

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE

England & Wales · Charity number 1112483

Details

Other names	CHELMSFORD 4 GOOD
Status	Registered
Legal form	Charitable company
Company number	05586169
Registered	2005-12-12
Register	View on the Charity Commission register

Contact

Address	Chelmsford Cvs Centre Supporting Voluntary Action Burgess Well House Coval Lane Chelmsford CM1 1FW
Phone	01245351888
Email	info@chelmsfordcvs.org.uk
Website	www.chelmsfordcvs.org.uk

Activities

Objects: A. TO PROMOTE ANY CHARITABLE PURPOSES FOR THE BENEFIT OF THE COMMUNITY IN THE LOCAL GOVERNMENT DISTRICT OF CHELMSFORD AND ITS NEIGHBOURHOOD (HEREINAFTER CALLED THE "AREA OF BENEFIT") 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 ABOVE PURPOSES AND TO THAT END TO BRING TOGETHER IN COUNCIL REPRESENTATIVES THE VOLUNTARY ORGANISATIONS AND STATUTORY AUTHORITIES WITHIN THE AREA OF BENEFIT.

Activities: Chelmsford CVS works to support, promote, and develop local voluntary action to improve the effectiveness of voluntary and community organisations in Chelmsford, Essex. We operate under the working name Chelmsford CVS and host projects including: Chelmsford Volunteering Centre, Chelmsford 4 Good, Chelmsford Men's Shed, Writtle Garden, Tennyson Live Well Garden, SWF Community Garden .

Classification

- **How:** Acts As An Umbrella Or Resource Body
- **What:** Economic/community Development/employment
- **Who:** Other Charities Or Voluntary Bodies

Geography

- **Area of benefit:** LOCAL GOVERNMENT DISTRICT OF CHELMSFORD AND ITS NEIGHBOURHOOD
- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£466,035	£432,878	-	-
2024-03-31	£517,699	£446,067	£454,588	12
2023-03-31	£367,413	£414,941	-	-
2022-03-31	£435,787	£368,353	-	-
2021-03-31	£386,229	£305,612	-	-

Trustees

Name	Role	Appointed
ALLISON LOFTHOUSE		
Dr Gregory Deacon		2023-11-27
Glenda Joy Daines		2018-01-31
JOHN RICHARD KNOTT		
Louis Langenberg		2023-11-23
Susan Melanie Dobson		2023-12-05

Accounts

COMPANY REGISTRATION NUMBER : 05586169

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
FOR
31 MARCH 2025**

Charity Number : 1112483



Edmund Carr LLP
Chartered Accountants
146 New London Road
Chelmsford
Essex
CM2 OAW

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2025**

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**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
COMPANY INFORMATION**

YEAR ENDED 31 MARCH 2025

Charity Number: 1112483
Company Number: 05586169

Principal address: Burgess Well House
Coval Lane
Chelmsford
Essex
CM1 1FW

Charity trustees:

Allison Lofthouse	Chair
John Knott	Hon Treasurer & Company Secretary
Lynne Foster	(resigned 11.11.24)
Glenda Daines	
Louis Langenberg	
Gregory Deacon	
Susan Dobson	

The charity trustees are also directors of the company.

Appointed observer: Cllr Sue Young Chelmsford City Council

Accountants: Edmund Carr LLP

Senior staff: Lorraine Jarvis, Chief Officer

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
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TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2025**

The Trustees have pleasure in presenting their report and the unaudited financial statements for the charity for the year ended 31st March 2025. The Trustees of the charity as shown above are also the directors of the charity.

Structure, Governance and Management

Governing document: The Memorandum and Articles of Association; incorporated 7 October 2005. Registered as a charity 12 December 2005. Began operating 1 April 2006.

Charity constitution: Company Limited by Guarantee

Charity trustee selection method: Trustees are nominated and elected by the Board at the Annual General Meeting. Chelmsford CVS staff and board members continued to keep skills updated and ongoing membership of NCVO, NAVCA and VST has enabled access to relatively low cost, high value training. Records of all staff and trustee development are kept.

The Trustees meet regularly as a main committee, and delegate day to day responsibility for the running of the charity to the Chief Officer who reports in detail on every aspect of the Charity's work in order that decisions can be made that best further the charity and company objectives.

All staff recruitment decisions are put to the Trustees for agreement. The charity undertakes internal pay reviews on an annual basis for all staff, timed for implementation in the April payroll. Every three years, the Chief Officer examines the marketplace to assess whether or not current salaries are competitive and take full account of levels of responsibility, making recommendations to the Board of Trustees. Any changes to salaries are approved by the Trustees before being implemented. Should the Chief Officer's salary require review, this is undertaken separately by Trustees and without the direct involvement of the Chief Officer.

Risk Management

The major risks to which the charity is exposed are regularly reviewed and systems, policies and procedures established to mitigate those risks. Staff and trustee inductions are completed to include policies and the review process ensures all new policies and any amendments are agreed at Board level.

The annual review of Health & Safety and Safeguarding policies and procedures was undertaken, Designated Adult Safeguarding Lead training was updated, and a full review of Equality and Diversity policy and procedures was completed in year. All staff and volunteers undertook training appropriate to their role including autism awareness, mandatory training and updates in Mental Health First Aid and Safeguarding. Continuous professional development is encouraged, with staff and volunteers also encouraged to access online training in Suicide Awareness, Making Every Contact Count, Dementia Awareness.

Objectives and Activities

The objectives of the charity:

- a) To promote any charitable purposes for the benefit of the community in the local government district of Chelmsford and its neighbourhood;
 - b) To promote and organise co-operation in the achievement of above purposes and to that end to bring together in council representatives of the voluntary organisations and statutory authorities within the area.
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Public Benefit Statement

The Trustees confirm that they have had due regard to the guidance issued by the Charity Commission on Public Benefit. Chelmsford CVS objects are clear in that they will promote any charitable purposes that are for the benefit of the community; its aims and activities of brokering volunteer opportunities, providing support to individuals, to voluntary and community organisations, especially in the area of health, wellbeing, safety and education, are in accordance with the regulations on public benefit.

Principal activity

Chelmsford Council for Voluntary Service (CVS) works to support, promote and develop local voluntary action to maximise the effectiveness of voluntary and community activity. The charity operates in Essex under the working name of Chelmsford CVS and hosts or delivers a number of projects to support community wellbeing, including Pre Loved Prom, VolFEST, Chelmsford 100: Hidden Gems, Volunteer Centre, Chelmsford Men's Shed, Community Corner Cafe, Supporting Wellbeing Operations Team (SWOT), Chelmsford 4 Good, Chelmsford Connects, Delivery partner for Essex Timebank, NHS social prescribing Link Workers, Winter Warm, Tennyson House Live Well Garden and Writtle Surgery Garden, IT Man @ MLCT, Supporting local Covid vaccination volunteer recruitment and infrastructure; Delivery partner for Chelmsford Community Resilience Hub, Essex Family Support Service, Knitting Group @ Caffe Marconi and SWF Community Garden.

Chelmsford CVS is a local infrastructure charity and works across the district offering activity and support which sits within four overarching functions:

- Leadership and advocacy
- Partnerships and collaborations
- Capacity building
- Volunteering

Achievements and Performance

Main developments and achievements during the year: Chelmsford CVS thanks the City Council for continuing to support our core business with grant funding. This helps to provide a sound basis from which to lever in additional resource to deliver support and services to the voluntary sector, engage with local partnerships and sustain projects that support the health, resilience and wellbeing of the local community. It enables the charity to build a core infrastructure of support and a chain of collaborative effort that is nimble and swift to act whatever the presenting community need.

The Trustees also thank CVS members and all of the agencies, charities, community groups, volunteers and other stakeholders who work with us year on year to enable a connected offer in support of our communities. Given the current economic climate and tensions in communities around the country, there remains much challenge and the trusted relationships that the charity has built up over almost 30 years has enabled it to continue to develop trusted relationships and enhance joint working for the benefit of local people.

Chelmsford CVS works with the sector and strategic partners, to bring people together and set up activities that meet a need in our community. All CVS staff utilise Asset Based Community Development principles enhancing what's strong rather than focussing on what's wrong, to empower and skill up rather than creating further dependencies.

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The Trustees would like to thank the staff team for their continued dedication to be able to offer time to every group requesting help. Thanks go to every one of 108 volunteers who continued to offer time and talent to the charity's Hub and projects. The charity thanks Lynne Foster who has given many years of wise and unwavering support as trustee of the charity; she stepped down in year to take up duties of Deputy Leader of the City Council.

In December, we were devastated to learn of the unexpected passing of Brenda Newman, aged 89, who had been our charity shop volunteer Manager since its inception. Brenda's daughters said she lived and breathed her voluntary role and passed away still doing what she loved: "organising a shop, chatting to visitors, supporting younger people, selling just about anything in a shop, which gave her purpose and fulfilment." The Trustees would like to pay tribute to Brenda and her family for her unstinting dedication running the CVS charity shop for over 10 years. She is very much missed.

The following pages offer just a snapshot of what has been another exceptionally busy year despite continued funding uncertainties and reduced capacity to respond to demand:

Supporting the Voluntary & Community Sector (with communications, fundraising, governance, compliance): Chelmsford CVS had 17 new voluntary sector organisations come into membership of the charity during the year but lost two due to closure. The CVS team *delivered direct support to 343* charities, voluntary or community groups and non-constituted groups. Repeat business was again buoyant with agencies accessing support with different needs many times over the year.

We were able to support complex compliance issues including: insurance, safeguarding, risk assessments, strategies, policies and procedures. All of this work helps voluntary & community sector (VCS) organisations and their trustees/committee members to navigate the often challenging landscape to keep legal and safe operations. We've delivered specialist support with governance issues over the year with each group requiring two or three, 1-2 hour one-2-one sessions and written follow up. The team offered up face to face support to people in the community wishing to set up voluntary activity to make a positive difference; everything from youth music to new men's sheds to kidney cancer care and supporting the establishment of a new community hub in South Woodham Ferrers. The charity continued to offer side by side support to groups to make successful charity commission applications.

The charity supported VCS groups with their fundraising endeavours, during the year, connected with groups to help them interpret application guidance, researched and circulated a myriad of funding opportunities through a monthly Funding bulletin, reviewed applications, acted as referee or endorsed bids, helped with budgets and as a soundboard for those expanding or contracting their charitable offer.

Recognising the challenges ahead for charities facing increased demand without recourse to emergency funding we continued to offer 'Meet the Funder' events which were well attended and received. Looking to a future of more demand and less capacity we embarked on a new relationship with Active Essex to help strengthen their place based delivery offer.

Liaison (Connecting and referring): Making connections and introductions between the VCS and potential collaborative colleagues or to the VCS from statutory partners is day to day work for the CVS. On receiving any request we continued to *work to support connections* and relationship building between statutory partners and the voluntary sector, across the sector and amplifying awareness of known activities to a variety of referral mechanisms including GP social prescribers. Efforts made to broker business relationships with the voluntary sector came to fruition, with a large business choosing two smaller groups to support during a year of staff fundraising.

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Resources Hub: The charity has been able to increase its stock of shared resources available, adding more gazebos, folding tables and chairs. Gazebos, PA systems, Cinema 4 All kit, display boards and bunting saw a lot of use in year with charities currently able to borrow items for free. Meeting rooms picked up in usage with weekly bookings again being taken up by many different voluntary groups on an ad hoc basis. Recovery college, youth sessions, crafting, employability, language, counselling, team meetings, hot desking – to name just a few.

Information and Communications: The charity continued to send a weekly E-bulletins and funding opportunities to **539 subscribers with 49 Bulletins being researched, prepared and sent out** during the year to voluntary sector representatives and local stakeholders, each containing up to ten items of interest. Opportunities are often picked up within minutes of circulation. Nine Funding Bulletins, full of a wide variety of grants available, were also researched and sent out in year.

chelmsfordcvs.org.uk continued to be popular with an increase in 31% on website traffic since the previous year. Latest Volunteering opportunities continues to be the most popular page; people find us most when they Google ‘Volunteering Chelmsford’ or ‘Volunteering Opportunities near me. Followings were maintained on X although the charity took a step back from using it as a promotional tool moving more to Facebook and creating a new Instagram presence. Followers on CVS Facebook page are well networked groups and individuals so when feed is shared it multiplies the CVSs reach many thousand fold. The trustees are again grateful to the City Council’s Communications Team in getting our messages out via their social media and often reporting our activities in City Life, helping to reach a much wider local audience.

Enabling Representation & Strategic Partnership Work: Chelmsford CVS is dedicated to ensuring that the voice of the voluntary sector is heard at strategic tables, showcasing VCS talent and raising challenges at the highest level. The charity continued to attend key meetings and support the ongoing development of the Chelmsford Against Slavery Partnership, leading on a successful bid into the Essex Police Fire & Crime Commissioner fund in support of continued expert co-ordination.

In year, CVS engaged with and attended more than **116 partnerships and forums**, keeping a watching brief on many others so that the VCS voice could be consistently heard. These included Mid Essex Alliance, One Chelmsford Board, Live Well Chelmsford, Mid Essex Children’s Partnership, Macmillan Community Voices Partnership and three Neighbourhood Teams leadership groups. When a specialist view was needed, the charity was proactive in connecting in strategic charity leads. The Chief Officer continued to meet with other CEOs as peer support, to connect new leads into local networks and to keep abreast of significant issues and challenges.

Chelmsford Connects: The charity’s interactive online directory www.ChelmsfordConnects.org.uk continued to grow in scope containing thousands of local agencies and activities and updated day to day. **Specific support available** across Chelmsford, such as Winter Warm Spaces, were added and updated so that awareness is raised of hyper local activities in the community.

Community Grants & Funds: The charity continued to support the administration of the City Council’s Community Grants, and met with commissioners to reinforce the importance of small grant funding, **enabling vital funds** to continue to be awarded to local charities. Chelmsford CVS acted as Treasurer for a number of schemes and continues to hold funds and work in partnership for the benefit of Active Chelmsford. Working with Community 360 as Mid and South East Essex Lead, the charity again supported a final allocation of a micro grants fund for Chelmsford Groups. We had the pleasure of working with three Essex County Councillors to enable allocation of locality funds in their divisions.

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The Volunteering & Projects Manager led on a new collaboration with Culture Chelmsford involving a research and grant-making programme exploring Culture, Health, and Social Prescribing enabling several micro-grants to go out to groups to enable a myriad of activity to take place. She continued to work closely with the City Council's Homes for Ukraine Advisor, and the charity secured a two year grant for the Ukrainians in Chelmsford group, from Essex County Council via Essex Community Foundation, to develop and grow the Ukrainians in Chelmsford support group.

CVS Networking Meetings: In March 2025 the charity embarked on new plans to bring together community leaders at two *Discovery Round tables* held at Bubu's Community Hub. Aimed at informing the future support needs of the voluntary and community sector here in Chelmsford, Chelmsford CVS networking offer will be informed by the outcome of the Roundtables and survey research.

Volunteer Centre Specialist Activities: Brokerage: The charity continued to offer a bespoke brokerage and volunteer-matching service throughout the year. In total, the Volunteer Centre *placed 1,569 volunteers* in roles - a fifty percent increase on the previous year - with an enquiry to *placement ratio for the year of 42%*, against an industry national average of 15%. The Volunteer Centre also sourced, arranged and facilitated high-quality placements for **247 employee** and corporate volunteers. All of this work is set against a national environment where volunteer recruitment continues to be challenging and UK volunteering rates have dropped to their lowest levels since records began.

The charity is indebted to **108 amazing volunteers**, who gave time week on week across all of the charities projects, to keep activities running. This year they contributed over **8,175 hours** of volunteering to the CVS which can be monetised at minimum wage to over £93,500. However, the value that they bring to the charity and its projects in terms of skills, dedication and enthusiasm is beyond measure.

In order to maintain a local environment where volunteering can flourish, the Volunteer Centre: Delivered **12 presentations** to community groups, businesses, and educational institutions; Ran **38 outreach stalls** at schools, libraries, shopping centres, job fairs, and community events; Featured 4 times on BBC Essex, including a guest appearance on Dave Monk's final show, plus coverage on Haart FM and Chelmsford Community Radio; Maintained monthly columns in the City Times and Moulsham Times, with frequent features in Danbury Focus and SWF Focus; Reached wide audiences via social media, newsletters, local press, and partner networks; Distributed a quarterly volunteer newsletter to over 3,000 individuals identified as having a keen interest in volunteering.

Through volunteer brokerage and continuing to offer one to one interviews thanks to the expertise of the Volunteer Centre Assistant, the charity identified and developed *supported volunteering* roles for the benefit of people who struggle to access traditional volunteering. There has been a sharp rise in the number of people seeking volunteering opportunities who require structured support. Local charities—facing reduced resources—frequently cannot offer the time or guidance needed, limiting opportunities for those who need help getting started.

The Volunteer Centre continued to work to **bridge this gap**; identifying and developing supported volunteering opportunities for those facing barriers, and actively advocating for accessible volunteering within our member organisations. The Centre receives referrals from: DWP Disability Employment Advisors, Social Prescribers, Health Coaches, Social Workers, ECL, Hamelin Trust, Realise Futures, The Children's Society (Care Leavers), Chelmsford College, Mencap.

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The Centre continues to offer inclusive volunteering projects, providing structured, supportive environments. Although as yet not fully funded, these activities have been essential for many individuals unable to access mainstream roles. Over the year, we delivered **852 supported volunteering sessions**, a significant increase since last year, reinforcing our commitment to making volunteering inclusive and accessible to all. Every session, be it tea party, garden, walk, carpentry, crafting, or cooking was very much welcomed by all participants.

The Centre continued to guide groups in how best to manage their volunteering teams, offering free expert support on policy writing, best practice, data management, volunteer recruitment, volunteers and the law, and recruiting and supporting young Trustees. Supporting **194 organisations** in total, with **136 receiving direct help** on recruitment and volunteer development.

Chelmsford Volunteer Centre initiated and facilitated **three Chelmsford Volunteer Managers Forums**; peer-to-peer support and learning sessions, where volunteer engagement professionals could discuss, share, question, learn, and seek help regarding volunteer management and developments in a supportive environment. These attracted attendees from a wide range of charities, and community groups.

The expertise of the Volunteering & Projects Manager is widely recognised and in year prompted requests: To help judge the **First Give Awards**, celebrating youth-led social action; From the RHS to organise the Essex Community Garden Forum, featuring expert speakers and training; To join the Compassionate Communities partnership; To become part of Stow Maries Project Responses Group.

The Centre assists with the quality and development of the **Volunteer Essex digital platform**, including generating, editing, and re-writing content and resources. Our team is regularly consulted by volunteer centres across Essex for advice on best practice, volunteer engagement, digital support and is committed to collaborative working and actively contribute to the **Volunteer Essex network**.

Culture and Social Prescribing: In partnership with Culture Chelmsford and with funding support from Chelmsford City Council through the UK Shared Prosperity Fund (UKSPF), the charity co-delivered a pioneering programme focused on linking culture with social prescribing to improve health and wellbeing in Chelmsford. The project began with a collaborative research phase, working with Anglia Ruskin University to produce a report exploring what social prescribing currently looks like in Chelmsford, and identifying where opportunities exist to better connect it with cultural activity.

Following this, the charity played a leading role in designing, administering, and delivering a new grants programme, which funded 18 grassroots pilot projects. Each project explored how creativity—ranging from street art and music to storytelling and craft—could be used to support mental and physical wellbeing through social prescribing. The initiative used a co-designed, community-led approach to grant-making, ensuring projects were shaped by local voices and needs. CVS contributions included: Holding funds, financial administration and project oversight; Facilitating workshops and learning exchanges for grant recipients; Producing and collating project reporting; Coordinating the judging panel and scoring process for grant applications

Beyond the grants programme, our partnership with Culture Chelmsford has continued to grow. We also participated on the interview panel to appoint consultants developing a new Community Engagement Framework for Chelmsford and sit on Culture Chelmsford's Community Connectors Working Group, helping to ensure that diverse community perspectives are central to cultural planning.

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Supporting the Ukrainian Community in Chelmsford: Since June 2023, the charity has worked in close partnership with Chelmsford City Council's Homes for Ukraine Advisor to support the Ukrainian community in Chelmsford—currently around 360 individuals—to deliver a range of targeted activities. Full details can be found at www.ukrainians_chelmsford.uk. As the fundholder the CVS manages the delivery and financial oversight of the programme. Key achievements include: 44 themed community meetings, offering practical advice and support for integration; Free English classes, helping participants build confidence and communication skills; Happy Ukrainians Club for those aged 60+, providing weekly English lessons, life skills support (e.g. using health services) and strong peer support network to reduce isolation and improve wellbeing; Children's Club (ages 4–11) weekly play sessions and Ukrainian language lessons with a focus on preserving cultural identity while integrating locally; Play UA Teen Group (ages 11–17) offering weekly three-hour sessions with games, discussion, and emotional support, space to share challenges and build lasting friendships and visible improvements in mental health and reduced homesickness

Support for Asylum Seekers: The charity continued to facilitate the multi-agency, *Collaborative Working Group* of key local charities and support agencies who are responding to the needs of Asylum Seekers in Chelmsford that it set up the previous year. It grows in numbers with the aim of encouraging cooperation, avoiding duplication, countering misinformation, and jointly identifying ways to meet the needs of the hundreds of people newly arrived in the city.

Formal Training and Skills: In year, the charity held: *Two Mental Health First Aid* courses and two Autism Awareness sessions. Through the CVS website training was available in *Suicide Awareness*, *Mental Health First Aid*, *Telephone Befriending*, *Making Every Contact Count*, and how to volunteer safely and responsibly.

Wider Networks and Local Consultation: The charity is an active member of NCVO, the National VCS Emergency Partnership, the national Association of Volunteer Managers, National Association of Link Workers and the National Association of Voluntary & Community Action, attending meetings, responding to enquiries, sharing insights and advice, and providing statistical reports to colleagues. Those networks are invaluable to compare and contrast local challenges and for support should a tricky issue arise.

The charity continued as an active member of the National and Essex Shed Network, Essex Community Garden Forum, and held a first Chelmsford Trustee's Network meeting.

Essex Community Tree: The charity provided hands on support for *the launch of the new website*, helping to shape the event development and promotion. Thanks to support of a space and refreshments from the City Council, the launch was very well attended by Tree network members and the Mayor and Mayoress of Chelmsford. We continued to play an active role in supporting the Tree Mental Health Forum event here in Chelmsford, connecting local organisations and fostering collaboration within the community sector.

Awards & Recognition: The charity continued to administer and widely promote the *Chelmsford Mayor's Awards for Voluntary Service*, now in its 11th year. These prestigious Awards recognised outstanding contributions to volunteering across **four categories**, with additional highly commended certificates. This event is a vital part of recognising and honouring the exceptional volunteers who make a difference in our community.

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VolFest 2024: In June, the charity held its annual National Volunteers Week event, VolFest, which has become a highlight of the local Third Sector's calendar. The event saw **50 local charities** exhibiting along Chelmsford High Street, giving them the opportunity to recruit volunteers and inform the public about their services. This year the event featured: Music from Hotbox; Stands and food vans from local vendors; Demonstrations and activities from charities; Strong engagement from local businesses; BBC Essex broadcasting live and considerable media coverage. We estimate that over **2,000 people** attended, making it a vital outreach event for local charities and a key platform for securing volunteers and trustees and a flagship event for the charities small team.

Chelmsford 4 Good Charity Shop: We were deeply saddened by the passing of much-loved volunteer shop manager, **Brenda Newman** just after Christmas. She was the heart of the shop and a treasured member of Chelmsford CVS. Following her passing, many of the shop volunteers felt unable to continue without her, and we closed the shop for just over a month to reflect, reset, and honour Brenda's memory. Brenda's daughters created a Go Fund Me appeal to facilitate a collection at her wake which raised over £1,000 for the CVS.

Looking to the future and with the support of CVS part-time Community Development Worker, we recruited and trained a new team of volunteers. The shop has since reopened and now operates three days a week, continuing to serve as both a community space and a vital income stream. The shop continues to provide much needed funds for the charity, as well as building a Community Chest for the future.

The shop continued to be an important volunteering site for people with additional needs. Several young volunteers have gone on to secure paid employment, using their experience in the shop as a stepping stone. Chelmsford 4 Good is one of the few places in Chelmsford that provides structured volunteering placements for ex-offenders and Community Payback participants, supporting their rehabilitation and reintegration. Brenda's legacy lives on through the shop's continued role as a place of opportunity, support, and second chances for many in our community.

Community Gardens: Following a successful small grant from RHS Communities, the charity's community garden projects now form the Live Well **Social Prescribing Garden Network**. This network connects community gardens across Chelmsford that support vulnerable individuals and volunteers with additional needs. Through this initiative, we have: Facilitated group gardening and craft sessions, Forest Bathing Sessions; Invited in guest speakers and instructors; Delivered training in First Aid, Dementia Awareness, and Mental Health First Aid; Purchased accessible gardening tools for volunteers with physical access needs; Organised seasonal social events to support isolated gardeners during the winter; Advised on the development of other local garden projects; Participated in the Writtle Christmas Tree Festival; Developed volunteers so that they've been able to move onto new opportunities.

The charity now directly operates three community gardens, each designed as a Social Prescribing Garden—their primary purpose being to support volunteers with health conditions, disabilities, or barriers to social inclusion. These gardens require a significant investment of time, planning, and the dedicated presence of a part-time CVS Community Development Worker to meet the varied and complex needs of participants. During the winter months, when gardens are less active, Locality funding was utilised to deliver a seasonal programme of gardening, cooking, craft, social activities, ensuring people remained connected and supported through colder months when the gardens were closed.

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In year, we organised and hosted the *Chelmsford Community Garden Forum* in collaboration with the RHS Communities team, held at Central Baptist Church. This successful event brought together nearly 40 different groups of community gardeners, allotment leaders, and local charities for a day of workshops, networking, and knowledge-sharing. Garden Soup was provided by City of Chelmsford Mencap. CVS work was also showcased at the *Essex Primary Care Network (PCN)* Conference, where our community gardens were highlighted as *a Success Story in wraparound care* - demonstrating how social prescribing projects can enhance wellbeing and reduce isolation for those most at risk.

Resilience Support Continues: At the request of health partners, the charity continued to offer the Community Resilience Hub & Helpline. The Hub provides practical support to people living in the Chelmsford district, operated by an experienced Co-ordinator, taking calls from the public, social prescribers and other front line workers, 5 days a week.

This year working collaboratively, the Hub facilitated **724 interventions** in year which included individual food and voucher deliveries, prescription collections and welfare calls. Amid rising winter and cost of living pressures, the Hub continued its support of Mid & South Essex ICS in helping swift and safe discharge without unnecessary anxiety and minimising risks of being readmitted. The charity was able to bring in trusted partners whose expertise would help make interactions more impactful with additional help from six regular Hub volunteers. The Hub enables the charity to co-ordinate and deliver several key initiatives to extremely vulnerable people, including: Winter Warmth; SWOT (Supporting Wellbeing Operational Team); Food shopping and prescription delivery; Purchasing and delivery of essential items; Welfare checks; Expert signposting and referrals to key services.

Continuing Social Prescribing Link Worker Local Offer: The charity's Link Worker team grew again with the appointment of another full time Link in January 2025 bringing the team to seven expert and experienced GP based prescribers hosted across three Primary Care Networks. Social prescribers work one to one with people to improve their health and wellbeing and this can include up to 12 intensive support sessions that can be life changing. During the year our Links picked up and worked with **1644 referrals, again an increase** from the previous year and have become an integral part of the GP offer.

SWOT: The charity continued to run the Supporting Wellbeing Operational Team (SWOT) project throughout the year thanks to a small grant from Essex County Council. SWOT is a **voluntary support service** that addresses low-level practical and social barriers to hospital discharge, and checks in with patients at risk of readmission within the critical first 2–3 days post-discharge. It fills an essential gap for individuals whose needs do not qualify for a formal care package but who still face real obstacles to returning home safely. By resolving these issues quickly, SWOT helps increase capacity across health and care services, and is recognised as a valued part of the Mid Essex Intermediate Care landscape. In 2024–25, the project completed **215 patient interventions**. SWOT continued to purchase and deliver new clothing to keep ward based clothing depositories topped up enabling patient dignity.

Winter Support Offer: The charity continued to work with trusted local agencies to identify urgent Winter need and collaborate to meet this. The **Winter Warm grant** from Essex County Council was withdrawn from CVSs across Essex and the charity was grateful to Chelmsford City Council's Public Health team who reinstated the grant locally enabling a continued conduit of vital funding for key charities to continue to offer support to our most vulnerable residents during colder weather. We continued to work with The Salvation Army to give out Winter coats collected the previous year.

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Community Craft Group: The charity continued to offer a women-only volunteer group delivered in partnership with a locally owned minority-led business. The group brings together women from diverse backgrounds who are facing a variety of personal challenges, including: refugee and asylum-seeking women, survivors of domestic abuse, recently bereaved or widowed individuals, women with learning disabilities and physical health conditions, those experiencing loneliness, isolation, or a lack of direction. The group offers a safe, welcoming, and supportive environment where participants can develop friendships, rebuild confidence, and contribute meaningfully to the wider community through craft.

Together, the group has *created a wide range of handmade items* for charitable causes, including: baby clothes and blankets for low-income families, reusable sanitary products for women experiencing period poverty in the UK, Italy, Greece, and Lebanon, worry Monsters for children supported by Kids Inspire, knitted breasts for training midwifery students at Anglia Ruskin University, hats, gloves, and scarves for local homeless charities (CHESS, Sanctus, and Chelmsford Foodbank), blankets and hats for patients at Broomfield Hospital, Ramadan Moons for local celebration. Alongside creativity, the group provides vital emotional support, a sense of purpose, and a strong community for women who may otherwise feel overlooked or excluded.

Chelmsford Men's Shed: This hosted project offers a welcoming, supportive space where men can come together to learn practical skills, build friendships, and contribute to the local community through creative and purposeful projects. The Shed plays a vital role in the wider men's mental health support landscape, with the majority of participants referred by Social Prescribing teams or social workers. This year, the Shed has contributed to a range of meaningful projects, including: commissioned work for Barrow Farm Riding School for the Disabled, projects for the Helen Rollason Cancer Charity and local community gardens, small home improvement tasks for vulnerable individuals returning from hospital

Thanks to growing demand, we successfully *opened two additional weekly sessions* this year, enabling us to support more men than ever before. Chelmsford Shed was also formally recognised as a Dementia Friendly group by the Essex Inclusive Dementia Community (IDC) Network, a testament to the inclusive, safe environment provided. A highlight this year was being selected by Barratt and David Wilson Homes Eastern Counties as one of their chosen community partners. The Chelmsford-based housebuilder, known for its commitment to local engagement, has pledged to share a full year of fundraising, volunteering, and hands-on support between the Shed and local charity Little Edie Foundation. This is an exciting opportunity and a real coup for our grassroots initiative, offering fresh resources, visibility, and funding.

