

# BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE

England & Wales · Charity number 1148943

## Details

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**Other names** BBWCVS

**Status** Registered

**Legal form** Charitable company

**Company number** [08028602](#)

**Registered** 2012-09-12

**Register** [View on the Charity Commission register](#)

## Contact

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**Website** [bbwcvcs.org.uk](http://bbwcvcs.org.uk)

## Activities

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**Objects:** (1)TO PROMOTE ANY CHARITABLE PURPOSES FOR THE BENEFIT OF THE COMMUNITY IN THE LOCAL GOVERNMENT DISTRICT OF BASILDON AND THAMES GATEWAY/SOUTH ESSEX AREA (HEREINAFTER CALLED 'THE AREA OF BENEFIT') AND, IN PARTICULAR, THE ADVANCEMENT OF EDUCATION, THE PROTECTION OF HEALTH AND THE RELIEF OF POVERTY, DISTRESS AND SICKNESS,(2)TO PROMOTE AND ORGANISE CO-OPERATION IN THE ACHIEVEMENT OF THE ABOVE PURPOSES AND TO THAT END TO BRING TOGETHER IN COUNCIL REPRESENTATIVES OF THE VOLUNTARY ORGANISATIONS AND STATUTORY AUTHORITIES WITHIN THE AREA OF BENEFIT.

**Activities:** Basildon, Billericay and Wickford Council for Voluntary Service is an independent registered charity that exists to promote, develop, support and represent a thriving, effective, voluntary and community sector in the borough.

## Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty, Economic/community Development/employment, Other Charitable Purposes
- **Who:** Other Charities Or Voluntary Bodies

## Geography

- **Area of benefit:** BASILDON AND THAMES GATEWAY / SOUTH ESSEX AREA
- Essex

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£557,544	£585,278	£207,744	13
2024-03-31	£566,960	£529,216	£235,478	18
2023-03-31	£227,520	£338,647	-	-
2022-03-31	£431,594	£391,590	-	-
2021-03-31	£289,137	£327,736	-	-

## Trustees

Name	Role	Appointed
PAUL NAGLE	Chair	2012-08-17
GILLIAN BLAKE		2015-11-26
Phillip Lennon		2016-03-17
Richard Vincent GREGORY		2015-11-26
STELLA CALKIN		2012-08-17

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# Accounts

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Charity number 1148943  
Company number 8028602

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31 March 2025  
FOR  
BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

**BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

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**For the Year Ended 31 March 2025**

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## BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE

### REPORT OF THE TRUSTEES

For the Year Ended 31 March 2025

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

#### **Legal and Administrative Information**

<b>Trustees</b>	Paul Nagle (Chair) Richard Gregory (Vice Chair) Phillip Lennon (Treasurer) Stacie Clancy (Ex-Officio) Stella Calkin Gillian Blake Marion Wilson (Resigned 28 Nov 24)
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The Ex-Officio position does not have voting rights and is not elected to the trustee board.

The trustees are appointed at the Annual General Meeting or co-opted during the year.

<b>Charity number</b>	1148943
<b>Company number</b>	8028602
<b>Registered office</b>	The George Hurd Centre 1st Floor, Audley Way Basildon Essex SS14 2FL

# **BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

## **REPORT OF THE TRUSTEES**

### **For the Year Ended 31 March 2025**

We have great pleasure in presenting this annual report on the work of Basildon, Billericay and Wickford CVS, together with the charity's financial statements for the year ended 31 March 2025.

Basildon Billericay and Wickford Council for Voluntary Service was originally formed in 1988 and is governed by its Articles of Association. We are a registered charity (1148943) and a company limited by guarantee (8028602). We are governed by the trustees nominated and elected by our members. BBW CVS is the working name for the charity. Membership of BBW CVS comprises charities, voluntary organisations and CICs.

## **Objectives and Activities**

As trustees, our role is to exercise independent control and legal responsibility for the charity's management and administration. Our support has continued to help overcome various societal challenges primarily related to the cost-of-living pressures in addition to our regular objectives.

The objects of BBW CVS, as set out in its constitution, are:

a) to promote any charitable purposes for the benefit of the community in the local government district of Basildon and Thames Gateway/South Essex area (herein after called "the area of benefit") and in particular the advancement of education, the protection of health and the relief of poverty, distress and sickness;

b) to promote and organise cooperation in the achievement of the above purposes and, to that end, to bring together BBW CVS representatives of the voluntary organisations and statutory authorities within the area of benefit;

provided that, in carrying out these charitable purposes, the BBW CVS will seek to challenge all forms of oppression and inequality and to give priority to working with people whose full participation in society is limited by economic, political and social disadvantage.

The charity is administered and managed in accordance with its constitution by the trustees. Day-to-day management of the charity is delegated to the Chief Officer.

In furtherance of the above purposes, but not otherwise, the BBW CVS shall have power:

a) to raise funds and to invite and receive contributions provided that in raising funds the trustee board shall not undertake any permanent trading activities and shall conform to any relevant requirements of the law;

## BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE

### REPORT OF THE TRUSTEES

#### For the Year Ended 31 March 2025

b) to buy, take on lease, or exchange any property necessary for the achievement of the objects and to maintain and equip it for use;

c) subject to a consent required by law, to sell, lease or dispose of all or any part of the property of the BBW CVS;

d) subject to consents required by law, to borrow money and to charge all or any part of the property of the BBW CVS with repayment of the money so borrowed;

e) to employ such staff (who shall not be members of the trustee board) as are necessary for the proper pursuit of the objects (and to make all reasonable and necessary provisions for the payment of pensions and superannuation for staff and their dependents);

f) to cooperate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;

g) to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;

h) to appoint and constitute such advisory committees as the trustee board may think fit;

i) to do all such other lawful things as are necessary for the achievement of the objects.

## **Achievements and Performance**

This year has been very successful with our organisation continuing to provide deep rooted support to those most in need. Our work has continued representing the local voluntary, community, faith and social enterprise sector. The Community Exchange continued to focus on supporting asylum seekers and refugees as they experienced many societal challenges. This support covered a wide variety of subjects including GP registrations, housing support, school registrations and access to equipment such as laptops and bikes to assist with education and cost-effective commuting.

We also hosted a variety of grant schemes and we effectively distributed the funds across a wide variety of organisations. This demonstrated our reach and ability to engage with the local voluntary sector. These relationships continued to thrive as we continued to develop a digital first approach with a forum which we called the Basildon Borough Community Network. This has gained almost 200 members before the financial year concluded and enabled us to diversify the way we communicate between our networks, as we recognise the overwhelming dissemination of

## **BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

### **REPORT OF THE TRUSTEES**

#### **For the Year Ended 31 March 2025**

information. This approach provides our members with the opportunity to dip in and out as it suits them, whilst having the opportunity to search previous topics as a longer-term knowledge library, with information collected in one place for easier access.

Below is a brief update on the achievements of our main projects that we host and support:

### **Local Infrastructure Support**

This year we supported 170 enquiries from local groups with one-to-one advice. These requests for support cover a range of subjects including governance and funding advice, risk management, strategy, and project delivery. This service is our core priority and last year we developed a digital forum to improve our approach. This is called Basildon Borough Community Network and has 185 registered members. The intention is to help members access information in their own time and in a more consistent way. This has also helped us to understand the services that our members most frequently use and access. We also provide a regular e-bulletin which were opened 2,666 times across nine editions.

### **BENS (Basildon Emergency Night Shelter)**

We continue to connect with the local church network to host a temporary annual homeless shelter throughout the winter period. We provide the coordination and delivery of the service whilst the churches donate their venues and support volunteer recruitment. This year's Shelter supported over 46 homeless individuals and provided 1209 bed stays. We were supported by 90 volunteers who provided 2062.5 hours of support.

### **The Fun Walk Trust**

We continued to oversee and administer the finances for this fundraising scheme based upon a sponsored walk for non-profit organisations. The sponsorship is then topped up by business donations and this particular year increased the contribution by 30%. The Fun Walk has now reached a phenomenal milestone, as the total raised since it was founded in 2002 has now exceeded £1.6 million.

This year's Fun Walk raised over £100,000 with approximately 2,000 supporters taking part in sponsored walks across Essex. The funds were raised for over 70 local charities and good causes including those supporting young people, mental health, disability, environmental, educational, community sporting and advocacy groups.

## BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE

### REPORT OF THE TRUSTEES

For the Year Ended 31 March 2025

## The Community Exchange

We continued to deliver a weekly drop-in session at the Happy Hub supporting the public to identify support and services to help them to resolve their challenges. We continue to develop this multi-faceted project which intends to support the public online, by telephone and face-to-face. We have been developing a community asset directory to assist residents in identifying and accessing the wide range of support and activities that are available locally. This prototype approach is embedded into all our projects and core work which helps us to collaborate with other charities more positively. This support service helped to resolve 1,613 individual enquiries from the public. The project also enabled us to provide support for those that are digitally isolated as we distributed 250 SIM cards with six months of free calls, texts, and data. This project also hosts a social media page helping to support preventative approaches across our local public bodies. This has proven to be very successful and has reached 63,900 members of the public since July. This generated 270 interactions where the public directly accessed other service offers. We also attended 25 community events and engaged with 536 members of the public.

## Volunteer Network

Our volunteer brokerage service continued to help connect the public and organisations to build capacity through volunteering. This year we connected 449 new volunteers into the wider sector. We also provide general volunteering advice and updates via our mailing list which currently has 1200 subscribers.

## Health Inequalities Fund

We continued to provide the administration for the NHS Health Inequalities Fund in collaboration with Brentwood CVS. The fund administered over £383k, and supported tackling inequalities and the impact they can make for vulnerable groups. The projects targeted support for different cohorts including BAME residents, people with complex needs and disabilities, and others with poor mental health.

## Youth Clubs

We continued the Heart of Pitsea's youth clubs as their project concluded this year. The two clubs provided opportunities for primary school students and secondary school teenagers. The clubs recorded 700 individual attendances over the year and provided young people with a safe space to feel heard, supported, and part of the wider community.

## **BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

### **REPORT OF THE TRUSTEES**

**For the Year Ended 31 March 2025**

## **The Future**

We anticipated an unsettled period whilst our typical Essex County Council commissions were still being allocated and configured. This was scheduled into four parts, and we had applied to deliver and lead an element recognised as “Community Participation”. Unfortunately, we were unsuccessful with our tender. In conjunction with this, we have seen our funding from Basildon Council decline over the last few years.

Despite efforts to secure alternative funding, we have not been able to find sufficient sources to replace the lost Essex County Council and Basildon Council funding. Having given consideration to secured incomes and the costs of running the CVS, the trustees have concluded that we do not have sufficient reserves to continue to operate beyond Autumn 2025. As such, the trustees took the difficult decision to propose an orderly winding down of the charity which was proposed to and approved by members at a extraordinary general meeting held on 29<sup>th</sup> May 2025.

## **Structure, Governance and Management**

### **Risk Management**

The management of risk is reviewed by the Chief Officer, staff team and by the trustee board on a periodic basis but no less than half yearly. The trustees examine the major risks which the charity faces in relation to its governance and management, its internal operations and its business; financial risks, compliance risks and environmental and external risks.

Further, the trustees continue to keep under review the systems of internal financial control. The systems have been designed to provide reasonable assurance against material misstatement or loss.

They include:

- a strategic plan and an annual budget approved by the trustees
- regular consideration by the trustees of financial results, variance from budgets and performance against the non-financial annual plan
- delegation of authority and separation of duties.

The internal financial controls conform to guidelines issued by the Charity Commission. Separate provision is made regarding health and safety which is the subject of periodic review.

## BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE

### REPORT OF THE TRUSTEES

For the Year Ended 31 March 2025

## Pay Policy

Our remuneration policy for senior staff remains unchanged. In considering remuneration, the charity's purposes, values and achievements, as well as its income and activities are all taken into account, which influences how its policy is developed and put into practice. In particular, the trustees' aim is that the charity's Pay Policy should be to offer fair pay to attract and keep appropriately qualified staff to lead, manage, support and deliver the charity's aims.

