



# Tandridge Voluntary Action

## Annual Report and Financial Statements For the Year Ended 31 March 2021



Helping our community  
[tva.org.uk](http://tva.org.uk)

Member of NAVCA and NCVO  
Company number 07313570 and Registered Charity Number 1137664





## Chairman's Introduction

I am pleased to present TVA's Annual Report for 2020/21.

No person could have predicted in March last year the significance of the pandemic and the material effect of the two lockdowns. For charities such as TVA, it has resulted in additional pressures and constraints regarding the ability to operate, fundraise and deliver its services, coupled with the increased demand for those services. Throughout the year, TVA emerged as a key provider in the local community and voluntary sector and in its assistance to the NHS.

If it were not for the dedication, commitment and extended hours worked by all our staff, TVA could not have withstood and successfully negotiated the extraordinary challenges that the charity has faced this past year. The Board is indebted. In the addition, the Board and staff are admirably supported by a number of close volunteers without whom we could not have coped with the additional pressures placed on TVA. Praise must also be given to the unsung heroes, the volunteers whose contributions are varied and who have played a vital role in what TVA has achieved during the pandemic. Our thanks to you all.

During the year there were significant changes to the composition of the Board with the resignation of five Trustees, including two chairpersons. The recruitment of new Trustees, however, has made TVA a stronger and a more dynamic organisation, with a good gender and skills mix.

Financial resources remain stretched. We thank our core funders – Surrey County Council, Tandridge District Council and the East Surrey Clinical Commissioning Group – for their continued and much valued and much needed support. TVA was most grateful to receive an additional £17K to cover Covid-19 costs from a variety of providers.

Readers of the accounts will notice that our reserves continue to diminish and that we have made a necessary provision of £16K to cover the potential costs of dilapidations to the Oxted Hub.

TVA's Befriending Scheme continues to flourish, although longer-term funding remains a primary source of concern. We wish to thank everyone who has contributed funds and we are especially grateful to some local parish councils and the Joint Strategic Commissioning Board for their much welcomed and necessary recent provision.

As a small, provincially based, charity, the next 18 months is going to be testing. I am delighted and honoured that the Board has invited me to become the Chairman of TVA. As many of you will know I was previously a Surrey Councillor and I have observed and attended the Board for a number of years. I trust that we can look forward to the year ahead with a greater degree of optimism.

Rose Thorn  
Chairman

A handwritten signature in dark ink, appearing to read "R Thorn", is written over a faint, light blue circular background that matches the TVA logo.



## Trustees and Directors

The Trustees serving during the year:

Peter Damesick	Chairman	(resigned 26 June 2020)
Andrew Giles	Acting Chairman	
Barbara Forrest	Treasurer	
John Thompson		
Roger Stent	Chairman	(resigned 30 October 2020)
Catherine Booth		(resigned 3 October 2020)
Janet Wright		(resigned 6 November 2020)
Janet Griffiths		(resigned 1 November 2020)
Thomas Sherlock		(appointed 3 September 2020)
Jayne Godden-Miller		(appointed 2 October 2020)
Mel Johnson		(appointed 3 September 2020)
Graham (Jon) Stone		(appointed 2 October 2020)

Cllr Elizabeth Parker (district council representative)

Cllr Rose Thorn (county council representative)

Rose Thorn joined the Board of Trustees on 30 April 2021 as Chairman.

## TVA Employees:

Lynne Martin	General Manager
Stella Clare	Office Administrator
Julia Davies	Volunteering Manager
Helen Hammer	Volunteering Manager
Lucy Darlow	Coordinator, Tandridge Befriending Scheme

**Bankers:** NatWest Bank 12 Station Road East, Oxted, Surrey RH8 0PR

**Registered Office:** The Community Hub  
1<sup>st</sup> Floor, Library Building  
14 Gresham Road  
Oxted RH8 0BQ

## Independent Examiner:

David Wheeler FCCA  
Braidwood Wheeler & Co,  
Goodman House, 13a West Street, Reigate, RH2, 9BL.





## Review of Activities 2020 – 2021

TVA has been a key player with partner organisations and communities in responding locally to the COVID 19 pandemic from March 2020 through to April 2021 and beyond.

TVA led on recruiting volunteers, connecting this resource with local community groups and activities. We have proactively supported the 25 new groups in the district, and we advised and offered signposting to existing charities.

*'Thank you for all the wonderful information you have been sending out about services in Tandridge at the moment.'*

*'Really, really useful to have it and have it in one place!'*

TVA worked with many partner organisations to help unblock issues and respond to local concerns and issues, so that vulnerable people could be supported.

*'Brilliant! This is a really helpful post – thank you team TVA!'*

Some key facts about Tandridge shielded residents:

- 3191 in Tandridge (which is 3.8% of the total shielded population in Surrey)
- 896 residents received the Government food parcels
- 176 of these residents had an emergency food parcel from the Spectrum in Guildford
- 388 residents have had a welfare visit by a local police Community Support Officer or by Team Rubicon.