South Woodham Ferrers: Men's Shed & Community Hub Development: This year, the charity has dedicated significant time and resources to the development of both the South Woodham Ferrers Men's Shed and the new South Woodham Ferrers Community Hub. Working alongside local community leaders, these projects have required *sustained and intensive support* to bring to life including: Relationship building and governance development, administrative and financial guidance, successful funding bids, troubleshooting and mediation, especially during challenging periods of setup and growth, promotion and community engagement, support with asset purchasing and progressing charity registration, attending committee meetings to guide development and provide ongoing professional input. For the **Community Hub**, the CVS now manage bookings and finance administration. Community usage is steadily growing, with new groups and residents starting to use the space for events, meetings, and services.

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Climate Change: The Pre-loved Prom project has been taken up by Kids Inspire charity and we were pleased to promote the appeal and to loan out clothes rails and hangers. All volunteer gardeners are encouraged to learn more about climate challenges and biodiversity and put this into practice during community gardening sessions. We continued to support the City Council in recruiting volunteers to Love Your Chelmsford and in our mission to offer out anything useful that may be destined for landfill to the local charity sector.

Facilitating the use of Locality Funds: The charity again worked with Essex Councillors to broker good use of their Locality Funds in the community by *signposting to a range of causes* in their divisions. Offering to host funds for local projects enabled additional vital support for Ukrainian children, promotional materials, street support to name just a few.

Chelmsford 100 Walking and Wellbeing Project: The charity continued to develop the legacy of the successful community outreach project, Chelmsford 100, by delivering an installation over two days at Papermill Lock, a beautiful area, in partnership with the Willow Set. Held in Summer, the event focused on themes of wildlife exploration and *featured a variety of activities*, including a display of the full 100 flags and accompanying stories, a treasure hunt and hula hooping activities, contributions from RHS Essex, Essex Therapy Dogs, Essex Search & Rescue, Chelmsford Community Bookshop, and local artist Elaine Tribbley. The event was very well attended, especially by families, some of whom had never visited the Lock and river area before. It was a wonderful way to connect the community to nature and the environment.

Beach of Dreams: The charity began work on the Beach of Dreams 2025 project, an initiative by international arts organisation Kinetika. This UK-wide project combines art, walking, and storytelling to highlight the coastline and its communities. Our involvement included *working with South Woodham Ferrers* volunteers to collect local stories, draw up designs and create six large pennants that reflect these narratives. The project will continue into 2025/26, with plans to expand and further explore the connection between community stories and the coastline.

Choose Your Chill: In August, the charity worked with New Generation Development Agency (NGDA) to support delivery of their new event, Choose Your Chill, at Oaklands Park. NGDA conceived the event to connect diverse communities, with a focus on members of the global majority, young people, ethnically diverse artists, businesses, and partners. Our support included involving CVS Community Development Worker in the CCEP (Chelmsford City Ethnicities Partnership), guidance on risk management, health & safety, event management, providing loan of gazebos, tables, chairs and hands-on support throughout the day, from setup to takedown. A truly wonderful event that was very well received by all who attended and saw NGDA, young volunteers and board, put on a very well organised significant new event in Chelmsford's calendar.

Supporting the Knife Angel Legacy: The charity continued partnership work begun in the previous year with *Keep It 100 Essex CIC*, artist *Alfie Bradley* and the *City Council's Safer Communities* lead to deliver a public art sculpture. Called '*I Am Love*' the sculpture is dedicated to empowering against all forms of youth violence and located at Frank Whitmore Green in Chelmsford city centre. To support this Keep It 100 initiative, which is intended as place of reflection and education, CVS was successful in *raising over £22,000* in charitable funds which, with careful management of the budget and in kind support from a wide variety of sources, saw the project through to completion. The CVS team fully supported the sculpture arrival event at the beginning of October, at which the Chief Officer was kindly presented with a certificate from the High Sheriff.

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Overcoming Digital Exclusion: As planned, following the end of project funding, the charity successfully supported the Computer Club's *transition into an independent, volunteer-led group*. The club tackles digital exclusion by helping people of all ages and abilities gain confidence with their devices, while also offering a friendly, social space. Many participants now use digital tools more confidently for daily tasks, healthcare, and communication. We're proud to have launched and supported this project at Moulsham Lodge Community Hub, and to see it continue sustainably in the community.

Community Corner at Chelmsford Market: The funding for this pilot project came to an end and, as planned, we handed the unit back to Chelmsford Markets with grateful thanks for their support. The learning from the project enabled City of Chelmsford Mencap to continue offering a pop up Café at a *new venue in the city* every Wednesday. Resources purchased for the project will be added to CVS Resource Hub available on loan to the voluntary sector.

My Weight Matters: After four years of delivery, the charity made the decision to cease the My Weight Matters session in Danbury, which we had been running on behalf of Provide's Essex Wellbeing Service. This decision was based on several factors: We received no funding for the ongoing delivery of the service so it became unsustainable; Referrals had declined significantly, with attendance dropping to near zero despite our best efforts, there was little to no promotional or referral activity from EWS to support uptake of the service; Our committed volunteers felt *ready to explore new opportunities* after years of running the group and we celebrated their move on.

Mid Essex Men's Health Inequalities Research: From July 2023 to June 2024, Maldon & District CVS, Chelmsford CVS, and Community360 Braintree worked in partnership to explore men's health inequalities across Mid Essex. The focus was specifically on understanding the barriers faced by men aged 30 to 60 in accessing mental health support. Through targeted engagement and male involvement, the project aimed to shine a light on the challenges, inform local understanding, and build on existing community assets to improve mental health and wellbeing. Key elements of the work included developing a male-focused community asset map, engaging directly with local people to identify barriers to access, specific work on suicide prevention, and co-designing new opportunities for support that are rooted in relationships, trust, and local knowledge. This work was concluded in year with the report here: <https://chelmsfordcvs.org.uk/insights/>

Financial review

Total income in the year was £466,035 (2024 - £538,699) and expenditure decreased to £432,878 (2024 - £459,067) resulting in net income of £23,157 (2024 - £71,632). The statement of financial activities also shows a loss of £10,000 (2024 - £8,000) on the defined benefit pension scheme. For further details, please see note 13.

Reserves policy

To mitigate the risks of the uncertain funding climate the Trustees retain the ambition to increase the current level of free reserves to six months' of general unrestricted expenditure. This equates to free reserves of £209,939 compared to actual free reserves held at the year end of £175,054 (excluding designated funds, fixed assets and pension reserve) as set out in note 15.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
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YEAR ENDED 31 MARCH 2025**

As the work of the charity relies on the ability of its staff members to carry out its objectives, the Trustees maintain a designated Employment Reserve to mitigate the risk of temporary loss of that ability, or such other risk as may arise to the charity as an employer.

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Approved by the Trustees on 18 December 2025 and signed on their behalf by:

Allison Lofthouse
.....

Allison Lofthouse

Chair of Trustees

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2025

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2025 which are set out on pages 16 to 30.

Responsibilities and basis of report

As the charity 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 company'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

Since the 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 Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no 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 accord with those 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.

Alex Stone

A Stone FCCA

Edmund Carr LLP
146 New London Road
Chelmsford
CM2 0AW

18 December 2025

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND
EXPENDITURE ACCOUNT)**

YEAR ENDED 31 MARCH 2025

		Unrestricted Funds	Restricted Funds	Total Funds 2025	Total Funds 2024 (As restated)
	Note	£	£	£	£
INCOME FROM:					
Donations and legacies					
Donations	2	18,291	-	18,291	45,487
Grants receivable	4	335,203	23,595	358,798	438,622
Other trading activities:					
Sales income		(2,769)	20,564	17,795	16,459
Charitable activities:					
Service and project income	5	38,851	-	38,851	9,263
Investments	3	32,300	-	32,300	28,868
TOTAL INCOME		<u>421,876</u>	<u>44,159</u>	<u>466,035</u>	<u>538,699</u>
EXPENDITURE ON:					
Charitable activities	6	360,344	72,534	432,878	459,067
TOTAL EXPENDITURE		<u>360,344</u>	<u>72,534</u>	<u>432,878</u>	<u>459,067</u>
NET INCOME/(EXPENDITURE)		61,532	(28,375)	33,157	79,632
Transfer between Funds		(20,831)	20,831	-	-
Other recognised gains / (losses):					
Actuarial losses on defined benefit pension schemes	13	<u>(10,000)</u>	<u>-</u>	<u>(10,000)</u>	<u>(8,000)</u>
NET MOVEMENT IN FUNDS		30,701	(7,544)	23,157	71,632
Reconciliation of funds:					
Total Funds brought forward		355,878	72,710	428,588	356,956
Total Funds carried forward		<u>386,579</u>	<u>65,166</u>	<u>451,745</u>	<u>428,588</u>

The charity has no recognised gains or losses other than the results for the year as set out above.

The notes on pages 18 to 30 form part of these financial statements.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
BALANCE SHEET
AS AT 31 MARCH 2025**

		2025		2024 (As restated)
	Note	£	£	£
FIXED ASSETS				
Tangible assets	10		-	-
CURRENT ASSETS				
Debtors	11	67,665		25,988
Cash at bank		638,736		683,518
		<u>706,401</u>		<u>709,506</u>
CREDITORS: Amounts falling due within one year	12	<u>(254,656)</u>		<u>(280,918)</u>
NET CURRENT ASSETS			<u>451,745</u>	<u>428,588</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>451,745</u>	<u>428,588</u>
NET ASSETS			<u>451,745</u>	<u>428,588</u>
FUNDS OF THE CHARITY				
Restricted funds	16		65,166	72,710
Unrestricted funds	15		386,579	355,878
TOTAL CHARITY FUNDS			<u><u>451,745</u></u>	<u><u>428,588</u></u>

For the year ended 31 March 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 (the Act) relating to small companies.

Directors' responsibilities:

- i) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- ii) the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These financial statements were approved by the Trustees on 18 December 2025 and are signed

Allison Lofthouse

ALLISON LOFTHOUSE

Chair of Trustees

Company Registration Number: 05586169

The notes on pages 18 to 30 form part of these financial statements

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

1. ACCOUNTING POLICIES

a) Basis of accounting

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (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 (effective 1 January 2019) (Charities SORP FRS 102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

b) Going Concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

c) Income

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:

When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.

When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions have been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

d) Expenditure

All expenditure is accounted for on an accruals basis and includes VAT as the charity is not VAT registered. Governance costs are associated with the governance arrangements of the charity. Support costs are apportioned between the funds based on budgeted expenditure at the start of the year.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

e) Depreciation

Major expenditure on tangible fixed assets is capitalised. The cost of other items is written off as incurred.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Presentation and copier equipment	33.33% straight line
Office equipment	33.33% straight line
Furniture & fittings	33.33% straight line

f) Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

g) Creditors and provisions

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 normally recognised at their settlement amount.

h) Fund accounting

Funds held by the charity are either:

Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds – these are unrestricted funds that the Trustees have set aside for specific designated purposes.

Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity.

i) Pension Fund (see note 13)

Chelmsford Council for Voluntary Service participates in a defined benefit scheme operated by Essex County Council. The contributions are determined by the scheme actuaries, on the basis of triennial valuations.

j) Legal Status

The charity is a private company limited by guarantee. It is incorporated in England and Wales and its registered address is Burgess Well House, Coval Lane, Chelmsford, Essex, CM1 1FW. The charity meets the definition of a public benefit entity.

k) Critical areas of judgment

The LGPS valuation shows a pension asset as at 31 March 2025. FRS 102 section 28.22 states a plan surplus can be recognized only to the extent an entity is able to recover the surplus, either through reduced contributions in the future, or through refunds from the scheme. Based on guidance, the pension asset has not been recognised and instead the actuarial gain has been restricted to recognize the asset as nil.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

2. DONATIONS RECEIVABLE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
Other donations	18,291	-	18,291	45,487
	<u>18,291</u>	<u>-</u>	<u>18,291</u>	<u>45,487</u>
<i>Total 2024</i>	45,487	-	45,487	

3. INVESTMENT INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 (As restated) £
Bank interest receivable	9,300		9,300	7,868
Interest on pension fund reserve	23,000		23,000	21,000
	<u>32,300</u>	<u>-</u>	<u>32,300</u>	<u>28,868</u>
<i>Total 2024</i>	28,868	-	28,868	

4. GRANTS RECEIVABLE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
ECC ASC	-	-	-	75,807
Chelmsford City Council	63,850	23,595	87,445	56,176
Other government grants	178,401	-	178,401	249,992
Other grants	92,952	-	92,952	56,647
	<u>335,203</u>	<u>23,595</u>	<u>358,798</u>	<u>438,622</u>
<i>Total 2024</i>	391,560	47,062	438,622	

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

5. SERVICE AND PROJECT INCOME

	Unrestricted Funds	Restricted Funds	Total Funds 2025	Total Funds 2024
	£	£	£	£
Project and services income	38,851	-	38,851	9,263
	<u>38,851</u>	<u>-</u>	<u>38,851</u>	<u>9,263</u>
<i>Total 2024</i>	9,263	-	9,263	

6. CHARITABLE EXPENDITURE

	Unrestricted Funds	Restricted Funds	Total Funds 2025	Total Funds 2024 (As restated)
	£	£	£	£
Project delivery costs				
Staff costs	297,684	57,173	354,857	361,255
Other professional fees	2,619	11,275	13,894	11,352
Support costs:				
Rent and rates	18,655	-	18,655	23,064
Printing, postage and stationery	556	56	612	4,755
Telephone and internet	3,570	685	4,255	5,269
Travelling and meeting costs	7,858	950	8,808	7,831
Repairs and maintenance	3,622	-	3,622	6,658
Other	12,299	2,395	14,694	26,734
Governance costs (note 7)	13,481	-	13,481	12,149
	<u>360,344</u>	<u>72,534</u>	<u>432,878</u>	<u>459,067</u>
<i>Total 2024</i>	378,075	80,992	459,067	

7. GOVERNANCE COSTS

	Unrestricted Funds	Restricted Funds	Total Funds 2025	Total Funds 2024
	£	£	£	£
Independent examination	1,000	-	1,000	1,000
Accounts preparation	5,876	-	5,876	3,770
Fees payable to Independent Examiner	6,876	-	6,876	4,770
Bookkeeping	6,571	-	6,571	3,581
Other professional fees and charges	34	-	34	3,798
	<u>13,481</u>	<u>-</u>	<u>13,481</u>	<u>12,149</u>
<i>Total 2024</i>	12,149	-	12,149	

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
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NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2025**

8. ANALYSIS OF STAFF COSTS

	2025	2024 (As restated)
	£	£
Wages and salaries	310,742	316,664
Social security costs	23,804	24,077
Pensions	20,311	20,514
	<u>354,857</u>	<u>361,255</u>

None of the employees' emoluments exceeded £60,000.

None of the trustees or persons connected with them received any remuneration for their services.

During the year no expenses (2024: Nil) were reimbursed to the trustees.

Total key management personnel remuneration benefit during the year amounted to £55,010 (2024: £60,680).

The average number of paid employees during the year, by head count, was 12 (2024: 12).

9. NET INCOME / (EXPENDITURE) FOR THE YEAR

This is stated after charging:

	2025	2024
	£	£
Depreciation	<u>-</u>	<u>-</u>

10. TANGIBLE FIXED ASSETS

	Presentation and copier equipment £	Furniture & fittings £	Office Equipment £	Total £
COST				
At 1 April 2024	7,560	3,029	3,895	14,484
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 March 2025	<u>7,560</u>	<u>3,029</u>	<u>3,895</u>	<u>14,484</u>
DEPRECIATION				
At 1 April 2024	7,560	3,029	3,895	14,484
On disposals	-	-	-	-
Charge for the year	-	-	-	-
At 31 March 2025	<u>7,560</u>	<u>3,029</u>	<u>3,895</u>	<u>14,484</u>
NET BOOK VALUE				
At 31 March 2025	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2024	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

11. DEBTORS

	2025	2024
	£	£
Trade debtors	67,665	25,988
	<u>67,665</u>	<u>25,988</u>

12. CREDITORS: Amounts falling due within one year

	2025	2024
	£	£
Other creditors including amounts held as Treasurer	232,022	253,116
Trade creditors	16,364	14,870
Tax and social security	450	6,979
Accruals	5,820	5,502
Deferred income	-	451
	<u>254,656</u>	<u>280,918</u>

Deferred income relates to events and projects that have not yet taken place as at the year-end. All deferred income brought forward was released in the current year.

Other creditors include amounts received from grant providers and donors that are for other charitable organisations and recipients. The Charity acts as Treasurer for the funds and pays out to their intended recipients as and when required. During the year a total of £97,802 was received and £117,348 was paid out. These receipts and payments are not included in the Charity's statement of financial activities. At the balance sheet date a total of £232,022 (2024: £229,790) was held.

13. DEFINED BENEFIT PENSION SCHEME ASSET/(LIABILITY)

The charity participates in the Local Government Pension Scheme (LGPS), a funded defined benefit pension scheme that provides retirement and related benefits based on final pensionable salary. The scheme is administered by Essex County Council in accordance with the Local Government Pension Scheme Regulations.

Although the LGPS is a multi-employer scheme, the charity is able to identify its share of the underlying assets and liabilities and therefore accounts for the scheme as a defined benefit scheme under FRS 102 Section 28. The FRS 102 actuarial report has been prepared by the scheme actuary, Barnett Waddingham LLP.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2025**

13. DEFINED BENEFIT PENSION SCHEME LIABILITY (continued)

The LGPS is a funded defined-benefit scheme, with the assets held in separate trustee-administered funds. The total contribution made for the year ended 31 March 2025 was £10,000 (2024: £3,000), of which employer's contributions totalled £Nil (2024: £Nil) and employee's contributions totalled £10,000 (2024: £3,000). The agreed contribution rates for future years are 0% per cent for employers and 5.5% to 12.5% per cent for employees.

Principal actuarial assumptions

	2025	2024
	%	%
Discount rate	5.7	4.85
Pension increases (CPI)	2.9	3
RPI Inflation	3.3	3.3
Salary increases	3.9	3.9

The current mortality assumptions include sufficient allowance for future improvements in the mortality rates. The assumed life expectations on retirement age 65 are:

	2025	2024
Retiring today		
Males retiring today	20.80	20.80
Females retiring today	23.30	23.30
Retiring in 20 years		
Males retiring today	22.10	22.00
Females retiring today	24.80	24.70

Fair value of scheme assets

The employer's share of the assets in the scheme were:

	2025	2024
	£	£
Equities	737,000	720,000
Gilts	20,000	23,000
Property	108,000	90,000
Cash/temporary investments	26,000	32,000
Alternative Assets	202,000	197,000
Other managed funds	248,000	237,000
	<u>1,341,000</u>	<u>1,299,000</u>

The actual return on scheme assets was £65,000 (2024 - £144,000)

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2025**

13. DEFINED BENEFIT PENSION SCHEME LIABILITY (continued)

Local government pension schemes

The LGPS valuation shows a pension asset amount to £588,000 as at 31 March 2025 (2024: £26,000 asset). FRS 102 section 28.22 states a plan surplus can be recognised only to the extent an entity is able to recover the surplus, either through reduced contributions in the future, or through refunds from the scheme. Based on the guidance, the pension asset has not been recognised and instead the actuarial gain has been restricted to recognise the liability as nil.

Amounts recognised in the statement of financial activities

	2025	2024
	£	£
Current service cost	(12,000)	(12,000)
Interest income	62,000	56,000
Interest cost	(39,000)	(35,000)
Admin expenses	(1,000)	(1,000)
Total amount recognized in the SOFA	<u>10,000</u>	<u>8,000</u>

Changes in the present value of defined benefit obligations were as follows:

	2025	2024
	£	£
At start of period	812,000	744,000
Conversion of trusts	-	-
Current service cost	12,000	12,000
Interest cost	39,000	35,000
Employee contributions	10,000	3,000
Actuarial (gain)/loss	(88,000)	48,000
Benefits paid	(32,000)	(30,000)
At 31 March	<u>753,000</u>	<u>812,000</u>

Changes in the fair value of share of scheme assets:

	2025	2024
	£	£
At start of period	812,000	744,000
Conversion of trusts	-	-
Interest income	62,000	56,000
Actuarial gain/(loss)	(98,000)	40,000
Admin expenses	(1,000)	(1,000)
Employer contributions	-	-
Employee contributions	10,000	3,000
Benefits paid	(32,000)	(30,000)
At 31 March	<u>753,000</u>	<u>812,000</u>

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2025**

14. COMMITMENTS UNDER OPERATING LEASES

At 31 March 2025 the company's total future minimum lease payments under non-cancellable operating leases, were as follows:

	Land and buildings 2025 £	Land and buildings 2024 £
Not later than 1 year	-	-
Later than 1 year not later than 5 years	-	-
	<u>-</u>	<u>-</u>
	<u><u>-</u></u>	<u><u>-</u></u>

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2025

15. UNRESTRICTED FUNDS

Current year	Movement in resources:				Balance at 31/03/2025
	Balance at 01/04/2024	Income	Expenditure	Gains, losses & transfers	
	£	£	£	£	£
General unrestricted funds	133,734	396,574	(345,254)	(10,000)	175,054
Designated funds					
a) Employment reserve	50,000	-	-	-	50,000
b) Technology reserve	7,000	-	-	-	7,000
c) Project Development Fund	20,442	-	-	-	20,442
d) Craft Group	5,288	189	(633)	-	4,844
e) Chelmsford 4 Good	17,628	-	(217)	1,000	18,411
f) Charity Shop	81,110	20,265	(3,529)	(21,831)	76,015
h) Tennyson Garden	825	-	(761)	-	64
i) Shed development Fund	36,029	-	(7,978)	-	28,051
j) Chelmsford Shed	3,822	4,848	(1,972)	-	6,698
	<u>355,878</u>	<u>421,876</u>	<u>(360,344)</u>	<u>(30,831)</u>	<u>386,579</u>

Prior year	Movement in resources:				Balance at 31/03/2024
	Balance at 01/04/2023	Income	Expenditure	Gains, losses & transfers	
	(As restated)	(As restated)	(As restated)	(As restated)	(As restated)
	£	£	£	£	£
General unrestricted funds	52,890	399,126	(327,840)	9,558	133,734
Designated funds					
a) Employment reserve	35,000	-	-	15,000	50,000
b) Technology reserve	7,000	-	-	-	7,000
c) Project Development Fund	25,000	-	-	(4,558)	20,442
d) Craft Group	5,881	211	(804)	-	5,288
e) Chelmsford 4 Good	16,746	1,000	(118)	-	17,628
f) Charity Shop	76,882	17,242	(6,285)	(6,729)	81,110
g) Essex Family Support	13,669	9,814	(23,483)	-	-
h) Tennyson Garden	439	769	(383)	-	825
i) Shed development Fund	-	40,000	(4,696)	725	36,029
j) Chelmsford Shed	-	2,475	(1,466)	2,813	3,822
	<u>233,507</u>	<u>470,637</u>	<u>(365,075)</u>	<u>16,809</u>	<u>355,878</u>

- a) The employment reserve was established to mitigate risks to the charity as an employer.
b) The technology reserve was established to mitigate risks arising from technology failure.
c) The project development fund was established to allow the charity to respond quickly to new opportunities.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2025**

15. UNRESTRICTED FUNDS (Continued)

- d) Income to the craft group fund arises from sale of crafts to cover materials, venue and refreshment costs.
- e) A corporate brokering project, aiming to raise the profile of local charities with businesses in the local area and to build a local 'Community Chest'.
- f) Established to offer supported volunteering placements and to help raise funds for the charity and other local charitable causes.
- g) The charity was grant funded by C360 until 31 March 2024 to deliver the Essex Family support service in Chelmsford, as part of an Essex-wide service.
- h) A small project to create a Live Well Social Prescribing Garden working collaboratively with Chelmsford West PCN, Active Chelmsford and RHS Hyde Hall.
- i) A shed development fund which holds funds raised directly by Chelmsford CVS to cover the costs of shed development across the district.
- j) Chelmsford Men's Shed fund which holds the income and expenditure for subs, sales and donations for the Chelmsford Men's Shed voluntary group.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2025**

16. RESTRICTED FUNDS

Current year		Movement in resources:			
	Balance at				Balance at
	01/04/2024	Income	Expenditure	Transfers	31/03/2025
	£	£	£	£	£
a) Shed development Fund	-	-	-	-	-
b) Chelmsford Shed	-	-	-	-	-
c) Living safe and well	44,379	-	(9,420)	-	34,959
d) SWOT	28,331	10,000	(8,124)	-	30,207
e) Volunteer centre	-	24,159	(44,990)	20,831	-
f) Other restricted funds	-	10,000	(10,000)	-	-
	<u>72,710</u>	<u>44,159</u>	<u>(72,534)</u>	<u>20,831</u>	<u>65,166</u>

Prior year		Movement in resources:			
	Balance at				Balance at
	01/04/2023	Income	Expenditure	Transfers	31/03/2024
	£	£	£	£	£
a) Shed development Fund	725	-	-	(725)	-
b) Chelmsford Shed	2,813	-	-	(2,813)	-
c) Living safe and well	73,277	-	(8,898)	(20,000)	44,379
d) SWOT	31,229	10,000	(12,898)	-	28,331
e) Volunteer centre	15,405	34,886	(57,020)	6,729	-
f) Other restricted funds	-	2,176	(2,176)	-	-
	<u>123,449</u>	<u>47,062</u>	<u>(80,992)</u>	<u>(16,809)</u>	<u>72,710</u>

- a)/b) The Men's Shed project fund has been split into Shed Development Fund and Chelmsford Shed Fund. Grant funding is used to develop local shed projects. These have been transferred to designated to better reflect the nature of the funding.
- c) Funding to host and operate the Social Prescribing Programme.
- d) Grant received to deliver the SWOT volunteering project.
- e) Specialist volunteer brokerage project providing support and expertise within the local community, to potential and existing volunteers and volunteer involving organisations.
- f) Other restricted funds received for various charitable projects.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2025**

17. ANALYSIS OF NET ASSETS (between restricted and unrestricted funds)

Current year	Tangible fixed assets £	Other net assets £	Total £
General unrestricted	-	175,054	175,054
Designated	-	211,525	211,525
Total Unrestricted	-	386,579	386,579
Restricted	-	65,166	65,166
	-	451,745	451,745
Prior year (As restated)	Tangible fixed assets £	Other net assets £	Total £
General unrestricted	-	133,734	133,734
Designated	-	222,144	222,144
Total Unrestricted	-	355,878	355,878
Restricted	-	72,710	72,710
	-	428,588	428,588

18. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year.

19. COMPANY LIMITED BY GUARANTEE

Every member of the company undertakes to contribute to the assets of the Company in the event of the same being wound up during the time he/she is a member, or within one year afterwards, for the payments of the debts and liabilities of the company contracted before the time at which he/she ceases to be a member and of the costs, charges and expenses of winding up the same, and for the adjustments of the rights of the contributors among themselves such amount as may be required not exceeding one pound.

20. RESTATEMENT OF PRIOR PERIOD BALANCES

Restatement of prior period balances have taken place, the adjustments were made to cap the pension asset at £Nil. As a result, in the comparative figures, the losses recognised on the defined benefit pension plan have decreased by £405,000, staff costs have increased by £13,000 and investment income has increased by £21,000. This has then meant that the funds at 31 March 2024 have decreased by £26,000 and funds brought forward from 31 March 2023 have decreased by £439,000.

Accounts

COMPANY REGISTRATION NUMBER : 05586169

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
UNAUDITED FINANCIAL STATEMENTS
FOR
31 MARCH 2024**

Charity Number : 1112483



Edmund Carr LLP
Chartered Accountants
146 New London Road
Chelmsford
Essex
CM2 0AW

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

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**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

COMPANY INFORMATION

YEAR ENDED 31 MARCH 2024

Charity Number: 1112483
Company Number: 05586169

Principal address: Burgess Well House
Coval Lane
Chelmsford
Essex
CM1 1FW

Charity trustees:

Allison Lofthouse	Chair
John Knott	Hon Treasurer & Company Secretary
Lynne Foster	
Glenda Daines	
Tracy Harris	(resigned 03.07.23)
Louis Langenberg	(appointed 23.11.23)
Gregory Deacon	(appointed 27.11.23)
Susan Dobson	(appointed 05.12.23)

The charity trustees are also directors of the company.

Appointed observer: Cllr Sue Young Chelmsford City Council

Accountants: Edmund Carr LLP

Senior staff: Lorraine Jarvis, Chief Officer

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2024

The trustees have pleasure in presenting their report and the unaudited financial statements for the charity for the year ended 31 March 2024.

Structure, Governance and Management

Governing document: The Memorandum and Articles of Association; incorporated 7 October 2005. Registered as a charity 12 December 2005. Began operating 1 April 2006.

Charity constitution: Company Limited by Guarantee

Charity trustee selection method: Trustees are nominated and elected by the Board at the Annual General Meeting. Chelmsford CVS staff and board members continued to keep skills updated and ongoing membership of NCVO, NAVCA and VST has enabled access to relatively low cost, high value training. Records of all staff and trustee development are kept.

The Trustees meet regularly as a main committee, and delegate day to day responsibility for the running of the charity to the Chief Officer who reports in detail on every aspect of the Charity's work in order that decisions can be made that best further the charity and company objectives.

All staff recruitment decisions are put to the Trustees for agreement. The charity undertakes internal pay reviews on an annual basis for all staff, timed for implementation in the April payroll. Every three years, the Chief Officer examines the marketplace to assess whether or not current salaries are competitive and take full account of levels of responsibility, making recommendations to the Board of Trustees. Any changes to salaries are approved by the Trustees before being implemented. Should the Chief Officer's salary require review, this is undertaken separately by Trustees and without the direct involvement of the Chief Officer.

Risk Management

The major risks to which the charity is exposed are regularly reviewed and systems, policies and procedures established to mitigate those risks. Staff and trustee inductions are completed to include policies and the review process ensures any amendments are agreed at Board level.

The annual review of Health & Safety and Safeguarding policies and procedures were undertaken, a Designated Adult Safeguarding Lead identified, and a full review of GDPR policy and procedures was completed in year. All staff and volunteers undertook training appropriate to their role, mandatory training and updates in Mental Health First Aid and Safeguarding; continuous professional development is encouraged. Staff and volunteers are also encouraged to access online training in Suicide Awareness, Mental Health First Aid, Making Every Contact Count, and how to volunteer safely and responsibly.