In deciding top levels of pay and rewards, trustees consider:

- the purposes, aims and values of the charity, and its beneficiaries' needs
- how this affects pay policy for all employees, and for the senior staff in particular, including whether a lower rate of pay compared to similar roles in other sectors is appropriate
- how pay is linked to the skills, experiences and competencies that the charity needs from its senior staff and the scope of their roles
- the charity's current business plan and how implementing it may affect the number of senior staff the charity needs to employ or recruit, and the nature of these roles
- the charity's ability to pay, perceived by employees, donors and beneficiaries ~ whether it's affordable, including in the longer term (perhaps based on a risk assessment of future income and expenditure)
- the appropriateness of the pay in the context of the charity.

The trustees confirm that no member of staff receives remuneration above £60,000.

## Reserves Policy

The strategy of the organisation remains one which aims to have core funding from local authorities and income generation, whilst enabling ongoing development through project funding from large funders like the Big Lottery and charitable trusts.

As a board the trustees are committed to:

- keeping the reserves policy under review to ensure it meets the charity's changing needs and circumstances.
- that the level of reserves is monitored throughout the year.

When considering what level of reserves the charity should aim to maintain the trustees have given consideration to the level of working capital required to:

- Protect the continuity of our work
- Cover for risks such as unforeseen expenditure or unanticipated loss of income
- If required, wind the organisation down in an orderly way, allowing time to seek alternatives to such an eventuality

## BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE

### REPORT OF THE TRUSTEES

For the Year Ended 31 March 2025

Having given due consideration to these factors the trustees aim to maintain the organisations free reserves at between £75,000 and £115,000. The free reserves at the year-end amounted to £92,016.

### Financial Review of Activities

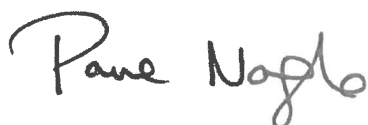
Total income for the year was £557,544, with total expenditure of £585,278. It needs to be noted that a considerable proportion of these transactions relate to specific projects.

The total deficit for the year was £27,734, representing a surplus on these projects of £39,071 and a deficit on the core BBW CVS activities of £66,805 driven by the reduction of funding for our core services including the Volunteer Network. Hence, the free reserves decreased to £92,016.

Details of the changes in the components of the income and expenditure, balance sheet and cash flow are contained in the full set of Financial Statements for the year.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:



Paul Nagle - Chair of Trustees

## **BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

### **INDEPENDENT EXAMINER'S REPORT**

**For the Year Ended 31 March 2025**

#### **Independent examiner's report to the trustees of Basildon, Billericay and Wickford Council for Voluntary Service Charity**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2025.

#### **Responsibilities and basis of report**

As the charity's 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 charity'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' statement**

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

I have completed my examination.

I would bring your attention to the comments made in the Trustees Report, relating to the decision to close the charity.

I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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
- 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

**BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

**INDEPENDENT EXAMINER'S REPORT**  
**For the Year Ended 31 March 2025**

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.



30 July 2025

Chris Morey  
Plus Accounting  
Chartered Accountants  
Preston Park House  
South Road  
Brighton  
BN1 6SB

**BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

Company Number: 8028602

**STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT****For the Year Ended 31 March 2025**

	Notes	Unrestricted Fund £	Restricted Funds £	2025 Total Funds £	Unrestricted Fund £	Restricted Funds £	2024 Total Funds £
<b>Income from</b>							
Donations & Legacies	3	15,395	81,152	96,547	408	38,171	38,579
Charitable Activities	4	31,165	422,698	453,863	65,000	457,350	522,350
Investment Income	5	7,134	-	7,134	6,031	-	6,031
<b>Total Income</b>		<b>53,694</b>	<b>503,850</b>	<b>557,544</b>	<b>71,439</b>	<b>495,521</b>	<b>566,960</b>
<b>Expenditure on charitable activities</b>							
Core Activities	6	107,588	-	107,588	(2,389)	77,504	75,115
Special Projects	6	12,786	464,904	477,690	(14,438)	468,539	454,101
<b>Total Expenditure</b>		<b>120,374</b>	<b>464,904</b>	<b>585,278</b>	<b>(16,827)</b>	<b>546,043</b>	<b>529,216</b>
<b>Net Income</b>		<b>(66,680)</b>	<b>38,946</b>	<b>(27,734)</b>	<b>88,266</b>	<b>(50,522)</b>	<b>37,744</b>
<b>Transfers Between Funds</b>	13	<b>(125)</b>	<b>125</b>	<b>-</b>	<b>(30,865)</b>	<b>30,865</b>	<b>-</b>
<b>Net Movement in Funds</b>		<b>(66,805)</b>	<b>39,071</b>	<b>(27,734)</b>	<b>57,401</b>	<b>(19,657)</b>	<b>37,744</b>
<b>Reconciliation of Funds</b>							
<b>Total Funds Brought Forward</b>	13	<b>158,821</b>	<b>76,657</b>	<b>235,478</b>	<b>101,420</b>	<b>96,314</b>	<b>197,734</b>
<b>Total Funds Carried Forward</b>	13	<b>92,016</b>	<b>115,728</b>	<b>207,744</b>	<b>158,821</b>	<b>76,657</b>	<b>235,478</b>

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

All income and expenditure is derived from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

Company Number: 8028602

**BALANCE SHEET**

As at 31 March 2025

	Notes	Unrestricted Fund £	Restricted Funds £	2025 Total Funds £	Unrestricted Fund £	Restricted Funds £	2024 Total Funds £
<b>Current assets</b>							
Debtors	11	6,036	-	6,036	1,714	15,393	17,107
Cash at bank and in hand		<u>95,451</u>	<u>116,229</u>	<u>211,680</u>	<u>166,679</u>	<u>71,074</u>	<u>237,753</u>
		101,487	116,229	217,716	168,393	86,467	254,860
<b>Creditors</b>							
Amounts falling due within one year	12	<u>(9,471)</u>	<u>(501)</u>	<u>(9,972)</u>	<u>(9,572)</u>	<u>(9,810)</u>	<u>(19,382)</u>
<b>Net assets</b>		<u>92,016</u>	<u>115,728</u>	<u>207,744</u>	<u>158,821</u>	<u>76,657</u>	<u>235,478</u>
<b>Funds</b>							
Unrestricted				<u>92,016</u>			158,821
Restricted	13			<u>115,728</u>			<u>76,657</u>
				<u>207,744</u>			<u>235,478</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act

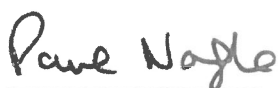
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and  
(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees on 17.07.25 and were signed on its behalf by:



Paul Nagle - Chair of the Trustees

**NOTES TO THE FINANCIAL STATEMENTS**

**For the Year Ended 31 March 2025**

**1. Statutory Information**

Basildon, Billericay and Wickford Council for Voluntary Service is a private company limited by guarantee. The charity's registered company number, registered charity number, registered office and the nature of its activities can be found in the Trustees Report.

The presentation currency of the financial statements is Pounds Sterling (£)

**2. Accounting policies**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Critical accounting judgements and key sources of estimation uncertainty**

No critical accounting judgements have been made in the process of applying the accounting policies below.

There are no key assumptions concerning the future and other key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

**Not Going concern**

Financial statements are not prepared on a going concern basis. On 29 May 2025 a general meeting was held where the members approved a motion to start the process of winding down the organisation with all charitable delivery to end by the end of July 2025. The decision was taken based on the lack of secured funding for the financial year commencing April 2025, with funding for the Funding & Support and Volunteer Network having been withdrawn completely. The trustees are keen that the shut down is managed in an orderly manner and are working to ensure any restricted funds are spent in accordance with the designated purpose.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Government grants**

Government grants are recognised under the performance model. The grant income is recognised upon performance conditions being satisfied (and should it be received in advance of satisfying the performance, recognition of the income is deferred as a liability) and where there are no specific future performance-related conditions then grants are recognised when proceeds are received or receivable.

**Donations**

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

**Volunteers**

CVS volunteers play an important and useful role in supporting the work that the CVS does across a wide range of activities. These include providing administrative support, updating records, contact with other volunteers, e-bulletins and project-specific work.

The contribution of unpaid volunteers cannot be measured reliably. Therefore, the contribution of volunteers is not included as income in the financial statements.

**Trading activities**

Income from trading activities includes income earned from trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

**Charitable Activities**

The charity receives corporate grants in respect of agreed projects. Income from grants is recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

**NOTES TO THE FINANCIAL STATEMENTS**

**For the Year Ended 31 March 2025**

**2. Accounting policies - continued**

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Allocation and apportionment of costs**

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs and governance costs. They are incurred directly in support of expenditure on the objects of the charity and include project management. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund Accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. The cost of raising and administering such funds are charged against the specific fund.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Debtors and creditors**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

**3. Donations & Legacies**

	<b>Unrestricted Fund £</b>	<b>Restricted Funds £</b>	<b>2025 Total Funds £</b>	<b>Unrestricted Fund £</b>	<b>Restricted Funds £</b>	<b>2024 Total Funds £</b>
Donations	<u>15,395</u>	<u>81,152</u>	<u>96,547</u>	<u>408</u>	<u>38,171</u>	<u>38,579</u>

**4. Income from Charitable Activities**

	<b>Unrestricted Fund £</b>	<b>Restricted Funds £</b>	<b>2025 Total Funds £</b>	<b>Unrestricted Fund £</b>	<b>Restricted Funds £</b>	<b>2024 Total Funds £</b>
<b>Core Activities</b>						
Grants	-	-	-	-	900	900
Government Grants	25,000	-	25,000	65,000	45,021	110,021
Ancillary Trading Income	6,165	-	6,165	-	718	718
<b>Special Projects</b>						
Grants	-	116,321	116,321	-	181,085	181,085
Government Grants	-	306,377	306,377	-	227,012	227,012
Ancillary Trading Income	-	-	-	-	2,614	2,614
	<u>31,165</u>	<u>422,698</u>	<u>453,863</u>	<u>65,000</u>	<u>457,350</u>	<u>522,350</u>

**5. Investment Income**

	<b>Unrestricted Fund £</b>	<b>Restricted Funds £</b>	<b>2025 Total Funds £</b>	<b>Unrestricted Fund £</b>	<b>Restricted Funds £</b>	<b>2024 Total Funds £</b>
Bank interest receivable	<u>7,134</u>	<u>-</u>	<u>7,134</u>	<u>6,031</u>	<u>-</u>	<u>6,031</u>

**NOTES TO THE FINANCIAL STATEMENTS**

**For the Year Ended 31 March 2025**

**6. Expenditure on Charitable Activities**

	Core Activities £	Special Projects £	2025 Total £	Core Activities £	Special Projects £	2024 Total £
Staff costs	98,577	64,657	163,234	73,286	153,932	227,218
Other direct costs	6,132	93,165	99,297	4,218	130,490	134,708
Grants payable (see note 8)	-	307,082	307,082	-	184,117	184,117
	<u>104,709</u>	<u>464,904</u>	<u>569,613</u>	<u>77,504</u>	<u>468,539</u>	<u>546,043</u>
Share of support costs (see note 7)	2,512	11,154	13,666	(2,651)	(16,024)	(18,675)
Share of governance costs (see note 7)	367	1,632	1,999	262	1,586	1,848
	<u>107,588</u>	<u>477,690</u>	<u>585,278</u>	<u>75,115</u>	<u>454,101</u>	<u>529,216</u>
Analysis by fund						
Unrestricted funds	107,588	12,786	120,374	(2,389)	(14,438)	(16,827)
Restricted funds	-	464,904	464,904	77,504	468,539	546,043
	<u>107,588</u>	<u>477,690</u>	<u>585,278</u>	<u>75,115</u>	<u>454,101</u>	<u>529,216</u>

**7. Support Costs**

	Support Costs £	Governance Costs £	2025 Total £	Support Costs £	Governance Costs £	2024 Total £
Staff costs	27,271	-	27,271	10,580	-	10,580
Expenses, training & recruitment	-	-	-	172	-	172
IT software & communication	5,202	-	5,202	4,769	-	4,769
Office and premises	6,201	-	6,201	4,386	-	4,386
Insurance	2,278	-	2,278	2,564	-	2,564
Bank charges	55	-	55	114	-	114
Project management charges	(27,341)	-	(27,341)	(41,260)	-	(41,260)
Independent examiners fees	-	1,980	1,980	-	1,800	1,800
Other governance costs	-	19	19	-	48	48
	<u>13,666</u>	<u>1,999</u>	<u>15,665</u>	<u>(18,675)</u>	<u>1,848</u>	<u>(16,827)</u>

The administration charges we were awarded as part of some of the restricted grants are shown as Project management charges. In 2024 these were in excess of our support costs in the year resulting in a surplus. This was been utilised in supporting some of the under funded activity being the Funding & Support and Volunteer Network functions.

