £
Tangible fixed assets	424,525	332,489	357,465	1,114,479
Current assets	547,786	-	-	547,786
Creditors due within one year	(13,185)	-	-	(13,185)
<b>Total</b>	<u>959,126</u>	<u>332,489</u>	<u>357,465</u>	<u>1,649,080</u>

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**20. Reconciliation of net movement in funds to net cash flow from operating activities**

	2021 £	2020 £
Net (expenditure)/income for the year (as per Statement of Financial Activities)	<b>(43,414)</b>	70,018
<b>Adjustments for:</b>		
Depreciation	<b>18,674</b>	17,267
Interest received	<b>(1,918)</b>	(2,413)
Increase in debtors	<b>(238,298)</b>	(11,607)
Increase/(decrease) in creditors	<b>727,413</b>	(121,292)
<b>Net cash provided by/(used in) operating activities</b>	<b>462,457</b>	(48,027)

**21. Analysis of cash and cash equivalents**

	2021 £	2020 £
Cash in hand	<b>983,307</b>	518,932
<b>Total cash and cash equivalents</b>	<b>983,307</b>	518,932

**22. Analysis of changes in net debt**

	At 1 April 2020 £	Cash flows £	At 31 March 2021 £
Cash at bank and in hand	<b>518,932</b>	<b>464,375</b>	<b>983,307</b>
	<b>518,932</b>	<b>464,375</b>	<b>983,307</b>

**23. Legal status**

The charity is a company limited by guarantee and has no share capital.

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**24. Related party transactions**

The charitable company has not entered into any related party transactions other than those already disclosed within these financial statements.

**25. Prior year adjustment**

Certain endowment funds totalling £176,225 have been restated as restricted funds. This has had no impact on the reported result for either of the previous two years and the total fund position at both 31 March 2020 and 31 March 2021 is similarly unaffected by this.