Objectives and Activities

The objectives of the charity:

- a) To promote any charitable purposes for the benefit of the community in the local government district of Chelmsford and its neighbourhood;
- b) To promote and organise co-operation in the achievement of above purposes and to that end to bring together in council representatives of the voluntary organisations and statutory authorities within the area of benefit.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2024

Public Benefit Statement

The Trustees confirm that they have had due regard to the guidance issued by the Charity Commission on Public Benefit. Chelmsford CVS objects are clear in that they will promote any charitable purposes that are for the benefit of the community; its aims and activities of brokering volunteer opportunities, providing support to individuals, to voluntary and community organisations, especially in the area of health, wellbeing, safety and education, are in accordance with the regulations on public benefit.

Principal activity

Chelmsford Council for Voluntary Service (CVS) works to support, promote and develop local voluntary action to maximise the effectiveness of voluntary and community activity. The charity operates in Essex under the working name of Chelmsford CVS and hosts or delivers a number of projects to support community wellbeing, including Pre Loved Prom, VolFEST, Chelmsford 100: Hidden Gems, Volunteer Centre, Chelmsford Men's Shed, Community Corner Cafe, Supporting Wellbeing Operations Team (SWOT), Chelmsford 4 Good, Chelmsford Connects, Delivery partner for Essex Timebank, NHS social prescribing Link Workers, Winter Warm, Tennyson House Live Well Garden and Writtle Surgery Garden, IT Man @ MLCT, Supporting local Covid vaccination volunteer recruitment and infrastructure; Delivery partner for Chelmsford Community Resilience Hub, Essex Family Support Service, Knitting Group @ Caffè Marconi and SWF Community Garden.

Chelmsford CVS is a local infrastructure charity and works across the district offering activity and support which sits within four overarching functions:

- Leadership and advocacy
- Partnerships and collaborations
- Capacity building
- Volunteering

Achievements and Performance

Main developments and achievements during the year: Chelmsford CVS thanks the City Council and County Council for supporting our core business with grant funding. This provides a sound basis to lever in additional resource to deliver support and services to the voluntary sector, engage with local partnerships and sustain projects that support the health, resilience and wellbeing of the local community. It enables the charity to build a core infrastructure of support and a chain of collaborative effort that is nimble and swift to act whatever the presenting community need.

The Trustees also thank CVS members and all of the agencies, charities, community groups, volunteers and other stakeholders who work with us year on year to enable a connected offer in support of our communities. Post pandemic there remains much challenge and the trusted relationships that the charity has built up over almost 30 years enabled it to continue to develop and enhance joint working for the benefit of local people.

Chelmsford CVS works with the sector and strategic partners, to bring people together and set up activities that meet a need in our community. All CVS staff utilise Asset Based Community Development principles enhancing what's strong rather than focussing on what's wrong, to empower and skill up rather than creating further dependencies.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2024

The Trustees would like to thank the staff team for their continued dedication to be able to offer time to every group requesting help. Thanks go to every one of 122 volunteers who continued to offer time and talent to the charity's Hub and projects. The charity actively sought to enhance its trustee board and thanks three new trustees who joined the charity in November. **The following pages offer a snapshot of what has been another exceptionally busy year:**

Supporting the VCS (with communications, fundraising, governance, compliance): Chelmsford CVS had 12 new charities come into membership of the charity during the year. Sadly we were advised that three groups were unable to continue operations due to financial or other challenges. The CVS team ***delivered direct support to 367*** charities, voluntary or community groups and non-constituted groups. Repeat business was buoyant with some agencies accessing support with different needs up to 40 times over the year.

We were able to support complex compliance issues including: insurance, safeguarding, risk assessments, strategies, policies and procedures. All of this work helps VCS organisations and their trustees/committee members to navigate the often challenging landscape to keep legal and safe operations. We've delivered specialist support with governance issues over the year with each group requiring two or three, 1-2 hour one-2-one sessions and written follow up. The team offered up face to face support to people in the community wishing to set up voluntary activity to make a positive difference; everything from residents associations to cultural activity groups from dance groups to community hubs and everything in between. The charity also provided side by side support to groups wishing to make charity commission applications.

The charity supported VCS groups with their fundraising endeavours, during the year, connected with groups to help them interpret application guidance, researched and circulated a myriad of funding opportunities through a regular Funding bulletin, reviewed applications, acted as referee or endorsed bids, helped with budgets and as a soundboard for those expanding or contracting their charitable offer. Recognising the challenges ahead for charities facing increased demand without recourse to emergency funding some formal training was organised bringing a national expert to Chelmsford to deliver expert Fundraising training. We restarted 'Meet the Funder' events and these were very well attended and received. Looking to a future of more demand and less capacity we embarked on a review of the digital resources available to the voluntary sector and got these out to members.

Liaison (Connecting and referring): Making connections and introductions between the VCS and potential collaborative colleagues or to the VCS from statutory partners is day to day work for the CVS. On receiving any request we continued to ***work to support connections*** and relationship building between statutory partners and the voluntary sector, across the sector and amplifying awareness of known activities to a variety of referral mechanisms including GP social prescribers. This year particular effort was made to broker business relationships with the voluntary sector, especially those smaller groups who may struggle to do this alone. Frequently the CVS was the first port of call when a new service or worker arrives in Chelmsford.

The charity was invited to consult with Dominus Real Estate in how best to add impactful social value to their upcoming major development project in Chelmsford. This led to being consulted by The Yard Creative on similar work regarding social value, community needs, and Global Majority communities views on their research 'The Future of Chelmsford'.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2024

Asked by Chelmsford's Church of Jesus Christ of Latter-day Saints to introduce them to community groups who could make effective use of their meeting space, the charity facilitated introductions and good outcomes between them and eight local causes, and assisted them to begin a similar scheme with Thurrock CVS.

Resources to Share: The shared resources available have been out many times in year and the charity increased the breadth of kit available to share by securing funding to purchase an additional gazebo. Gazebos, PA systems, Cinema 4 All kit, display boards and bunting saw a lot of use this year with charities currently able to borrow items for free. Meeting rooms picked up in usage as people began meeting more face to face with weekly bookings again being taken up by *Essex Change Project* and others on an ad hoc basis. Mediation, crafting, employability course, counselling sessions, team meetings, hot desking – all have touched down at the CVS.

Information and Communications: The charity continued to send a weekly E-mail bulletin and funding opportunities briefings to *VCS with a total of 46 Bulletins being collated, prepared and sent* out during the year to VCS member representatives and local stakeholders, containing up to ten items of interest. Often opportunities are picked up within minutes of sending it out and they do have a direct impact on the work of local charities, e.g., on request circulation of new space available resulted in a charity moving to a much more suitable space for their service users and saving annually on their rent. In response to the need for funding now that emergency funding pots have ended, the charity began issuing *a monthly Funding Bulletin* full of a wide variety of grants available and six were researched and sent out in year.

chelmsfordcvcs.org.uk continued to be popular with over *12,000 visitors* viewing 32,000 pages; most popular being Latest Volunteering opportunities. Followings of 1930 for CVS and 869 for the Volunteer Centre were maintained on X. Followers on CVS Facebook page are well networked groups and individuals so when feed is shared it multiplies the CVSs reach many thousand fold. The trustees are especially grateful to the City Council's Communications Team in getting our messages out via their social media and often reporting our activities in City Life, helping to reach a much wider local audience.

Enabling Representation & Strategic Partnership Work: Chelmsford CVS is dedicated to ensuring that the voice of the voluntary sector is heard at strategic tables, showcasing VCS talent and raising challenges at the highest level. The charity continued to attend key meetings and support the ongoing development of the Chelmsford Against Slavery Partnership. In year, CVS engaged with and attended more than *79 partnerships and forums*, keeping a watching brief on many others so that the VCS voice could be consistently heard. New in year was work with the Integrated Neighbourhood Teams and Leadership Groups. When a specialist view was needed, the charity was proactive, as always, in connecting strategic charity leads in.

Maintaining Chelmsford Connects: The charity's interactive online directory www.ChelmsfordConnects.org.uk continued to grow in scope containing thousands of local agencies and activities and updated day to day. *Specific support available* across Chelmsford, such as Winter Warm Spaces and resources for Refugee & Asylum Seekers, were added and updated so that awareness is raised and activities are amplified in the community.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2024

Administration of Community Grants & Funds: The charity continued to support the administration of the City Council's Community Grants *enabling vital funds* to be awarded to local charities. In support of the voluntary sector in Chelmsford the charity was invited by ECC to sit on the Mid Essex Carers Grant Panel. Chelmsford CVS acted as Treasurer for a number of schemes and continues to hold funds and work in partnership for the benefit of Active Chelmsford. The charity again supported ECC in facilitating the process of getting emergency funds out to people in need and in delivering Winter schemes in collaboration with VCS organisations. Working with Community 360 as Mid and South East Essex Lead, the charity supported the allocation of a micro grants fund for Chelmsford Groups.

Healthy Living Festival: In October, the charity partnered with *Writtle University College* to launch a family-friendly festival focusing on health and wellbeing, on their campus. Over twenty local charities exhibited their services, alongside food, activities, talks, animal centre tours, face-painting, and games. The day was a huge success, in particular with local families, and *over 1,000 people* attended.

CVS Charity Update and Networking Meeting: In January 2024, the charity held its first post-pandemic major Charity Update event which welcomed over *100 charity leaders*, community organisers, health professionals, and dignitaries who gathered at Chelmsford Cathedral. The invited audience were treated to coffee, cake and took advantage of the opportunity to connect, and reflect. Presentation updates from Councillor Stephen Robinson, Leader of Chelmsford City Council and Nick Eveleigh, CEO of Chelmsford City Council; Ben Hughes Head of Wellbeing & Public Health for Essex County Council; and Andy Payne Worpole, Head of Programmes at Essex Community Foundation were well received.

Chief Officer, Lorraine Jarvis, opened the meeting by reflecting on the last few years of development and change, and the pressures and challenges navigated by our city's voluntary sector. She then thanked all present for their hard work and compassion during difficult times. Four *Chelmsford 4 Good awards* were presented to local businesses, *John Lewis, Chandlers, Meadowcroft Garden Centre and Caffè Marconi* by Mayor of Chelmsford, Councillor Linda Mascot, to recognise their work with the voluntary sector.

Volunteer Centre Specialist Activities: Brokerage: The charity continued to offer a bespoke brokerage and volunteer-matching service throughout the year. In total, the Volunteer Centre *placed 1,005 volunteers* in roles, and supported *194 organisations*, with an enquiry to *placement ratio for the year of 47%*, against a national average of 15%. The Volunteer Centre also sourced, arranged and created high-quality volunteer placements for large teams of corporate or employee volunteers. These efforts enabled *199 employee volunteers contributed at least a half day of volunteering* in Chelmsford.

The charity is indebted to *122 wonderful volunteers*, who give time across all of the charities projects, to keep activities running. This year they contributed in excess of *8,000 hours* of volunteering to the CVS which can be monetised at minimum wage to over £84,000. However, the value that they bring to the charity and its projects in terms of expertise and enthusiasm is beyond price.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued) YEAR ENDED 31 MARCH 2024

In order to promote volunteering and the local offer as widely as possible, the Volunteer Centre delivered **11 formal presentations** (including the Chelmsford Celsius Group, Rotary Club dinner, and ARU). Held outreach stands at **30 community events** (including school and college recruitment fairs, in shopping centres and libraries, and at community wellbeing days or hubs). Featured on BBC Essex 4 times this included being an invited guest in Dave Monk's final show, as well as on Heart FM, and Chelmsford Community Radio. The Volunteer Centre has monthly columns in the City Times, Moulsham Times, and frequent features in the Danbury Focus and SWF Focus; these bring enquires for featured roles in every time. Other promotion is done via social media, and targeted outreach via local newspapers, village magazines, community noticeboards, schools, supermarkets, and through key referral agencies. The quarterly newsletter to individual volunteers in Chelmsford reaches over **3,000 prospective volunteers**.

Through volunteer brokerage and continuing to offer one to one interviews thanks to the expertise of the Volunteer Centre Assistant, the charity identified and developed **supported volunteering** roles for the benefit of people who struggle to access traditional volunteering. The Centre advocated for such volunteers, encouraging volunteer involving organisations to keep their programmes accessible to people with mental health needs, learning disabilities, physical access needs, or confidence issues. This becomes increasingly challenging as demand rises and charities become more and more stretched for capacity. The Volunteer Centre works closely with DWP Disability Employment Advisors, Social Prescribers, ECL, The Hamelin Trust, Realise Futures, The Children's Society Care-Leavers, Chelmsford College, and City of Chelmsford Mencap to place their clients into supported volunteering roles. This work is currently unfunded but vital.

The charity also created and maintained volunteering projects as safe spaces for volunteers with additional needs; several of these are outlined in the reporting below. With the direct support of the Volunteer Centre's Manager and Community Development worker and the team of incredibly dedicated volunteers, the charity **doubled its number of supported volunteering sessions to 547** in year. Every session, be it tea party, garden, walk, carpentry, crafting, cooking or board games was very much welcomed by all participants.

The Centre continued to guide groups in how best to manage their volunteering teams, offering free expert support on policy writing, best practice, data management, volunteer recruitment, volunteers and the law, and recruiting and supporting young Trustees. Detailed development work was completed with **69 individual organisations** this year.

The Centre worked closely with the City Council's Homes for Ukraine Advisor, to develop and grow the **Ukrainians in Chelmsford** support group, including securing and managing funding, securing venue use, and recruiting volunteer support.

The charity completed **focused developmental work** within the Muslim community, with the aim of delivering a volunteer-led Youth Group, and a volunteer-led social group for adults with learning disabilities. Using culturally appropriate approaches to key community organisers within Chelmsford's Global Majority communities, using the ABCD approach of building on what's strong, and using CVS voice and influence to bring attention to the hate crimes and threats received by the community group.

Chelmsford Volunteer Centre initiated and facilitated **Chelmsford Volunteer Managers Forum**; peer-to-peer support and learning sessions, where volunteer engagement professionals could discuss, share, question, learn, and seek help regarding volunteer management and developments in a supportive environment. Held three times in year these attracted attendees from a wide range of charities, and community groups; sessions included training from **SAFE** on supporting volunteers with autism, and from staff on constructively solving problems with volunteers.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2024

The expertise of the Volunteer Centre's Manager is widely recognised and in year prompted requests: From *Writtle University College* to contribute to the writing and development of a new Health, Wellbeing and Community degree, and to sit on the final degree validation panel; from *Mid and South Essex NHS Foundation Trust* to consult on their new Volunteering Strategy; From *ARU Chelmsford & Cambridge's* new volunteering strategy; from *ECC's Digital Inclusion Lead* to consult with themselves, and Mortar over a six-month period on the needs of digitally excluded and vulnerable people in Essex.

As part of the ***Culture & Health Working Group*** the Centre was approached by charity Culture Chelmsford to join them and Anglia Ruskin University in leading on their large scale exploratory research into what culture and health social prescribing looks like currently and how it could be strengthened. This research will explore existing mechanisms for connecting people with culture and health opportunities, and result in recommendations for a number of pilot projects

Chelmsford Volunteer Centre actively engaged with the Volunteer Essex network and worked with Maldon CVS to generate and extensively re-write content and resources to be hosted on the Volunteer Essex's site. The Centre Manager has again been sought after by volunteer centre employees in Essex, for advice on best practice, digital assistance, and volunteer engagement.

Support for Asylum Seekers: The charity worked to set up and facilitate a multi-agency, ***Collaborative Working Group*** of key local charities and support agencies who are responding to the needs of Asylum Seekers in Chelmsford. Its aim is to encourage cooperation, avoid duplication, counter misinformation, share resources, and identify ways to meet the needs of the hundreds of people newly arrived in the city.

Maximising the CVSs experience and reputation in partnership working, established relationships with local authorities, other CVS in the country, national bodies, local volunteer managers, and charity CEOs, this work has included: Working with local charities, and the head offices of national charities, to create voluntary roles for asylum seekers – addressing complex factors such as the application process, digital access, references/ documents, language barriers, and economic barriers; Creation and development of resources and best-practice guidance to share and counter any misinformation circulating; Helping individuals find an impactful, safe and rewarding voluntary role; Working with *Active Essex* to offer sports activities for the adults housed in the City Centre without any outlets for energy and socialisation. So far the Volunteer Centre has met with ***122 individuals seeking asylum***, and engaged with many others during outreach.

Winter Coat Appeal: Responding to identified need, the charity coordinated another major appeal, to give warm items free of charge to those newly come to the country. Over ***600 good-quality coats***, and ***342 gloves, hats and scarves*** were collected and sorted. Working in partnership with *The Salvation Army* to distribute these, building on their successful drop-in ensured that the coats went quickly to anyone in need. Children's coats received were passed to the Children's Centre for families and the charity facilitated the donation of a ***further 200+ coats*** from Essex Rotary Clubs to Care For Calais, to support the site in Wethersfield.

Formal Training and Skills: This year, the charity held: Three *Meet The Funder* sessions (National Lottery Community Fund, Essex Community Foundation); *Recruiting and Inducting Trustees* session; Three *Fundraising masterclasses* with an external expert; Three *Dementia Awareness* courses; an *Autism Awareness* session; Three *Mental Health First Aid* sessions. Through the CVS website training was available in *Suicide Awareness*, *Mental Health First Aid*, *Telephone Befriending*, *Making Every Contact Count*, and how to volunteer safely and responsibly.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2024

Wider Networks and Local Consultation: The charity is an active member of NCVO the National VCS Emergency Partnership, the national Association of Volunteer Managers, National Association of Link Workers and the National Association of Voluntary & Community Action, attending meetings, responding to enquiries, sharing insights and advice, and providing statistical reports to colleagues. In turn, those networks are available should a tricky local issue arise and the charity can call on others experience when trying out new approaches. The year *saw new collaborations* on support for Asylum Seekers, and with a working group of nine other Volunteer Centres on Volunteer Passports.

The charity continued as an active member of The Essex Community Tree network (hosting Network meetings and finding funding to support), the National and Essex Shed Network, Essex Community Garden Forum, and began work to develop a Chelmsford Trustees Network.

Business Brokerage: In addition to corporate volunteering, the charity continued to seek out and build relationships with local business to enable them to better support our local voluntary sector. This year collaborating with *John Lewis* in seeking applications for their Community Matters Fund and supporting the distribution of over **£22,000 worth of gifts in kind** to charities and community groups.

Awards & Recognition: The charity continued to administer and widely promote the *Chelmsford Mayor's Awards for Voluntary Service*, and this year introduced a new category and Shield for voluntary teams. In year, a number of *Chelmsford 4 Good certificates* were presented to local businesses in recognition of going above and beyond in their support of the charity and others in the community.

VolFest 2023: In June, the charity held its annual *National Volunteers Week* event, VolFest, which has become a firm staple of the local calendar. Over **forty local charities** exhibited down the length of Chelmsford high street, taking advantage of the opportunity to recruit volunteers and inform people about their services. **Over 1,500 people attended.** The event featured music from *Hotbox CIC*, stands and vans from local food vendors; demonstrations from *Essex Community First Aid and Open Road SOS*; considerable engagement from local businesses, and a personal thank you to each group from visiting dignitaries who also judged the “best stall” competition.

Chelmsford 4 Good Charity Shop: Thanks to the continued, devoted care of an incomparable Volunteer Manager the charity shop continues to provide much needed funds for the charity, as well as building a modest Community Chest for the future. The shop is an important location for people with additional needs to volunteer, and many of the young people taken on have used their experiences there to secure paid employment. It's one of the few voluntary sector locations in the city which **provide comprehensive volunteering placements** for ex-offenders and volunteers from the *Community Payback* scheme.

Resilience Support Continues: At the request of health partners, the charity continued to offer the Community Resilience Hub & Helpline. The Hub provides vital practical support to people living in the Chelmsford district and is operated by an experienced Co-ordinator taking calls from the public, social prescribers and other front line workers, 5 days a week. The Volunteer Centre contributes to the running of the Hub, and maintains a database of **47 active volunteers** to offer support. This year working collaboratively, the Hub facilitated **716 interventions** in year which included individual food and voucher deliveries, prescription collections and welfare calls. Amid rising winter and cost of living pressures, the Hub continued its support of Mid & South Essex ICS in helping swift and safe discharge without unnecessary anxiety and minimising risks of being readmitted. The charity was able to bring in trusted partners whose expertise would help make interactions more impactful with additional help from our existing Hub volunteers.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2024

Continuing Social Prescribing Link Worker Local Offer: The charity's Link Worker team grew in delivery with five GP based prescribers hosted across three Primary Care Networks. Social prescribers work one to one with people to improve their health and wellbeing and this can include up to 12 intensive support sessions that can be life changing. During the year Links picked up and worked with **1608 referrals, again a significant increase** from the previous year and have become an integral part of the GP offer. The charity continued to deliver the Essex Family Support Service locally, hosting a part time family Link worker as the local delivery partner for the Essex wide contract, until this came to an end on 31 March 2024.

Climate Change: The Pre-loved Prom project call for prom dresses brought in over 200 outfits, all saved from landfill, which the charity set up boutique style for families in need to access.

All volunteer gardeners are encouraged to learn more about climate challenges and biodiversity and put this into practice during community gardening sessions. We continued to support the City Council in recruiting volunteers to Love Your Chelmsford and in our mission to offer anything useful that may be destined for landfill to the local charity sector. The charity shared several more opportunities to reuse items that were otherwise being thrown away.

Staying Safe in the Sun: In the Summer, the charity again purchased and offered out bottles of sun-screen and an NHS leaflet on staying sun safe out to for those struggling with cost of living by utilising CVS networks and reaching out to agencies that would be doing outdoor activity with children in the summer months.

Winter Support Offer: The charity continued to work with trusted local agencies to identify urgent Winter need and collaborate to meet this. A modest Winter Warm grant from Essex County Council went a long way in providing much needed resources to charities that provide support and sanctuary to our most vulnerable residents during colder weather.

SWOT: The charity continued to run the Supporting Wellbeing Operational Team (SWOT) project throughout the year. This voluntary scheme removes **low-level practical and social barriers** to discharge, and checks that patients who are at risk of readmission are safe in the 2-3 days following; offering support to those without a formal social care package, but who still face tricky obstacles to discharge. SWOT received referrals direct from Broomfield Hospital and facilitated food parcels, mobility aids and personal alarms, warm clothing, slippers and shoes, helped to move furniture, linked together overlapping services, and provided reassurance to anyone recently sent home from hospital. By picking up and troubleshooting, SWOT was able to increase capacity for other services, and this year **supported 197 patients**. The charity also continued to purchase and delivered new clothing to keep ward based clothing depositories topped up enabling patient dignity.

Overcoming Digital Exclusion: The charity continued to support an affordable, entry-level Computer Club at Moulsham Lodge Community Trust. The Club helps to address digital exclusion and inequality in communities by helping people of all ages and abilities to gain confidence and knowledge with their devices, whilst also giving them a social experience to enjoy. Led by a local IT specialist, the Volunteer Centre coordinates volunteers to work alongside him. This work was expanded in year to deliver ECC's "We Are Digital – Get Online" programme, and the Volunteer Centre Manager was consulted extensively on the development of ECC's new digital triage tool. With grant funding for the project ending the aim will be to transition the Club into independence in 2024.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2024

Creating More Outdoor Connecting & Inclusion Activities: With a new garden being formally opened in Writtle by Mayor of Chelmsford Cllr Linda Mascot, the charity directly operated *three local community gardening projects* across the Chelmsford district. They all prioritise and support volunteers living with additional needs, access requirements, or barriers to inclusion. Due to the sometimes complex and varied needs of volunteers, gardens have the support of CVS Community Development Worker, and an investment in time and training. Over Winter the charity trialled some indoor Winter Sessions of cooking and craft for garden volunteers to attend when bad weather would usually mean not meeting. These were well received. There was also an allotment cooking session filmed by *Love Your Chelmsford*.

This year the charity successfully applied for an RHS Communities grant to develop a formal ***Social Prescribing Garden Network***. The grant enabled linking together local community garden projects that specifically support vulnerable people, and volunteers with additional needs. The charity has facilitated group gardening and craft sessions; provided training on *First Aid, Dementia Awareness, and Mental Health First Aid*; purchased accessible gardening equipment for volunteers with access needs; created social events for isolated gardeners at Christmas and over the winter; and consulted on other potential local garden projects. The charity arranged and hosted a ***Chelmsford Community Garden Forum*** with the RHS Communities team in *Central Baptist Church*. This well-attended event featured guest speakers, workshops, and networking for local community gardens/ allotments/ charities.

Number 11: Chelmsford's Community Living Room: The charity concluded its partnership work with Culture Chelmsford, Writtle College, the City Council, Chelmsford4You, the Meadows and Dominus to utilise an empty shop in The Meadows as a cultural and community space. CVS co-ordinated day to day operations, 7 days a week, providing staff and volunteers. It opened for everyone to enjoy until the end of May bringing in a *footfall of over 3,500 people across eleven weeks*.

Community Craft Group: The charity continued to run a ladies-only volunteer knitting group collaborating with local business, *Bubu's Community Hub*. The group includes refugees, those who've fled domestic violence, recently widowed or bereaved, with learning difficulties, or physical challenges, and others who have found themselves a bit isolated. Together they *made items for good causes*, which have included baby items for low-income families; reusable sanitary towels for women facing period poverty in the UK, Italy, Greece, and Lebanon; 'Worry Monsters' for *Kids Inspire*, knitted breasts for *Anglia Ruskin Midwifery* classes; hats, gloves, scarves for *Chelmsford Foodbank*, *CHESS* and *Sanctus* homeless charities; and blankets and hats for patients at *Broomfield Hospital*.

Community Corner at Chelmsford Market: Thanks to a small grant from Essex Community Foundation, the charity continued to run the Community Corner café in Chelmsford's indoor market in partnership with *City of Chelmsford Mencap*. The pop-up served hot, affordable food and drink to anyone needing a safe space to sit and talk. It also offered an outreach point for information about local services, charities, volunteering opportunities; a venue for events such as the *RHS Big Seed Swap*; a donation point for *Every Child Online*, and as an opportunity for volunteers and students with support needs to develop key skills.

Cooking Classes at Bubu's Community Hub: The charity worked alongside a local CIC to offer 6 weeks of cooking classes and shared meals to low income families who were worried about nutrition, budgeting, and ability. This was supported in its first delivery sessions by the CVS Community Development Worker.

PreLoved Prom: The charity successfully completed the Pre-Loved Prom project which provided dresses, suits, and accessories, free of charge to any young person in Chelmsford who couldn't afford to attend their school prom. Launched the previous year, this brought about a new collaboration with The Meadows Shopping Centre and Dominus who offered us a shop space until June. The remaining dresses, alongside learning and contacts, were passed onto *Kids Inspire* to help support their Prom-Unity project into 2024.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2024

Chelmsford Men's Shed: The charity continued to host Chelmsford Men's Shed project and thanks to the efforts of amazing volunteer supervisors were able to increase sessions that offer an encouraging, accepting space for men to share and learn practical skills, make friendships and connections, and create things for the good of the community. 'Shedders' are referred from social prescribers or social workers, and the space is an important provision in the landscape of men's health and wellbeing support. This year they worked on commissions for *Barrow Farm RDA*, *Helen Rollason Cancer Charity*, *SWF Rotary Club*, community garden projects, and small home-improvement projects for vulnerable people returning home from hospital.

The charity also directly helped to set-up and open **two new Men's Sheds** projects in South Woodham Ferrers and Moulsham Lodge, and provided expert guidance and training to another in Broomfield.

My Weight Matters: Although unfunded, the charity continued to support a *My Weight Matters* session in Danbury on behalf of the *Essex Wellbeing Service*. Thanks to dedicated volunteers, the sessions offer a free, weekly NHS-approved weight loss programme in an empathetic, kind, and knowledgeable environment. Volunteers are trained in the programme, as well as in *Mental Health First Aid*, *Autism Awareness*, and *Adult Safeguarding*.

Facilitating the use of Locality Funds: The charity again worked with four Essex Councillors to broker good use of their Locality Funds in the community by signposting to a range of causes in their divisions. Offering to host funds for local projects enabled additional vital support for Ukrainian children, promotional materials, Men's Shed.

Chelmsford 100: Hidden Gems Walking and Wellbeing Project: Following on from a successful first year the charity continued to develop and grow this community outreach project, with a three-month long **exhibition at Chelmsford Museum**; thanks to a superb volunteer's digital skills and that of *Chelmsford Museum* launched an official **Chelmsford 100 book**; and engaged **over 70 volunteers** to walk all 100 flags through the city at the very front of *Chelmsford Carnival*. Groups were able to borrow their silks to display at their own events and the CVS committed to looking for somewhere suitable to exhibit the flags again in the coming year.

Supporting the Knife Angel Legacy: The charity continued work began in the previous year with *Keep It 100 Essex CIC* and the *City Council's Safer Communities Lead* to put in place a legacy statue following the successful visit of the Knife Angel. A three way Memorandum of Agreement was signed between the founder of Ki100, the artists Alfie Bradley and the CVS. Intended as a place of reflection and education in the city centre, CVS made applications into two charitable funds in order to help progress the statue.

COVID and Flu Vaccinations: The Volunteer Centre continued the work begun in January 2021 to support local vaccination centres across the district facilitate their COVID Vaccination Programmes and Winter Flu Jabs; assisting in coordinating the volunteer efforts of 5 GP surgeries across 3 PCNs.

Picnic in the Park, Melbourne: The charity helped deliver an information and sun-cream giveaway stall at a week-long series of activities and signposting organised by the City Council for families who make use of the free school meal scheme.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2024

Essex Infrastructure Tender: The charity worked intensively and proactively with other voluntary sector partners to respond to an Essex-wide tender for infrastructure support. The bid, led by Community 360, was successful. However, following protracted delays on announcements over three months, Essex County Council withdrew the tender in March 2024. The charity opened discussions with the commissioners to establish a way forward for future funding.

Financial review

Total income in the year was £517,699 (2023 - £367,413) and expenditure increased to £446,067 (2023 - £414,941) resulting in net income of £71,632 (2023 - net expenditure £47,528).

Generous Donation: During the year the charity was granted a one off donation from Age UK Essex. Whilst the donation came in to be used for our general work, the trustees agreed that the funds should be designated to cover the staffing and other costs incurred in supporting the development of Men's Shed activity in the area. Whilst the donation came in full in year, and therefore took income over £500,000, the intent is to utilise over multiple years.