**8. Grants Payable**

	Unrestricted Fund £	Restricted Funds £	2025 Total Funds £	Unrestricted Fund £	Restricted Funds £	2024 Total Funds £
Charitable Donations	-	1,400	1,400	-	-	-
Charitable Grants	-	305,682	305,682	-	184,117	184,117
	<u>-</u>	<u>307,082</u>	<u>307,082</u>	<u>-</u>	<u>184,117</u>	<u>184,117</u>

In fulfilling the charitable objectives of the charity some grants and donations were made as part of the following initiatives:

Health Inequalities	-	261,385	261,385	-	156,698	156,698
Fun Walk Trust	-	23,734	23,734	-	24,819	24,819
Heart of Pitsea	-	20,563	20,563	-	-	-
Basildon Emergency Night Shelter (BENS)	-	1,400	1,400	-	-	-
Winter Warmth	-	-	-	-	2,000	2,000
Community Hub Response	-	-	-	-	600	600
	<u>-</u>	<u>307,082</u>	<u>307,082</u>	<u>-</u>	<u>184,117</u>	<u>184,117</u>

**NOTES TO THE FINANCIAL STATEMENTS**

**For the Year Ended 31 March 2025**

**9. Trustees**

One of the trustees, Paul Nagle, is employed as a Youth Worker as part of the Big Local Heart of Pitsea project. He received remuneration of £3,000 in this year (2024 £2,565).

No trustee expenses were reimbursed during the year ended 31 March 2025 (2024: £0).

No other trustees (or any persons connected with them) received remuneration or benefits from the charity during the year.

**10. Staff Costs**

	<b>2025</b>	2024
	<b>£</b>	£
Salaries	<b>178,921</b>	222,172
Social security costs	<b>6,881</b>	10,285
Pension costs	<b>4,703</b>	5,341
	<b><u>190,505</u></b>	<u>237,798</u>

The average monthly number of employees during the year was as follows:

	<b>2025</b>	2024
Charitable Activities	<b>11</b>	16
Support and Governance	<b>2</b>	2
	<b><u>13</u></b>	<u>18</u>

During the year Key Management Personnel (defined as the Chief Executive Officer), received remuneration of £52,312 (2024 £46,067).

**11. Debtors: amounts falling due within one year**

	Unrestricted Fund £	Restricted Funds £	2025 Total Funds £	Unrestricted Fund £	Restricted Funds £	2024 Total Funds £
Trade Debtors	4,390	-	4,390	23	15,393	15,416
Other Debtors	30	-	30	-	-	-
Prepayments	1,616	-	1,616	1,691	-	1,691
	<b><u>6,036</u></b>	<u>-</u>	<b><u>6,036</u></b>	<u>1,714</u>	<u>15,393</u>	<u>17,107</u>

**12. Creditors: amounts falling due within one year**

	Unrestricted Fund £	Restricted Funds £	2025 Total Funds £	Unrestricted Fund £	Restricted Funds £	2024 Total Funds £
Trade Creditors	83	501	584	162	9,810	9,972
Social security and other taxes	3,597	-	3,597	4,747	-	4,747
Accruals and deferred income	5,791	-	5,791	4,663	-	4,663
	<b><u>9,471</u></b>	<u>501</u>	<b><u>9,972</u></b>	<u>9,572</u>	<u>9,810</u>	<u>19,382</u>

**NOTES TO THE FINANCIAL STATEMENTS**

**For the Year Ended 31 March 2025**

**13. Movement In Funds 2025**

	Funds Brought Forward £	Income £	Expenditure £	Transfers £	Funds Carried Forward £
<b>Special Projects</b>					
Community First Aid Training	755	-	(755)	-	-
Community Hub Response	1,553	-	(1,553)	-	-
Health Inequalities	8,021	306,377	(285,387)	-	29,011
Heart of Pitsea	31,472	72,817	(89,175)	-	15,114
Homeless Working Group	5,150	98,564	(44,034)	-	59,680
ISF	2,064	-	(2,189)	125	-
MSE CVS Microgrants	2,000	-	-	-	2,000
Social Prescribing	7,742	-	-	-	7,742
The Funwalk	-	26,092	(26,092)	-	-
Volunteer Futures	3,402	-	(3,402)	-	-
Winter Resilience Community Hubs (Hospital Discharges)	5,777	-	(5,777)	-	-
Winter Warmth	8,721	-	(6,540)	-	2,181
<b>Restricted Funds</b>	<b>76,657</b>	<b>503,850</b>	<b>(464,904)</b>	<b>125</b>	<b>115,728</b>
<b>Core Activities</b>					
Funding and Support	-	20	(39,704)	39,684	-
Volunteer Network	-	2,145	(65,005)	62,860	-
Support & Governance	158,821	51,529	(15,665)	(102,669)	92,016
<b>Total Funds</b>	<b>235,478</b>	<b>557,544</b>	<b>(585,278)</b>	<b>-</b>	<b>207,744</b>

Community First Aid Training - delivering community first aid training.

Community Hub Response - providing Community Exchange through a virtual community hall and drop in sessions.

Health Inequalities - grant scheme to develop projects supporting innovative approaches helping to tackle inequalities.

Funding and Support - deliver support to the sector.

Heart of Pitsea - community programme in Pitsea, funded by the Big Local fund.

Homeless Working Group - Basildon Emergency Night Shelter (BENS).

ISF - supporting Social Services users to choose their own community-based support.

MSE CVS Microgrants - small grants scheme for non-profit organisations

Social Prescribing - a project funded by the CCG to develop and deliver a local Social Prescribing service.

The FunWalk - fundraising walk for the local voluntary and community sector, funded by corporate donors via The FunWalk Trust.

Volunteer Futures - a large collaborative project in which we were tasked to develop the gamification of volunteering.

Volunteer Network - to support and develop the volunteering sector in the borough.

Winter Resilience Community Hubs - supporting service users recently discharged from hospital.

Winter Warmth - programme to deliver small community grants and provision of warmth packs funded via Essex County Council.

**BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

Company Number: 8028602

**NOTES TO THE FINANCIAL STATEMENTS**

For the Year Ended 31 March 2025

**14. Movement in funds Prior Year - 2024**

	Funds Brought Forward £	Income £	Expenditure £	Transfers £	Funds Carried Forward £
<b>Special Projects</b>					
COMF Community Hub ECC	1,000	-	(1,000)	-	-
COMF Community Hub Sector Support	998	-	(998)	-	-
Community First Aid Training	755	-	-	-	755
Community Hub Household Support	-	8,341	(8,341)	-	-
Community Hub Response	4,400	15,000	(17,847)	-	1,553
Cosy Places	2,806	-	(2,806)	-	-
Health Inequalities	-	192,957	(184,936)	-	8,021
Heart of Pitsea	43,937	118,745	(131,210)	-	31,472
Homeless Working Group	-	41,171	(36,021)	-	5,150
ISF	-	6,500	(4,436)	-	2,064
MSE CVS Microgrants	-	2,286	(286)	-	2,000
Social Prescribing	7,742	-	-	-	7,742
Techmates	1,717	-	(1,717)	-	-
The Funwalk	-	27,633	(27,633)	-	-
Volunteer Futures	-	32,036	(28,634)	-	3,402
Winter Resilience Community Hubs (Hospital Discharges)	26,451	-	(20,674)	-	5,777
Winter Warmth	6,508	4,213	(2,000)	-	8,721
<b>Core Activities</b>					
Funding and Support	-	38,760	(39,973)	1,213	-
Volunteer Network	-	7,879	(37,531)	29,652	-
<b>Restricted Funds</b>	<b>96,314</b>	<b>495,521</b>	<b>(546,043)</b>	<b>30,865</b>	<b>76,657</b>
<b>Unrestricted</b>	<b>101,420</b>	<b>71,439</b>	<b>16,827</b>	<b>(30,865)</b>	<b>158,821</b>
<b>Total Funds</b>	<b>197,734</b>	<b>566,960</b>	<b>(529,216)</b>	<b>-</b>	<b>235,478</b>

COMF Community Hub ECC - an extension of the Community Hub Sector Support funded via Essex County Council.

COMF Community Hub Sector Support - to provide support for small non-profit organisations to sustain or increase capacity to help protect and support households that were impacted by Covid-19 funded via Basildon Borough Council.

Community First Aid Training - delivering community first aid training.

Community Hub Household Support Fund - to support those most in need with the rising energy and heating costs funded via Essex County Council.

Community Hub Response - providing Community Exchange through a virtual community hall and drop in sessions.

Cosy Places - supporting the provision of warm and welcoming drop in sessions in community spaces.

Health Inequalities - grant scheme to develop projects supporting innovative approaches helping to tackle inequalities.

Funding and Support - deliver support to the sector.

Heart of Pitsea - community programme in Pitsea, funded by the Big Local fund.

Homeless Working Group - Basildon Emergency Night Shelter (BENS).

ISF - supporting Social Services users to choose their own community-based support.

MSE CVS Microgrants - small grants scheme for non-profit organisations

Social Prescribing - a project funded by the CCG to develop and deliver a local Social Prescribing service.

Techmates - pilot programme with WECAN to identify volunteers to provide IT support for the public.

The FunWalk - fundraising walk for the local voluntary and community sector, funded by corporate donors via The FunWalk Trust.

Volunteer Futures - a large collaborative project in which we were tasked to develop the gamification of volunteering.

Volunteer Network - to support and develop the volunteering sector in the borough.

Winter Resilience Community Hubs - supporting service users recently discharged from hospital.

Winter Warmth - programme to deliver small community grants and provision of warmth packs funded via Essex County Council.

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# Accounts

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Charity number 1148943  
Company number 8028602

**REPORT OF THE TRUSTEES AND**  
**UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED**  
**31 March 2024**  
**FOR**  
**BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

**BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

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**For the Year Ended 31 March 2024**

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## **BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

### **REPORT OF THE TRUSTEES** **For the Year Ended 31 March 2024**

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

#### **Legal and Administrative Information**

<b>Trustees</b>	Paul Nagle [Chair] Richard Gregory [Vice Chair] Phillip Lennon (Treasurer) Stacie Clancy [Ex-Officio] Stella Calkin Gillian Blake Marion Wilson
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The Ex-Officio position does not have voting rights and is not elected to the trustee board.

The trustees are appointed at the Annual General Meeting or co-opted during the year.

<b>Charity number</b>	1148943
<b>Company number</b>	8028602
<b>Registered office</b>	The George Hurd Centre 1st Floor, Audley Way Basildon Essex SS14 2FL

# **BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

## **REPORT OF THE TRUSTEES**

### **For the Year Ended 31 March 2024**

We have great pleasure in presenting this annual report on the work of Basildon, Billericay and Wickford CVS, together with the charity's financial statements for the year ended 31 March 2024.