The Tandridge Befriending Scheme was further developed to become a phone befriending scheme at this challenging time, with over 30 new friends matched for sustainable friendships in the first few weeks of the pandemic. This went beyond the 'check and chat', with a plan for long lasting friendships beyond the pandemic, new friends meeting face to face in gardens or outdoor spaces as soon as they were able.

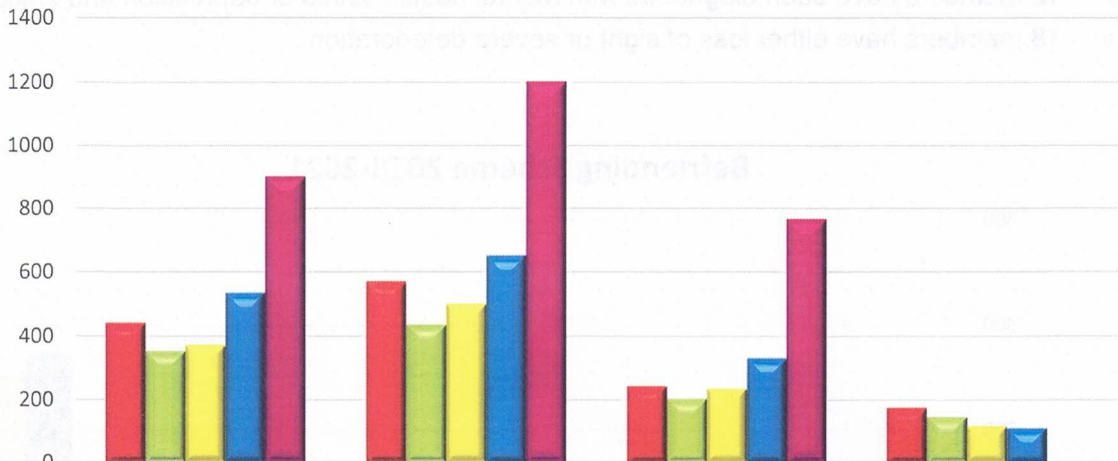
With the support of key funders, including Surrey County Council, Tandridge District Council, East Surrey Clinical Commissioning Group, parish councils, Rotary clubs, Community Foundation for Surrey – Tandridge Voluntary Action -

- Recruited and referred hundreds of new volunteers in Tandridge, following them up, recording their profiles, placing many of them in local communities, to volunteer in community groups, supporting vulnerable or isolated people. Among other things, these volunteers shopped, picked up prescriptions, walked dogs, embarked on new supportive friendships on the telephone. We also created a pool of volunteers for Tandridge, available for any emerging support.

*'I have always been impressed by TVA and the good work you do but over the last few weeks this has been on another level. The support you have all provided to the Residents through the co-ordination of volunteers, on-boarding new volunteers and working with colleagues here has been outstanding.'*



## Volunteering in Tandridge 2016-2021



	Registrations	Referrals	Long Term Placements	One off Placements
2016/17	442	570	244	175
2017/18	352	435	203	145
2018/19	371	498	235	116
2019/20	535	651	331	110
2020/21	902	1202	766	

## Befriending Scheme

The friendship scheme, supporting lonely or isolated people in the district by matching them with a volunteer friend, ran a telephone survey in November 2020, with some heartening results.

An extraordinary 97% of the scheme respondents said that they look forward to a visit or contact with their friend, and 94% said that their friend 'cheers them up', giving them positive feelings of hope and 'something to look forward to'. As one befriender put it – *'having her (as a friend) has helped with my dementia. When you are alone you forget how to talk to people.'*

For many this friendship scheme provides a lifeline to the outside world, giving a sense of value. One befriender said – *'I would never have admitted it would be good to have a friend, but this has given me confidence.'*

The success of the scheme is also validated by the length of time that the friendships continue to be enjoyed, with 82% lasting over 3 years. The survey told us -

- Some members have ongoing or long-term health conditions that may prevent them from accessing the community. Many friendships result in members being able to access the community for the first time in months, which can be life changing.
- 11 members received specialist aphasia conversational support from trained volunteers.
- 20 members have had a stroke resulting in reduced mobility but do not require conversation support.





## Statement of Trustees' Responsibilities

The charity trustees (who are also the Directors of Tandridge Voluntary Action for the purposes of company law) are responsible for preparing the Trustees' Annual Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

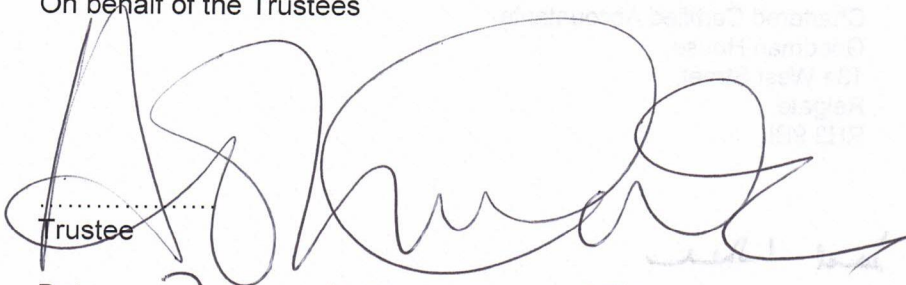
Company law requires the charity trustees to prepare the financial statements for each year which give a true and fair view of the charitable company and of the income and expenditure of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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 proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to 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.