Reserves policy

To mitigate the risks of the uncertain funding climate the Trustees retain the ambition to increase the current level of free reserves to six months' of general unrestricted expenditure. This equates to free reserves of £279,457 compared to actual free reserves held at the year end of £133,734 (excluding designated funds, fixed assets and pension reserve) as set out in note 15.

As the work of the charity relies on the ability of its staff members to carry out its objectives, the Trustees maintain a designated Employment Reserve to mitigate the risk of temporary loss of that ability, or such other risk as may arise to the charity as an employer.

Plans for Future Periods

Chelmsford CVS plans for the future are to undertake a full strategic review including that of our fundraising strategy so that it can continue to strive to achieve its objectives within the four pillars set out by NAVCA, and develop further in the following particular areas;

- Continue to support and facilitate and further develop, voluntary sector network forums.
- Work with partners to develop a better and more sustainable approach to supporting Chelmsford's Ukrainian Community.
- Continue our ongoing work with health and voluntary sector agencies, to develop and enable effective voluntary and community sector representation.
- Work with partners and funders to further develop our outreach and inclusion work in the community including community gardens, men's sheds and community crafting and cooking.
- Continue to develop and facilitate new collaborative approaches to local emerging need including the Asylum Seekers CWG.

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Approved by the Trustees ...28 January 2025... and signed on their behalf by:

Allison Lofthouse

Allison Lofthouse

Chair of Trustees

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2024

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2024 which are set out on pages 16 to 29.

Responsibilities and basis of report

As the charity 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 company'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

Since the 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 Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no 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 accord with those 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.

Alex Stone

.....
A Stone FCCA
Edmund Carr LLP
146 New London Road
Chelmsford
CM2 0AW

28 January 2025

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND
EXPENDITURE ACCOUNT)**

YEAR ENDED 31 MARCH 2024

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
INCOME FROM:					
Donations and legacies					
Donations	2	45,487	-	45,487	3,451
Grants receivable	4	391,560	47,062	438,622	334,928
Other trading activities:					
Sales income		16,459	-	16,459	19,615
Charitable activities:					
Service and project income	5	9,263	-	9,263	7,101
Investments	3	7,868	-	7,868	2,318
TOTAL INCOME		<u>470,637</u>	<u>47,062</u>	<u>517,699</u>	<u>367,413</u>
EXPENDITURE ON:					
Costs of raising funds:					
Charity shop costs		-	-	-	-
Charitable activities	6	365,075	80,992	446,067	414,941
TOTAL EXPENDITURE		<u>365,075</u>	<u>80,992</u>	<u>446,067</u>	<u>414,941</u>
NET INCOME/(EXPENDITURE)		105,562	(33,930)	71,632	(47,528)
Transfer between Funds		16,809	(16,809)	-	-
Other recognised gains / (losses):					
Gains on defined benefit pension plan	13	(413,000)	-	(413,000)	290,000
NET MOVEMENT IN FUNDS		(290,629)	(50,739)	(341,368)	242,472
Reconciliation of funds:					
Total Funds brought forward		672,507	123,449	795,956	553,484
Total Funds carried forward		<u>381,878</u>	<u>72,710</u>	<u>454,588</u>	<u>795,956</u>

The charity has no recognised gains or losses other than the results for the year as set out above.

The notes on pages 19 to 29 form part of these financial statements.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
BALANCE SHEET
AS AT 31 MARCH 2024**

		2024	2023
	Note	£	£
FIXED ASSETS			
Tangible assets	10	-	-
CURRENT ASSETS			
Debtors	11	25,988	59,707
Cash at bank		683,518	601,590
		<u>709,506</u>	<u>661,297</u>
CREDITORS: Amounts falling due within one year	12	<u>(280,918)</u>	<u>(304,341)</u>
NET CURRENT ASSETS		<u>428,588</u>	<u>356,956</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>428,588</u>	<u>356,956</u>
NET ASSETS EXCLUDING PENSION LIABILITY		<u>428,588</u>	<u>356,956</u>
Defined benefit pension asset/(liability)	13	<u>26,000</u>	<u>439,000</u>
NET ASSETS		<u><u>454,588</u></u>	<u><u>795,956</u></u>
FUNDS OF THE CHARITY			
Restricted funds	16	72,710	123,449
Unrestricted funds			
Unrestricted income funds		355,878	233,507
Pension reserve	13	<u>26,000</u>	<u>439,000</u>
Total unrestricted funds	15	<u>381,878</u>	<u>672,507</u>
TOTAL CHARITY FUNDS		<u><u>454,588</u></u>	<u><u>795,956</u></u>

For the year ended 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 (the Act) relating to small companies.

Directors' responsibilities:

- i) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- ii) the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These financial statements were approved by the Trustees on 28 January 2025 and are signed on their behalf by:

Allison Lofthouse

ALLISON LOFTHOUSE

Chair of Trustees

Company Registration Number: 05586169

The notes on pages 19 to 29 form part of these financial statements.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
STATEMENT OF CASH FLOWS**

YEAR ENDED 31 MARCH 2024

	Notes	Total 2024 £	Total 2023 £
Cash flows from operating activities:			
Net movement in funds for the reporting period (as per the statement of financial activities)		71,632	(47,528)
Adjustments for:			
Investment income		(7,868)	(2,318)
(Increase) / decrease in debtors	7	33,719	(39,803)
Increase / (decrease) in creditors	8	(23,423)	16,890
Net cash provided by / (used in) operating activities		<u>74,060</u>	<u>(72,759)</u>
Cash flows from investing activities:			
Dividends, interest and rents from investments		7,868	2,318
Net cash provided by / (used in) investing activities		<u>7,868</u>	<u>2,318</u>
Change in cash and cash equivalents in the reporting period		81,928	(70,441)
Cash and cash equivalents brought forward		601,590	672,031
Cash and cash equivalents carried forward		<u>683,518</u>	<u>601,590</u>

The notes on pages 19 to 29 form part of these financial statements.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES

a) Basis of accounting

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (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 (effective 1 January 2019) (Charities SORP FRS 102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

b) Going Concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

c) Income

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:

When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.

When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions have been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

d) Expenditure

All expenditure is accounted for on an accruals basis and includes VAT as the charity is not VAT registered. Governance costs are associated with the governance arrangements of the charity. Support costs are apportioned between the funds based on budgeted expenditure at the start of the year.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

e) Depreciation

Major expenditure on tangible fixed assets is capitalised. The cost of other items is written off as incurred.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Presentation and copier equipment	33.33% straight line
Office equipment	33.33% straight line
Furniture & fittings	33.33% straight line

f) Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

g) Creditors and provisions

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 normally recognised at their settlement amount.

h) Fund accounting

Funds held by the charity are either:

Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds – these are unrestricted funds that the Trustees have set aside for specific designated purposes.

Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity.

i) Pension Fund (see note 13)

Chelmsford Council for Voluntary Service participates in a defined benefit scheme operated by Essex County Council. The contributions are determined by the scheme actuaries, on the basis of triennial valuations.

j) Legal Status

The charity is a private company limited by guarantee. It is incorporated in England and Wales and its registered address is Burgess Well House, Coval Lane, Chelmsford, Essex, CM1 1FW. The charity meets the definition of a public benefit entity.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

2. DONATIONS RECEIVABLE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Other donations	45,487	-	45,487	3,451
	<u>45,487</u>	<u>-</u>	<u>45,487</u>	<u>3,451</u>
<i>Total 2023</i>	2,427	1,024	3,451	

3. INVESTMENT INCOME

All of the charity's investment income arises from interest bearing deposit accounts.

4. GRANTS RECEIVABLE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Essex County Council (Public Health)	66,921	8,886	75,807	64,079
Chelmsford City Council	36,000	20,176	56,176	54,000
Other government grants	249,992	-	249,992	201,375
Other grants	38,647	18,000	56,647	15,474
	<u>391,560</u>	<u>47,062</u>	<u>438,622</u>	<u>334,928</u>
<i>Total 2023</i>	288,747	46,181	334,928	

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

5. SERVICE AND PROJECT INCOME

	Unrestricted Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
	£	£	£	£
Project and services income	9,263	-	9,263	7,101
	<u>9,263</u>	<u>-</u>	<u>9,263</u>	<u>7,101</u>
<i>Total 2023</i>	7,101	-	7,101	

6. CHARITABLE EXPENDITURE

	Unrestricted Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
	£	£	£	£
Project delivery costs				
Staff costs	278,738	69,517	348,255	306,112
Other professional fees	10,327	1,025	11,352	30,162
Support costs:				
Rent and rates	22,781	283	23,064	21,409
Printing, postage and stationery	4,119	636	4,755	4,073
Telephone and internet	4,913	356	5,269	1,882
Travelling and meeting costs	6,778	1,053	7,831	9,497
Repairs and maintenance	5,970	688	6,658	10,066
Other	19,300	7,434	26,734	22,492
Governance costs (note 7)	12,149	-	12,149	9,248
	<u>365,075</u>	<u>80,992</u>	<u>446,067</u>	<u>414,941</u>
<i>Total 2023</i>	357,357	57,584	414,941	

7. GOVERNANCE COSTS

	Unrestricted Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
	£	£	£	£
Independent examination	1,000	-	1,000	1,000
Accounts preparation	3,770	-	3,770	3,692
Fees payable to Independent Examiner	4,770	-	4,770	4,692
Bookkeeping	3,581	-	3,581	2,456
Other professional fees and charges	3,798	-	3,798	2,100
	<u>12,149</u>	<u>-</u>	<u>12,149</u>	<u>9,248</u>
<i>Total 2023</i>	9,248	-	9,248	

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

8. ANALYSIS OF STAFF COSTS

	2024	2023
	£	£
Wages and salaries	316,664	262,796
Social security costs	24,077	21,743
Pensions	7,514	21,573
	<u>348,255</u>	<u>306,112</u>

None of the employees' emoluments exceeded £60,000.

None of the trustees or persons connected with them received any remuneration for their services.

During the year no expenses (2023: Nil) were reimbursed to the trustees.

Total key management personnel remuneration benefit during the year amounted to £60,680 (2023: £72,264). The 2023 figure includes exceptional overtime payments to management personnel in the year for project delivery due to staff shortage.

The average number of paid employees during the year, by head count, was 12 (2023: 12).

9. NET INCOME / (EXPENDITURE) FOR THE YEAR

This is stated after charging:

	2024	2023
	£	£
Depreciation	<u>-</u>	<u>-</u>

10. TANGIBLE FIXED ASSETS

	Presentation and copier equipment £	Furniture & fittings £	Office Equipment £	Total £
COST				
At 1 April 2023	7,560	3,029	3,895	14,484
Disposals	-	-	-	-
At 31 March 2024	<u>7,560</u>	<u>3,029</u>	<u>3,895</u>	<u>14,484</u>
DEPRECIATION				
At 1 April 2023	7,560	3,029	3,895	14,484
On disposals	-	-	-	-
Charge for the year	-	-	-	-
At 31 March 2024	<u>7,560</u>	<u>3,029</u>	<u>3,895</u>	<u>14,484</u>
NET BOOK VALUE				
At 31 March 2024	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2023	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

11. DEBTORS

	2024	2023
	£	£
Trade debtors	25,988	56,249
Prepayments	-	3,458
	<u>25,988</u>	<u>59,707</u>

12. CREDITORS: Amounts falling due within one year

	2024	2023
	£	£
Other creditors including amounts held as Treasurer	253,116	230,144
Trade creditors	14,870	20,452
Tax and social security	6,979	2
Accruals	5,502	7,060
Deferred income	451	46,683
	<u>280,918</u>	<u>304,341</u>

Deferred income relates to events and projects that have not yet taken place as at the year-end. All deferred income brought forward was released in the current year.

Other creditors include amounts received from grant providers and donors that are for other charitable organisations and recipients. The Charity acts as Treasurer for the funds and pays out to their intended recipients as and when required. During the year a total of £103,320 was received and £104,470 was paid out. These receipts and payments are not included in the Charity's statement of financial activities. At the balance sheet date a total of £229,790 (2023: £230,144) was held.

13. DEFINED BENEFIT PENSION SCHEME ASSET/(LIABILITY)

The Charity participates in a defined benefit scheme operated by Essex County Council. The assets of the scheme are held separately from those of the charity. The contributions are determined by the scheme actuaries, Barnett Waddingham, on the basis of triennial valuations. The most recent full actuarial valuation was at 31 March 2022 and has specified the employer rates applicable for the three years from 1 April 2023.

To assess the value of the Charity's liabilities at 31 March 2024, the value of the liabilities calculated for the funding valuation at 31 March 2022 have been rolled forward allowing for the different financial assumptions required under FRS 102. To calculate the asset share the assets have been rolled forward allowing for investment returns, contributions paid into, and estimated benefits from the Fund by and in respect of the Charity and its employees. The assumptions that have the most significant effect on the results of the valuation are those regarding the investment return and the rate of increase in salaries and pensions. It is assumed that the discount rate would be 4.80%, salary increases would be 3.95% per annum and that pension increases would increase at the rate of 2.95% per annum.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2024**

13. DEFINED BENEFIT PENSION SCHEME LIABILITY (continued)

The return on the Fund for the year to 31 March 2024 is estimated to be 12.30%. The estimated asset allocation for the Charity as at 31 March 2024 is Equities 55%, Gilts 2%, Other bonds 0%, Property 7%, Cash 2%, Alternative Assets 15% and Other managed funds 18%. The Charity's share of the assets of the Fund is approximately 0.01%. The minimum employer contributions due from the Charity for the three years commencing 1 April 2023 are 0.0% of payroll per annum.

	2024	2023
	£	£
Value of scheme assets and liabilities		
Fair value of assets	1,299,000	1,183,000
Present value of scheme liabilities	(812,000)	(744,000)
Impact of asset ceiling	(461,000)	-
Net pension scheme asset	<u>26,000</u>	<u>439,000</u>
 Movements in year		
Surplus at beginning of the year	439,000	149,000
Actuarial gain/(loss)	(413,000)	290,000
Pension scheme surplus at the end of the year	<u>26,000</u>	<u>439,000</u>

14. COMMITMENTS UNDER OPERATING LEASES

At 31 March 2024 the company's total future minimum lease payments under non-cancellable operating leases, were as follows:

	Land and buildings	
	2024	2023
	£	£
Not later than 1 year	-	-
Later than 1 year not later than 5 years	-	-
	<u>-</u>	<u>-</u>

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2024**

15. UNRESTRICTED FUNDS

Current year	Movement in resources:				Balance at 31/03/2024
	Balance at 01/04/2023	Income	Expenditure	Gains, losses & transfers	
	£	£	£	£	£
General unrestricted funds	52,890	399,126	(327,840)	9,558	133,734
Pension reserve	439,000	-	-	(413,000)	26,000
Designated funds					
a) Employment reserve	35,000	-	-	15,000	50,000
b) Technology reserve	7,000	-	-	-	7,000
c) Project Development Fund	25,000	-	-	(4,558)	20,442
d) Craft Group	5,881	211	(804)	-	5,288
e) Chelmsford 4 Good	16,746	1,000	(118)	-	17,628
f) Charity Shop	76,882	17,242	(6,285)	(6,729)	81,110
g) Essex Family Support	13,669	9,814	(23,483)	-	-
h) Tennyson Garden	439	769	(383)	-	825
i) Shed development Fund	-	40,000	(4,696)	725	36,029
j) Chelmsford Shed	-	2,475	(1,466)	2,813	3,822
	<u>672,507</u>	<u>470,637</u>	<u>(365,075)</u>	<u>(396,191)</u>	<u>381,878</u>
Prior year					
	Balance at 01/04/2022	Income	Expenditure	Gains, losses & transfers	Balance at 31/03/2023
	£	£	£	£	£
General unrestricted funds	68,492	280,109	(340,966)	45,255	52,890
Pension reserve	149,000	-	-	290,000	439,000
Designated funds					
a) Employment reserve	35,000	-	-	-	35,000
b) Technology reserve	7,000	-	-	-	7,000
c) Project Development Fund	25,000	-	-	-	25,000
d) Craft Group	6,101	-	(220)	-	5,881
e) Chelmsford 4 Good	16,071	1,000	(325)	-	16,746
f) Charity Shop	68,482	13,694	(5,294)	-	76,882
g) Essex Family Support	12,058	13,385	(10,075)	(1,699)	13,669
h) Tennyson Garden	1,560	20	(316)	(825)	439
k) Chelmsford West Garden	264	-	(100)	(164)	-
l) Timebank	6,150	12,000	(60)	(18,090)	-
	<u>395,179</u>	<u>320,208</u>	<u>(357,357)</u>	<u>314,477</u>	<u>672,507</u>

- a) The employment reserve was established to mitigate risks to the charity as an employer.
b) The technology reserve was established to mitigate risks arising from technology failure.
c) The project development fund was established to allow the charity to respond quickly to new opportunities.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2024**

15. UNRESTRICTED FUNDS (Continued)

- d) Income to the craft group fund arises from sale of crafts and bunting.
- e) A corporate brokering project, aiming to raise the profile of local charities with businesses in the local area and to build a local 'Community Chest'.
- f) Established to offer supported volunteering placements and to help raise funds for the charity and other local charitable causes.
- g) The charity is grant funded by C360 until 31 March 2024 to deliver the Essex Family support service in Chelmsford, as part of an Essex-wide service.
- h) A small project to create a Live Well Social Prescribing Garden working collaboratively with Chelmsford West PCN, Active Chelmsford and RHS Hyde Hall.
- i) A shed development fund which holds funds raised directly by Chelmsford CVS to cover the full costs of shed development across the district.
- j) Chelmsford Men's Shed fund which holds the income and expenditure for subs, sales and donations for the Chelmsford Men's Shed voluntary group.
- k) A small project to offer enhancements to Chelmsford West Children's Centre Garden.
- l) The charity was grant funded to deliver Timebank in Chelmsford, Rayleigh and Rochford as part of the Essex Timebank project, led by C360 and funded by Big Lottery and ECC.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2024**

16. RESTRICTED FUNDS

Current year		Movement in resources:			
	Balance at				Balance at
	01/04/2023	Income	Expenditure	Transfers	31/03/2024
	£	£	£	£	£
a) Shed development Fund	725	-	-	(725)	-
b) Chelmsford Shed	2,813	-	-	(2,813)	-
c) Living safe and well	73,277	-	(8,898)	(20,000)	44,379
d) SWOT	31,229	10,000	(12,898)	-	28,331
e) Volunteer centre	15,405	34,886	(57,020)	6,729	-
f) Other restricted funds	-	2,176	(2,176)	-	-
	<u>123,449</u>	<u>47,062</u>	<u>(80,992)</u>	<u>(16,809)</u>	<u>72,710</u>

Prior year		Movement in resources:			
	Balance at				Balance at
	01/04/2022	Income	Expenditure	Transfers	31/03/2023
	£	£	£	£	£
a) Shed development Fund	3,078	-	(53)	(2,300)	725
b) Chelmsford Shed	3,280	1,024	(1,491)	-	2,813
c) Living safe and well	90,121	-	(359)	(16,485)	73,277
d) SWOT	29,504	10,000	(3,055)	(5,220)	31,229
e) Volunteer centre	30,691	36,181	(51,466)	-	15,405
g) Cinema 4 All	1,631	-	(1,160)	(471)	-
	<u>158,305</u>	<u>47,205</u>	<u>(57,584)</u>	<u>(24,477)</u>	<u>123,449</u>

- a)/b) The Men's Shed project fund has been split into Shed Development Fund and Chelmsford Shed Fund. Grant funding is used to develop local shed projects. These have been transferred to designated to better reflect the nature of the funding.
- c) Funding to host and operate the Social Prescribing Programme.
- d) Grant received to delivery the SWOT volunteering project.
- e) Specialist volunteer brokerage project providing support and expertise within the local community, to potential and existing volunteers and volunteer involving organisations (formerly designated).
- f) Other restricted funds received from Chelmsford City Council for various projects.
- g) Grant received from Essex Community Foundation to deliver a community pilot in collaboration with City of Chelmsford Mencap.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2024**

17. ANALYSIS OF NET ASSETS (between restricted and unrestricted funds)

Current year	Tangible fixed assets £	Other net assets £	Total £
General unrestricted	-	133,734	133,734
Designated	-	222,144	222,144
Pension reserve	-	26,000	26,000
Total Unrestricted	-	381,878	381,878
Restricted	-	72,710	72,710
	-	454,588	454,588
Prior year	Tangible fixed assets £	Other net assets £	Total £
General unrestricted	-	52,890	52,890
Designated	-	180,616	180,616
Pension reserve	-	439,000	439,000
Total Unrestricted	-	672,506	672,506
Restricted	-	123,449	123,449
	-	795,956	795,956

18. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year.

19. COMPANY LIMITED BY GUARANTEE

Every member of the company undertakes to contribute to the assets of the Company in the event of the same being wound up during the time he/she is a member, or within one year afterwards, for the payments of the debts and liabilities of the company contracted before the time at which he/she ceases to be a member and of the costs, charges and expenses of winding up the same, and for the adjustments of the rights of the contributors among themselves such amount as may be required not exceeding one pound.

Accounts

COMPANY REGISTRATION NUMBER : 05586169

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
UNAUDITED FINANCIAL STATEMENTS
FOR
31 MARCH 2023**

Charity Number : 1112483



Edmund Carr LLP
Chartered Accountants
146 New London Road
Chelmsford
Essex
CM2 0AW

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

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**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

COMPANY INFORMATION

YEAR ENDED 31 MARCH 2023

Charity Number: 1112483
Company Number: 05586169

Principal address: Burgess Well House
Coval Lane
Chelmsford
Essex
CM1 1FW

Charity trustees:

Allison Lofthouse	Chair
John Knott	Hon Treasurer & Company Secretary
Tom Willis	(deceased 19.2.23)
Tracy Harris	(resigned 3.7.23)
Lynne Foster	
Glenda Daines	
Louis Langenberg	(appointed 23.11.23)
Gregory Deacon	(appointed 27.11.23)

The charity trustees are also directors of the company.

Appointed observer: Cllr Sue Young Chelmsford City Council

Accountants: Edmund Carr LLP

Senior staff: Lorraine Jarvis, Chief Officer

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2023

The trustees have pleasure in presenting their report and the unaudited financial statements for the charity for the year ended 31 March 2023.

Structure, Governance and Management

Governing document: The Memorandum and Articles of Association; incorporated 7 October 2005. Registered as a charity 12 December 2005. Began operating 1 April 2006.

Charity constitution: Company Limited by Guarantee

Charity trustee selection method: Trustees are nominated and elected by the Board at the Annual General Meeting. Chelmsford CVS staff and board members continued to keep skills updated and ongoing membership of NCVO, NAVCA and VST has enabled access to relatively low cost, high value training. Records of all staff and trustee development are kept.

The Trustees meet regularly as a main committee, and delegate day to day responsibility for the running of the charity to the Chief Officer who reports in detail on every aspect of the Charity's work in order that decisions can be made that best further the charity and company objectives.

Public Benefit Statement

The Trustees confirm that they have had due regard to the guidance issued by the Charity Commission on Public Benefit. Chelmsford CVS objects are clear in that they will promote any charitable purposes that are for the benefit of the community; its aims and activities of brokering volunteer opportunities, providing support to individuals, to voluntary and community organisations, especially in the area of health, wellbeing, safety and education, are in accordance with the regulations on public benefit.

Risk Management

The major risks, to which the charity is exposed, as identified by the Trustees, are reviewed and systems, policies and procedures established to mitigate those risks. Every staff induction is completed to include policies and there is a review process in place with any amendments being agreed at Board level. The annual review of Health & Safety and Adult Safeguarding policies and procedures were undertaken, and a review of the Recruitment of Ex-Offenders policy was carried out to comply with most recent legislation. All staff and volunteers were offered training in Autism awareness and undertook training in topics such as Volunteers and the Law and Grant Fundraising. Members of the public, staff and volunteers are encouraged to access online training in Suicide Awareness, Mental Health First Aid, Telephone Befriending, Making Every Contact Count, and how to volunteer safely and responsibly.

Objectives and Activities

The objectives of the charity:

- a) To promote any charitable purposes for the benefit of the community in the local government district of Chelmsford and its neighbourhood;
- b) To promote and organise co-operation in the achievement of above purposes and to that end to bring together in council representatives of the voluntary organisations and statutory authorities within the area of benefit.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2023

Principal activity

Chelmsford Council for Voluntary Service (CVS) works to support, promote and develop local voluntary action to maximise the effectiveness of voluntary and community activity. The charity operates in Essex under the working name of Chelmsford CVS and hosts or delivers a number of projects to support community wellbeing, including Pre Loved Prom, VolFEST, Chelmsford 100: Hidden Gems, Volunteer Centre, Chelmsford Men's Shed, Community Corner Cafe, Supporting Wellbeing Operations Team (SWOT), Chelmsford 4 Good, Chelmsford Connects, Delivery partner for Essex Timebank, NHS social prescribing Link Workers, Winter Warm, Tennyson House Live Well Garden and Writtle Surgery Garden, IT Man @ MLCT, Supporting local Covid vaccination volunteer recruitment and infrastructure; Delivery partner for Chelmsford Community Resilience Hub, Essex Family Support Service, Knitting Group @ Caffè Marconi and SWF Community Garden.

Chelmsford CVS is a local infrastructure charity and works across the district offering activity and support which sits within four overarching functions:

- Leadership and advocacy
- Partnerships and collaborations
- Capacity building
- Volunteering

Achievements and Performance

Main developments and achievements during the year: Chelmsford CVS thanks the City Council and County Council for supporting our core business with grant funding. This provides a sound basis to lever in additional resource to deliver support and services to the voluntary sector, engage with local partnerships and sustain projects that meet community needs. It enables the charity to build a core infrastructure of support and a chain of collaboration that is nimble and swift to act whatever the presenting community need.

The trustees would like to record special thanks to Tom Willis, who died unexpectedly in February 2023. Tom was an extremely dedicated trustee and former Mayor of Chelmsford and the Chief Officer was able to pay tribute to him by speaking at a Service of Thanksgiving at Chelmsford Cathedral. Trustees would also like to put on record their thanks to Cllr John Galley, Mayor of Chelmsford who died in October 2022; John was a great advocate of the CVS and voluntary sector having previously been Deputy Leader and Cabinet Member for Finance at the City Council. Another great loss was Ken Edwards, who had for many years been a great supporter of the CVS and voluntary sector.

The Trustees also thank CVS members and all of the people, charities, community groups, volunteers and other stakeholders who work collaboratively with us year on year to enable a connected offer in support of our communities. In this third year of pandemic as we emerged from crisis mode, there remained many challenges and the trusted relationships that the charity has built up over the past 28 years enabled it to continue to enhance collaborations to ensure that people in the communities of Chelmsford were supported.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2023

We work with humility, with the sector and strategic partners, to bring people together and set up activities that meet a need in our community. All CVS staff work with Asset Based Community Development principles enhancing what's strong rather than focussing on what's wrong and to empower rather than creating further dependencies.

The Trustees would like to thank the staff team for their continued dedication in working often six days a week and many hours each month in excess of their contracted time to be able to offer time to every group requesting help. Thanks go to every single volunteer who has continued to offer support to the charity's Hub, vaccination calls to action and all projects –124 in all. **The following pages offer a snapshot** of what has been another exceptionally busy year of delivering emergency support alongside the charity's business as usual:

Supporting the Voluntary Sector (with communications, fundraising, governance, compliance):

During the year Chelmsford CVS had 8 new charities come into membership and *delivered direct support to 358* charities, voluntary or community groups and **27** non constituted groups.

We were able to support 24 complex compliance issues including with insurance, safeguarding, risk assessments, strategies, policies and procedures. All of this work helps VCS organisations and their voluntary trustees to navigate the often challenging landscape to keep legal and safe operations. We've delivered specialist support with governance issues to 11 VCS groups over the year with each group requiring at least two one-2-one sessions and written follow up. We also, sadly, supported two closures.

The charity **supported 74 VCS groups with their fundraising during the year** meeting one to one with groups to help them interpret application guidance, found and circulated a myriad of funding opportunities, reviewed applications, acted as referee or endorsed bids, helped with budgets and as a soundboard for those expanding or contracting their charitable offer. Recognising the challenges ahead for charities facing increased demand without recourse to emergency funding we organised some formal training. The first, in collaboration with the City Council, on Tender Readiness; the second, bringing a national expert to Chelmsford to deliver expert Fundraising training.

Liaison (Connecting and referring): Making connections and introductions between the VCS and potential collaborative colleagues or to the VCS from statutory partners is day to day work for the CVS. When we receive a request we continue to work to support connections and relationship building. Two examples: during development of the cultural strategy we offered local intelligence to help drive engagement. When the owner of a community café was looking to set up a youth group we linked them with another established charity who have significant expertise in setting up volunteer led, sustainable groups.

Resources to Share: The shared resources began going out of the door again with the community cinema kit starting to go out more frequently as people began to go out in person again. Display boards and bunting have also seen a lot of use this year with charities able to borrow items for free. The meeting rooms picked up in usage and the **new PA systems and gazebos** purchased with ECC Locality Fund were very well used.

Information and Communications: The charity continued to send a weekly E-mail bulletin and funding opportunities briefings to *VCS with 51 Bulletins being collated, prepared and sent* out during the year to VCS member representatives and local stakeholders, containing up to ten items of interest. Often calls come through to take up opportunities within minutes of sending it out.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2023

chelmsfordcvs.org.uk saw **49,419** page views and 22,267 new users, broadening our audience by over **3,300 individuals more than last year**. The most popular pages were Latest Volunteering opportunities. With less capacity to engage with social media in the past year, CVS Twitter feed settled to **over 49,800 impressions** from a following of **1933**. New Instagram pages for Chelmsford Shed and Chelmsford 100 were begun. Our followers on CVS Facebook page are well networked groups and individuals so when feed is shared it brings the **reach to over 17,300**. The trustees are especially grateful to the City Council's Communications Team in getting our messages out via their social media and often reporting our activities in City Life, helping to reach a much wider local audience.

Enabling Representation & Strategic Partnership Work: Chelmsford CVS is dedicated to ensuring that the voice of the voluntary sector is heard at strategic tables, showcasing VCS talent and raising challenges at the highest level. The charity continued to attend key meetings and supported the development of a new Chelmsford Against Slavery Partnership with the Chief Officer speaking at the inaugural meeting. We also worked closely with Culture Chelmsford, the city council's cultural team and a number of partners to develop and adopt a comprehensive new cultural strategy for Chelmsford. In year, CVS engaged with and attended **124 partnerships and forums**, keeping a watching brief on many others. When a specialist view was needed local strategic VCS CEOs were connected in as appropriate.