Basildon Billericay and Wickford Council for Voluntary Service was originally formed in 1988 and is governed by its Articles of Association. We are a registered charity (1148943) and a company limited by guarantee (8028602). We are governed by the trustees nominated and elected by our members. BBW CVS is the working name for the charity. Membership of BBW CVS comprises charities, voluntary organisations and CICs.

## **Objectives and Activities**

As trustees, our role is to exercise independent control and legal responsibility for the charity's management and administration. Our support has continued to help overcome various societal challenges primarily related to the cost-of-living pressures in addition to our regular objectives.

The objects of BBW CVS, as set out in its constitution, are:

a) to promote any charitable purposes for the benefit of the community in the local government district of Basildon and Thames Gateway/South Essex area (herein after called "the area of benefit") and in particular the advancement of education, the protection of health and the relief of poverty, distress and sickness;

b) to promote and organise cooperation in the achievement of the above purposes and, to that end, to bring together BBW CVS representatives of the voluntary organisations and statutory authorities within the area of benefit;

provided that, in carrying out these charitable purposes, the BBW CVS will seek to challenge all forms of oppression and inequality and to give priority to working with people whose full participation in society is limited by economic, political and social disadvantage.

The charity is administered and managed in accordance with its constitution by the trustees. Day-to-day management of the charity is delegated to the Chief Officer.

In furtherance of the above purposes, but not otherwise, the BBW CVS shall have power:

a) to raise funds and to invite and receive contributions provided that in raising funds the trustee board shall not undertake any permanent trading activities and shall conform to any relevant requirements of the law;

**REPORT OF THE TRUSTEES**

**For the Year Ended 31 March 2024**

- b) to buy, take on lease, or exchange any property necessary for the achievement of the objects and to maintain and equip it for use;
- c) subject to a consent required by law, to sell, lease or dispose of all or any part of the property of the BBW CVS;
- d) subject to consents required by law, to borrow money and to charge all or any part of the property of the BBW CVS with repayment of the money so borrowed;
- e) to employ such staff (who shall not be members of the trustee board) as are necessary for the proper pursuit of the objects (and to make all reasonable and necessary provisions for the payment of pensions and superannuation for staff and their dependents);
- f) to cooperate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- g) to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
- h) to appoint and constitute such advisory committees as the trustee board may think fit;
- i) to do all such other lawful things as are necessary for the achievement of the objects.

## **Achievements and Performance**

This year has been very successful with our organisation flexing and adapting to local needs. We displayed great resilience as our Chief Officer suffered a heart attack in June and returned 4 months later. During this period the staff team stepped up and displayed great leadership skills by collectively ensuring that each project was progressing as expected and keeping commissioners informed.

We initiated two key public-focused projects which collectively supported over 1000 incidents. The Community Hub response was focused on supporting asylum seekers and refugees as we recognised the rapid influx of individuals and families moving into the borough. This support covered a wide variety of subjects including GP registrations, housing support, school registrations and access to equipment such as laptops and bikes to assist with education and cost-effective commuting. The Winter Discharge support was very diverse but primarily supported individuals to return home from the hospital. These service users generally required assistance with collecting

## **BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

### **REPORT OF THE TRUSTEES**

#### **For the Year Ended 31 March 2024**

food and modifying access within their homes due to experiencing temporary limited mobility.

We also hosted a variety of grant schemes, and we effectively distributed the funds across a wide variety of organisations. This demonstrated our reach and ability to engage with the local voluntary sector. This success was replicated at our Third Sector Summit which was well attended and engaged with over 100 member organisations and statutory bodies. These relationships continued to thrive as we launched a digital forum which we called the Basildon Borough Community Network. This also gained over 100 members before the financial year concluded and enabled us to diversify the way we communicate between our networks, as we recognise the overwhelming dissemination of information. This approach provides our members with the opportunity to dip in and out as it suits them, whilst having the opportunity to search previous topics as a longer-term knowledge library, with information collected in one place for easier access. We hope our forward thinking is well received by our members and stakeholders as we strive to improve our services.

Below is a brief update on the achievements of our main projects that we host and support:

### **BENS (Basildon Emergency Night Shelter)**

We continue to connect with the local church network to host a temporary annual homeless shelter throughout the winter period. We provide the coordination and delivery of the service whilst the churches donate their venues and support volunteer recruitment. This year's Shelter supported over 64 homeless individuals and provided 1131 bed stays. We were supported by 81 volunteers who provided 2003 hours of support. We assisted 11 guests into accommodation. This project has been a true success, and we are currently making plans for the next winter period.

### **Heart of Pitsea**

This was the final year for Heart of Pitsea who we have supported since its inception in 2012. This period focused on the conclusion and transference of a range of longer-term projects. The programme culminated in a celebratory event which highlighted its successes and was very well attended by residents. The group continued to deliver a range of activities throughout the year. These included quizzes, youth clubs, school projects, and improvements to our local green spaces. The committee successfully registered a new Men's Shed charity which they plan to continue independently following the conclusion of the programme.

**REPORT OF THE TRUSTEES**

**For the Year Ended 31 March 2024**

## The Fun Walk Trust

We continued to oversee and administer the finances for this fundraising scheme based upon a sponsored walk for non-profit organisations. The sponsorship is then topped up by business donations and this particular year increased the contribution by 40%. The Fun Walk has now reached a phenomenal milestone, as the total raised since it was founded in 2002 has now exceeded £1.5 million.

This year's Fun Walk raised over £85,000 with approximately 2,000 supporters taking part in sponsored walks across Essex. The funds were raised for 85 local charities and good causes including those supporting young people, mental health, disability, environmental, educational, community sporting and advocacy groups.

## Your Choice Project - Individual Service Funds

Unfortunately, this project has been challenging to sustain. We recruited a dedicated Project Manager to ensure that we delivered our support to the highest standards, but we did not receive any further service user referrals which limited our ability to grow the project. We continued to engage with Social Services who were the commissioners and explore the future of the project.

## The Community Exchange

(Community Hub Response funding)

We continued to develop this multi-faceted project which intends to support the public online, by telephone and face-to-face. We have been collating community asset information to assist residents in identifying and accessing the wide range of support and activities that are available locally. This prototype approach is embedded into all our projects and core work which helps us to focus on subjects relevant to our grants and funding. This enables us to make a longer-lasting impact and not throw away the valuable content and knowledge we gain. We intend to encourage the Volunteer Futures project to help contribute towards the development of the digital strand of this project whilst the A.C.T.I.O.N project next year will focus on community safety.

## Volunteer Futures

**REPORT OF THE TRUSTEES**

**For the Year Ended 31 March 2024**

This project culminated in a variety of public events and smaller projects in partnership with Creative Basildon, ATF and Trust Links. However, our main task was to deliver our Third Sector Summit with a volunteering theme and develop a volunteer passport. We successfully hosted the Summit with over 100 guests and various stalls including a range of funders/commissioners. The wider project engaged with 6702 participants and 12% of the volunteers fed back that it was their first-time volunteering.

## Community Grants - Warm Homes Funding

Each year we are provided with a budget to support local initiatives to mitigate the impact of the cold weather. These grants proved to be very successful as we supported Langdon Hills Estate Residents' Association Ltd, Blind and Sight Impaired Society (BASIS), St Andrew's Church, and Care 4 Calais. These projects collectively supported 1078 individuals and targeted a variety of hard-to-reach cohorts including the visually impaired, home-bound elderly, refugees and asylum seekers.

## TECmates

This project was reviewed earlier in the year to improve its outcomes and to empower the host volunteers to share their opinions. The volunteers were concerned that pop-up sessions within the libraries were not productive of their time. It was agreed to develop an approach that focused on booking appointments. This proved to be challenging without the necessary systems and the variety of locations made this too complex. It was felt that additional funding is required to get it right. This project has been placed on hold in the meantime and will be aligned with the Community Exchange drop-in sessions.

## Winter Resilience Community Hub

This project was developed to support local hospitals to free up beds for urgent care during the winter pressures. This proved to be very successful as we developed an approach that utilised the funds directly benefiting the service user, rather than sharing as grants within a local network of support organisations. This helped us to support over 150 individuals with a wide variety of needs - including moving bedrooms downstairs, more suitable cooking equipment, temporary food parcels, and additional support with heating.

**REPORT OF THE TRUSTEES**

**For the Year Ended 31 March 2024**

## Health Inequalities Fund

Our role is to provide the administration for the NHS Health Inequalities Fund in collaboration with Brentwood CVS for three years. We were instructed to provide this support in September and encouraged to develop a strong pipeline of grant applicants as a priority due to financial pressures within the NHS. We achieved this within a few weeks and established an independent approval panel with members across public health and local NHS including GPs. The fund supported 13 projects, 7 of which were new initiatives. The projects targeted support for different cohorts including BAME residents, people with complex needs and disabilities, and others with poor mental health.

## Community First Aid Training & MSE Micro Grants

These projects were delayed due to the impact on leadership and their health. This will be resumed in the new financial year.

## The Future

The new financial year poses a plethora of challenges as our core commissioners intend to change their commissioning for the CVS network. This is likely to result in either a smaller financial contribution or the risk of centralisation. We recognise that commissioners are not keen to coordinate multiple contracts and agreements. There is also interest in ensuring a fair and equitable offer across the whole county. This resulted in most of the Essex CVS network establishing a Special Purpose Vehicle to unite us as a single organisation recognised as 'Together 4 Essex'. This will enable the group to consider a variety of collaborative projects in the future and nurture the network to forge stronger links between each other as a shared venture.

We have been preparing a new three-year strategy to launch in the new year which focuses on improving governance, delivery and impact. Through stakeholder feedback, we recognise our strengths and weaknesses. We have the intention to set a clear plan to navigate into the future to diversify our income, refocus our engagement with the public, and be more innovative in supporting our members.

Nevertheless, while we continue to explore all avenues for sustainable funding (both statutory and non-statutory), we are aware of the fragile nature of our financial situation and the material uncertainty this raises on our viability as a going concern.

**REPORT OF THE TRUSTEES**

**For the Year Ended 31 March 2024**

Even with our existing level of reserves, if we continue with our current level of staffing and service commitments, our cash flow projections indicate that we could reach our trigger level of reserves to commence an orderly closure by May 2025. However, as trustees, we believe that this is the correct approach in order to ensure that the CVS continues to make a meaningful impact for the community. This situation has been anticipated and was reviewed by the full Board of trustees when setting the 2024/25 budget and, again most recently, in September 2024.

In the event of no material, positive change to these circumstances, we have assessed the level of reserves required to effect an orderly closure of the organisation and monitor this closely at our Board meeting each month.

## **Structure, Governance and Management**

### **Risk Management**

The management of risk is reviewed by the Chief Officer, staff team and by the trustee board on a periodic basis but no less than half yearly. The trustees examine the major risks which the charity faces in relation to its governance and management, its internal operations and its business; financial risks, compliance risks and environmental and external risks.

Further, the trustees continue to keep under review the systems of internal financial control. The systems have been designed to provide reasonable assurance against material misstatement or loss.

They include:

- a strategic plan and an annual budget approved by the trustees
- regular consideration by the trustees of financial results, variance from budgets and performance against the non-financial annual plan
- delegation of authority and separation of duties.

The internal financial controls conform to guidelines issued by the Charity Commission. Separate provision is made regarding health and safety which is the subject of periodic review.

### **Pay Policy**

Our remuneration policy for senior staff remains unchanged. In considering remuneration, the charity's purposes, values and achievements, as well as its income and activities are all taken into account, which influences how its policy is developed

**REPORT OF THE TRUSTEES**

**For the Year Ended 31 March 2024**

and put into practice. In particular, the trustees' aim is that the charity's Pay Policy should be to offer fair pay to attract and keep appropriately qualified staff to lead, manage, support and deliver the charity's aims.

