

# **TTVS**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report)**

**Year ended 31<sup>st</sup> March 2022**

The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2022.

#### Reference and administrative details

Registered charity name	TTVS
Charity registration number	1125142
Company registration number	06577677
Principal office and registered office	14 Bridgeland Street Bideford Devon EX39 2QE
The trustees	Mrs S A Law (Chair) Mr R Shamsolah Mr N Underwood Mr M Teare Ms Rose Young
Company secretary	N Underwood (appointed 1s1 January 2020)
Auditor	Thomas Westcott Chartered Accountants & Statutory Auditors 96 High Street Ilfracombe Devon EX34 9NH

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### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31<sup>st</sup> March 2022

#### Structure, governance and management

TTVS is a company limited by guarantee (number 06577677) and a registered charity (number 1125142) with an area of benefit which includes both Torridge and North Devon. Members include representatives from local voluntary and community groups and statutory agencies across Northern Devon, although our current Council for Voluntary Services (CVS) membership is primarily focused in Torridge.

TTVS provides and coordinates volunteering opportunities throughout Torridge and during this reporting period had over 220 volunteers registered through our Volunteer Centre.

- The TTVS Board of Directors has overall responsibility for the management and development of the organisation. A Finance Subgroup meets on a quarterly basis to deal with any organisational finance issues and an Admin Subgroup also meets quarterly and deals with HR and staff policy issues, both groups then make recommendations to the Board. The Board of Directors meets quarterly and undertakes a full organisational and finance risk assessment on an annual basis.
- The Chief Executive has overall responsibility for all strategic and operational aspects of TTVS as well as for the management of TTVS projects. The Finance Manager is responsible for the day-to-day financial management of the organisation, supported by the Treasurer who reports to the Finance Subgroup quarterly meetings.
- TTVS currently employs 40 members of staff responsible for either running the organisation or delivering projects that support, young carers and young adult carers (Carewise and Bright Futures), older people and carers (TorrAGE, Supporting Rural Independent Living, Memory Cafés, Horne Fire Safety Visits and Financial Inclusion), and the voluntary and community sector.

Membership of TTVS is open to voluntary and community organisations operating in Torridge and North Devon and who have paid an annual subscription as laid down by the Directors. TTVS has a broad membership base of local groups including: sports clubs; preschools; parish councils; health and social care focused charities; youth clubs and activities; history and heritage groups and community transport associations.

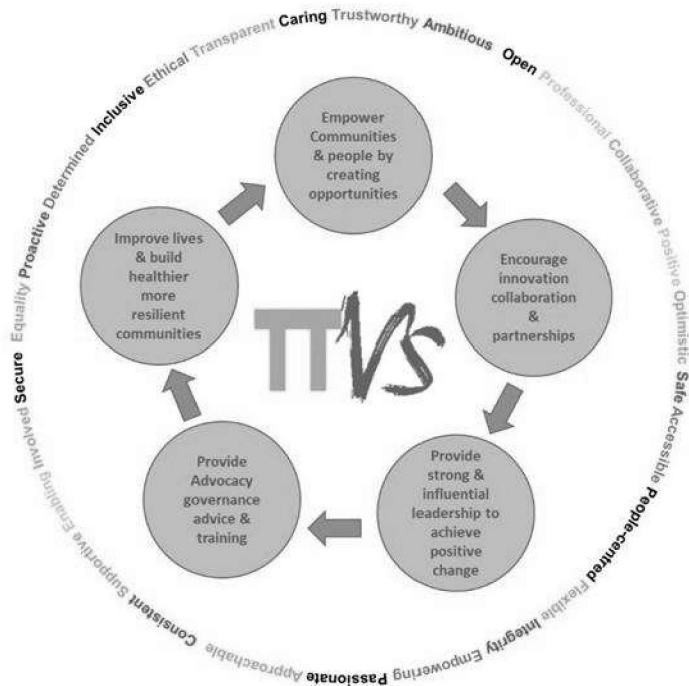
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### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31<sup>st</sup> March 2022

#### Vision, Mission and Values



#### Our Vision:

Through innovation and collaboration TTVS aims to be central in supporting our communities to thrive, by developing and creating opportunity and raising capability. We will empower our communities and people living and working in Torridge by providing strong leadership and influencing positive change.

#### Our Mission:

TTVS enables communities to grow and thrive by providing support, governance and opportunities within the Voluntary, Community and Social Enterprise sector throughout Torridge. Improving lives and building healthier, more resilient communities by encouraging strong partnerships and a collaborative approach.

#### Our Values:

Our values are shared, encouraging our teams to grow and develop in a professional, supportive and positive environment. This in turn drives our passion and commitment to empowering our communities and working with our partners and people, helping them to achieve their aspirations and be the change they want to see.