Mapping of Community Assets and launching Chelmsford Connects: The charity's collaborative work in mapping VCS assets across Mid Essex concluded and the report was published along with an interactive map of the assets found and some community stories. All assets were logged on www.ChelmsfordConnects.org.uk online directory which continues to grow in scope containing thousands of local agencies and activities. This became a vital resource as we approached Winter and the cost of living crisis began to bite; we collected information about all of the dozens of Warm Spaces available across Chelmsford and published them as an interactive online directory available to all.

Administration of Community Grants & Funds: The charity continued to support the administration of the City Council's Community Grants in year.

In certain circumstances, Chelmsford CVS can act as Treasurer for others and continues to hold funds and work in partnership for the benefit of Active Chelmsford.

We also worked in partnership with other CVSs in Mid & South East Essex to bring a micro community grants offer into Chelmsford. Groups were able to apply for up to £2,000 and we administered that process for local groups; 13 of them were awarded grants.

The charity also supported ECC in facilitating the process of getting emergency funds out to people in need.

Volunteer Centre Specialist Activities: The charity continued to offer a bespoke brokerage and volunteer-matching service throughout the year **placing 1,110 volunteers** in roles, and **supporting 185 organisations**. Our enquiry to placement ratio for the year is 54%, against a national average of 15%. We continued our work in guiding groups in how best to run and manage their volunteering departments offering free expert guidance on policy writing, best practice, data management, volunteer recruitment, and volunteers and the law. Detailed volunteer development work was completed with **38 individual organisations** this year. We sourced, arranged and created high-quality volunteer placements for large teams of corporate or employee volunteers; **224 individual volunteers** contributed at least a half day of volunteering in Chelmsford due to these efforts.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2023

The Volunteer Centre exhibited at **8 community events** and held outreach stands on a further **13 occasions** which included school and college recruitment fairs, in shopping centres and libraries, and at community wellbeing days or hubs. We helped deliver an information and sun-cream giveaway stall at Picnic in the Park, Melbourne; a week-long series of activities and signposting for families who make use of the free school meal scheme. Other outreach is done via social media, and monthly local newspapers, village magazines, community noticeboards, schools, radio, supermarkets, and through key referral agencies. This year we featured in a regular spot on Dave Monk's BBC Essex show, where the charity endeavoured to share this platform with local causes.

We continued the identification and development of supported volunteering roles for the benefit of people who struggle to access traditional volunteering. The charity works closely with Disability Employment Advisors, Social Prescribers, and key local agencies to place their clients into supported volunteering roles which, sadly, are becoming fewer as charity's face increasing pressures. So we also created and maintained our own volunteering projects as safe spaces for volunteers with additional needs. The expansion of these projects, and the resources required to deliver them contributed towards the recruitment of a new part time Community Development worker in winter 2022.

In addition, supported by a team of trained volunteers, the charity offered up over **268 supported sessions to tackle social isolation** and every session, be it tea party, garden, walk, carpentry, crafting or board games was very much welcomed by all participants. Some of these are described in more detail in this report.

The Volunteer Centre continued work begun in January 2021 to support local vaccination centres across our district facilitate their COVID Vaccination Programmes and Winter Flu Jabs; assisting in coordinating the volunteer efforts of **5 GP surgeries across 3 PCNs**. Despite public interest in supporting these roles falling, we have been successful in maintaining excellent relationships with a core group of local volunteers and, as such, are able to assist the surgeries when needed. We also continued to provide infrastructural support to each surgery, including advising them on risk-assessments, insurance, inductions, and the practical requirements of their volunteer teams.

The Centre Manager assisted Chelmsford Cathedral in designing and recruiting their large scale volunteering efforts for their spectacular Gaia exhibition, and supported the Cathedral's Christmas market with infrastructure and people.

Building upon the success of collaborative work with Afghan refugee families, we approached the local Muslim community to explore possibilities for other inclusive projects, and further improve social cohesion in our city. The first of these was a new Ladies' Community Craft Group, in which women of all ages, backgrounds, and abilities can come together to knit and crochet items for good causes, all while sharing life experiences and good conversation. The group is supported by the Volunteer Centre Manager, a volunteer trained in Mental Health First Aid and Autism Awareness, and by the generosity of *Caffè Marconi* where they meet. Further developmental work has led to the creation of *Bubu's Community Hub CIC*, a group which has gone on to offer a Winter Warm Space, children's sign-language classes, and a creative club for disabled adults.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2023

In Conversation with The High Sheriff: On 9th May we brought together a diverse group of VCS representatives to join an event 'In Conversation With' the High Sheriff Nick Alston whose theme for the year was Volunteering. We worked with him to engage local groups offering diversionary activity to young people to encourage connection and conversation between diverse agencies on local challenges.

Youth Engagement: The Volunteer Centre worked with *North Avenue Centre* to engage young users of Central Park and involve them in designing the street artwork that had been commissioned for the underpass near the skateboard ramps. Our Volunteer Centre Manager was asked to be a judge for *First Give*, a charity that inspires and equips students to engage with their local community through social action for charities; and was part of a panel that awarded a £1000 prize to the winning group of students at Hyland's School.

Staff attend frequent careers and progression fairs at secondary schools and colleges across Chelmsford, to encourage volunteering and community involvement among young people.

VolFest 2022: After a two-year, COVID-inflicted break, the charity's annual celebration for National Volunteers Week returned with a resounding bang to Chelmsford High Street. VolFest 2022 featured over 33 local volunteer-involving organisations in individual gazebos that ran the length of the High Street. The event featured live music from Hotbox; stands and vans from local food vendors; demonstrations from Essex Community First Aid and the Open Road SOS bus; engagement from local businesses, and a personal thank you to each group from the High Sheriff of Essex who also judged the "best stall" competition. Over 1,000 members of the public attended this year, which provided our local charities with an excellent opportunity to bring in new volunteers, showcase and promote their services in a festival of all the good that can come of our community working together.

Chelmsford 4 Good Charity Shop: under the devoted care of our incomparable volunteer manager the charity shop continues to provide much needed funds for the charity, as well as building a modest Community Chest for the future. The shop is an important location for volunteering placements for ex-offenders and those on Community Payback, and for people with additional needs to volunteer at. Many of the young people have used their experiences to secure paid employment.

Emergency Support Continues: Another challenging year with the CVS asked by health to continue to offer the Community Resilience Hub & Helpline, 5 days a week taking calls from the public, social prescribers and any local agency without access to emergency funds. The need continued beyond Covid into cost of living crisis and utilising emergency funding and a partnership approach with Citizen's Advice and other key local agencies the charity was able to directly offer support with essentials. The sheer number of transactions in year were again huge compared to usual business.

The Volunteer Centre contributes greatly to the running of the CVSs Community Hub & Helpline, and maintains a database of 49 active volunteers, this year working collaboratively with the Hub on coordinating large-scale donations to *Baby Basics*, *Age Concern*, and *Broomfield Hospital*, as well as numerous acts of micro-volunteering. **309 individual food and voucher deliveries, prescription collections and welfare calls** were carried out in year. Other tasks included sourcing and packaging up 400 lunch bags for pressurised staff at Broomfield hospital (complete with hand-drawn notes of thanks from a young volunteer).

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2023

Amid rising winter and cost of living pressures, we were asked by the Mid & South Essex ICS to support their efforts in making sure people were discharged swiftly and safely without unnecessary anxiety or risk of being readmitted. Within an extremely tight turnaround to develop and launch a programme of fast-responding, face to face welfare visits to vulnerable people in January. The charity was able to bring in trusted partners whose expertise would help make the visits more impactful and safe with additional help from our experienced Hub volunteers. The visits were coordinated via our Hub & Helpline.

Ukrainian Response: The charity was asked to work with Chelmsford City Council so that the information on local needs was accurate and the response appropriate. We actively liaised with the Red Cross, ECC and others so that Chelmsford could work collaboratively with the whole county. The CVS and VC attended meetings of the Ukrainian Refugee Tactical Coordinating group to represent the Third Sector resources that could be called upon to help. We actively recruited translators for referral to EWS, and signposted people to local initiatives including an excellent list of provision created and kept up to date by a local church.

Continuing Social Prescribing Link Worker Local Offer: The charity continued to host five GP based prescribers across three PCNs in the district. Social prescribers work one to one with people to improve their health and wellbeing and this can include up to 12 intensive support sessions that can be life changing. During the year these four full time and one half time prescribers picked up and worked with **1424 referrals, a large increase from last year**. They are a vital part of our Hub and community offer and in our work with communities to build on what's strong rather than what's wrong. In addition, the charity continues to deliver the Essex Family Support Service locally and now have an experienced part time social prescribing Link Co-ordinator (family specialist) in post.

Climate Change: CVS Chief Officer undertook two days of accredited Carbon Literacy training; as part of this work an environmental policy was begun and Pre-loved Prom project launched. All volunteer gardeners are encouraged to learn more about climate challenges and biodiversity and put this into practice during community gardening sessions. We gave out 50 packs of wild seed bombs at our VolFEST event with an opportunity to talk about bees and the importance of wild places. We continued to support the City Council in recruiting volunteers to Love Your Chelmsford and in our mission to offer anything useful that may be destined for landfill to the local charity sector. The charity shared several more opportunities to reuse office furniture that was being thrown away and were able to renew their furniture in this way. In December, a local VIP flights business closed and asked us to help distribute 19 pallets of new red suitcases that were destined for landfill. Thanks to some swift co-ordination we were able to get **all 475 suitcases out** to a variety of charities to help support their outreach, charity shops and beneficiaries.

Staying Safe in the Sun: In the Summer, the charity again secured funding for, purchased and offered out 500 bottles of sun-screen and an NHS leaflet on staying sun safe out to for those struggling with cost of living by utilising our networks and reaching out to agencies that would be doing outdoor activity with children in the summer months.

Winter Support Offer: As the weather began to worsen, the charity worked with nine different agencies, offering three charity grants and **13 different types of intervention so that we reached 452** individuals who benefitted from the modest amount of Winter Warm funding allocated by Essex County Council. When Covid spiked again, we worked with Mid Essex Alliance to deliver **235 Oxymeters and leaflets** to local GP practices for onward distribution to patients with a long term condition.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2023

SWOT: We continued to run the SWOT (Supporting Wellbeing Operational Team) project throughout the year. This voluntary scheme received referrals direct from Broomfield Hospital and directly facilitates food parcels, helps move furniture, mobility aids and personal alarms, warm clothing and shoes, links together overlapping services, and generally provides reassurance to anyone recently sent home from hospital. We also purchased and delivered new clothing to keep ward based clothing depositories topped up enabling patient dignity.

Overcoming Digital Exclusion: the charity continues to support an affordable, entry-level Computer Club at Moulsham Lodge Community Trust. The 'Tech & Tea' sessions continue to be popular and well attended. The CVS Hub continues to offer direct digital support week on week should any older person require shopping or other essentials purchased online and we continued to explore and respond to need as appropriate in this area.

Creating More Outdoor Connecting & Inclusion Activities: The garden project at Tennyson goes from strength to strength, acting as a stepping stone to other volunteering opportunities. The group includes people with physical and learning disabilities, epilepsy and mental health issues so the support offered by CVS team is intensive and weekly.

Working with the towns Rotary Club and Meadowcroft Garden Centre, the CVS team supported collaboration and community engagement for a *new garden in South Woodham Ferrers*, securing start-up funding for the basics including a summerhouse, tools, table and chairs. With help from RHS, the garden has been a haven for a wide range of people. It's given volunteers the opportunity to try their hand at gardening, meet new people and enjoy the beautiful Wellbeing space that they have helped create.

CVS was also able to secure start-up funding to establish a *Dementia Friendly garden over at Writtle GP surgery* and work began on this in December with the RHS again supporting start up. The garden is already transformed offering wheelchair access and will open one Saturday each month for community use with surgery staff able to use the space on weekdays

Creating More Indoor Connecting & Inclusion Activities: The charity worked intensively in partnership with Culture Chelmsford, Writtle College, the City Council, Chelmsford4You, the Meadows and Dominus to open an empty shop in The Meadows as *Chelmsford's Community Living Room*. CVS co-ordinated day to day operations, 7 days a week, providing staff and volunteers. It opened as a community space for everyone to enjoy in the middle of March and we were able to bring in a number of community agencies to share the space alongside the cultural offer. Recording a *footfall of over 3,500 people during the eleven weeks* it was open.

Launching New Partnerships & Offering Opportunity: Chelmsford Market approached the charity to see if CVS could make use of an empty kitchen and café seating corner. Thanks to funding from Essex Community Foundation to set up and run for 12 months, the *new Community Corner* now has a 5 star food hygiene certificate and opens every Wednesday for drinks and food. The unit window space has been transformed into a community information board and a partnership with City of Chelmsford Mencap offers a new opportunity for their adult students with learning disability to train up and progress their café skills.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2023

PreLoved Prom: Thanks to a small grant from Love Essex and by working in partnership with the Volunteer Centre, Dominus, the Meadows, Writtle College and Chelmsford Child & Family Wellbeing team we set up a local Preloved Prom project in a small shop unit aimed at saving fast fashion from landfill whilst helping hard pressed families with their prom outfits. The CVS went out to the community for donations and the response was overwhelming with 100s of dresses, suits and accessories freely given to stock the shop. Appointments were offered to try on and take outfits free of charge to any young person in need and the call went out to every secondary school and college.

Chelmsford Men's Shed: The CVS has continued to host Chelmsford Men's Shed which offers a safe space for men to meet and connect 'shoulder to shoulder'. This year as work started to open as usual and offer more sessions, a full review of health and safety was undertaken and volunteer training updated. Our Volunteer Centre Manager has also provided expert advice and guidance regarding the creation of three more local Shed projects.

My Weight Matters & Movement: The CVS restarted two My Weight Matters sessions in Chelmsford and Danbury in support of the *Essex Wellbeing Service*. Delivered weekly by trained volunteers, these sessions offer a free, NHS-approved weight loss programme in an empathetic, kind, and knowledgeable environment.

The seated yoga group at Age Concern Community Hub, funded by Active Chelmsford and intended for anyone needing to be more active but struggling with doing so safely, continued until the financial year end.

Facilitating the use of Locality Funds: The charity worked with ECC Councillors during the year to maximise use of their funding allocations: to help provide some equipment and games for the new Community Living Room at Number 11 The Meadows; and to commission updated research and statement of community need for a proposed new Community Hub.

Chelmsford 100: Hidden Gems Walking and Wellbeing Project: Following on from its launch in February last year, engagement with this community connections project continued and all of the 100 silks were delivered to the very first Installation event on 1 July over at The Wilderness Foundation. A breath-taking sight, seeing all the silks on what was a perfect day with the sun shining and a good breeze! The charity launched the city's first ever Walking Festival at the beginning of July and embarked with three walk leader volunteers on exploring and undertaking new walks totalling 100 miles. This was good for staff wellbeing coming out of the emergency and we *directly engaged with over 11,400 people* over the course of the year through walks, installations, talks and exhibitions.

The deliberate intent to involve those who would not usually be asked to participate in this type of arts project bore fruit in the sheer range of people and groups involved in the design of each silk. A first for us and working in partnership with Chelmsford Museum, with their expert support and our ability to form connections with all parts of our diverse community, we produced an exhibition of our Chelmsford 100 project and began to pull together a book of the silks and stories. This project continues to grow in reach and connects people and creates volunteering opportunities in a very different way than other work that we do.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2023

Supporting the Knife Angel Legacy: CVS began a new collaboration with Keep It 100 and the City Council to put in place a legacy statue following the successful visit of the Knife Angel. Intended as a place of reflection and education in the city centre, CVS supported the launch event in September and offered the opportunity for young people involved to walk with their Chelmsford 100 silks through the underpass that local young people had also helped to redesign. An inspirational and emotional morning, this was recorded by and appeared on ITV News. We were delighted to be jointly Awarded by the High Sheriff this year, taking young people along to receive the certificate and giving them the opportunity to speak directly about their experiences to BBC Essex, the High Sheriff and the Police and Crime Commissioner.

Local, Essex & Wider Networks: The charity is an active member NAVCA, NCVO and the National VCS Emergency Partnership, regularly attending meetings, responding to enquiries, sharing local insights to colleagues across the country. In turn, those networks are available to us should we have a tricky issue or wish to gain from others experience when trying out new approaches.

Financial review

Total income in the year was £367,413 (2022 - £435,787) and expenditure increased to £414,941 (2022 - £368,353) resulting in net expenditure of £47,528 (2022 - net income £67,434).

Reserves policy:

To mitigate the risks of the uncertain funding climate the Trustees retain the ambition to increase the current level of free reserves to six months' of general unrestricted expenditure. This equates to free reserves of £166,440 compared to actual free reserves held at the year end of £52,890 (excluding designated funds, fixed assets and pension reserve) as set out in note 15.

As the work of the charity relies on the ability of its staff members to carry out its objectives, the Trustees maintain a designated Employment Reserve to mitigate the risk of temporary loss of that ability, or such other risk as may arise to the charity as an employer.

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Approved by the Trustees 4 December 2023 and signed on their behalf by:

Allison Lofthouse
.....

Allison Lofthouse

Chair of Trustees

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2023

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2023 which are set out on pages 14 to 26.

Responsibilities and basis of report

As the charity 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 company'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

Since the 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 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 accord with those 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.

Colin Barker

.....
C A Barker FCA

146 New London Road
Chelmsford
CM2 0AW

21 December 2023
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**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND
EXPENDITURE ACCOUNT)**

YEAR ENDED 31 MARCH 2023

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
INCOME FROM:					
Donations and legacies					
Donations	2	2,427	1,024	3,451	7,801
Grants receivable	4	288,747	46,181	334,928	404,241
Other trading activities:					
Sales income		19,615	-	19,615	18,071
Charitable activities:					
Service and project income	5	7,101	-	7,101	5,561
Investments	3	2,318	-	2,318	113
TOTAL INCOME		<u>320,208</u>	<u>47,205</u>	<u>367,413</u>	<u>435,787</u>
EXPENDITURE ON:					
Costs of raising funds:					
Charity shop costs		-	-	-	3,973
Charitable activities	6	357,357	57,584	414,941	364,379
TOTAL EXPENDITURE		<u>357,357</u>	<u>57,584</u>	<u>414,941</u>	<u>368,353</u>
NET INCOME/(EXPENDITURE)		(37,149)	(10,379)	(47,528)	67,434
Transfer between Funds		24,477	(24,477)	-	-
Other recognised gains / (losses):					
Gains on defined benefit pension plan	13	290,000	-	290,000	119,000
NET MOVEMENT IN FUNDS		277,328	(34,856)	242,472	186,434
Reconciliation of funds:					
Total Funds brought forward		395,179	158,305	553,484	367,049
Total Funds carried forward		<u>672,507</u>	<u>123,449</u>	<u>795,956</u>	<u>553,484</u>

The charity has no recognised gains or losses other than the results for the year as set out above.

The notes on pages 16 to 26 form part of these financial statements.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
BALANCE SHEET
AS AT 31 MARCH 2023**

	Note	2023 £	2022 £
FIXED ASSETS			
Tangible assets	10	-	-
CURRENT ASSETS			
Debtors	11	59,707	19,904
Cash at bank		601,590	672,031
		<u>661,297</u>	<u>691,935</u>
CREDITORS: Amounts falling due within one year	12	<u>(304,341)</u>	<u>(287,451)</u>
NET CURRENT ASSETS		<u>356,956</u>	<u>404,484</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>356,956</u>	<u>404,484</u>
NET ASSETS EXCLUDING PENSION LIABILITY		<u>356,956</u>	<u>404,484</u>
Defined benefit pension asset/(liability)	13	<u>439,000</u>	<u>149,000</u>
NET ASSETS		<u><u>795,956</u></u>	<u><u>553,484</u></u>
FUNDS OF THE CHARITY			
Restricted funds	16	123,449	158,305
Unrestricted funds			
Unrestricted income funds		233,507	246,179
Pension reserve	13	<u>439,000</u>	<u>149,000</u>
Total unrestricted funds	15	<u>672,507</u>	<u>395,179</u>
TOTAL CHARITY FUNDS		<u><u>795,956</u></u>	<u><u>553,484</u></u>

For the year ended 31 March 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 (the Act) relating to small companies.

Directors' responsibilities:

- i) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- ii) the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These financial statements were approved by the Trustees on 4 December 2023 and are signed on their behalf by:

Allison Lofthouse

ALLISON LOFTHOUSE

Chair of Trustees

Company Registration Number: 05586169

The notes on pages 16 to 26 form part of these financial statements.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES

a) Basis of accounting

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (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 (effective 1 January 2019) (Charities SORP FRS 102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

b) Going Concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

c) Income

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:

When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.

When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions have been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

d) Expenditure

All expenditure is accounted for on an accruals basis and includes VAT as the charity is not VAT registered. Governance costs are associated with the governance arrangements of the charity. Support costs are apportioned between the funds based on budgeted expenditure at the start of the year.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

e) Depreciation

Major expenditure on tangible fixed assets is capitalised. The cost of other items is written off as incurred.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Presentation and copier equipment	33.33% straight line
Office equipment	33.33% straight line
Furniture & fittings	33.33% straight line

f) Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

g) Creditors and provisions

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 normally recognised at their settlement amount.

h) Fund accounting

Funds held by the charity are either:

Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds – these are unrestricted funds that the Trustees have set aside for specific designated purposes.

Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity.

i) Pension Fund (see note 13)

Chelmsford Council for Voluntary Service participates in a defined benefit scheme operated by Essex County Council. The contributions are determined by the scheme actuaries, on the basis of triennial valuations.

j) Legal Status

The charity is a private company limited by guarantee. It is incorporated in England and Wales and its registered address is Burgess Well House, Coval Lane, Chelmsford, Essex, CM1 1FW. The charity meets the definition of a public benefit entity.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

2. DONATIONS RECEIVABLE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Other donations	2,427	1,024	3,451	7,801
	<u>2,427</u>	<u>1,024</u>	<u>3,451</u>	<u>7,801</u>
<i>Total 2022</i>	7,438	363	7,801	

3. INVESTMENT INCOME

All of the charity's investment income arises from interest bearing deposit accounts.

4. GRANTS RECEIVABLE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Essex County Council (Public Health)	57,818	6,261	64,079	45,818
Chelmsford City Council	36,000	18,000	54,000	66,659
Other government grants	179,455	21,920	201,375	167,233
Emergency Response grant	-	-	-	45,000
Other grants	15,474	-	15,474	79,531
	<u>288,747</u>	<u>46,181</u>	<u>334,928</u>	<u>404,241</u>
<i>Total 2022</i>	311,172	93,069	404,241	

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

5. SERVICE AND PROJECT INCOME

	Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
	£	£	£	£
Project and services income	7,101	-	7,101	5,561
	<u>7,101</u>	<u>-</u>	<u>7,101</u>	<u>5,561</u>
<i>Total 2022</i>	5,561	-	5,561	

6. CHARITABLE EXPENDITURE

	Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
	£	£	£	£
Project delivery costs				
Staff costs	256,727	49,386	306,112	277,059
Other professional fees	28,987	1,175	30,162	25,426
Support costs:				
Rent and rates	21,409	-	21,409	16,357
Printing, postage and stationery	3,392	681	4,073	1,540
Telephone and internet	1,571	311	1,882	4,057
Travelling and meeting costs	7,665	1,832	9,497	1,572
Repairs and maintenance	9,546	520	10,066	7,958
Other	18,813	3,679	22,492	24,057
Governance costs (note 7)	9,248	-	9,248	6,353
	<u>357,357</u>	<u>57,584</u>	<u>414,941</u>	<u>364,379</u>
<i>Total 2022</i>	305,505	58,874	364,379	

7. GOVERNANCE COSTS

	Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
	£	£	£	£
Independent examination	1,000	-	1,000	970
Accounts preparation	3,692	-	3,692	3,500
Fees payable to Independent Examiner	4,692	-	4,692	4,470
Bookkeeping	2,456	-	2,456	1,870
Other professional fees and charges	2,100	-	2,100	13
	<u>9,248</u>	<u>-</u>	<u>9,248</u>	<u>6,353</u>
<i>Total 2022</i>	6,353	-	6,353	

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

8. ANALYSIS OF STAFF COSTS

	2023	2022
	£	£
Wages and salaries	262,796	231,321
Social security costs	21,743	16,603
Pensions	21,573	29,135
	<u>306,112</u>	<u>277,059</u>

None of the employees' emoluments exceeded £60,000.

None of the trustees or persons connected with them received any remuneration for their services.

During the year no expenses (2022: Nil) were reimbursed to the trustees.

Total key management personnel remuneration benefit during the year amounted to £72,264 (2022: £59,960). The 2023 figure includes exceptional overtime payments to management personnel in the year for project delivery due to staff shortage.

The average number of paid employees during the year, by head count, was 12 (2022: 11).

9. NET INCOME / (EXPENDITURE) FOR THE YEAR

This is stated after charging:

	2023	2022
	£	£
Depreciation	<u>-</u>	<u>-</u>

10. TANGIBLE FIXED ASSETS

	Presentation and copier equipment £	Furniture & fittings £	Office Equipment £	Total £
COST				
At 1 April 2022	7,560	3,029	3,895	14,484
Disposals	-	-	-	-
At 31 March 2023	<u>7,560</u>	<u>3,029</u>	<u>3,895</u>	<u>14,484</u>
DEPRECIATION				
At 1 April 2022	7,560	3,029	3,895	14,484
On disposals	-	-	-	-
Charge for the year	-	-	-	-
At 31 March 2023	<u>7,560</u>	<u>3,029</u>	<u>3,895</u>	<u>14,484</u>
NET BOOK VALUE				
At 31 March 2023	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2022	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

11. DEBTORS

	2023	2022
	£	£
Trade debtors	56,249	18,888
Prepayments	3,458	1,016
	<u>59,707</u>	<u>19,904</u>

12. CREDITORS: Amounts falling due within one year

	2023	2022
	£	£
Other creditors including amounts held as Treasurer	230,144	238,337
Trade creditors	20,452	31,246
Tax and social security	2	1,711
Accruals	7,060	4,157
Deferred income	46,683	12,000
	<u>304,341</u>	<u>287,451</u>

Deferred income relates to events and projects that have not yet taken place as at the year-end. All deferred income brought forward was released in the current year.

Other creditors include amounts received from grant providers and donors that are for other charitable organisations and recipients. The Charity acts as Treasurer for the funds and pays out to their intended recipients as and when required. During the year a total of £67,760 was received and £75,953 was paid out. These receipts and payments are not included in the Charity's statement of financial activities. At the balance sheet date a total of £230,144 (2022: £238,337) was held.

13. DEFINED BENEFIT PENSION SCHEME ASSET/(LIABILITY)

The Charity participates in a defined benefit scheme operated by Essex County Council. The assets of the scheme are held separately from those of the charity. The contributions are determined by the scheme actuaries, Barnett Waddingham, on the basis of triennial valuations. The most recent full actuarial valuation was at 31 March 2022 and has specified the employer rates applicable for the three years from 1 April 2023.

To assess the value of the Charity's liabilities at 31 March 2023, the value of the liabilities calculated for the funding valuation at 31 March 2022 have been rolled forward allowing for the different financial assumptions required under FRS 102. To calculate the asset share the assets have been rolled forward allowing for investment returns, contributions paid into, and estimated benefits from the Fund by and in respect of the Charity and its employees. The assumptions that have the most significant effect on the results of the valuation are those regarding the investment return and the rate of increase in salaries and pensions. It is assumed that the discount rate would be 4.80%, salary increases would be 3.95% per annum and that pension increases would increase at the rate of 2.95% per annum.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023**

13. DEFINED BENEFIT PENSION SCHEME LIABILITY (continued)

The return on the Fund for the year to 31 March 2022 is estimated to be 0.35%. The estimated asset allocation for the Charity as at 31 March 2022 is Equities 58%, Gilts 1%, Other bonds 0%, Property 8%, Cash 3%, Alternative Assets 16% and Other managed funds 14%. The Charity's share of the assets of the Fund is approximately 0.01%. The minimum employer contributions due from the Charity for the three years commencing 1 April 2023 are 0.0% of payroll per annum.