In deciding top levels of pay and rewards, trustees consider:

- the purposes, aims and values of the charity, and its beneficiaries' needs
- how this affects pay policy for all employees, and for the senior staff in particular, including whether a lower rate of pay compared to similar roles in other sectors is appropriate
- how pay is linked to the skills, experiences and competencies that the charity needs from its senior staff and the scope of their roles
- the charity's current business plan and how implementing it may affect the number of senior staff the charity needs to employ or recruit, and the nature of these roles
- the charity's ability to pay, perceived by employees, donors and beneficiaries ~ whether it's affordable, including in the longer term (perhaps based on a risk assessment of future income and expenditure)
- the appropriateness of the pay in the context of the charity.

The trustees confirm that no member of staff receives remuneration above £60,000.

## Reserves Policy

The strategy of the organisation remains one which aims to have core funding from local authorities and income generation, whilst enabling ongoing development through project funding from large funders like the Big Lottery and charitable trusts.

As a board the trustees are committed to:

- keeping the reserves policy under review to ensure it meets the charity's changing needs and circumstances.
- that the level of reserves is monitored throughout the year.

When considering what level of reserves the charity should aim to maintain the trustees have given consideration to the level of working capital required to:

- Protect the continuity of our work
- Cover for risks such as unforeseen expenditure or unanticipated loss of income
- If required, wind the organisation down in an orderly way, allowing time to seek alternatives to such an eventuality

Having given due consideration to these factors the trustees aim to maintain the organisation's free reserves at between 6 to 12 months' of the next year's budgeted expenditure. This equates to between £77,000 and £155,000 and, at the 31 March 2024, the free reserves amounted to £158,821.

REPORT OF THE TRUSTEES

For the Year Ended 31 March 2024

## Financial Review of Activities

Total income for the year was £566,960, with total expenditure of £529,216. It needs to be noted that a considerable proportion of these transactions relate to specific projects including Heart of Pitsea, for whom we are custodial trustees.

The total surplus for the year was £37,744, representing a deficit on these projects of £19,657 and a surplus on the core BBW CVS activities of £57,401. Hence, the free reserves increased to £158,821.

Details of the changes in the components of the income and expenditure, balance sheet and cash flow are contained in the full set of Financial Statements for the year.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:

A handwritten signature in black ink that reads "Paul Nagle". The signature is written in a cursive, flowing style.

Paul Nagle - Chair of Trustees

## **BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

**For the Year Ended 31 March 2024**

#### **Independent examiner's report to the trustees of Basildon, Billericay and Wickford Council for Voluntary Service ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

#### **Responsibilities and basis of report**

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

I have completed my examination.

I would bring to your attention the potential issues in respect of future sustainable funding highlighted in the Trustees Report under Futures which give rise to a material uncertainty as to going concern.

However, given the level of reserves these financial statements have been prepared under a going concern basis.

I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

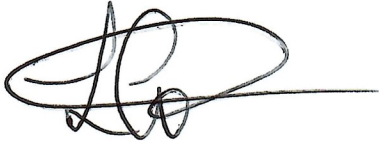
1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts 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

**BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**  
**For the Year Ended 31 March 2024**

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.



Leanne Leverington ACA  
The Institute of Chartered Accountants in England and Wales

Chariot House Limited  
Chartered Accountants  
44 Grand Parade  
Brighton  
East Sussex  
BN2 9QA

Date: .....11/11/2024.....

**STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT****For the Year Ended 31 March 2024**

	Notes	Unrestricted Fund £	Restricted Funds £	2024 Total Funds £	Unrestricted Fund £	Restricted Funds £	2023 Total Funds £
<b>Income from</b>							
Donations & Legacies	3	408	38,171	38,579	-	225	225
Charitable Activities	4	65,000	457,350	522,350	30,190	195,516	225,706
Investment Income	5	6,031	-	6,031	1,589	-	1,589
<b>Total Income</b>		<b>71,439</b>	<b>495,521</b>	<b>566,960</b>	<b>31,779</b>	<b>195,741</b>	<b>227,520</b>
<b>Expenditure on charitable activities</b>							
Core Activities	6	(2,389)	77,504	75,115	14,250	94,572	108,822
Special Projects	6	(14,438)	468,539	454,101	30,095	199,730	229,825
<b>Total Expenditure</b>		<b>(16,827)</b>	<b>546,043</b>	<b>529,216</b>	<b>44,345</b>	<b>294,302</b>	<b>338,647</b>
<b>Net Income</b>		<b>88,266</b>	<b>(50,522)</b>	<b>37,744</b>	<b>(12,566)</b>	<b>(98,561)</b>	<b>(111,127)</b>
<b>Transfers Between Funds</b>	13	<b>(30,865)</b>	<b>30,865</b>	<b>-</b>	<b>(47,532)</b>	<b>47,532</b>	<b>-</b>
<b>Net Movement in Funds</b>		<b>57,401</b>	<b>(19,657)</b>	<b>37,744</b>	<b>(60,098)</b>	<b>(51,029)</b>	<b>(111,127)</b>
<b>Reconciliation of Funds</b>							
<b>Total Funds Brought Forward</b>	13	<b>101,420</b>	<b>96,314</b>	<b>197,734</b>	<b>161,518</b>	<b>147,343</b>	<b>308,861</b>
<b>Total Funds Carried Forward</b>	13	<b>158,821</b>	<b>76,657</b>	<b>235,478</b>	<b>101,420</b>	<b>96,314</b>	<b>197,734</b>

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

All income and expenditure is derived from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

Company Number: 8028602

**BALANCE SHEET**

As at 31 March 2024

	Notes	Unrestricted Fund £	Restricted Funds £	2024 Total Funds £	Unrestricted Fund £	Restricted Funds £	2023 Total Funds £
<b>Current assets</b>							
Debtors	11	1,714	15,393	17,107	1,390	189	1,579
Cash at bank and in hand		166,679	71,074	237,753	109,025	112,894	221,919
		168,393	86,467	254,860	110,415	113,083	223,498
<b>Creditors</b>							
Amounts falling due within one year	12	(9,572)	(9,810)	(19,382)	(8,995)	(16,769)	(25,764)
<b>Net assets</b>		158,821	76,657	235,478	101,420	96,314	197,734
<b>Funds</b>							
Unrestricted				158,821			101,420
Restricted	13			76,657			96,314
				235,478			197,734

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act

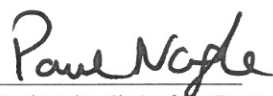
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and  
(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees on 31.10.24 and were signed on its behalf by:



Paul Nagle - Chair of the Trustees

**NOTES TO THE FINANCIAL STATEMENTS**

**For the Year Ended 31 March 2024**

**1. Statutory Information**

Basildon, Billericay and Wickford Council for Voluntary Service is a private company limited by guarantee. The charity's registered company number, registered charity number, registered office and the nature of its activities can be found in the Trustees Report.

The presentation currency of the financial statements is Pounds Sterling (£)

**2. Accounting policies**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Critical accounting judgements and key sources of estimation uncertainty**

No critical accounting judgements have been made in the process of applying the accounting policies below.

There are no key assumptions concerning the future and other key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

**Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Government grants**

Government grants are recognised under the performance model. The grant income is recognised upon performance conditions being satisfied (and should it be received in advance of satisfying the performance, recognition of the income is deferred as a liability) and where there are no specific future performance-related conditions then grants are recognised when proceeds are received or receivable.

**Donations**

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

**Volunteers**

CVS volunteers play an important and useful role in supporting the work that the CVS does across a wide range of activities. These include providing administrative support, updating records, contact with other volunteers, e-bulletins, weigh-in services and project-specific work.

The contribution of unpaid volunteers cannot be measured reliably. Therefore, the contribution of volunteers is not included as income in the financial statements.

**Trading activities**

Income from trading activities includes income earned from trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

**Charitable Activities**

The charity receives corporate grants in respect of agreed projects. Income from grants is recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

**NOTES TO THE FINANCIAL STATEMENTS****For the Year Ended 31 March 2024****2. Accounting policies - continued****Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Allocation and apportionment of costs**

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs and governance costs. They are incurred directly in support of expenditure on the objects of the charity and include project management. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund Accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. The cost of raising and administering such funds are charged against the specific fund.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Debtors and creditors**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

**3. Donations & Legacies**

	<b>Unrestricted Fund £</b>	<b>Restricted Funds £</b>	<b>2024 Total Funds £</b>	<b>Unrestricted Fund £</b>	<b>Restricted Funds £</b>	<b>2023 Total Funds £</b>
Donations	<b>408</b>	<b>38,171</b>	<b>38,579</b>	-	225	225

**4. Income from Charitable Activities**

	<b>Unrestricted Fund £</b>	<b>Restricted Funds £</b>	<b>2024 Total Funds £</b>	<b>Unrestricted Fund £</b>	<b>Restricted Funds £</b>	<b>2023 Total Funds £</b>
<b>Core Activities</b>						
Grants	-	900	900	-	-	-
Government Grants	65,000	45,021	110,021	30,000	45,021	75,021
Ancillary Trading Income	-	718	718	190	1,833	2,023
<b>Special Projects</b>						
Grants	-	181,085	181,085	-	100,560	100,560
Government Grants	-	227,012	227,012	-	45,226	45,226
Ancillary Trading Income	-	2,614	2,614	-	2,876	2,876
	<b>65,000</b>	<b>457,350</b>	<b>522,350</b>	30,190	195,516	225,706

**5. Investment Income**

	<b>Unrestricted Fund £</b>	<b>Restricted Funds £</b>	<b>2024 Total Funds £</b>	<b>Unrestricted Fund £</b>	<b>Restricted Funds £</b>	<b>2023 Total Funds £</b>
Bank interest receivable	<b>6,031</b>	-	<b>6,031</b>	1,589	-	1,589

**NOTES TO THE FINANCIAL STATEMENTS**

**For the Year Ended 31 March 2024**

**6. Expenditure on Charitable Activities**

	<b>Core Activities £</b>	<b>Special Projects £</b>	<b>2024 Total £</b>	<b>Core Activities £</b>	<b>Special Projects £</b>	<b>2023 Total £</b>
Staff costs	73,286	153,932	227,218	86,622	112,223	198,845
Other direct costs	4,218	130,490	134,708	7,950	53,836	61,786
Grants payable (see note 8)	-	184,117	184,117	-	33,671	33,671
	<b>77,504</b>	<b>468,539</b>	<b>546,043</b>	<b>94,572</b>	<b>199,730</b>	<b>294,302</b>
Share of support costs (see note 7)	(2,651)	(16,024)	(18,675)	13,586	28,694	42,280
Share of governance costs (see note 7)	262	1,586	1,848	664	1,401	2,065
	<b>75,115</b>	<b>454,101</b>	<b>529,216</b>	<b>108,822</b>	<b>229,825</b>	<b>338,647</b>
Analysis by fund						
Unrestricted funds	(2,389)	(14,438)	(16,827)	14,250	30,095	44,345
Restricted funds	77,504	468,539	546,043	94,572	199,730	294,302
	<b>75,115</b>	<b>454,101</b>	<b>529,216</b>	<b>108,822</b>	<b>229,825</b>	<b>338,647</b>

**7. Support Costs**

	<b>Support Costs £</b>	<b>Governance Costs £</b>	<b>2024 Total £</b>	<b>Support Costs £</b>	<b>Governance Costs £</b>	<b>2023 Total £</b>
Staff costs	10,580	-	10,580	43,939	-	43,939
Expenses, training & recruitment	172	-	172	149	-	149
IT software & communication	4,769	-	4,769	5,980	-	5,980
Office and premises	4,386	-	4,386	4,081	-	4,081
Insurance	2,564	-	2,564	1,747	-	1,747
Bank charges	114	-	114	108	-	108
Project management charges	(41,260)	-	(41,260)	(13,724)	-	(13,724)
Independent examiners fees	-	1,800	1,800	-	1,680	1,680
Other governance costs	-	48	48	-	385	385
	<b>(18,675)</b>	<b>1,848</b>	<b>(16,827)</b>	<b>42,280</b>	<b>2,065</b>	<b>44,345</b>

The administration charges we were awarded as part of some of the restricted grants were in excess of our support costs in the year resulting in a surplus. This has been utilised in supporting some of the under funded activity being the Funding & Support and Volunteer Network functions.