#### TTVS Current Activities

TTVS supports, develops and promotes the local voluntary and community sector through a number of key activities.

##### 1 Group Development and Support

- Funding Advice - funding searches and help with bid writing and funding strategies.
- Group Development and governance - helping groups and projects to set up, develop projects and manage themselves properly, including advice around legal structures, employing staff, insurance, the roles and responsibilities of Trustees etc.
- Brokerage - referring clients to appropriate voluntary organisations for support as part of the Transitions (Wiser Money) project.
- Advice and Information - providing monthly e-bulletins on matters around funding and training as well as being accessible for any general enquiries.
- Training - providing training, such as accredited Emergency First Aid and Mindfulness, or signposting local groups to training opportunities.

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**Year ended 31<sup>st</sup> March 2022**

#### **2 Liaison**

- Building local networks and ensuring that the needs and views of the voluntary sector are represented to funders, local authorities, statutory bodies etc.

#### **3 Partnerships**

- Delivery partnerships are in operation with the Primary Care Network (PCN), Encompass, DWP, One Northern Devon, Unite and Petroc and in all cases TTVS is the employer on behalf of the group.
- Strategic partnerships are constantly evolving and current include One Northern Devon, Northern Devon Community Safety Partnership, One Atlantic, Torrington 100 and Holsworthy Mutual aid.
- Developing multi agency approaches to identifying need/gaps in provision and then developing local solutions such as TTVS carers' and older people support work.

#### **4 Volunteering**

The **Volunteer Centre** (VC) is a core function of TTVS and is well established in the district. The VC is a nationally accredited Volunteer Centre and activities include:

- Brokerage: - matching volunteers to opportunities
- Marketing volunteering
- Good practice development
- Developing volunteering opportunities
- Policy response and campaigning
- Strategic development of volunteering

#### **Accreditation**

TTVS is an accredited Volunteer Centre and a member of the National Association for Voluntary and Community Action (NAVCA) and The National Council for Voluntary Organisations (NCVO).

#### **Health and Social Care Services**

Health and social care projects that TTVS has developed and manage include:

- TorrAGE: offering support and information to older people across Torridge and parts of North Devon.
- Memory cafes: supporting carers and their cared for who are experiencing memory problems or a dementia and who live in and around Northam and Bideford.
- Carewise: supporting young carers (under 18) and their families across Torridge and North Devon
- Bright Futures: a partnership programme, led by TTVS, to support young adult carers aged 18 to 24 to gain skills, confidence and improve life chances.
- Supporting Rural Independent Living (SRIL): a project to increase voluntary activity to support older people living in the rural communities of Holsworthy and Winkleigh.

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**Year ended 31<sup>st</sup> March 2022**

- Older Peoples Financial Inclusion: a pilot project supporting older people in the Bideford and surrounding area to access and claim benefits and grants to which they are entitled.
- Active & Connected: preventative work to reduce demand on clinic services.
- Youth Flow: Supporting young people into the workplace.
- Community Placements: Working to get young people into employment or training.
- Home Fire Safety Visits: a partnership with Devon and Somerset Fire and Rescue. service aimed at increasing the number of fire prevention visits for those at higher risk.

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### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31<sup>st</sup> March 2022

#### Financial review

##### Overview of the year

The year to 31st March 2022 saw TTVS's global income increase by £79,876 from £640,850 to £720,726.

Of this income, 79.6% (£573,703) was utilised to directly support TTVS projects, and this income is restricted for use in the furtherance of the aims and objectives of these projects. The restricted ratio to total income is slightly lower than last year (2020-21 = 75%), reflects the successful efforts made to seek our additional core unrestricted income (as opposed to project income) to support the organisation. This has enabled the organisation to both, continue its historic project support undiluted.

Total expenditure in the same period increased by 8.6% over the previous year from £625,948 to £684,971. The proportion of expenditure on supported projects was 79.4% of the total spend.

The total funds rose by £35,755 by the year end and at 31st March totalled £445,459, with a net spend after income on project activities of £20,849.

TTVS has remained within the parameters set by its Reserves Policy and ends this current year with the provisions designated by the Policy in place. The Trustees are therefore confident that this level of financial prudence both past and present will hold the Charity in good stead to face the inevitable and additional challenges ahead brought on by the continual impact of the pandemic.

##### Income

Restricted income (as defined by Accounting Policies within the Notes to the Financial Statements):

The restricted income received designated for direct use by the projects which TTVS supports and develops amounted to £573,703 compared to £81,732 in the previous financial year, a increase of £91,971 (16.03%).

Unrestricted income (as defined by Accounting Policies within the Notes to the Financial Statements):

Unrestricted funding decreased from £12,095 in the 2020/21 financial year to £147,023, in the year being reported.