	2023	2022
	£	£
Value of scheme assets and liabilities		
Fair value of assets	1,183,000	1,175,000
Present value of scheme liabilities	(744,000)	(1,026,000)
Net pension scheme asset	<u>439,000</u>	<u>149,000</u>
 Movements in year		
Surplus at beginning of the year	149,000	30,000
Actuarial gains	290,000	119,000
Pension scheme surplus at the end of the year	<u>439,000</u>	<u>149,000</u>

14. COMMITMENTS UNDER OPERATING LEASES

At 31 March 2023 the company's total future minimum lease payments under non-cancellable operating leases, were as follows:

	Land and buildings	
	2023	2022
	£	£
Not later than 1 year	-	-
Later than 1 year not later than 5 years	-	-
	<u>-</u>	<u>-</u>

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023**

15. UNRESTRICTED FUNDS

Current year	Movement in resources:				Balance at 31/03/2023
	Balance at 01/04/2022	Income	Expenditure	Gains, losses & transfers	
	£	£	£	£	£
General unrestricted funds	68,492	280,109	(340,966)	45,255	52,890
Pension reserve	149,000	-	-	290,000	439,000
Designated funds					
a) Employment reserve	35,000	-	-	-	35,000
b) Technology reserve	7,000	-	-	-	7,000
c) Project Development Fund	25,000	-	-	-	25,000
d) Craft Group	6,101	-	(220)	-	5,881
e) Chelmsford 4 Good	16,071	1,000	(325)	-	16,746
f) Timebank	6,150	12,000	(60)	(18,090)	-
g) Charity Shop	68,482	13,694	(5,294)	-	76,882
h) Essex Family Support	12,058	13,385	(10,075)	(1,699)	13,669
i) Chelmsford West Garden	264	-	(100)	(164)	-
j) Tennyson Garden	1,560	20	(316)	(825)	439
	<u>395,179</u>	<u>320,208</u>	<u>(357,357)</u>	<u>314,477</u>	<u>672,507</u>

Prior year	Movement in resources:				Balance at 31/03/2022
	Balance at 01/04/2021	Income	Expenditure	Gains, losses & transfers	
	£	£	£	£	£
General unrestricted funds	54,547	300,628	(284,056)	(2,625)	68,492
Pension reserve	30,000	-	-	119,000	149,000
Designated funds					
a) Employment reserve	30,000	5,000	-	-	35,000
b) Technology reserve	4,375	-	-	2,625	7,000
c) Project Development Fund	25,000	-	-	-	25,000
d) Craft Group	6,101	-	-	-	6,101
e) Chelmsford 4 Good	14,413	2,000	(342)	-	16,071
f) Timebank	8,575	6,312	(8,737)	-	6,150
g) Charity Shop	59,148	13,307	(3,973)	-	68,482
h) Essex Family Support	7,292	14,145	(9,379)	-	12,058
i) Chelmsford West Garden	952	-	(688)	-	264
j) Tennyson Garden	2,900	963	(2,303)	-	1,560
	<u>243,302</u>	<u>342,355</u>	<u>(309,478)</u>	<u>119,000</u>	<u>395,179</u>

- a) The employment reserve was established to mitigate risks to the charity as an employer.
b) The technology reserve was established to mitigate risks arising from technology failure.
c) The project development fund was established to allow the charity to respond quickly to new opportunities.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023**

15. UNRESTRICTED FUNDS (Continued)

- d) Income to the craft group fund arises from sale of crafts and bunting.
- e) A corporate brokering project, aiming to raise the profile of local charities with businesses in the local area and to build a local 'Community Chest'.
- f) The charity is grant funded to deliver Timebank in Chelmsford and Rayleigh Rochford as part of the Essex Timebank project, led by Community360 and funded by Big Lottery and ECC.
- g) Established to offer supported volunteering placements and to help raise funds for the charity and other local charitable causes.
- h) The charity is grant funded to delivery the Essex Family support service in Chelmsford, led by Community360 who are under contract to delivery an Essex-wide service.
- i) A small project to offer enhancements to Chelmsford West Children's Centre Garden.
- j) A small project to create a Live Well Social Prescribing Garden working collaboratively with Chelmsford West PCN, Active Chelmsford and RHS Hyde Hall.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023**

16. RESTRICTED FUNDS

Current year		Movement in resources:			
	Balance at				Balance at
	01/04/2022	Income	Expenditure	Transfers	31/03/2023
	£	£	£	£	£
a) Shed development Fund	3,078	-	(53)	(2,300)	725
b) Chelmsford Shed	3,280	1,024	(1,491)	-	2,813
c) Living safe and well	90,121	-	(359)	(16,485)	73,277
d) SWOT	29,504	10,000	(3,055)	(5,220)	31,229
e) Volunteer centre	30,691	36,181	(51,466)	-	15,405
f) Cinema 4 All	1,631	-	(1,160)	(471)	-
	<u>158,305</u>	<u>47,205</u>	<u>(57,584)</u>	<u>(24,477)</u>	<u>123,449</u>

Prior year		Movement in resources:			
	Balance at				Balance at
	01/04/2021	Income	Expenditure	Transfers	31/03/2022
	£	£	£	£	£
a) Shed development Fund	5,101	-	(2,023)	-	3,078
b) Chelmsford Shed	2,972	363	(55)	-	3,280
c) Living safe and well	68,721	50,000	(28,599)	-	90,121
d) SWOT	30,343	4,808	(5,647)	-	29,504
e) Volunteer centre	9,923	38,261	(17,493)	-	30,691
f) Cinema 4 All	1,631	-	-	-	1,631
g) ProAct Fund	5,056	-	(5,056)	-	-
	<u>123,746</u>	<u>93,432</u>	<u>(58,874)</u>	<u>-</u>	<u>158,305</u>

- a)/b) The Men's Shed project fund has been split into Shed Development Fund and Chelmsford Shed Fund. Grant funding is used to develop local shed projects.
- c) Funding to host and operate the Social Prescribing Programme.
- d) Grant received to delivery the SWOT volunteering project.
- e) Specialist volunteer brokerage project providing support and expertise within the local community, to potential and existing volunteers and volunteer involving organisations (formerly designated).
- f) Grant received from Essex Community Foundation to deliver a community cinema pilot in collaboration with City of Chelmsford Mencap.
- g) Closing balance of the former charity to hold as a BAME strategic fund.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023

17. ANALYSIS OF NET ASSETS (between restricted and unrestricted funds)

Current year	Tangible fixed assets £	Other net assets £	Total £
General unrestricted	-	52,890	52,890
Designated	-	180,616	180,616
Pension reserve	-	439,000	439,000
Total Unrestricted	-	672,506	672,506
Restricted	-	123,449	123,449
	-	795,956	795,956
Prior year	Tangible fixed assets £	Other net assets £	Total £
General unrestricted	-	68,492	68,492
Designated	-	177,687	177,687
Pension reserve	-	149,000	149,000
Total Unrestricted	-	395,179	395,179
Restricted	-	158,305	158,305
	-	553,484	553,484

18. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year.

19. COMPANY LIMITED BY GUARANTEE

Every member of the company undertakes to contribute to the assets of the Company in the event of the same being wound up during the time he/she is a member, or within one year afterwards, for the payments of the debts and liabilities of the company contracted before the time at which he/she ceases to be a member and of the costs, charges and expenses of winding up the same, and for the adjustments of the rights of the contributors among themselves such amount as may be required not exceeding one pound.

Accounts

COMPANY REGISTRATION NUMBER : 05586169

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
UNAUDITED FINANCIAL STATEMENTS
FOR
31 MARCH 2022**

Charity Number : 1112483



Edmund Carr LLP
Chartered Accountants
146 New London Road
Chelmsford
Essex
CM2 0AW

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

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**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

COMPANY INFORMATION

YEAR ENDED 31 MARCH 2022

Charity Number: 1112483
Company Number: 05586169

Principal address: Burgess Well House
Coval Lane
Chelmsford
Essex
CM1 1FW

Charity trustees: Brian Mister, MBE (Resigned 18/05/21)
Allison Lofthouse Chair
John Knott Hon Treasurer & Company Secretary
Tom Willis Hon Secretary
Tracy Harris Trustee
Lynne Foster Chelmsford Theatre Workshop
Glenda Daines Trustee

The charity trustees are also directors of the company.

Appointed observer: Cllr Sue Young Chelmsford City Council

Accountants: Edmund Carr LLP

Senior staff: Lorraine Jarvis, Chief Officer

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2022

The trustees have pleasure in presenting their report and the unaudited financial statements for the charity for the year ended 31 March 2022.

Structure, Governance and Management

Governing document: The Memorandum and Articles of Association; incorporated 7 October 2005. Registered as a charity 12 December 2005. Began operating 1 April 2006.

Charity constitution: Company Limited by Guarantee

Charity trustee selection method: Trustees are nominated and elected by the Board at the Annual General Meeting. Chelmsford CVS staff and board members continued to keep skills updated and ongoing membership of NCVO, NAVCA and VST has enabled access to relatively low cost, high value training. Records of all staff and trustee development are kept.

The Trustees meet regularly as a main committee, and delegate day to day responsibility for the running of the charity to the Chief Officer who reports in detail on every aspect of the Charity's work in order that decisions can be made that best further the charity and company objectives.

Public Benefit Statement

The Trustees confirm that they have had due regard to the guidance issued by the Charity Commission on Public Benefit. Chelmsford CVS objects are clear in that they will promote any charitable purposes that are for the benefit of the community; its aims and activities of brokering volunteer opportunities, providing support to individuals, to voluntary and community organisations, especially in the area of health, wellbeing, safety and education, are in accordance with the regulations on public benefit.

Risk Management:

The major risks, to which the charity is exposed, as identified by the Trustees, continue to be reviewed and systems, policies and procedures have been established and put in place to mitigate those risks. Every staff induction is completed to include policies and all are agreed or amended at Board level. The annual review of Health & Safety policy and procedure was undertaken and policies and procedures for remote and lone working were reviewed again in year alongside associated training needs. The charity reviewed its suite of Covid Business Continuity Risk Assessments and other resources at several points in the year to enable its operation and that of its projects to continue through pandemic and varying levels of restrictions and national guidance.

Objectives and Activities

The objectives of the charity:

- a) To promote any charitable purposes for the benefit of the community in the local government district of Chelmsford and its neighbourhood;
- b) To promote and organise co-operation in the achievement of above purposes and to that end to bring together in council representatives of the voluntary organisations and statutory authorities within the area of benefit.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2022

Principal activity:

Chelmsford Council for Voluntary Service (CVS) works to support, promote and develop local voluntary action to improve the effectiveness of voluntary and community activity. The charity operates in Essex under the working name of Centre Supporting Voluntary Action and hosts or delivers a number of projects to support the community: Chelmsford Volunteering Centre, Chelmsford 4 Good, Connect Well Essex, Chelmsford Men's Shed, Community Crafting, Chelmsford Timebank, Rayleigh Rochford Timebank, Winter Warm, VolFest, SWOT and is a delivery partner for Live Well Link Well social prescribing in Mid Essex.

The charity has five overarching functions:

- Services and support for local voluntary and community organisations
- Liaison with and across the voluntary, statutory and business sectors
- Enabling representation with the voluntary sector
- Development of the sector and of initiatives to support the community
- Strategic Partnership

Achievements and Performance

Main developments and achievements during the year:

Chelmsford CVS thanks the City Council and County Council for supporting our core business with grant funding. This provides a sound basis to lever in additional resource to deliver support and services to the voluntary sector, engage with local partnerships and sustain projects that meet community needs. The Trustees also thank CVS members and all of the people, charities, community groups, volunteers and other stakeholders who work collaboratively with us year on year to enable a connected offer in support of our communities. Never was this foundation of collaboration and support more needed.

The charity worked on into the continuing pandemic flexing and responding to emerging need and the Trustees would like to pay tribute to the charity's Chief Officer and dedicated staff team for their continued willingness to flex roles and work many additional hours in order to support local people.

The Trustees would also like to thank: the Chelmsford Shed Volunteer Supervisors for their patience and resilience whilst the Shed was restarting; Chelmsford4Good Volunteer Shop Manager and her volunteers who remained so keen to get back to charity shop business despite every challenge; new garden volunteers for carrying on no matter the weather; every single volunteer who has continued to offer support to the charity's Hub and Vaccination calls to action. The response continues to be humbling and your impact on local people will remain long after the pandemic has ended.

During the year, long serving trustee and Chair Brian Mister retired and the trustees would like to thank Brian for his commitment and leadership through many years of the charity's development. Vice Chair, Allison Lofthouse stepped up to Chair the charity. The following pages offer just a snapshot of what has been another exceptionally busy year:

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2022

Community Resilience Hub & Helpline

The charity continued to divert its resources to offer a local Community Resilience Hub & Helpline for the district, 5 days a week, taking calls from the public but also from social prescribers and any local agency that has no access to emergency funds. Recognising that the emergency was becoming longer term, a full time Co-ordinator was appointed who, with the help of **121 incredibly dedicated volunteers**, was able to directly support **1,389 people** with prescriptions, food shopping and many other life essentials. The Hub provided vital practical support to people living in the Chelmsford district who had been advised to shield, isolate, or who faced immediate financial difficulties as a result of Coronavirus.

The Hub continued to work with mutual aid groups and key charities in order to reach and support those most vulnerable in our community. Unusually the CVS had access to emergency funding and with that came an opportunity to work even more collaboratively so rather than simply growing the Hub offer temporarily, we were determined and able to fund schemes to ensure ongoing support until end March 2022 for:

- Continued support through the SWF Health & Social Care Group and volunteers
- A holistic welfare, therapeutic and reconditioning offer to adults with Learning Disability
- Additional support for young carers in schools
- Support for those digitally excluded including provision of a new IT group
- Support for reopening physical sessions of dance movement activity classes
- Support to pilot seated exercise, pilates/yoga, guided walk; table tennis; dance in sheltered accommodation unit in SWF
- Support for reconnecting event bringing families back together in the Hindu community
- Start-up of another social prescriber supported wellbeing garden
- Continuance of a web based information page for mental health support and an information website for young people at risk of exploitation
- Support for long Covid through provision of a music therapy breathing group
- Support to develop a new walking and wellbeing project engaging vulnerable cohorts of people to reconnect to each other and their communities
- Support to expand meals and hot drinks provision during the Winter months.

Through this wider collaborative offer the Hub was able to reach out and deliver **in excess of 12,500** support offers between July and March. In addition, the charity again worked with partners to enable food vouchers to be given to children via schools the week before school holiday's.

Supporting the Voluntary Sector (with communications, fundraising, governance, compliance)

Continuing to support the emergency Hub has diverted the charity from its normal activities but these were still very much in demand.

During the year Chelmsford CVS increased its reach and delivered direct support to **321 charities**, voluntary or community groups. As we emerged out of restrictions, a range of resources was created to share with the sector and we were able to unpick and support **15 complex compliance issues** including helping some of the Covid support mutual aid groups to transition into something longer term. Help was given with insurance, policies, safeguarding, risk assessments and with small pots of funding to buy essentials.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2022

Unsurprisingly, requests for support with fundraising had a significant increase in demand and we gave **79 VCS groups** support with their fundraising during the year. This included application guidance, finding and circulating grant funding opportunities, writing references or endorsing bids, helping with budgets and more. The charity offered three virtual 'Meet the Funder' sessions where groups were able to book in and discuss ideas direct with Postcode Lottery, FJF and Lloyds and team members attended and cascaded a Heritage Lottery Fund briefing.

Governance can be a complex issue – choosing the right legal structure, refreshing your constitution, mediating conflict, moving from one structure to another, understanding what you can and can't do according to your memorandum. CVS offered support with all of these, offering intensive one-to-one support to 12 VCS groups over the year.

Liaison (Connecting and referring)

This aspect of the charity's work was especially relevant whilst physical connections have been very challenging and we continued making connections and introductions between the VCS and potential collaborative colleagues or to the VCS from statutory partners.

Resources to Share

Many of the charity's resources for sharing such as display boards and portable hearing loop had been gathering dust while VCS activities had been curtailed so we were pleased to loan out to kit to groups again and in particular, our Cinema 4 All kit to the Mencap Centre for a week where 44 adults with LD benefitted from the screening activities in different ways. Requests for other resources began to come in as restrictions lifted, with bunting being the most popular resource requested! The Centre reopened to the public in October once again offering meeting space to small groups, opening further in January to allow more VCS groups back.

Information and Communications

The charity continued to send a weekly E-mail bulletin and funding opportunities briefings to the VCS with **34 Bulletins** being collated, prepared and sent out during the year to the voluntary sector and local stakeholders. The E-Update continues to be popular with our member groups, with they and our strategic partners asking for items to be circulated, and we see a positive and consistent open and click rate. Our Twitter feed settled down to more normal levels with over **134,200 impressions** from a following approaching just short of 1,800. chelmsfordcvcs.org.uk has seen **58,463 page views** from 19,228 users and 18,873 new users, broadening our audience by over **3,000 more individuals** than the previous year. The most popular pages being the Vaccination Volunteering pages and the latest Volunteering opportunities.

Enabling Representation & Strategic Partnership Work

Chelmsford CVS continued to work hard to ensure that the voice of the voluntary sector is heard at local strategic tables, engaging with and attending **113 partnerships and forums**. When a specialist view is needed we connect in our local strategic VCS CEOs as appropriate but generally from our broad knowledge of the sector and trusted relationships we were able to showcase VCS talent and raise challenges at these tables. Reconnections were made with Chelmsford Dementia Action Alliance as it restarted monthly meetings, supporting reviews of dementia friendly organisations, this time two GP practices. Connections were also made into some of the new partnership groups and fora formed in year, some chaired by specialist VCS leads, all helping to co-ordinate a response to local need.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2022

Volunteer Centre Brokerage Activity

Throughout all of this emergency and crisis effort, the Centre continued to offer bespoke brokerage and volunteer-matching service throughout the year. In total, the volunteer centre placed **1,196 volunteers** in new roles, worked directly with **174 organisations**, and helped to support 34 more.

This work included advising groups in how best to run and manage their volunteering departments, offering free expert guidance on policy writing, best practice, data management, and volunteer recruitment. Volunteers are invited and encouraged to access online training to better help their communities and the charity made training available for Suicide Awareness, Mental Health First Aid, Telephone Befriending, Making Every Contact Count, and how to volunteer safely and responsibly.

The Centre has supported consultations for other Volunteer Centres in the country who are looking at building a similar platform to our Volunteer Essex (Chelmsford). As an acknowledged exemplar the Centre has been sought out to help train new volunteer centre employees for Maldon, Rayleigh & Rochford, and Basildon, Billericay & Wickford CVS. The Centre worked in year with many different volunteer involving organisations and statutory partners to help create better volunteering roles and a better community experience for their clients.

Volunteer recruitment out in the community was restarted with outreach stands at local libraries and community centres, and presentations to Chelmsford College, Writtle College, RHS Hyde Hall, and the Job Centre. Other outreach is done via social media, and monthly targeted outreach via local newspapers, village magazines, community noticeboards, schools, radio, and supermarkets. The Centre sourced, arrange and created high-quality volunteer placements for large teams of corporate or employee volunteers, including packing educational kits for schools, supporting local events, building raised beds for Abberton Rural Training, and decorating for a local community centre.

The charity is an active member of the NCVO network and the National VCS Emergency Partnership. We regularly attend meetings, respond to enquiries, share insights and advice, and provide statistical reports to colleagues across the country. In turn, those networks are available to us should we have a tricky issue or wish to gain from others experience when trying out new approaches.

Staying Safe in the Sun

The charity piloted a new initiative offering **500 bottles** of sun-screen and an NHS leaflet on staying sun safe out to families by reaching out to agencies that would be doing outdoor activity with children in the summer months. This was very well received, particularly by those who will be providing the sunscreen next year.

Black History Month Event

Chelmsford CVS is sometimes asked to act as Treasurer for funding so that it isn't lost for the community. Through one of these funds we were able to offer over £5,000 of financial resources to local CIC New Generation Development Agency to restart the Black History Month October event which was well attended (900 people) and well received.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2022

Supporting the Knife Angel Visit

The CVS team worked from June until the end of September with Luisa De Marco of Keep it 100, who brought the Knife Angel to Chelmsford, to support with infrastructure wherever needed. We were honoured to attend the Arrival event and, working with Luisa and the City Council, provided full Event Management for the Vigil of 200 people on 25 September 2021. The Angel featured on national news stations and there were in excess of 17,000 visitors. In March a visit was made to the British Ironworks in Oswestry to deliver 74 knives collected in Ki100's Amnesty Bins and a Commendation Certificate from the Police & Crime Commissioner and Essex Police.

Overcoming Digital Exclusion

In January, our Volunteer Centre Manager put in place a physical digital support offer and 'Tech & Tea' sessions over at Moulsham Lodge Community Trust Hub. The aim of this club is to help address digital exclusion and inequality in communities by helping people of all ages and abilities to gain confidence and knowledge with their devices, whilst also giving them a social experience to enjoy. Each twice monthly session is well attended and 47 different people have been helped so far. The CVS Hub continued to offer direct digital support week on week should any older person require shopping or other essentials purchased online and has also been a conduit for digital information offering a print and post service to older and digitally excluded Hub clients.

Creating New Outdoor Activities

With a lot of the social clubs and physical support offers closed the charity were struggling to find places for some of the most isolated and vulnerable people to be supported. We approached RHS Communities Team who agreed to help to create a Live Well garden and work began by Zoom sessions with an initial co-hort. Staff and volunteers were finally able to get boots on the ground at the end of June to translate those eleven Zoom '*5 Ways to Wellbeing sessions*' and designs into a garden over at Chelmsford West's Tennyson GP Surgery. Once finished, the garden will be for the benefit of the surgery, its patients, and the ongoing needs of the community. Initially set up with 8 volunteers prior to Lockdown, now that we are doing physical weekly sessions the group now has **34 members** and average 6-8 people per week.

The charity was approached to look at helping to develop three other gardens and work on exploring the potential of these, and community engagement around them, began in year. We also worked with RHS to connect expert local assets to help drive forward more gardens across the district, develop a sustainable offer for community garden infrastructure support moving forward and on the creation of the first major local forum for Community Wellbeing Gardens. The first Wellbeing event at Hyde Hall was attended by over 100 people to learn best practice in creating a community garden and share learning and experience from each other.

Continuing the Theme of Planting....

The charity's Chief Officer was honoured to be invited by the Mayor of Chelmsford to plant, with the Director of Mid Essex NHS, one of 24 trees on Springfield Green to honour those who have worked on the frontline or who died of Covid.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2022

Facilitating the use of Local Funds

Chelmsford CVS cannot use these funds for its own work but was able to work with several Councillors during the year to help maximise their funding allocations by:

- purchasing new outdoor toys and seating and getting a large sunshade sail installed at Chelmsford West Children's Centre so that they could safely make more use of their garden for their activities.
- purchase and installation of a Summer House for Tennyson Live Well Garden and a raised pond and some benches commissioned from the Men's Shed.
- purchasing of two heavy duty Pop Up Gazebos and three portable PA systems that will be offered out on free loan to the wider sector.
- commissioning updated research and a new statement of community need for a proposed new Community space.
- provision of one-2- one support to young people to engage with the Chelmsford 100 project.
- engaging with young people and users of Central Park and the skateboard ramps to gather ideas and mural designs for the underpass between Fairfield Road car park and Central Park
- enabling Knife Angel artist Alfie Bradley to visit Chelmsford again in March to deliver a workshop inspiring designs that will create a legacy for young people from the Knife Angel visit.

Chelmsford 100 Walking and Wellbeing Project

In September the charity began work on a major new community development project; Chelmsford 100 is a new mobile celebration of community, environment and volunteering that takes its inspiration from the areas waterways and outdoor spaces. The charity partnered with renowned international charity Kinetika with support from Chelmsford City Council and some of the anchor agencies and volunteers that form a golden thread through our communities. Launched in February 2022, the Project enabled exploration of the journeys we've been on, walks we've taken, creating a joyful legacy from dark times; celebrating diversity, community strength and the different neighbourhood connections that we have made, and can continue to make, with each other. The project will collect 100 stories, create 100 batik flags and develop walks totalling 100 miles. **176 people** from all parts of the community engaged in flag design and 100 silks have now been created with the intent to build upon the project, in years to come.

Live Well Link Co-ordinators

In response to increasing demand, the charity expanded its GP based Link Co-ordinator social prescribing team. Two full time and one half time Links working across 5 surgeries picked up 778 referrals (compared to 445 in the previous year) and one half time social prescriber worked with 176 referrals for health coaching in year. The team are a vital part of our Hub and community offer and continue to grow in expertise with each year.

Mapping of Community Assets

In November, the charity embarked on a timely yet major piece of work collecting data as part of a collaborative piece of research to begin comprehensively mapping VCS assets across Mid Essex. Chelmsford submitted over 1100 complete records which included full information about every asset recorded. Findings were submitted to Essex University to be finalised and published.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2022**

Seated Exercise

The charity had secured funding to deliver some seated yoga classes before Covid. This work was restarted as restrictions lifted and thanks to our Volunteer Centre Manager, weekly seated Yoga Sessions started in the New Year over at Age Concern Community Centre. These gentle, supported classes are intended for anyone who needs to be more active but struggles with doing so safely.

Supporting Afghan Refugee Donations

When it became clear that a number of resettled families would be arriving in Chelmsford, the charity was approached by Chelmsford City Council to help co-ordinate the local response to welcome and support Afghan families. The CVS worked alongside the Chelmsford Muslim Society and Chelmsford City Council so that the information on local needs was accurate and the response culturally appropriate. The CVS offered up its Hub and Helpline as the local communication point taking in excess of **700 calls** over the course of just two days! Donations from local people were simply overwhelming and despite many challenges, this was a hugely inspiring and gratifying experience, and an incredible demonstration of how much Chelmsford cares.

Co-ordinating Local Ukraine Response

With news of people fleeing from Ukraine and settling in the area, the charity worked quickly to research the support needed by and available to them so that we could facilitate an appropriate community response. By connecting into local, regional and national Voluntary Sector Emergencies Committees and charities working on the ground in Ukraine we very quickly gathered resources on our website to signpost people to. The web-based information pages quickly reached almost **2,000 views** in March. The charity is grateful to local churches and charities for generously sharing their local support offers with others across the community to enable a co-ordinated response for Chelmsford.

Increasing Local Vaccination uptake

The charity began a new relationship with EPUT to enable a number of hyperlocal initiatives to be delivered across Mid and SE Essex to increase vaccine uptake. Chelmsford CVS led on this work for other CVSs to deliver on in their areas and also offered some local solutions. These included working with SE Asian community organisation Sankalpo to offer neighbourhood level vaccination and healthy living support in Writtle village. At the second session all 100 vaccines were taken up.

Winter Offer

50 winter packs were pulled together to give out just before Christmas to clients of Age Concern Chelmsford. The charity was able to support hot food delivery to some individuals who were struggling and utilised Winter funding to help CHESS to purchase an industrial tumble dryer to replace their broken domestic one. We directed funding to support Sanctus with their exceptional food support offer during the coldest months.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2022

SWOT

Thanks to another year of funding the charity was able to continue to offer the SWOT (Supporting Wellbeing Operational Team) project throughout the year. The project utilises volunteers to enable patients to be discharged from hospitals quicker, and removes low-level social and practical obstacles to them living independently at home such as: food parcels and shopping deliveries, moving furniture, mobility aids, warm clothing and shoes. We continued to purchase and deliver new clothing to wards at Broomfield Hospital as part of the SWOT support offer.

Timebank

Four years of funding for the Timebank project ended in October 2021 and the project was brought to a close, although the charity continued with some elements of the volunteer and community engagement work. Final reporting was completed and submitted and extensive feedback was provided to Timebank UK and to the University of Essex.

Supported Volunteering

The Centre has continued to work hard to create and seek supported volunteering roles for the benefit of people who often find themselves shut-out from traditional volunteering. The Centre works closely with Disability Employment Advisors, Social Prescribers and a wide variety of local charities and agencies to place their clients into supported volunteering roles. We also maintain our Community Garden, charity shop, and this year's C100 project as safe spaces for volunteers with additional needs.

Charity Shop

The charity shop continues to thrive under the devoted care of our unparalleled volunteer manager. The shop is an important haven for people with additional needs to volunteer at, and also regularly welcomes volunteers from the Community Payback and probationary schemes. It is a place of sale for our Men's Shed and volunteer knitted products and it is helping to build a Community Chest for Chelmsford that will be used in the future.

Chelmsford Men's Shed

The charity was delighted to be able to re-open its Men's Shed project in October, meeting with the volunteer supervisors, taking on board their thoughts and suggestions, and then writing new risk assessments and procedures to help keep everyone safe. Volunteer supervisors refreshed their skills in safe usage of the machinery, First Aid, and safeguarding. Two new supervisors were recruited to enable us to welcome more men into the Shed. The Shedders are happy to be back together and have been hard at work creating items for community gardens, to sell at stalls, for sites of local interest, and odd-jobs for the community.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2022

Financial Review:

In response to the financial climate, and to **mitigate the risks** presented in holding funds on behalf of other agencies, a review of investments and the charity's own reserves policy is carried out annually. Internal risks are minimised by the implementation of financial control and procedures laid down in the charity's Finance Policy which includes clear guidance on eligible out of pocket expenses claims. External risks posed by continuity of funding continue to be evaluated as part of an ongoing review of the strategic operation and future opportunities. Pandemic, lockdown and the need for remote working was better facilitated by the introduction of new systems to enable staff and volunteers to reclaim out of pocket expenditure without the need for cash handling. New systems and procedures were put in place to enable recharge of food purchases and these new working practices were incorporated into the organisations day to day financial practices and policy. During the year the charity was able to renew core funding SLA's with the City Council and ECC also committed to ongoing core funding.

Reserves policy:

To mitigate the risks of the uncertain funding climate the Trustees retain the ambition to increase the current level of free reserves to six months' of general unrestricted expenditure. This equates to free reserves of £104,564 compared to actual free reserves held at the year end of £68,492 (excluding designated funds, fixed assets and pension reserve) as set out in note 15.

As the work of the charity relies on the ability of its staff members to carry out its objectives, the Trustees maintain a designated Employment Reserve to mitigate the risk of temporary loss of that ability, or such other risk as may arise to the charity as an employer.

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Approved by the Trustees on 30 January 2023 and signed on their behalf by:

Allison Lofthouse

Allison Lofthouse

Chair of Trustees

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2022

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2022 which are set out on pages 14 to 26.

Responsibilities and basis of report

As the charity 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 company'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

Since the 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 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 accord with those 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.

Colin Barker

.....
C A Barker FCA
146 New London Road
Chelmsford
CM2 0AW

31 January 2023

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND
EXPENDITURE ACCOUNT)**

YEAR ENDED 31 MARCH 2022

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
INCOME FROM:					
Donations and legacies					
Donations	2	7,438	363	7,801	3,156
Grants receivable	4	311,172	93,069	404,241	359,981
Other trading activities:					
Sales income		18,071	-	18,071	8,642
Charitable activities:					
Service and project income	5	5,561	-	5,561	14,287
Investments	3	113	-	113	163
TOTAL INCOME		342,355	93,432	435,787	386,229
EXPENDITURE ON:					
Costs of raising funds:					
Charity shop costs		3,973	-	3,973	2,078
Charitable activities	6	305,505	58,874	364,379	303,534
TOTAL EXPENDITURE		309,478	58,874	368,353	305,612
NET INCOME/(EXPENDITURE)		32,876	34,559	67,434	80,617
Transfer between Funds		-	-	-	-
Other recognised gains / (losses):					
Gains on defined benefit pension plan	13	119,000	-	119,000	65,000
NET MOVEMENT IN FUNDS		151,876	34,559	186,434	145,617
Reconciliation of funds:					
Total Funds brought forward		243,303	123,746	367,049	221,432
Total Funds carried forward		395,179	158,305	553,484	367,049

The charity has no recognised gains or losses other than the results for the year as set out above.

The notes on pages 16 to 26 form part of these financial statements.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
BALANCE SHEET
YEAR ENDED 31 MARCH 2022**

	Note	2022 £	2021 £
FIXED ASSETS			
Tangible assets	10	-	-
CURRENT ASSETS			
Debtors	11	19,904	36,440
Cash at bank		672,031	514,337
		<u>691,935</u>	<u>550,777</u>
CREDITORS: Amounts falling due within one year	12	<u>(287,451)</u>	<u>(213,728)</u>
NET CURRENT ASSETS		404,484	337,049
TOTAL ASSETS LESS CURRENT LIABILITIES		404,484	337,049
NET ASSETS EXCLUDING PENSION LIABILITY		404,484	337,049
Defined benefit pension asset/(liability)	13	149,000	30,000
NET ASSETS		<u>553,484</u>	<u>367,049</u>
FUNDS OF THE CHARITY			
Restricted funds	16	158,305	123,746
Unrestricted funds			
Unrestricted income funds		246,179	213,303
Pension reserve	13	149,000	30,000
Total unrestricted funds	15	<u>395,179</u>	<u>243,303</u>
TOTAL CHARITY FUNDS		<u>553,484</u>	<u>367,049</u>

For the year ended 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 (the Act) relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These financial statements were approved by the Trustees on 30 January 2023 and are signed on their behalf by:

Allison Lofthouse

Allison Lofthouse

Chair of Trustees

Company Registration Number: 05586169

The notes on pages 16 to 26 form part of these financial statements.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES

a) Basis of accounting

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (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 (effective 1 January 2019) (Charities SORP FRS 102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

b) Going Concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

c) Income

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:

When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.

