

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
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Chelmsford
Essex
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**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'.

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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.

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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.

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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.

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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.

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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.

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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.

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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 01/04/2023	Income	Expenditure	Gains, losses & transfers	Balance at 31/03/2024
	£	£	£	£	£
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
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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.

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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
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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.