**8. Grants Payable**

	<b>Unrestricted Fund £</b>	<b>Restricted Funds £</b>	<b>2024 Total Funds £</b>	<b>Unrestricted Fund £</b>	<b>Restricted Funds £</b>	<b>2023 Total Funds £</b>
Charitable Donations	-	184,117	184,117	-	33,671	33,671

In fulfilling the charitable objectives of the charity some grants and donations were made as part of the following initiatives:

Health Inequalities	-	156,698	156,698	-	-	-
Fun Walk Trust	-	24,819	24,819	-	27,333	27,333
Winter Warmth	-	2,000	2,000	-	3,850	3,850
Community Hub Response	-	600	600	-	-	-
COMF Community Hub - ECC	-	-	-	-	2,000	2,000
Sports Development	-	-	-	-	250	250
Heart of Pitsea	-	-	-	-	238	238
	-	<b>184,117</b>	<b>184,117</b>	-	<b>33,671</b>	<b>33,671</b>

**NOTES TO THE FINANCIAL STATEMENTS**

**For the Year Ended 31 March 2024**

**9. Trustees**

One of the trustees, Paul Nagle, is employed as a Youth Worker as part of the Big Local Heart of Pitsea project. He received remuneration of £2,565 in this year (2023 £2,340).

No trustee expenses were reimbursed during the year ended 31 March 2024 (2023: £0).

No other trustees (or any persons connected with them) received remuneration or benefits from the charity during the year.

**10. Staff Costs**

	<b>2024</b>	2023
	<b>£</b>	£
Salaries	<b>222,172</b>	223,075
Social security costs	<b>10,285</b>	13,477
Pension costs	<b>5,341</b>	6,274
	<b><u>237,798</u></b>	<u>242,826</u>

The average monthly number of employees during the year was as follows:

	<b>2024</b>	2023
Charitable Activities	<b>16</b>	11
Support and Governance	<b>2</b>	2
	<b><u>18</u></b>	<u>13</u>

During the year Key Management Personnel (defined as the Chief Executive Officer), received remuneration of £46,067 (2023 £54,578).

**11. Debtors: amounts falling due within one year**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2024 Total</b>	Unrestricted	Restricted	2023 Total
	<b>Fund £</b>	<b>Funds £</b>	<b>Funds £</b>	Fund £	Funds £	Funds £
Trade Debtors	<b>23</b>	<b>15,393</b>	<b>15,416</b>	-	189	189
Other Debtors	-	-	-	-	-	-
Prepayments	<b>1,691</b>	-	<b>1,691</b>	1,390	-	1,390
	<b><u>1,714</u></b>	<u>15,393</u>	<u>17,107</u>	<u>1,390</u>	<u>189</u>	<u>1,579</u>

**12. Creditors: amounts falling due within one year**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2024 Total</b>	Unrestricted	Restricted	2023 Total
	<b>Fund £</b>	<b>Funds £</b>	<b>Funds £</b>	Fund £	Funds £	Funds £
Trade Creditors	<b>162</b>	<b>9,810</b>	<b>9,972</b>	190	1,769	1,959
Social security and other taxes	<b>4,747</b>	-	<b>4,747</b>	3,879	-	3,879
Accruals and deferred income	<b>4,663</b>	-	<b>4,663</b>	4,926	15,000	19,926
	<b><u>9,572</u></b>	<u>9,810</u>	<u>19,382</u>	<u>8,995</u>	<u>16,769</u>	<u>25,764</u>

**NOTES TO THE FINANCIAL STATEMENTS****For the Year Ended 31 March 2024****13. Movement In Funds 2024**

	<b>Funds Brought Forward £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers £</b>	<b>Funds Carried Forward £</b>
<b>Special Projects</b>					
COMF Community Hub ECC	1,000	-	(1,000)	-	-
COMF Community Hub Sector Support	998	-	(998)	-	-
Community First Aid Training	755	-	-	-	755
Community Hub Household Support	-	8,341	(8,341)	-	-
Community Hub Response	4,400	15,000	(17,847)	-	1,553
Cosy Places	2,806	-	(2,806)	-	-
Health Inequalities	-	192,957	(184,936)	-	8,021
Heart of Pitsea	43,937	118,745	(131,210)	-	31,472
Homeless Working Group	-	41,171	(36,021)	-	5,150
ISF	-	6,500	(4,436)	-	2,064
MSE CVS Microgrants	-	2,286	(286)	-	2,000
Social Prescribing	7,742	-	-	-	7,742
Techmates	1,717	-	(1,717)	-	-
The Funwalk	-	27,633	(27,633)	-	-
Volunteer Futures	-	32,036	(28,634)	-	3,402
Winter Resilience Community Hubs (Hospital Discharges)	26,451	-	(20,674)	-	5,777
Winter Warmth	6,507	4,213	(2,000)	-	8,720
<b>Core Activities</b>					
Funding and Support	-	38,760	(39,973)	1,213	-
Volunteer Network	-	7,879	(37,531)	29,652	-
<b>Restricted Funds</b>	<b>96,314</b>	<b>495,521</b>	<b>(546,043)</b>	<b>30,865</b>	<b>76,657</b>
<b>Unrestricted</b>	<b>101,420</b>	<b>71,439</b>	<b>16,827</b>	<b>(30,865)</b>	<b>158,821</b>
<b>Total Funds</b>	<b>197,734</b>	<b>566,960</b>	<b>(529,216)</b>	<b>-</b>	<b>235,478</b>

COMF Community Hub ECC - an extension of the Community Hub Sector Support funded via Essex County Council.

COMF Community Hub Sector Support - to provide support for small non-profit organisations to sustain or increase capacity to help protect and support households that were impacted by Covid-19 funded via Basildon Borough Council.

Community First Aid Training - delivering community first aid training.

Community Hub Household Support Fund - to support those most in need with the rising energy and heating costs funded via Essex County Council.

Community Hub Response - providing Community Exchange through a virtual community hall and drop in sessions.

Cosy Places - supporting the provision of warm and welcoming drop in sessions in community spaces.

Health Inequalities - grant scheme to develop projects supporting innovative approaches helping to tackle inequalities.

Funding and Support - deliver support to the sector.

Heart of Pitsea - community programme in Pitsea, funded by the Big Local fund.

Homeless Working Group - Basildon Emergency Night Shelter (BENS).

ISF - supporting Social Services users to choose their own community-based support.

MSE CVS Microgrants - small grants scheme for non-profit organisations

Social Prescribing - a project funded by the CCG to develop and deliver a local Social Prescribing service.

Techmates - pilot programme with WECAN to identify volunteers to provide IT support for the public.

The FunWalk - fundraising walk for the local voluntary and community sector, funded by corporate donors via The FunWalk Trust.

Volunteer Futures - a large collaborative project in which we were tasked to develop the gamification of volunteering.

Volunteer Network - to support and develop the volunteering sector in the borough.

Winter Resilience Community Hubs - supporting service users recently discharged from hospital.

Winter Warmth - programme to deliver small community grants and provision of warmth packs funded via Essex County Council.

**NOTES TO THE FINANCIAL STATEMENTS**

**For the Year Ended 31 March 2024**

**14. Movement in funds Prior Year - 2023**

	Funds Brought Forward £	Income £	Expenditure £	Transfers £	Funds Carried Forward £
<b>Special Projects</b>					
Befriending	11,446	-	(11,446)	-	-
COMF Community Hub ECC	3,000	-	(2,000)	-	1,000
COMF Community Hub Sector Support	25,750	-	-	(24,752)	998
COMF Pop Up Testing events	-	3,000	(3,000)	-	-
Community First Aid Training	-	1,800	(1,045)	-	755
Community Hub Household Support	1,460	-	(1,460)	-	-
Community Hub Response	-	-	(20,352)	24,752	4,400
Cosy Places	-	4,213	(1,407)	-	2,806
Heart of Pitsea	70,849	73,537	(100,449)	-	43,937
Homeless Working Group	8,746	-	(8,760)	14	-
Kickstarter	1,711	-	(1,711)	-	-
NHS Together	-	4,004	(4,004)	-	-
Social Prescribing	7,742	-	-	-	7,742
Sports Development	4,000	-	(4,000)	-	-
Story Forge Games Club	-	700	(1,345)	645	-
Techmates	5,000	-	(3,283)	-	1,717
The Funwalk	-	27,195	(27,198)	3	-
Winter Resilience Community Hubs (Hospital Discharges)	-	30,000	(3,549)	-	26,451
Winter Warmth	6,790	4,438	(4,721)	-	6,507
<b>Core Activities</b>					
Funding and Support	-	38,760	(39,429)	669	-
Volunteer Network	849	8,094	(55,144)	46,201	-
<b>Restricted Funds</b>	<b>147,343</b>	<b>195,741</b>	<b>(294,301)</b>	<b>47,532</b>	<b>96,314</b>
<b>Unrestricted</b>	<b>161,518</b>	<b>31,779</b>	<b>(44,345)</b>	<b>(47,532)</b>	<b>101,420</b>
<b>Total Funds</b>	<b>308,861</b>	<b>227,520</b>	<b>(338,647)</b>	<b>-</b>	<b>197,734</b>

Befriending - to support over 50's activity club members by continuing the befriending service developed by Basildon Borough Council during Covid-19 lockdowns. Funded by Basildon Borough Council.

COMF Community Hub ECC - an extension of the Community Hub Sector Support funded via Essex County Council.

COMF Community Hub Sector Support - to provide support for small non-profit organisations to sustain or increase capacity to help protect and support households that were impacted by Covid-19 funded via Basildon Borough Council.

COMF Pop Up Testing - an extension of the Lateral Flow Test distribution with Public Health funded via Basildon Borough Council.

Community First Aid Training - delivering community first aid training.

Community Hub Household Support Fund - to support those most in need with the rising energy and heating costs funded via Essex County Council.

Community Hub Response - providing Community Exchange through a virtual community hall and drop in sessions.

Cosy Places - supporting the provision of warm and welcoming drop in sessions in community spaces.

Funding and Support - deliver support to the sector.

Heart of Pitsea - community programme in Pitsea, funded by the Big Local fund.

Homeless Working Group - Basildon Emergency Night Shelter (BENS).

Kickstarter - funding to create jobs for 16 to 24 year olds on Universal Credit funded via Essex County Council.

NHS Together - providing winter warmth packs to vulnerable patients upon hospital discharge.

Social Prescribing - a project funded by the CCG to develop and deliver a local Social Prescribing service.

Sports Development - Active Basildon support to expand membership to sports clubs and develop an Out & About grant to encourage non-physical activity clubs and groups to transfer workshops to outdoors to benefit from green & Blue open spaces.

Story Forge Games Club - weekly games club.

Techmates - pilot programme with WECAN to identify volunteers to provide IT support for the public.

The FunWalk - fundraising walk for the local voluntary and community sector, funded by corporate donors via The FunWalk Trust.

Volunteer Network - to support and develop the volunteering sector in the borough.

Winter Resilience Community Hubs - supporting service users recently discharged from hospital.

Winter Warmth - programme to deliver small community grants and provision of warmth packs funded via Essex County Council.