When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions have been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

d) Expenditure

All expenditure is accounted for on an accruals basis and includes VAT as the charity is not VAT registered. Governance costs are associated with the governance arrangements of the charity. Support costs are apportioned between the funds based on budgeted expenditure at the start of the year.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

e) Depreciation

Major expenditure on tangible fixed assets is capitalised. The cost of other items is written off as incurred.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Presentation and copier equipment	33.33% straight line
Office equipment	33.33% straight line
Furniture & fittings	33.33% straight line

f) Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

g) Creditors and provisions

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 normally recognised at their settlement amount.

h) Fund accounting

Funds held by the charity are either:

Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds – these are unrestricted funds that the Trustees have set aside for specific designated purposes.

Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity.

i) Pension Fund (see note 13)

Chelmsford Council for Voluntary Service participates in a defined benefit scheme operated by Essex County Council. The contributions are determined by the scheme actuaries, on the basis of triennial valuations.

j) Legal Status

The charity is a private company limited by guarantee. It is incorporated in England and Wales and its registered address is Burgess Well House, Coval Lane, Chelmsford, Essex, CM1 1FW. The charity meets the definition of a public benefit entity.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

2. DONATIONS RECEIVABLE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Other donations	7,438	363	7,801	3,156
	<u>7,438</u>	<u>363</u>	<u>7,801</u>	<u>3,156</u>
<i>Total 2021</i>	3,085	71	3,156	

3. INVESTMENT INCOME

All of the charity's investment income arises from interest bearing deposit accounts.

4. GRANTS RECEIVABLE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Essex County Council (Public Health)	45,818	-	45,818	58,752
Chelmsford City Council	47,159	19,500	66,659	75,399
Other government grants	106,164	61,069	167,233	112,342
One off grants to support Emergency Response	45,000	-	45,000	64,029
Other grants	67,031	12,500	79,531	49,459
	<u>311,172</u>	<u>93,069</u>	<u>404,241</u>	<u>359,981</u>
<i>Total 2021</i>	260,502	99,479	359,981	

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

5. SERVICE AND PROJECT INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Project and services income	5,561	-	5,561	14,287
Craft Group	-	-	-	-
	<u>5,561</u>	<u>-</u>	<u>5,561</u>	<u>14,287</u>
<i>Total 2021</i>	14,287	-	14,287	

6. CHARITABLE EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Project delivery costs				
Staff costs	240,064	36,995	277,059	244,233
Other professional fees	24,831	595	25,426	25,601
Support costs:				
Rent and rates	12,843	3,514	16,357	15,239
Printing, postage and stationery	1,504	36	1,540	542
Telephone and internet	3,138	919	4,057	2,410
Travelling and meeting costs	1,413	159	1,572	173
Repairs and maintenance	7,229	729	7,958	4,136
Other	8,131	15,926	24,057	7,146
Governance costs (note 7)	6,353	-	6,353	4,054
	<u>305,505</u>	<u>58,874</u>	<u>364,379</u>	<u>303,534</u>
<i>Total 2021</i>	220,018	83,516	303,534	

7. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Independent examination	970	-	970	970
Accounts preparation	3,500	-	3,500	2,624
Fees payable to Independent Examiner	4,470	-	4,470	3,594
Bookkeeping	1,870	-	1,870	447
Other professional fees and charges	13	-	13	13
	<u>6,353</u>	<u>-</u>	<u>6,353</u>	<u>4,054</u>
<i>Total 2021</i>	4,054	-	4,054	

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

8. ANALYSIS OF STAFF COSTS

	2022	2021
	£	£
Wages and salaries	231,321	203,713
Social security costs	16,603	14,208
Pensions	29,135	26,312
	<u>277,059</u>	<u>244,233</u>

None of the employees' emoluments exceeded £60,000.

None of the trustees or persons connected with them received any remuneration for their services.

During the year travel expenses of £0 (2021: £0) were reimbursed to the trustees.

Total key management personnel remuneration benefit during the year amounted to £59,960 (2021: £59,071).

The average number of paid employees during the year, by head count, was 11 (2021: 11)

9. NET INCOME / (EXPENDITURE) FOR THE YEAR

This is stated after charging:

	2022	2021
	£	£
Depreciation	<u>-</u>	<u>85</u>

10. TANGIBLE FIXED ASSETS

	Presentation and copier equipment £	Furniture & fittings £	Office Equipment £	Total £
COST				
At 1 April 2021	7,560	3,029	5,694	16,283
Disposals	-	-	(1,799)	(1,799)
At 31 March 2022	<u>7,560</u>	<u>3,029</u>	<u>3,895</u>	<u>14,484</u>
DEPRECIATION				
At 1 April 2021	7,560	3,029	5,694	16,283
On disposals	-	-	(1,799)	(1,799)
Charge for the year	-	-	-	-
At 31 March 2022	<u>7,560</u>	<u>3,029</u>	<u>3,895</u>	<u>14,484</u>
NET BOOK VALUE				
At 31 March 2022	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2021	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

11. DEBTORS

	2022	2021
	£	£
Trade debtors	18,888	35,313
Prepayments	1,016	1,127
	<u>19,904</u>	<u>36,440</u>

12. CREDITORS: Amounts falling due within one year

	2022	2021
	£	£
Other creditors including amounts held as Treasurer	238,337	193,252
Trade creditors	31,246	11,615
Tax and social security	1,711	1,711
Accruals	4,157	3,690
Deferred income	12,000	3,460
	<u>287,451</u>	<u>213,728</u>

Deferred income relates to events and projects that have not yet taken place as at the year-end.
All deferred income brought forward was released in the current year.

Other creditors include amounts received from grant providers and donors that are for other charitable organisations and recipients. The Charity acts as Treasurer for the funds and pays out to their intended recipients as and when required. During the year a total of £217,136 was received and £166,054 was paid out. These receipts and payments are not included in the Charity's statement of financial activities. At the balance sheet date a total of £238,337 (2021: £188,252) was held.

13. DEFINED BENEFIT PENSION SCHEME ASSET/(LIABILITY)

The Charity participates in a defined benefit scheme operated by Essex County Council. The assets of the scheme are held separately from those of the charity. The contributions are determined by the scheme actuaries, Barnett Waddingham, on the basis of triennial valuations. The most recent full actuarial valuation was at 31 March 2019 and has specified the employer rates applicable for the three years from 1 April 2020.

To assess the value of the Charity's liabilities at 31 March 2022, the value of the liabilities calculated for the funding valuation at 31 March 2021 have been rolled forward allowing for the different financial assumptions required under FRS 102. To calculate the asset share the assets have been rolled forward allowing for investment returns, contributions paid into, and estimated benefits from the Fund by and in respect of the Charity and its employees. The assumptions that have the most significant effect on the results of the valuation are those regarding the investment return and the rate of increase in salaries and pensions. It is assumed that the discount rate would be 2.60%, salary increases would be 3.85% per annum and that pension increases would increase at the rate of 3.30% per annum.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022**

13. DEFINED BENEFIT PENSION SCHEME LIABILITY (continued)

The return on the Fund for the year to 31 March 2022 is estimated to be 10.00%. The estimated asset allocation for the Charity as at 31 March 2022 is Equities 60%, Gilts 2%, Other bonds 4%, Property 8%, Cash 3%, Alternative Assets 12% and Other managed funds 10%. The Charity's share of the assets of the Fund is less than 1%. The minimum employer contributions due from the Charity for the period commencing 1 April 2022 are 26.9% of payroll plus £5,000.

	2022	2021
	£	£
Value of scheme assets and liabilities		
Fair value of assets	1,175,000	1,076,000
Present value of scheme liabilities	(1,026,000)	(1,046,000)
Pension scheme surplus at the end of the year	<u>149,000</u>	<u>30,000</u>
 Movements in year		
Surplus/(deficit) at beginning of the year	30,000	(35,000)
Actuarial gains	119,000	65,000
	<u>149,000</u>	<u>30,000</u>

14. COMMITMENTS UNDER OPERATING LEASES

At 31 March 2022 the company's total future minimum lease payments under non-cancellable operating leases, were as follows:

	Land and buildings	
	2022	2021
	£	£
Not later than 1 year	-	11,814
Later than 1 year not later than 5 years	-	-
	<u>-</u>	<u>11,814</u>

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022**

15. UNRESTRICTED FUNDS

Current year		Movement in resources:			
	Balance at 01/04/2021	Income	Expenditure	Gains, losses & transfers	Balance at 31/03/2022
	£	£	£	£	£
General unrestricted funds	54,547	300,628	(284,056)	(2,625)	68,492
Pension reserve	30,000	-	-	119,000	149,000
Designated funds					
a) Employment reserve	30,000	5,000	-	-	35,000
b) Technology reserve	4,375	-	-	2,625	7,000
c) Project Development Fund	25,000	-	-	-	25,000
d) Craft Group	6,101	-	-	-	6,101
e) Chelmsford 4 Good	14,413	2,000	(342)	-	16,071
f) Timebank	8,575	6,312	(8,737)	-	6,150
g) Charity Shop	59,148	13,307	(3,973)	-	68,482
h) Operation Shield	-	-	-	-	-
i) Essex Family Support	7,292	14,145	(9,379)	-	12,058
j) Chelmsford West Garden	952	-	(688)	-	264
k) Tennyson Garden	2,900	963	(2,303)	-	1,560
	<u>243,302</u>	<u>342,355</u>	<u>(309,478)</u>	<u>119,000</u>	<u>395,179</u>
Prior year					
	Balance at 01/04/2020	Income	Expenditure	Gains, losses & transfers	Balance at 31/03/2021
	£	£	£	£	£
General unrestricted funds	17,074	246,600	(209,127)	-	54,547
Pension reserve	(35,000)	-	-	65,000	30,000
Designated funds					
a) Employment reserve	30,000	-	-	-	30,000
b) Technology reserve	4,375	-	-	-	4,375
c) Project Development Fund	25,000	-	-	-	25,000
d) Craft Group	6,101	-	-	-	6,101
e) Chelmsford 4 Good	14,712	-	(300)	-	14,413
f) Timebank	9,881	8,460	(9,765)	-	8,575
g) Charity Shop	41,577	19,649	(2,078)	-	59,148
h) Operation Shield	-	-	-	-	-
i) Essex Family Support	-	7,292	-	-	7,292
j) Chelmsford West Garden	-	1,000	(48)	-	952
k) Tennyson Garden	-	3,678	(778)	-	2,900
	<u>113,721</u>	<u>286,679</u>	<u>(222,096)</u>	<u>65,000</u>	<u>243,303</u>

- a) The employment reserve was established to mitigate risks to the charity as an employer.
b) The technology reserve was established to mitigate risks arising from technology failure.
c) The project development fund was established to allow the charity to respond quickly to new opportunities.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022**

15. UNRESTRICTED FUNDS (Continued)

- d) Income to the craft group fund arises from sale of crafts and bunting.
- e) A corporate brokering project, aiming to raise the profile of local charities with businesses in the local area and to build a local 'Community Chest'.
- f) The charity is grant funded to deliver Timebank in Chelmsford and Rayleigh Rochford as part of the Essex Timebank project, led by Community360 and funded by Big Lottery and ECC.
- g) Established to offer supported volunteering placements and to help raise funds for the charity and other local charitable causes.
- h) Operational costs of working in partnership with the City Council to support the set up and delivery of the Community Resilience Hub and Helpline.
- i) The charity is grant funded to delivery the Essex Family support service in Chelmsford, led by Community360 who are under contract to delivery an Essex-wide service.
- j) A small project to offer enhancements to Chelmsford West Children's Centre Garden.
- k) A small project to create a Live Well Social Prescribing Garden working collaboratively with Chelmsford West PCN, Active Chelmsford and RHS Hyde Hall.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022**

16. RESTRICTED FUNDS

Current year		Movement in resources:			
	Balance at				Balance at
	01/04/2021	Income	Expenditure	Transfers	31/03/2022
	£	£	£	£	£
a) Shed development Fund	5,101	-	(2,023)	-	3,078
b) Chelmsford Shed	2,972	363	(55)	-	3,280
c) Living safe and well	68,721	50,000	(28,599)	-	90,121
d) ProAct Fund	5,056	-	(5,056)	-	-
e) SWOT	30,343	4,808	(5,647)	-	29,504
f) Volunteer centre	9,923	38,261	(17,493)	-	30,691
g) Cinema 4 All	1,631	-	-	-	1,631
	<u>123,746</u>	<u>93,432</u>	<u>(58,874)</u>	<u>-</u>	<u>158,305</u>

Prior year		Movement in resources:			
	Balance at				Balance at
	01/04/2020	Income	Expenditure	Transfers	31/03/2021
	£	£	£	£	£
a) Shed development Fund	5,589	30	(518)	-	5,101
b) Chelmsford Shed	2,931	41	-	-	2,972
c) Living safe and well	65,545	43,900	(40,724)	-	68,721
d) ProAct Fund	5,056	-	-	-	5,056
e) SWOT	28,210	9,300	(7,167)	-	30,343
f) Volunteer centre	(1,250)	46,279	(35,106)	-	9,923
g) Cinema 4 All	1,631	-	-	-	1,631
	<u>107,712</u>	<u>99,550</u>	<u>(83,516)</u>	<u>-</u>	<u>123,746</u>

- a)/b) The Men's Shed project fund has been split into Shed Development Fund and Chelmsford Shed Fund.
Grant funding is used to develop local shed projects.
- c) Funding to host and operate the Social Prescribing Programme.
- d) Closing balance of the former charity to hold as a BAME strategic fund.
- e) Grant received to delivery the SWOT volunteering project.
- f) Specialist volunteer brokerage project providing support and expertise within the local community, to potential and existing volunteers and volunteer involving organisations (formerly designated).
- g) Grant received from Essex Community Foundation to deliver a community cinema pilot in collaboration with City of Chelmsford Mencap.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022**

17. ANALYSIS OF NET ASSETS (between restricted and unrestricted funds)

Current year	Tangible fixed assets £	Other net assets £	Total £
General unrestricted	-	68,492	68,492
Designated	-	177,687	177,687
Pension reserve	-	149,000	149,000
Total Unrestricted	-	395,179	395,179
Restricted	-	158,305	158,305
	-	553,484	553,484
Prior year	Tangible fixed assets £	Other net assets £	Total £
General unrestricted	-	54,547	54,547
Designated	-	158,756	158,756
Pension reserve	-	30,000	30,000
Total Unrestricted	-	243,303	243,303
Restricted	-	123,746	123,746
	-	367,049	367,049

18. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year.

19. COMPANY LIMITED BY GUARANTEE

Every member of the company undertakes to contribute to the assets of the Company in the event of the same being wound up during the time he/she is a member, or within one year afterwards, for the payments of the debts and liabilities of the company contracted before the time at which he/she ceases to be a member and of the costs, charges and expenses of winding up the same, and for the adjustments of the rights of the contributors among themselves such amount as may be required not exceeding one pound.

Accounts

COMPANY REGISTRATION NUMBER : 05586169

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
UNAUDITED FINANCIAL STATEMENTS
FOR
31 MARCH 2021**

Charity Number : 1112483



Edmund Carr LLP
Chartered Accountants
146 New London Road
Chelmsford
Essex
CM2 0AW

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

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**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

COMPANY INFORMATION

YEAR ENDED 31 MARCH 2021

Charity Number: 1112483

Company Number: 05586169

Principal address: Burgess Well House
Coval Lane
Chelmsford
Essex
CM1 1FW

Charity trustees:	Brian Mister, MBE	Chair
	Allison Lofthouse	Vice Chair
	John Knott	Hon Treasurer & Company Secretary
	Tom Willis	Hon Secretary
	Tracy Harris	Trustee
	Lynne Foster	Chelmsford Theatre Workshop
	Glenda Daines	The Stroke Club for Mid Essex

The charity trustees are also directors of the company.

Appointed observer: Cllr Sue Young Chelmsford City Council

Accountants: Edmund Carr LLP

Senior staff: Lorraine Jarvis, Chief Officer

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2021

The trustees have pleasure in presenting their report and the unaudited financial statements for the charity for the year ended 31 March 2021.

Structure, Governance and Management

Governing document: The Memorandum and Articles of Association; incorporated 7 October 2005.
Registered as a charity 12 December 2005. Began operating 1 April 2006.

Charity constitution: Company Limited by Guarantee

Charity trustee selection method: Trustees are nominated and elected by the Board at the Annual General Meeting. Chelmsford CVS staff and board members continued to keep skills updated and ongoing membership of NCVO, NAVCA and VST has enabled access to relatively low cost, high value training. Records of all staff and trustee development are kept.

The Trustees meet regularly as a main committee, and delegate day to day responsibility for the running of the charity to the Chief Officer who reports in detail on every aspect of the Charity's work in order that decisions can be made that best further the charity and company objectives.

Public Benefit Statement

The Trustees confirm that they have had due regard to the guidance issued by the Charity Commission on Public Benefit. Chelmsford CVS objects are clear in that they will promote any charitable purposes that are for the benefit of the community; its aims and activities of brokering volunteer opportunities, providing support to individuals, to voluntary and community organisations, especially in the area of health, wellbeing, safety and education, are in accordance with the regulations on public benefit.

Risk Management:

The major risks, to which the charity is exposed, as identified by the Trustees, have been reviewed and systems, policies and procedures have been established and put in place to mitigate those risks. Every staff induction is completed to include policies and all are agreed or amended at Board level. The annual review of Health & Safety policy and procedure was undertaken and policies and procedures for remote and lone working were reviewed in year alongside associated training needs.

The charity reviewed its Health & Safety policy and created a suite of Covid Business Continuity Risk Assessments and other resources to enable its operation and that of its projects to continue through pandemic. These were reviewed at several points in year to reflect national guidance. Remote working policy and practice was reviewed to ensure compliance with the new requirements to work from home and staff support mechanisms put in place. The Finance policy was also reviewed to take account of new procedures created by remote working, cashless operation and operational requirements required for the Hub. Training in Charity Governance During Pandemic and HR and supervision considerations for remote working was undertaken by the charity's Chief Officer. Staff undertook Customer Service skills training offered by Chelmsford City Council, Befriending training offered by the National Befriending Network and Suicide Prevention training.

Objectives and Activities

The objectives of the charity:

- a) To promote any charitable purposes for the benefit of the community in the local government district of Chelmsford and its neighbourhood;
- b) To promote and organise co-operation in the achievement of above purposes and to that end to bring together in council representatives of the voluntary organisations and statutory authorities within the area of benefit.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2021

Principal activity:

Chelmsford Council for Voluntary Service (CVS) works to support, promote and develop local voluntary action to improve the effectiveness of voluntary and community activity. The charity operates in Essex under the working name of Centre Supporting Voluntary Action and hosts or delivers a number of projects to support the community: Chelmsford Volunteering Centre, Chelmsford 4 Good, Connect Well Essex, Chelmsford Men's Shed, Community Crafting, Chelmsford Timebank, Rayleigh Rochford Timebank, Winter Warm, VolFest, SWOT and is a delivery partner for Live Well Link Well social prescribing in Mid Essex.

The charity has five overarching functions:

- Services and support for local voluntary and community organisations
- Liaison with and across the voluntary, statutory and business sectors
- Enabling representation with the voluntary sector
- Development of the sector and of initiatives to support the community
- Strategic Partnership

Achievements and Performance

Main developments and achievements during the year:

Chelmsford CVS thanks the City Council and County Council for supporting our core business with grant funding. This provides a sound basis to lever in additional resource to deliver support and services to the voluntary sector, engage with local partnerships and sustain projects that meet community needs. The Trustees also thank CVS members and all of the people, charities, community groups, volunteers and other stakeholders who work collaboratively with us year on year to enable a connected offer in support of our communities. Never was this foundation of collaboration and support more needed.

In this extraordinary year of pandemic, the trusted relationships and networks that the charity has built up over the past 26 years came into their own as the country entered into Lockdown. The CVS and Volunteer Centre worked closely with the City Council and key local charities to ensure that people in our community were kept safe and supported.

Supported strategically by CVS CEO and working daily with CVS Volunteer Centre Manager the charity worked closely with colleagues at Chelmsford City Council to design and deliver the Community Resilience Hub offer for our community. Lockdown began on 29 March 2020 and our local Hub was ready to respond, **working in partnership with 76 City Council colleagues to deliver an emergency response** to food, welfare support and essential supplies.

As co-ordinating the emergency and volunteer response became the absolute priority, the charity was enabled by both of its core funders to **repurpose staff and other resources** during the country's first full Lockdown to support the Essex Emergency Resilience plan. The CVSs small staff team worked throughout the pandemic to man the Chelmsford Community Helpline, take referrals and co-ordinate volunteer help to ensure local people were supported very, very quickly.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2021

Usually the charity's core CVS team work with local charities and voluntary groups; this year was no exception but the nature of the support offered was different. Alongside responding quickly to requests for support from the sector the team had to set up and run a local Helpline, to take calls from the community and daily referrals from the newly formed Essex Welfare Service offer commissioned by ECC.

The Trustees would like to pay tribute to the charity's incredible staff team for their absolute dedication and willingness to flex roles and work many additional hours in order to support local people during the national emergency created by Covid-19 pandemic. Their commitment and fortitude is to be commended and the charity has never felt more fortunate to retain such a talented and committed team. The Trustees would also like to thank: the Chelmsford Shed Volunteer Supervisors for their patience and resilience whilst the Shed has been unable to open; Chelmsford4Good Volunteer Shop Manager and her volunteers who remained so keen to get back despite every hurdle; every single volunteer who offered support to the charity's Hub and Vaccination calls to action. The response has been humbling and your actions, feedback and positive messages will remain long after the pandemic has ended.

The Trustees would like to place on record their sincere thanks to the Chief Officer, Lorraine Jarvis, who has gone above and beyond during this pandemic leading her team with care and vision. Her dedication to the CVS has been outstanding and her ability to collaborate and develop projects at speed in response to the needs of the community has been extraordinary.

Funding was secured from both the National Lottery Community Fund and Essex Community Foundation to support an initial Emergency Resilience Hub response. We were extremely grateful to a staff member from InterAct charity who generously volunteered to support the Hub 3 days a week whilst on furlough.

As a charity that supports voluntary action, we received 100s of calls from people wanting to help others or seeking guidance on how to set up a neighbourhood support group. We checked and signed up **176 volunteers (100 in 4 days!)** who began picking up requests for support from the Helpline. City council staff and Members were quick to come forward to help with emergency food delivery.

As local people began to mobilise, both as volunteers and as groups of people wishing to offer neighbourhood based support, CVS was able to quickly offer expert guidance, building on the skill sets of groups to enable a rapid and safe local response. Chelmsford CVS identified 34 brand new mutual aid groups and remained in contact with each to share knowledge, and to help them build capacity at pace.

These groups became absolutely invaluable not just as a way of reaching local people but also as a referral agent for the local Hub and Essex Welfare Service. CVS offered support with risk assessments, policies, safe procedures, volunteer management, and outreach. The charity also offered access to Covid Emergency funding for the people they connected with and resources to help with any operational expenses they may have been unable otherwise to cover.

With many essential services unable to continue to offer support in home the Hub offer with doorstep welfare visits became ever more vital. As even low level social activities shut down and older people were asked to shield the main issue became isolation and the Hub was quickly able to offer some practical support to people by way of weekly 'check in & chats'. The charity worked closely with Action for Family Carers to enable over 200 local people to be supported longer term by their Essex Befriends services, and were also able to attract volunteers to support that offer.

The approach to supporting people has been the sum of many parts and has relied on local networks and relationships to reach those most vulnerable in our community. The Trustees would like to thank all for their willingness to work collaboratively with the charity.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2021

During restrictions staff and volunteers were unable to go inside people's homes but the doorstep offer and links with both the hospital and our GP based social prescribers were vital in offering low level support and reassurance to patients being discharged. This year we were also able to help people plan ahead for their return to home after a scheduled operation by working closely with our social prescribers, Hub and Age Concern to have in place an appropriate food delivery offer.

In the first week of lockdown the Supporting Wellbeing Operations Team (SWOT) provided food or clothing parcels to 42 patients. During Winter 2021, SWOT responded to 54 requests concerning hospital patients, and on 10 occasions purchased and delivered large quantities of new clothing and footwear to the Emergency department and hospital wards so that their patients could be sent home safely, swiftly and with dignity.

Delivering the Emergency Response Hub and Helpline

The Hub provided vital practical support to people living in the Chelmsford district who had been advised to shield, isolate or faced immediate financial difficulties as a result of Coronavirus. During the first lockdown, CVS staff manned the Helpline 7 days a week and across Bank Holidays, backed by a 24 hour answering service.

During the first week of operation and led by CVS Volunteer Centre Manager, the charity's small team worked together at unprecedented pace to: recruit, check, induct, and **manage 176 volunteers to support the Hub**; create Hub procedures, referral processes, risk assessments, and volunteer protocols; publicise the Hub & Helpline number as widely as possible.

Exceptional circumstances required a new model of volunteer management, and the charity collaborated with local digital business, PipeMedia, to create a piece of bespoke software to enable us to coordinate and safeguard both volunteers and clients. This was designed, installed and **ready to use within 72 hours**.

The Hub delivered emergency food parcels, bespoke shopping and deliveries of food and essential items, pet essentials, befriending, welfare checks and visits, signposting, and delivery of medicine and prescriptions. During the three months of full lockdown, the Hub responded to **almost 4,000 calls for help**.

Working to support the City Council in checking on the status and wellbeing of vulnerable residents during full lockdown, the team undertook **589 welfare calls and doorstep visits**. Co-ordinating visits for anyone that did not answer their phone, thanks to the support of our incredible volunteers, we were able to complete 81 individual visits over a single weekend. Alongside these checks, the charity continued to call or visit vulnerable people resulting in **1,344 additional welfare calls** made through the course of the year. Towards the end of that first lockdown the charity's team focussed on helping Hub clients to navigate available services so that they could return to living independently.

A key aspect of the Hub and the CVSs function was to network together local community efforts and services. By working with a number of key local charities and community groups, who also remained open during that first Lockdown, the charity was able to effectively facilitate the distribution of some **£78,000 of national government funding into the district** to support those shielding, clinically extremely vulnerable, families in financial difficulty due to impact of Covid.

In August, as many services re-opened, the City Council asked the CVS to pick up the ongoing Hub support needs, utilising grant funding to employ a full time Hub & Helpline Co-ordinator and offer assistance to mutual aid groups that wished to continue supporting local people. Through access to national government funding available via ECC to support Shielded individuals, the charity was able to maintain the Hub response throughout the year. The funding also enabled the CVS to seek the expertise of City of Chelmsford Mencap who offered some specialist weekly support to people with learning disability who were clinically extremely vulnerable.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2021

Navigating Pandemic

Throughout that first Lockdown CVS regularly contacted its member groups to establish the changing landscape of local voluntary sector services, what they could offer, what they needed, and how they could receive referrals from us. Many were forced to temporarily close when restrictions came in, furloughing staff and setting down volunteers. However, many others remained open throughout, redesigning their offer and seeking CVS help on a wide variety of complex issues.

The charity worked hard to keep its membership up to date with latest government, NAVCA and NCVO guidance, updating their website with the latest information available and offered one to one advice on how they could continue to engage with and manage volunteers. **The team made 325 such calls** from the end of March to the beginning of July 2020.

Support for the Sector and community development

During the year, the CVS also worked directly **with 317 groups** offering a range of guidance, one to one support and funding opportunities to enable their ongoing operation. The Covid response pages on CVS website were updated to encourage people to help in a safe and appropriate way, signposting to online NCVO guidance, Volunteer training, Suicide awareness training, Mental Health First Aid and Making Every Contact Count training. The charity continued to work to restart fully its own offer and in support of its membership in doing the same, helping them to access emergency funding and looking to the future for what grant funding may be available.

Chelmsford CVS continued to offer one to one support, virtually and in person when restrictions permitted. During the year, **54 groups were assisted with fundraising, 11 with governance, 26 with compliance (including financial, risks and insurance) and 31 with training or support to improve skills**. Charities, particularly those smaller agencies, were in need of guidance on Covid risk assessments and how to best support their staff and volunteers to continue to operate safely. The charity's strong links to national networks came into their own to enable quick access to and cascade of advice, keeping it up to date in ever changing circumstances, utilising our popular website and E-bulletin to get urgent messages out.

From 1 April 2020 to 31 March 2021 the charity's website at chelmsfordcvs.org.uk saw **65,123** page views, an increase of 120% on the previous year with an incredible **15,351 new users**. **47 E-bulletins** were sent out packed with information and guidance; even through the pandemic these continued to be incredibly popular with member groups with a really positive and consistent open and click rate.

The CVS continued to spend more time building and engaging with its Twitter audience. During the year over **324,626 impressions** were recorded!

Increasing the Social Prescribing Team

During the first lockdown the charity's three GP based social prescribing Link Co-ordinators were invaluable for support of those becoming vulnerable due to physical or mental health issues. NHS social prescribers work with people for an average of 12 weeks to enable a wraparound support offer which includes health coaching. Generally a prescriber will have between 30 and 35 cases open at any one time but due to many services retracting or closing during lockdown our prescribers, while working remotely, were able to **support many more patients whilst also helping their practices with welfare calls**. The charity worked with the Primary Care Networks to recruit two additional prescribers to pick up additional demand in year. During the year the small team of Link Co-ordinators picked up and responded to an incredible **493 referrals**.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2021

Supporting Wellbeing Operational Team (SWOT)

Although designed as a project to help support Winter pressures, SWOT was required to operate throughout this exceptionally challenging year. The scheme utilises trained volunteers to provide food parcels and shopping deliveries, help move furniture, refer to services that can fit mobility aids and personal alarms, provide warm clothing and shoes, links together overlapping services, and generally provides reassurance to those clinically well but recently sent home from hospital.

Other Projects and Volunteering Centre Activities

As many of the CVS projects were designed to support vulnerable or older people, the charity made the difficult decision to pause physical meetings of **Timebank groups** and **Chelmsford Men's Shed**. The CVS team trained in befriending in order to ramp up and better support those who had previously been attending groups, encouraging virtual connection with each other so that friendships could be sustained. We kept in touch with the charity's volunteers to make sure that none were left alone or without help during lockdown.