The trustees are responsible for the maintenance and integrity of the charity and the financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

On behalf of the Trustees

  
Trustee

Date: 2 September 2021



## TANDRIDGE VOLUNTARY ACTION

### Balance Sheet

As at 31 March 2021

	Notes	2021 £	2020 £
<b>Current assets</b>			
Debtors		8,273	9,409
Cash at bank and in hand		94,242	113,584
<b>Total current assets</b>		<b>102,515</b>	<b>122,993</b>
<b>Liabilities</b>			
Creditors: Amounts falling due within one year	9	(15,093)	(17,793)
Creditors: Amounts falling due after more than one year	10	(16,000)	-
<b>Total net assets</b>		<b>£ 71,422</b>	<b>105,200</b>
<b>The funds of the charity: -</b>			
Restricted funds	11	4,534	3,176
Designated funds	11	-	10,921
Unrestricted funds	11	66,888	91,103
<b>Total Charity Funds</b>		<b>£ 71,422</b>	<b>105,200</b>

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

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies' regime.

The financial statements were approved by the TVA Trustees Board on 2 September 2021 and signed on its behalf by –

Trustee Andrew Giles

Treasurer Barbara Forrest





## **TANDRIDGE VOLUNTARY ACTION**

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

For the year ended 31 March 2021

#### **1 Accounting policies**

Tandridge Voluntary Action is a company limited by guarantee and incorporated in England and Wales. The registered office is The Community Hub, 1<sup>st</sup> Floor Library Building, 14 Gresham Road, Oxted, Surrey RH8 0BQ.

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

##### **a) Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Tandridge Voluntary Action meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historic cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

##### **b) Preparation of the accounts on a going concern basis**

The Trustees have reviewed the results for the year ended 31 March 2021 and the operations and cash flows since then and are satisfied that these accounts should be prepared on a going concern basis.

#### **1.1 Fund accounting**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

#### **1.2 Income**

Income is accounted for as and when received, with the exception of certain income which is recognised in the period specified by the donor.





## TANDRIDGE VOLUNTARY ACTION

### 4 Sundry Income

	Restricted funds	Unrestricted funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
Rent receivable	-	162	162	520
Membership subscriptions	-	1,737	1,737	2,165
Other services	11,713	1,974	13,687	20,126
<b>Total sundry income</b>	<b>11,713</b>	<b>3,873</b>	<b>15,586</b>	<b>22,811</b>

### 5 Total Expenditure

	Restricted funds	Unrestricted funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
Salaries, NI and pension 6	29,512	79,109	108,621	95,394
Rent and service charge	37,380	-	37,380	34,574
Travelling expenses	745	367	1,112	2,521
Other expenses	3,887	25,956	29,843	22,545
<b>Charitable activities</b>	<b>71,524</b>	<b>105,432</b>	<b>176,956</b>	<b>155,034</b>
<b>Governance costs</b>	<b>-</b>	<b>2,792</b>	<b>2,792</b>	<b>2,859</b>
<b>Total resources expended</b>	<b>71,524</b>	<b>108,224</b>	<b>179,748</b>	<b>157,893</b>

Included in Governance costs is the Independent Examiners Fee of £1,200 (2020 -£1,200).



## TANDRIDGE VOLUNTARY ACTION

### 10 Creditors: amounts falling due after more than one year

	2021	2020
	£	£
Dilapidations provision	16,000	-
	<b>16,000</b>	<b>-</b>

The dilapidation provision is an estimate the share which relates to Tandridge Voluntary Action for possible dilapidations due on the termination of the lease of the Oxted Hub.

### 11 Movements of funds

	Balance at 1 April 2020	Income	Expenditure	Transfer/ Repayment	Balance at 31 March 2021
	£	£	£	£	£
<b>Restricted Funds</b>					
Hub Rent Fund	-	37,380	(37,380)	-	-
Covid 19 funds	857	17,123	(15,115)	-	2,865
Befriending Scheme	2,319	18,379	(19,029)	-	1,669
	<b>3,176</b>	<b>72,882</b>	<b>(71,524)</b>	<b>-</b>	<b>4,534</b>
<b>Unrestricted Funds</b>					
Designated LPSA	10,921	-	-	(10,921)	-
General fund	91,103	73,088	(108,224)	10,921	66,888
<b>Total Unrestricted Funds</b>	<b>102,024</b>	<b>73,088</b>	<b>(108,224)</b>	<b>-</b>	<b>66,888</b>
<b>Total Funds</b>	<b>105,200</b>	<b>145,970</b>	<b>(179,748)</b>	<b>-</b>	<b>71,422</b>

### 12 Lease commitments

As at the year end the charity has commitments under operating leases amounting to £109,304 (2020 - £139,576). The lease was renewed on 11 November 2019 and is a five year lease with a three month notice break clause.