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Year ended 31<sup>st</sup> March 2022

#### Expenditure

Total expenditure for the year amounted to £684,971, an increase against a value of £625,948 the previous year.

Restricted expenditure (as defined by Accounting Policies within the Notes to the Financial Statements):

Restricted spend rose from £507,326 in 2020/21 to £543,854 in 2021/22, an increase of £36,528 (7.2%).

Unrestricted expenditure (as defined by Accounting Policies within the Notes to the Financial Statements):

Expenditure on core costs was increased from £118,662 in 2020/21 to £141,117 this financial year, a rise of £22,495. The increased spend predominantly arose in both the widening of project support together with the Covid enforced changes in operational structure & procedures referred to in the opening overview.

Budgeting has been difficult in the circumstances, with the need for revisions a constant contact companion as the sands of the pandemic have shifted, both as a result of local needs changing and as national policies have been reviewed and updated. However, core costs have been managed within forecasted parameters throughout the year, so much so that TTVS has been able to expand its reserves parameters in light of the Covid experience (see Funds of the Charity).

#### Funds of the Charity

The unrestricted reserves now stand at £197,337, up from £185,508 at the same point last year. Of this total, £175,349.35 is set aside as designated funds by the Trustees to cover organisational costs, also uplifted from £129,206 at 31st March 2021.

As intimated above, the increase in designated funds set aside for specific utilization is heavily influenced by the lessons learnt from the pandemic. It is a fact that in the case of TTVS the policy of prudence in previous years provided a vital buffer when Covid first arrived in that reserves were in place to buy invaluable time. However, the Trustees firmly believe that they must ensure that the impact of another event such as this must be met with a robust Reserves Policy & therefore have taken the decision to increase & expand the organisations Reserves Policy accordingly. As has always been the case, the level of designated funds will continue to be the subject to ongoing review by Trustees and Management going forward. Copies of the official TTVS Reserves Policy are available by contacting the Office Manager on 01237 420130 or by email via the TTVS website <https://www.torridgecvs.org.uk>.

The remaining £21,987.65 of undesignated unrestricted funds at 31 March 2022 are available to provide financial reassurance in the event of unprecedented or unforeseen circumstances, particularly relevant under Covid-19 conditions. These reserves aim to ensure that TTVS can maintain its level of project support and further develop projects within its terms of reference.

Turning to restricted funds, TTVS managed funds totalling £248,120 at the end of the 2021/22 financial year, assigned to 25 project lines (31/3/21 = 22). This represents 79.6% of the total funds held and which were directly attributable to funds with a restriction as to their use on supported projects.

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Year ended 31<sup>st</sup> March 2022

#### Statement of Public Benefit

Principle 1: There must be an identifiable benefit or benefits

1a It must be clear what the benefits are (to the public)

As outlined in the 2021/22 TTVS Annual Report, all TTVS activity - whether supporting the health, strength and development of the voluntary and community sector through infrastructure support or by providing direct services to groups or individuals in need of help when an unmet need has been identified - is for the benefit of the public.

1b The benefits must be related to the aims of the organisation

The benefits provided by TTVS to voluntary and community groups, volunteers, carers, older people and people experiencing mental health difficulties as detailed in our 2021/22 Annual Report, clearly meet our Objects and the Statement of Purpose and Core Values outlined in this document.

1c Benefits must be balanced against any detriment or harm

We run all services to the highest standard and in line with robust policies governing staff employment and support; financial management; volunteer management; child protection; vulnerable adult protection and health and safety. Our Volunteer Centre is accredited by Volunteering England I NCVO and we are full members of the NAVCA.

Principle 2: Benefit must be to the public, or section of the public

2a The beneficiaries must be appropriate to the aims

Our beneficiaries are voluntary and community organisations, volunteers, carers, young carers, older people and groups or individuals in need of support where unmet need is identified. Beneficiaries are appropriate to our Objects, Statement of Purpose and Core Values.

2b Where benefit is to a section of the public, the opportunity to benefit must not be unreasonably restricted:

TTVS services are open to all relevant groups and individuals within Northern Devon - the Charity's main area of benefit-and we have a robust Equality and Diversity policy.

2c Any private benefits must be incidental

All Directors give of their time freely and minimal remuneration or expenses were paid in the year. No Director or person connected with a Director received any benefit from the charity.



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**Year ended 31<sup>st</sup> March 2022**

#### **Events after the end of the reporting period**

Particulars of events after the reporting date are detailed in note 26 to the financial statements.

#### **Trustees' responsibilities statement**

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the applicable Charities SORP.
- make judgments and accounting estimates that are reasonable and prudent.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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**Year ended 31<sup>st</sup> March 2022**

Small company provisions

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

The trustees' annual report was approved on and signed on behalf of the board of

Mr N Underwood  
Director

Mrs S A Law  
Director