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# Accounts

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Charity number 1148943  
Company number 8028602

REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31 March 2023  
FOR  
BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE

**BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**  
**Company Number: 8028602**

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**For the Year Ended 31 March 2023**

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**BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**  
**Company Number: 8028602**

**REPORT OF THE TRUSTEES**  
**For the Year Ended 31 March 2023**

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**Legal and Administrative Information**

<b>Trustees</b>	Paul Nagle [Chair] Richard Gregory [Vice Chair] Phillip Lennon (Treasurer) Stacie Clancy [Ex-Officio] Stella Calkin Gillian Blake Marion Wilson
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The Ex-Officio position does not have voting rights and is not elected to the trustee board.

The trustees are appointed at the Annual General Meeting or co-opted during the year.

<b>Charity number</b>	1148943
<b>Company number</b>	8028602
<b>Registered office</b>	The George Hurd Centre 1st Floor, Audley Way Basildon Essex SS14 2FL

**BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**  
**Company Number: 8028602**

**REPORT OF THE TRUSTEES**  
**For the Year Ended 31 March 2023**

We have great pleasure in presenting this annual report on the work of Basildon, Billericay and Wickford CVS, together with the financial statements of the charity for the year ended 31 March 2023.

Basildon Billericay and Wickford Council for Voluntary Service (BBW CVS) was originally formed in June 1989 and is governed by its Articles of Association. We are a registered charity (1148943) and a company limited by guarantee (8028602). We are governed by the trustees who are nominated and elected by our members. BBW CVS is the working name for the charity. Membership of BBW CVS comprises charities, voluntary organisations and Community Interest Companies.

## **Objectives and Activities**

As trustees, our role is to exercise independent control and legal responsibility for the charity's management and administration. We have continued to support various societal challenges related to the pandemic in addition to our regular objectives.

The objects of BBW CVS, as set out in its constitution, are:

a) to promote any charitable purposes for the benefit of the community in the local government district of Basildon and Thames Gateway/South Essex area (herein after called "the area of benefit") and in particular the advancement of education, the protection of health and the relief of poverty, distress and sickness;

b) to promote and organise co-operation in the achievement of the above purposes and, to that end, to bring together in BBW CVS representatives of the voluntary organisations and statutory authorities within the area of benefit;

provided that, in carrying out these charitable purposes, the BBW CVS will seek to challenge all forms of oppression and inequality and to give priority to working with people whose full participation in society is limited by economic, political and social disadvantage.

The charity is administered and managed in accordance with its constitution by the trustees. Day-to-day management of the charity is delegated to the Chief Officer.

In furtherance of the above purposes, but not otherwise, the BBW CVS shall have power:

a) to raise funds and to invite and receive contributions provided that in raising funds the trustee board shall not undertake any permanent trading activities and shall conform to any relevant requirements of the law;

**REPORT OF THE TRUSTEES**  
**For the Year Ended 31 March 2023**

- b) to buy, take on lease, or exchange any property necessary for the achievement of the objects and to maintain and equip it for use;
- c) subject to a consent required by law, to sell, lease or dispose of all or any part of the property of the BBW CVS;
- d) subject to consents required by law, to borrow money and to charge all or any part of the property of the BBW CVS with repayment of the money so borrowed;
- e) to employ such staff (who shall not be members of the trustee board) as are necessary for the proper pursuit of the objects (and to make all reasonable and necessary provisions for the payment of pensions and superannuation for staff and their dependents);
- f) to cooperate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- g) to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
- h) to appoint and constitute such advisory committees as the trustee board may think fit;
- i) to do all such other lawful things as are necessary for the achievement of the objects.

## **Achievements and Performance**

During the last year, we have continued to focus our resources on those most in need. The pandemic has become a backdrop and the Cost-of-Living crisis has been a prevalent challenge, widening the disparity within our communities. This has resulted in public bodies seeking alternative solutions to support the services they provide. The voluntary sector has consistently been brought forward as the key player to assist and support better outcomes. This has been reflected in our work which now reaches a broader audience of people in need. Early last year the escalation of refugees and asylum seekers, especially those fleeing Ukraine, uncovered the lack of local support. The pressures of winter highlighted the impact of increasing energy bills, especially for the elderly, making a noticeable impact on individuals and families experiencing poverty. The majority of our work for the last year has been in tandem with a variety of public bodies including our local council, Adult Social Care, NHS, Children's Services and Public Health.

**REPORT OF THE TRUSTEES**  
**For the Year Ended 31 March 2023**

We continue to recognise our own pressures, especially those connected with our capacity to deliver longer-term contracts, and commissions which do not cover delivery overheads. We have had various conversations over the last few years which led to an organisational review orchestrated by our local council. We believed it was flawed and contentious which invalidated the results in some respects. However, we discussed this extensively with Basildon Council and worked to use it as best we could to develop and improve our services. It led to numerous discussions about our relationships with the public sector and included face-to-face meetings. It is apparent now that we have a stronger relationship with the public sector, including our local council who we consider to be a key partner. With the intention of designing a new 3-year strategic plan this year, Basildon Council have been on board helping us as we move towards developing it, in addition to wider public sector organisations. Our immediate and proactive response to local challenges is now well respected. We recognise and are now keen to share the challenges we face, especially with staffing capacity. It is common when encouraging investment, for commissioners to exhaust all alternatives but it has become apparent that the challenges we face are not uncommon across the county. We believe these discussions have resulted in the review being side-lined with our teams being more connected to explore a shared vision and common interests. Our vision for a Whole System commission is now more widely acknowledged with numerous discussions, consultations and other agencies also pointing in a similar direction. This development will hopefully support us to gain the core capacity to achieve our targets and ambitions.

Our primary focus is to provide a strong connection between our voluntary sector members, statutory organisations and the public. This year we established a cross-sector event called the 'Third Sector Summit' which hosted a variety of statutory commissioners, funding bodies, and local support organisations which provide local grants. The event encouraged a broad range of networking opportunities with over 200 visitors. The feedback we received was very positive and many of the commissioners enjoyed the different way of presenting themselves to the voluntary sector. Our regular online networking events continue to complement our services with a broad range of members taking part and sharing their latest updates.

We continued to develop a broad variety of projects, distribute/administer funding, encourage more volunteering and resolve local enquiries from both the public and our members. We also engaged in numerous local and county-wide forums and focus groups to represent and inform our members which include the UK Shared Prosperity Fund, NHS Mid & South Essex Governors Board, Essex Local Delivery Pilot, Find Your Active Basildon, Essex Safer Partnership, Essex Assembly, Adult Social Care Micro-enterprise programme, Basildon/Billericay Dementia Alliances, Basildon Homeless Forum, Basildon Asylum-seeker & Refugee Forum, and more. This has provided us insight across all the statutory bodies and the developments they have in motion.

REPORT OF THE TRUSTEES  
For the Year Ended 31 March 2023

Below is a brief update on the achievements of our main projects that we host and support:

## Homeless Working Group

The funding to support this group concluded within the year which was utilised to retain the Project Coordinator, so we could continue providing support and assistance for people that are homeless. The coordinator attended the local Homelessness forums and provided assistance with the minute-taking, keeping a strong role within the group. They also produced a resource booklet to hand out to those in need. This printer-friendly information booklet is intended to be given to street homeless individuals by statutory organisations and charitable groups that support them. A full review was completed in January/February and a revised version was published at the beginning of March. It was delivered to 55 individuals, groups, and organisations and is available on the BBW CVS website.

## Heart of Pitsea

We also host the lottery-based Big Local scheme which empowers residents to take action and invest in projects that matter to their catchment area. This is a very large programme which delivers a range of projects including a walking group, young climate-change ambassadors group, youth clubs and a youth forum. These directly-delivered projects have been very successful and well-attended. The group also provides a range of funding opportunities for local organisations and many of these have engaged with the local schools helping to expand upon educational experiences. This year the group have dedicated support towards tackling crime by developing a series of initiatives under the banner of the A.C.T.I.O.N project which stands for 'Against Crime Together In Our Neighbourhood'. This project focuses on raising awareness by developing a series of films, podcasts and events. The next year (2023-24) is the final year of funding from the Big Local for the Heart of Pitsea and work is under way to utilise all the remaining funding, including the development of a local Men's Shed project.

## The Fun Walk Trust

We continued to oversee and administer the finances for this fundraising scheme based upon a sponsored walk for non-profit organisations. The sponsorship is then topped up by business donations and this particular year increased the contribution

**REPORT OF THE TRUSTEES**  
**For the Year Ended 31 March 2023**

by 40%. The event this year recognised and supported the Queen's Platinum Jubilee. This year also continued as a virtual event with participants completing their 5k walks across the county within local parks and green spaces. To date, the organisation has been operating for 20 years and has raised over £1.4m . It has been a great success and supported approximately 80 organisations this year.

## Your Choice Project - Individual Service Funds

This pioneering project has been formed in collaboration with Adult Social Care to provide their service users with the opportunity to have control of their own support budgets, whilst also receiving independent support and brokerage. The project has been in development throughout the year and anticipated receiving referrals from September, but this has had significant delays. We expected to start slowly with a target of twelve users by the end of the year, but we only received two. This presented some challenges and has impacted our reserves due to the overheads of having the staff capacity to deliver. The payment structure relates directly to referrals, which has applied pressure whilst the project initiates. We hope for the project to take full effect in the new year. As a charity, we recognise the benefit of individuals choosing the support they need and how our role can provide them both independence and choice.

## The Community Exchange

(COMF Sector Support funding)

This project currently has two strands - the first being based on an online virtual community hall in which we have developed a mobile application. This investment focuses on sharing local news from community groups, a directory of local activities, access to volunteer roles and information to help identify support. The key element and most challenging aspect is to maintain a strong hyper-local directory which we have utilised staff and volunteers to achieve but recognise this is an ongoing task. We initiated this with Kickstarter staff which highlighted various challenges, especially with spelling and grammar. We continued to dedicate time to improving the content and system as historic research identifies the challenges of accessing local support. There are many agencies all completing tasks related to Community Asset Mapping with a priority to understand the fabric of communities. We continue to work closely with these teams, and many share their findings which helps us to improve our data. The other facet of this project is the face-to-face drop-in sessions hosted at the Happy Hub in Basildon's town centre. We hosted a session every week throughout the year and supported 173 appointments with individuals and families to access support. The sessions have primarily supported refugees and asylum seekers as when the

**REPORT OF THE TRUSTEES**  
**For the Year Ended 31 March 2023**

project began there were pressures locally with this form of support found to be lacking in our borough. We have now created a safe space for multi-agencies to provide drop-in support in a positive and accessible environment. We currently have the British Red Cross and HCRG Care Group which provide refugee advice and support for families. After receiving positive feedback this year, we intend to continue this work and hope to develop and expand the range of partners helping us to provide assistance which we hope will cover more topics.

## **Cosy Places - Winter Warmth**

This year the 'Cost of Living' crisis caused many concerns for the welfare of families and older people for the winter period. We regularly receive Winter Warmth funding and following a discussion with our local council, we decided to develop a 'warm rooms' concept. We agreed that the uncertainty of the weather may warrant a need to develop welcoming community spaces for people to take refuge. Shortly after deciding to develop this project, we were approached by a local volunteer who had a similar idea. This helped us to encourage the project to be volunteer-led and empower members of our volunteer reserve to take the lead. This resulted in a range of activities and resources being freely accessible helping to provide engagement and occupation. These sessions were designed to encourage people to turn off their energy sources at home to save money. Most of the sessions were provided at four libraries with an additional venue being facilitated by Peabody Housing Association in Laindon. This project provided support for 84 participants.

## **Community Grants - Winter Warmth**

Each year we are provided with a budget to support local initiatives to mitigate the impact of the cold weather. We usually provide a small grants scheme but this year we increased the maximum allowance to £750 in order to encourage more ambitious applications. These grants proved to be very successful as we supported Billericay and Basildon Street Pastors, Rotary Club of Basildon, Langdon Hills Estate Residents' Association Ltd, Blind And Sight Impaired Society (BASIS), St Andrew's Church, PCC Langdon Hills St John's & St Mary's, and Basildon Community Resource Centre.