The CVSs Meeting Room and **Chelmsford4Good** charity shop were closed for most of the year due to restrictions and the charity was extremely grateful to the City Council for enabling a business grant to be accessed to mitigate loss of income.

CVS **Community Craft Group** carried on virtually during the pandemic. The Volunteer Centre kept in touch with all members, encouraging contact with each other, and connecting into socially-beneficial craft projects that they could complete at home. The group made face coverings, continued their work making baby items for low-income families in Chelmsford, for children in Ukraine, and for women facing period poverty for refugees in the UK, Italy, Greece, Lebanon and the United States. This latter effort was via "The Pachamama Project", to whom we also gave operational advice and volunteer recruitment.

In May, the charity worked with Active Chelmsford and Abberton Rural Training to bring the **Stay at Home Grow Your Own** scheme to Chelmsford, enabling 50 vegetable growing kits to be given out to vulnerable people.

In August, the charity worked with the Department of Transport and Volunteering Matters as local delivery partner to coordinate the **Journey Makers scheme** at Chelmsford railway station. This national programme provided support and guidance for the public at participating transport hubs across the UK for people returning to work. CVS Volunteer Centre Manager recruited, trained, and managed volunteers on shifts at the train station where they supported staff, directed customer flow, made sure COVID hygiene and safety protocols were being followed, and reassured passengers who were returning to public transport.

The Volunteer Centre was asked to exhibit at Chelmsford College Progression Fair, this year a digital event, spending the day speaking to young people about volunteering and careers in the voluntary sector via Zoom presentations and an all-day Q&A live stream.

Alongside emergency response work, the charity continued to offer its bespoke brokerage and volunteer-matching service throughout the year; increasingly important as so many charities lost volunteers that had to shield or isolate. The range and quantity of traditional volunteering roles decreased during lockdown as charities had to curtail, adjust, or cease their activities putting staff on furlough or operating remotely. The Volunteer Centre worked hard to ensure that **Volunteer Essex Chelmsford** was kept up to date with active roles and descriptions reflecting the new circumstances. The Centre worked daily with CVS member groups to help them adjust their recruitment, training, and deployment of volunteers.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2021

The team were diligent in making sure that every single volunteer enquiry was followed up on. The Centre's enquiry to placement ratio for the year was **65%, against a national average of 15%**. CVS Volunteer Centre Manager also continued in advising groups in how best to run and manage their volunteering departments, offering free expert guidance on policy writing, best practice, data management, and volunteer recruitment.

Supporting Local Vaccination Volunteer Recruitment and Infrastructure

At the end of December the charity was approached by Mid Essex CCG and GP surgeries across three PCNs, to help facilitate their COVID Vaccination Programmes. The charity's dedicated Volunteer Centre Manager worked tirelessly with the support of CVS team to:

- Recruit, reference check, induct and place on rota across two PCNs **332 volunteers**.
- Provide volunteer infrastructure support, including guidance on risk-assessments, insurance, inductions, and the practical requirements of their new volunteer teams.
- To advise the surgery staff on how best to welcome, thank and retain volunteers.
- Be the main point of contact for all volunteers, to distribute news and updates from the surgeries, and to solve problems as they arise.
- Coordinate and update rotas for each individual clinic. Because of the nature of the rollout this work is fast-paced, with multiple last-minute changes and very little advance notice of new dates.
- To assist the surgeries in coordinating the first and second vaccine doses that they offered to their volunteers.
- Refer volunteers to mass-vaccination sites via EPUT, and supplied volunteers to mass-testing sites at local secondary schools
- The CVS team stepped up to do shifts when there were gaps in the rota.

As with the COVID Hub, alongside local residents, many City Council employees signed up to help, as did the Mayor of Chelmsford. Special thanks to the Safer Communities team for gifting 50 hi-vis jackets at short notice, and to Tesco Springfield and Tesco Local at the Bus Station for generously donating chocolate to keep volunteers going.

As the roll-out progressed, we responded quickly to changing needs to move to a practice based offer and were also able to offer advice and guidance to other practices who wished to directly recruit and support their own volunteer force.

Supporting local Vaccination roll out has been incredibly challenging and rewarding. The Trustees would like to thank every volunteer who come forward to spend 4 hour shifts, sometimes in a snowy car park and after having a pre-shift Covid test, to offer the warmest welcome to people attending. Many of the first cohort of patients had not been out of their homes for months so there was much joy. The charity is grateful to health partners for the opportunity to work together to get the job done.

Strategic Partnership

CVS enables representation of the sector at key strategic tables, attending a myriad of meetings across multi-agencies to ensure that the voluntary sector is represented and highlighted. In all, CVS CEO and team **attended 123 partnership forums, Boards and networks** in the year, from SITREP to Live Well Chelmsford, Active Chelmsford to Cultural Partnership.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (continued)
YEAR ENDED 31 MARCH 2021

CVS also continued to bring together meetings of our local Holiday Hunger group and a Winter Resilience meeting to enable a more co-ordinated approach to delivering emergency food and winter support.

CVS CEO worked with the CEO of Thurrock CVS to bring together all CVSs across the new health ICS area into a new Network so that we are better able to respond to opportunities for the voluntary sector from health.

In March 2021, the CVS enabled some of the perhaps lesser known charities that had remained open throughout lockdown to meet with and tell their stories to lead officers and Cllrs at the City Council. This virtual morning meeting was attended by 20 charity representatives, well received by Council Members and Directors and very much appreciated by the charities.

The charity is an active member of the NCVO Network and National VCS Emergency Partnership. Our Volunteer Centre Manager regularly attended meetings, responding to enquiries, sharing insights and advice, and providing statistical reports to colleagues across the country. In turn, those networks are available to us should we have a tricky issue or wish to gain from others experience when trying out new approaches.

Recognising Local Volunteers and Celebrating Voluntary Action

Chelmsford CVSs usual events, including its major Annual Charity Update, were postponed and then cancelled for the year as pandemic continued. The charity delivered the Shield, Trophy and Certificates to winners and those Highly Commended in the previous year's Mayors Awards for Voluntary Service.

The charity launched a new **#SpiritofChelmsford** campaign in year and with the support of a PR specialist consultant developed and began delivering a comprehensive communications plan sharing various messages in partnership with Chelmsford City Council around the Chelmsford Community Resilience Helpline.

A large scale effort was coordinated to highlight and recognise the extraordinary work done by local volunteers during the pandemic and thence vaccination rollout. **Hundreds of specially designed pin-badges and letters of thanks** from the Mayor and Lord Lieutenant were sent out to volunteers, presented on their doorsteps by the Mayor, or (when regulations allowed) at group thank-you ceremonies by the Mayor. This activity replaced our usual, annual, single winner Mayors Award for Voluntary service so as to be able to recognise some of the thousands that have all given so much. The charity is extremely grateful to the Mayor and Deputy Mayor of Chelmsford, for their support of this campaign and in helping us with the presentation of several hundred Thank you cards, letters and special pin badges to volunteers this year.

One of the Hub volunteers was also awarded the MBE for his work during pandemic.

CVS Volunteer Centre Manager was interviewed for Chelmsford Community Radio, BBC Essex, the first Mayoral podcast, and Chelmsford City Life enabling widespread coverage for the incredible achievements of volunteers across the Chelmsford Community.

Facilitation of Small Grants & Emergency Funds

Working with Essex County Councillor, Jude Deakin, CVS was able to facilitate the awarding of Locality Fund small grants to provide equipment and resources to five community groups in her Division.

The charity worked with Active Essex to facilitate Family Emergency Funding into the community and is grateful to agencies such as Home-start, Essex Child & Family Wellbeing Service and local mutual aid groups for working with us to reach local families in need.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2021

During the year, the charity worked with social prescribers, local mutual aid groups and trusted charity partners to reach those perhaps unaccustomed to seeking help; enabling food hampers, food vouchers, shoes, winter clothing, school uniform, essential white goods, bedding, rugs and heating for those arriving in empty homes, payment of utility bills for some reaching the end of their options in March to name just some of **hundreds and hundreds of individual interventions**.

The charity facilitated a larger Winter Warm project than usual enabling additional funds and resources to go to local charities that support vulnerable people during the Winter months. With libraries and cafes closed this vital funding enabled additional support to Sanctus charity, the purchase of tents for CHESS Homeless charity, and Winter Warm packs to Age Concern's clients. In every Winter Warm or Emergency pack a Public Health leaflet on keeping moving during Covid was included.

Whilst delivering all of the above, the charity has continued to accept and action all of its usual types of enquiries, and to respond to all offers of help and information from charities and groups.

Restart and Reset

The charity's restart in Autumn 2020 was paused with the advent of the second wave of Covid and the charity began 2021 with some tough challenges in balancing short term emergency funding with increasing demand for partnership working whilst continuing the Hub offer. Despite all of these challenges the charity remained financially buoyant securing ongoing grant agreements for its core and specialist project work.

The CVS reached out to its membership by survey and also began to reconnect with those not heard from during the previous months. CVS began to speak to key strategic partners, including health, about the local sectors challenges likely gaps in services so that these could be highlighted in their own recovery plans.

The charity continued to cascade essential information about funding and other opportunities to hundreds of local groups and, working collaboratively with agencies such as City of Chelmsford Mencap and SWF Health & Social Care Group, offered specialist support to those CEV continuing to shield. Reconnecting with hundreds of local agencies to keep updated and enable continued signposting to those still open or offering alternative services/support.

In January, the CVS began supporting local groups with their restart plans, risk assessments and other challenges and restarted work on two neighbourhood projects:

Working with **Chelmsford West Children's Centre garden** outdoor play/activity area to maximise use of their outdoor play areas for children by funding and fitting a large sunshade sail and facilitating the purchase and delivery of outdoor toys

Working with Chelmsford West PCN and RHS Hyde Hall the charity began to create a **Live Well garden** over at Tennyson House surgery that can be used to social prescribe gardening for improved wellbeing. With the support of CVS Timebank Co-ordinator we were able to facilitate a virtual gardening club for the volunteers over Zoom, with a view to progressing to physical gardening when allowed. The group helps those attending to feel less isolated, enjoy the outdoors and all agree it is helpful for their wellbeing, particularly during these challenging times.

A member of the RHS team has led in running the programme which gives gardening insight and various activities to help with wellbeing. Members of the group have become confident with using Zoom, including chat functions and participating in polls and in showing their artwork, plants and sharing ideas for the garden.

The charity began work in developing a local **Digital Support** offer, working with local partners to scope out wants and needs and seeking financial support to be able to better help those becoming more digitally excluded as pandemic forces more and more services online.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2021

Financial Review:

In response to the financial climate, and to **mitigate the risks** presented in holding funds on behalf of other agencies, a review of investments and the charity's own reserves policy is carried out annually. Internal risks are minimised by the implementation of financial control and procedures laid down in the charity's Finance Policy which includes clear guidance on eligible out of pocket expenses claims. External risks posed by continuity of funding continue to be evaluated as part of an ongoing review of the strategic operation and future opportunities. Pandemic, lockdown and the need for remote working was better facilitated by the introduction of new systems to enable staff and volunteers to reclaim out of pocket expenditure without the need for cash handling. New systems and procedures were put in place to enable recharge of food purchases and these new working practices were incorporated into the organisations day to day financial practices and policy. During the year the charity was able to renew core funding SLA's with the City Council and ECC also committed to ongoing core funding.

Reserves policy:

To mitigate the risks of the uncertain funding climate the Trustees retain the ambition to increase the current level of free reserves to six months' of general unrestricted expenditure. This equates to free reserves of £104,564 compared to actual free reserves held at the year end of £54,547 (excluding designated funds, fixed assets and pension reserve) as set out in note 15.

As the work of the charity relies on the ability of its staff members to carry out its objectives, the Trustees maintain a designated Employment Reserve to mitigate the risk of temporary loss of that ability, or such other risk as may arise to the charity as an employer.

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Approved by the Trustees on 24 January 2022 and signed on their behalf by:

Allison Lofthouse

Allison Lofthouse

Trustee

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 31 MARCH 2021

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2021 which are set out on pages 14 to 26.

Responsibilities and basis of report

As the charity 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 company'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

Since the 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 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 accord with those 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.

Colin Barker

C A Barker FCA
146 New London Road
Chelmsford
CM2 0AW

28 January 2022

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND
EXPENDITURE ACCOUNT)**

YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
INCOME FROM:					
Donations and legacies					
Donations	2	3,085	71	3,156	8,642
Grants receivable	4	260,502	99,479	359,981	233,932
Other trading activities:					
Sales income		8,642	-	8,642	37,742
Charitable activities:					
Service and project income	5	14,287	-	14,287	10,940
Investments	3	163	-	163	628
TOTAL INCOME		<u>286,679</u>	<u>99,550</u>	<u>386,229</u>	<u>291,884</u>
EXPENDITURE ON:					
Costs of raising funds:					
Charity shop costs		2,078	-	2,078	3,333
Charitable activities	6	220,018	83,516	303,534	274,605
TOTAL EXPENDITURE		<u>222,096</u>	<u>83,516</u>	<u>305,612</u>	<u>277,938</u>
NET INCOME/(EXPENDITURE)		64,583	16,034	80,617	13,946
Transfer between Funds		-	-	-	-
Other recognised gains / (losses):					
Gains on defined benefit pension plan	13	65,000	-	65,000	23,000
NET MOVEMENT IN FUNDS		129,583	16,034	145,617	36,946
Reconciliation of funds:					
Total Funds brought forward		113,720	107,712	221,432	184,486
Total Funds carried forward		<u>243,303</u>	<u>123,746</u>	<u>367,049</u>	<u>221,432</u>

The charity has no recognised gains or losses other than the results for the year as set out above.

The notes on pages 16 to 26 form part of these financial statements.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE
BALANCE SHEET
AS AT 31 MARCH 2021**

	Note	2021 £	2020 £
FIXED ASSETS			
Tangible assets	10	-	85
CURRENT ASSETS			
Debtors	11	36,440	34,485
Cash at bank		514,337	401,142
		<u>550,777</u>	<u>435,627</u>
CREDITORS: Amounts falling due within one year	12	<u>(213,728)</u>	<u>(179,280)</u>
NET CURRENT ASSETS		<u>337,049</u>	<u>256,347</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>337,049</u>	<u>256,432</u>
NET ASSETS EXCLUDING PENSION LIABILITY		<u>337,049</u>	<u>256,432</u>
Defined benefit pension asset/(liability)	13	<u>30,000</u>	<u>(35,000)</u>
NET ASSETS		<u><u>367,049</u></u>	<u><u>221,432</u></u>
FUNDS OF THE CHARITY			
Restricted funds	16	123,746	107,712
Unrestricted funds			
Unrestricted income funds		213,303	148,720
Pension reserve	13	<u>30,000</u>	<u>(35,000)</u>
Total unrestricted funds	15	<u>243,303</u>	<u>113,720</u>
TOTAL CHARITY FUNDS		<u><u>367,049</u></u>	<u><u>221,432</u></u>

For the year ended 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 (the Act) relating to small companies.

Directors' responsibilities:

- i) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- ii) the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These financial statements were approved by the Trustees on 24 January 2022 and are signed on their behalf by:

John Knott

MR J R KNOTT

Trustee

Company Registration Number: 05586169

The notes on pages 16 to 26 form part of these financial statements.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES

a) Basis of accounting

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (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 (effective 1 January 2019) (Charities SORP FRS 102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

b) Going Concern

The trustees have considered the impact of the covid-19 pandemic in their assessment of the charity's ability to prepare accounts as a going concern. Because of the uncertainties surrounding the effects of the economic slowdown it is difficult to predict the impact on the charity and its funders, but having taken all the factors into account, the trustees are of the opinion that the charity has sufficient resources to continue trading for the next 12 months from the date of signing these accounts.

c) Income

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:

When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.

When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions have been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

d) Expenditure

All expenditure is accounted for on an accruals basis and includes VAT as the charity is not VAT registered. Governance costs are associated with the governance arrangements of the charity. Support costs are apportioned between the funds based on budgeted expenditure at the start of the year.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

e) Depreciation

Major expenditure on tangible fixed assets is capitalised. The cost of other items is written off as incurred.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Presentation and copier equipment	33.33% straight line
Office equipment	33.33% straight line
Furniture & fittings	33.33% straight line

f) Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

g) Creditors and provisions

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 normally recognised at their settlement amount.

h) Fund accounting

Funds held by the charity are either:

Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds – these are unrestricted funds that the Trustees have set aside for specific designated purposes.

Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity.

i) Pension Fund (see note 13)

Chelmsford Council for Voluntary Service participates in a defined benefit scheme operated by Essex County Council. The contributions are determined by the scheme actuaries, on the basis of triennial valuations.

j) Legal Status

The charity is a private company limited by guarantee. It is incorporated in England and Wales and its registered address is Burgess Well House, Coval Lane, Chelmsford, Essex, CM1 1FW. The charity meets the definition of a public benefit entity.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

2. DONATIONS RECEIVABLE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Other donations	3,085	71	3,156	8,642
	<u>3,085</u>	<u>71</u>	<u>3,156</u>	<u>8,642</u>
<i>Total 2020</i>	6,176	2,466	8,642	

3. INVESTMENT INCOME

All of the charity's investment income arises from interest bearing deposit accounts.

4. GRANTS RECEIVABLE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Essex County Council (Public Health)	43,191	15,561	58,752	64,079
Chelmsford City Council	54,116	21,283	75,399	54,000
Other government grants	61,565	50,777	112,342	69,500
One off grants to support Emergency Response	53,671	10,358	64,029	-
Other grants	47,959	1,500	49,459	46,353
	<u>260,502</u>	<u>99,479</u>	<u>359,981</u>	<u>233,932</u>
<i>Total 2020</i>	145,010	88,922	233,932	

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

5. SERVICE AND PROJECT INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Project and services income	14,287	-	14,287	10,058
Craft Group	-	-	-	882
	<u>14,287</u>	<u>-</u>	<u>14,287</u>	<u>10,940</u>
<i>Total 2020</i>	10,890	50	10,940	

6. CHARITABLE EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Project delivery costs				
Staff costs	181,678	62,555	244,233	192,152
Other professional fees	10,808	14,793	25,601	37,681
Support costs:				
Rent and rates	15,239	-	15,239	17,749
Printing, postage and stationery	330	212	542	4,065
Telephone and internet	1,930	480	2,410	5,797
Travelling and meeting costs	129	44	173	3,886
Repairs and maintenance	4,136	-	4,136	2,647
Other	1,714	5,432	7,146	4,870
Governance costs (note 7)	4,054	-	4,054	5,758
	<u>220,018</u>	<u>83,516</u>	<u>303,534</u>	<u>274,605</u>
<i>Total 2020</i>	171,278	103,327	274,605	

7. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Independent examination	970	-	970	970
Accounts preparation	2,624	-	2,624	2,444
Fees payable to Independent Examiner	3,594	-	3,594	3,414
Bookkeeping	447	-	447	1,641
Other professional fees and charges	13	-	13	703
	<u>4,054</u>	<u>-</u>	<u>4,054</u>	<u>5,758</u>
<i>Total 2020</i>	5,758	-	5,758	

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

8. ANALYSIS OF STAFF COSTS

	2021	2020
	£	£
Wages and salaries	203,713	162,944
Social security costs	14,208	9,535
Pensions	26,312	19,673
	<u>244,233</u>	<u>192,152</u>

None of the employees' emoluments exceeded £60,000.

None of the trustees or persons connected with them received any remuneration for their services.

During the year travel expenses of £0 (2020: £0) were reimbursed to the trustees.

Total key management personnel remuneration benefit during the year amounted to £59,071 (2020: £56,363).

The average number of paid employees during the year, by head count, was 11 (2020: 9)

9. NET INCOME / (EXPENDITURE) FOR THE YEAR

This is stated after charging:

	2021	2020
	£	£
Depreciation	<u>85</u>	<u>254</u>

10. TANGIBLE FIXED ASSETS

	Presentation and copier equipment £	Furniture & fittings £	Office Equipment £	Total £
COST				
At 1 April 2020	7,560	3,029	5,694	16,283
Disposals	-	-	-	-
At 31 March 2021	<u>7,560</u>	<u>3,029</u>	<u>5,694</u>	<u>16,283</u>
DEPRECIATION				
At 1 April 2020	7,560	3,029	5,609	16,198
On disposals	-	-	-	-
Charge for the year	-	-	85	85
At 31 March 2021	<u>7,560</u>	<u>3,029</u>	<u>5,694</u>	<u>16,283</u>
NET BOOK VALUE				
At 31 March 2021	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2020	<u>-</u>	<u>-</u>	<u>85</u>	<u>85</u>

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
COMPANY LIMITED BY GUARANTEE**

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YEAR ENDED 31 MARCH 2021

11. DEBTORS

	2021	2020
	£	£
Trade debtors	35,313	33,489
Prepayments	1,127	996
	<u>36,440</u>	<u>34,485</u>

12. CREDITORS: Amounts falling due within one year

	2021	2020
	£	£
Other creditors including amounts held as Treasurer	204,867	168,566
Tax and social security	1,711	-
Accruals	3,690	5,714
Deferred income	3,460	5,000
	<u>213,728</u>	<u>179,280</u>

Deferred income relates to events and projects that have not yet taken place as at the year-end. All deferred income brought forward was released in the current year.

Other creditors include amounts received from grant providers and donors that are for other charitable organisations and recipients. The Charity acts as Treasurer for the funds and pays out to their intended recipients as and when required. During the year a total of £98,102 was received and £68,322 was paid out. These receipts and payments are not included in the Charity's statement of financial activities. At the balance sheet date a total of £188,252 (2020: £158,472) was held.

13. DEFINED BENEFIT PENSION SCHEME ASSET/(LIABILITY)

The Charity participates in a defined benefit scheme operated by Essex County Council. The assets of the scheme are held separately from those of the charity. The contributions are determined by the scheme actuaries, Barnett Waddingham, on the basis of triennial valuations. The most recent full actuarial valuation was at 31 March 2019 and has specified the employer rates applicable for the three years from 1 April 2020.

To assess the value of the Charity's liabilities at 31 March 2021, the value of the liabilities calculated for the funding valuation at 31 March 2020 have been rolled forward allowing for the different financial assumptions required under FRS 102. To calculate the asset share the assets have been rolled forward allowing for investment returns, contributions paid into, and estimated benefits from the Fund by and in respect of the Charity and its employees. The assumptions that have the most significant effect on the results of the valuation are those regarding the investment return and the rate of increase in salaries and pensions. It is assumed that the discount rate would be 1.95%, salary increases would be 3.85% per annum and that pension increases would increase at the rate of 2.85% per annum.

CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
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NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021

13. DEFINED BENEFIT PENSION SCHEME LIABILITY (continued)

The return on the Fund for the year to 31 March 2021 is estimated to be 28.65%. The estimated asset allocation for the Charity as at 31 March 2021 is Equities 62%, Gilts 3%, Other bonds 5%, Property 7%, Cash 5%, Alternative Assets 12% and Other managed funds 7%. The Charity's share of the assets of the Fund is less than 1%. The minimum employer contributions due from the Charity for the period commencing 1 April 2021 are 26.9% of payroll plus £5,000.

	2021	2020
	£	£
Value of scheme assets and liabilities		
Fair value of assets	1,076,000	844,000
Present value of scheme liabilities	(1,046,000)	(879,000)
Net pension scheme asset	<u>30,000</u>	<u>(35,000)</u>
 Movements in year		
Deficit at beginning of the year	(35,000)	(58,000)
Actuarial gains /(losses)	65,000	23,000
Pension scheme surplus at the end of the year	<u>30,000</u>	<u>(35,000)</u>

14. COMMITMENTS UNDER OPERATING LEASES

At 31 March 2021 the company's total future minimum lease payments under non-cancellable operating leases, were as follows:

	Land and buildings	
	2021	2020
	£	£
Not later than 1 year	11,814	11,814
Later than 1 year not later than 5 years	-	11,814
	<u>11,814</u>	<u>23,628</u>

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
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YEAR ENDED 31 MARCH 2021**

15. UNRESTRICTED FUNDS

Current year		Movement in resources:			
	Balance at 01/04/2020	Income	Expenditure	Gains, losses & transfers	Balance at 31/03/2021
	£	£	£	£	£
General unrestricted funds	17,074	246,600	(209,127)	-	54,547
Pension reserve	(35,000)	-	-	65,000	30,000
Designated funds					
a) Employment reserve	30,000	-	-	-	30,000
b) Technology reserve	4,375	-	-	-	4,375
c) Project Development Fund	25,000	-	-	-	25,000
d) Craft Group	6,101	-	-	-	6,101
e) Chelmsford 4 Good	14,712	-	(300)	-	14,413
f) Timebank	9,881	8,460	(9,765)	-	8,575
g) Charity Shop	41,577	19,649	(2,078)	-	59,148
h) Operation Shield	-	-	-	-	-
i) Essex Family Support	-	7,292	-	-	7,292
j) Chelmsford West Garden	-	1,000	(48)	-	952
k) Tennyson Garden	-	3,678	(778)	-	2,900
	<u>113,720</u>	<u>286,679</u>	<u>(222,096)</u>	<u>65,000</u>	<u>243,303</u>

Prior year		Movement in resources:			
	Balance at 01/04/2019	Income	Expenditure	Gains, losses & transfers	Balance at 31/03/2020
	£	£	£	£	£
General unrestricted funds	17,372	165,262	(155,560)	(10,000)	17,074
Pension reserve	(58,000)	-	-	23,000	(35,000)
Designated funds					
a) Employment reserve	20,000	-	-	10,000	30,000
b) Technology reserve	4,375	-	-	-	4,375
c) Project Development Fund	25,000	-	-	-	25,000
d) Craft Group	5,615	941	(455)	-	6,101
e) Chelmsford 4 Good	13,853	3	(144)	1,000	14,712
f) Timebank	10,292	13,612	(14,023)	-	9,881
g) Charity Shop	26,378	19,532	(3,333)	(1,000)	41,577
h) Operation Shield	-	1,096	(1,096)	-	-
	<u>64,885</u>	<u>200,446</u>	<u>(174,611)</u>	<u>23,000</u>	<u>113,720</u>

- a) The employment reserve was established to mitigate risks to the charity as an employer.
b) The technology reserve was established to mitigate risks arising from technology failure.
c) The project development fund was established to allow the charity to respond quickly to new opportunities.
d) Income to the craft group fund arises from sale of crafts and bunting.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
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NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021**

15. UNRESTRICTED FUNDS (Continued)

- e) A corporate brokering project, aiming to raise the profile of local charities with businesses in the local area and to build a local 'Community Chest'.
- f) The charity is grant funded to deliver Timebank in Chelmsford and Rayleigh Rochford as part of the Essex Timebank project, led by Community360 and funded by Big Lottery and ECC.
- g) Established to offer supported volunteering placements and to help raise funds for the charity and other local charitable causes.
- h) Operational costs of working in partnership with the City Council to support the set up and delivery of the Community Resilience Hub and Helpline.
- i) The charity is grant funded to delivery the Essex Family support service in Chelmsford, led by Community360 who are under contract to delivery an Essex-wide service.
- j) A small project to offer enhancements to Chelmsford West Children's Centre Garden.
- k) A small project to create a Live Well Social Prescribing Garden working collaboratively with Chelmsford West PCN, Active Chelmsford and RHS Hyde Hall.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
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NOTES TO THE FINANCIAL STATEMENTS
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16. RESTRICTED FUNDS

Current year		Movement in resources:			
		Balance at			Balance at
		01/04/2020	Income	Expenditure	31/03/2021
		£	£	£	£
a)	Shed development Fund	5,589	30	(518)	5,101
b)	Chelmsford Shed	2,931	41	-	2,972
c)	Living safe and well	65,545	43,900	(40,724)	68,721
d)	ProAct Fund	5,056	-	-	5,056
e)	SWOT	28,210	9,300	(7,167)	30,343
f)	Vol Fest	-	-	-	-
g)	Volunteer centre	(1,250)	46,279	(35,106)	9,923
h)	Cinema 4 All	1,631	-	-	1,631
		<u>107,712</u>	<u>99,550</u>	<u>(83,516)</u>	<u>123,746</u>

Prior year		Movement in resources:			
		Balance at			Balance at
		01/04/2019	Income	Expenditure	31/03/2020
		£	£	£	£
a)	Shed development Fund	3,391	2,880	(682)	5,589
b)	Chelmsford Shed	1,466	2,486	(1,021)	2,931
c)	Living safe and well	82,589	50,000	(67,044)	65,545
d)	ProAct Fund	5,056	-	-	5,056
e)	SWOT	27,099	10,000	(8,889)	28,210
f)	Vol Fest	-	-	-	-
g)	Volunteer centre	-	24,261	(25,511)	(1,250)
h)	Cinema 4 All	-	1,811	(180)	1,631
		<u>119,600</u>	<u>91,437</u>	<u>(103,327)</u>	<u>107,712</u>

- a)/b) The Men's Shed project fund has been split into Shed Development Fund and Chelmsford Shed Fund. Grant funding is used to develop local shed projects.
- c) Funding to host and operate the Social Prescribing Programme.
- d) Closing balance of the former charity to hold as a BAME strategic fund.
- e) Grant received to delivery the SWOT volunteering project.
- f) Grant received from Awards for All towards VolFest.
- g) Specialist volunteer brokerage project providing support and expertise within the local community, to potential and existing volunteers and volunteer involving organisations (formerly designated).
- h) Grant received from Essex Community Foundation to deliver a community cinema pilot in collaboration with City of Chelmsford Mencap.

**CHELMSFORD COUNCIL FOR VOLUNTARY SERVICE
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NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021**

17. ANALYSIS OF NET ASSETS (between restricted and unrestricted funds)

Current year	Tangible fixed assets £	Other net assets £	Total £
General unrestricted	-	54,547	54,547
Designated	-	158,756	158,756
Pension reserve	-	30,000	30,000
Total Unrestricted	-	243,303	243,303
Restricted	-	123,746	123,746
	-	367,049	367,049
Prior year	Tangible fixed assets £	Other net assets £	Total £
General unrestricted	85	16,989	17,074
Designated	-	131,646	131,646
Pension reserve	-	(35,000)	(35,000)
Total Unrestricted	85	113,635	113,720
Restricted	-	107,712	107,712
	85	221,347	221,432

18. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year.

19. COMPANY LIMITED BY GUARANTEE

Every member of the company undertakes to contribute to the assets of the Company in the event of the same being wound up during the time he/she is a member, or within one year afterwards, for the payments of the debts and liabilities of the company contracted before the time at which he/she ceases to be a member and of the costs, charges and expenses of winding up the same, and for the adjustments of the rights of the contributors among themselves such amount as may be required not exceeding one pound.