## **Winter Warm Packs - NHS Together Charity**

**REPORT OF THE TRUSTEES**  
**For the Year Ended 31 March 2023**

This project provided 200 Winter Warm packs which were distributed to vulnerable patients upon hospital discharge. These packs contained thermal gloves, mugs, blankets and other items to help during the cold period. This relationship helped us to identify those most vulnerable and needing support.

## TECmates

This project is now in its second year and has continued to be a successful volunteer-led service which enables the public with a range of IT problems to be supported. We have varied the concept as it originally provided drop-in sessions which didn't utilise the time positively donated by volunteers. The intention is to develop a booking system to maximise their time and ensure the public receives the necessary support. The project has been very successful and is currently cost-effective.

## Winter Resilience Community Hub

This project was developed to support local hospitals to free up beds for urgent care during the winter pressures. It was identified that many patients could return home with minor support. The needs of patients are very broad, and the support required can be extremely varied. The project harnesses the skills of the voluntary sector by supporting patients' immediate needs, but it also provides longer-term connectivity and support. This project took a considerable time to get in motion with complex data protection challenges related to partnership-working. The project mirrors the response taken for the pandemic by utilizing the 'community hub' concept and many of the other areas distributed funding with key partners. We have taken a different approach by using a community brokerage model which provides compensation for the support provided by the sector. This model enables us to embed a dedicated project coordinator and to maximise the impact of the funding as it only pays for the support that has been delivered rather than anticipating the likely support in advance. The project intends to devolve decision-making to a selection of collaborators which will form a Community Resilience Network. This network will help to develop responses to the gaps and local needs and will help to initiate a communication forum so local organisations can interact and request peer support from each other.

## Community First Aid Training - Community Grant

REPORT OF THE TRUSTEES  
For the Year Ended 31 March 2023

This small project was developed in response to a request from Basildon Borough Council who were concerned that local environmental and gardening community groups struggle to keep up with compliance, especially First Aid. These courses can be very expensive and out of reach for small grassroots groups. We applied for local funding and utilised our relationships with a local training provider. The ambition was to train 24 learners, but we achieved 19. This shortfall was in part due to cancellations on the last course. This project unfortunately didn't cover any coordination or administration overheads as the local council grant declined any core cost recovery. This has highlighted that the administrators of the grant are confused about the roles required for the direct delivery of projects and when appropriate we intend to address this for the wider sector, as it is likely small groups will make a loss when delivering projects. We feel our local authority should support full-cost recovery approaches to ensure that organisations can meet the demands of compliance and not create a perpetual challenge. This project's ambition was to also deliver two community-based first-aid awareness workshops, but this was too challenging without coordination overheads.

## The Story Forge project support

It is not common for the projects we support to impact our finances, but this development was unique and interlinked with the Heart of Pitsea and our local authority. The concept was pitched by a Heart of Pitsea youth forum member at a Basildon Borough Council initiative called 'Basildon's Big Idea'. The event was based upon the 'business soup' concept in which attendees contribute five pounds for entry and the winning pitch takes all. The youth forum member highlighted the need for a tabletop games session helping to provide an intergenerational club. The pitch was outstanding and captured every participant. The young person received approximately £200 intended to deliver the concept. This value was far too small to successfully establish the project and the Heart of Pitsea contributed an additional £400, so it was possible to book a venue and the CVS supported the compliance and challenges. This highlighted a few challenges as a bank account was required and insurance. The intention was to develop an unincorporated association following a series of drop-in sessions to evidence the need and popularity of the project. The project was essentially hindered by venue overheads as tabletop games require a lengthy period to complete. The project was successful during the summer holiday period with many university students attending during their break. However, when universities returned the participants declined which presented sustainability issues. The group did successfully form a committee and hopefully will navigate a successful funding application to continue later in the year.

REPORT OF THE TRUSTEES  
For the Year Ended 31 March 2023

## Third Sector Summit

This year seemed suitable to resume larger scale events as historically we would host an annual conference. We wanted to change the concept for numerous reasons but most importantly to aid the organisations we support with access to funders and commissioners. It had been expressed clearly that this year had been challenging to raise funds and the Cost-of-Living impact had been taking its toll on the support being provided. This event was unique and provided insight into the support and funding, particularly with local statutory bodies and the ambitions they intend to achieve. The event was very well attended with 200 participants and numerous exhibitors. There was also a selection of training workshops presented by the Hamlin Trust, Gateway FM and Central Government's Data & Barring Service. We are likely to build upon the success of this event next year.

## The Future

This year we have invested time into a wide range of relationships, especially across the statutory/public sector. We continued to build our awareness of the broad range of schemes and opportunities for the voluntary sector to engage with. The local NHS have throughout the last year undertaken a bold restructuring which has changed its approach to bring together health and social services. These changes have been positive for our charity as the engagement with the previous CCG was non-existent which has been disappointing considering the role we undertook throughout the pandemic. The appointment of new directors within the local NHS has opened discussions with positive signs of opportunity. We have been attentive to this relationship as a large portion of our sector provides health and well-being support. We hope that we build a role and responsibility leading towards commissioning our services as we have been very supportive of social prescribers and neighbourhood teams.

More importantly, we recognise the need to improve our attention towards our members and to develop our services following a challenging few years. We improved our staffing capacity to expand our support to help us respond more consistently to requests for support. This proved to be challenging as CVS infrastructure support is very niche and developing the team was difficult due to limited income and resources. However, we included a Project Manager role to help develop an ambitious project connected to social service support, which we envisage to be instrumental to our future sustainability. The Project Manager role was intended to support us in expanding further projects, helping us to grow and build capacity whilst being more

**REPORT OF THE TRUSTEES**  
**For the Year Ended 31 March 2023**

sustainable and having a greater impact, but this was unfortunately not the result. The addition of an Administrator helped to relieve the pressure across the whole team but with these two new full-time roles, this became detrimental to our finances. There are numerous factors which distracted our organisation's progression including the participation in and subsequent discussions around a formal review of the organisation. Towards the later period of the year both new roles concluded, which has returned us to the same staffing capacity challenges. However, we are hopeful that this year holds plenty of good opportunities to build our capacity slowly, appropriate staffing being a priority so we can adequately deliver success.

We also recognise the need to diversify our income streams and explore funding opportunities to develop the Volunteer Network offer. We are keen to encourage the service to be more appealing to a wider range of volunteers. This is likely to improve the awareness of our organisation as we recognise that most of the public are unaware of our services. We expect to make a greater difference during the new year with many projects finding traction and receiving positive support from other non-profit organisations and the public.

## **Structure, Governance and Management**

### **Risk Management**

The management of risk is reviewed by the Chief Officer, staff team and by the trustee board on a periodic basis but no less than half yearly. The trustees examine the major risks which the charity faces in relation to its governance and management, its internal operations and its business; financial risks, compliance risks and environmental and external risks.

Further, the trustees continue to keep under review the systems of internal financial control. The systems have been designed to provide reasonable assurance against material misstatement or loss.

They include:

- a strategic plan and an annual budget approved by the trustees
- regular consideration by the trustees of financial results, variance from budgets and performance against the non-financial annual plan
- delegation of authority and separation of duties.

The internal financial controls conform to guidelines issued by the Charity Commission. Separate provision is made regarding health and safety which is the

**REPORT OF THE TRUSTEES**  
**For the Year Ended 31 March 2023**

subject of periodic review. The review is conducted using the combined risk assessment and policy template published by the Health and Safety Executive.

## Pay Policy

Our remuneration policy for senior staff remains unchanged. In considering remuneration, the charity's purposes, values and achievements, as well as its income and activities are all taken into account, which influences how its policy is developed and put into practice. In particular, the trustees' aim is that the charity's Pay Policy should be to offer fair pay to attract and keep appropriately qualified staff to lead, manage, support and deliver the charity's aims.

In deciding top levels of pay and rewards, trustees consider:

- the purposes, aims and values of the charity, and its beneficiaries' needs
- how this affects pay policy for all employees, and for the senior staff in particular, including whether a lower rate of pay compared to similar roles in other sectors is appropriate
- how pay is linked to the skills, experiences and competencies that the charity needs from its senior staff and the scope of their roles
- the charity's current business plan and how implementing it may affect the number of senior staff the charity needs to employ or recruit, and the nature of these roles
- the charity's ability to pay, perceived by employees, donors and beneficiaries ~ whether it's affordable, including in the longer term (perhaps based on a risk assessment of future income and expenditure)
- the appropriateness of the pay in the context of the charity.

The trustees confirm that no member of staff receives remuneration above £60,000.

## Reserves Policy

The strategy of the organisation remains one which aims to have core funding from local authorities and income generation, whilst enabling ongoing development through project funding from large funders like the Big Lottery and charitable trusts.

As a board the trustees are committed to:

- keeping the reserves policy under review to ensure it meets the charity's changing needs and circumstances.
- that the level of reserves is monitored throughout the year.

Our aim is to ensure that we can give confidence to stakeholders that the charity's finances are being managed and can also provide an indicator of future funding needs. In the development of this policy, the board is mindful of risks identified in

**BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

**Company Number: 8028602**

**REPORT OF THE TRUSTEES**

**For the Year Ended 31 March 2023**

the service's risk assessment and action plan. It is recommended that the reserves are set at the equivalent of 18-months' core costs. This will enable provision to be made for the risk of unforeseen emergency or other unexpected need for funds; changes or a reduction in a source of income, e.g. a grant not being renewed, giving the trustees time to act if income falls below expectations and to make provision for redundancy costs. The free reserves at the year-end amounted to £101k, which equates to 12 months of gross budgeted running costs. The trustees and staff are working hard to ensure that the organisation continues to be viable after March 2024. In the meantime, the trustees monitor the situation closely at every monthly Board meeting.

## Financial Review of Activities


Total income for the year was £228k, with total expenditure of £339k. It needs to be noted that a considerable proportion of these transactions relate to specific projects (Heart of Pitsea, The Fun Walk Trust) for whom we are custodial trustees, in addition to various projects responding to the pandemic.

The total deficit for the year was £111k, representing a deficit on these projects of £51k and a deficit on the core BBW CVS activities of £60k. Hence, the free reserves decreased to £101k.

Details of the changes in the components of the income and expenditure, balance sheet and cash flow are contained in the full set of Financial Statements for the year.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:



Paul Nagle - Chair of Trustees

**BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**  
**Company Number: 8028602**

**INDEPENDENT EXAMINER'S REPORT**  
**For the Year Ended 31 March 2023**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

**Responsibilities and basis of report**

As the charity's 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 charity'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 your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Institute of Chartered Accountants in England and Wales which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

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.



**John Thacker FCA DChA**  
Institute of Chartered Accountants in England and Wales  
Chariot House Limited  
Chartered Accountants  
44 Grand Parade  
Brighton  
East Sussex  
BN2 9QA

5 September 2023

**STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT****For the Year Ended 31 March 2023**

	Notes	Unrestricted Fund £	Restricted Funds £	2023 Total Funds £	Unrestricted Fund £	Restricted Funds £	2022 Total Funds £
<b>Income from</b>							
Donations & Legacies	3	-	225	225	-	915	915
Charitable Activities	4	30,190	195,516	225,706	20,000	410,622	430,622
Investment Income	5	1,589	-	1,589	57	-	57
<b>Total Income</b>		<b>31,779</b>	<b>195,741</b>	<b>227,520</b>	<b>20,057</b>	<b>411,537</b>	<b>431,594</b>
<b>Expenditure on charitable activities</b>							
Core Activities	6	14,250	94,572	108,822	2,654	98,567	101,221
Special Projects	6	30,095	199,730	229,825	7,615	282,754	290,369
<b>Total Expenditure</b>		<b>44,345</b>	<b>294,302</b>	<b>338,647</b>	<b>10,269</b>	<b>381,321</b>	<b>391,590</b>
<b>Net Income</b>		<b>(12,566)</b>	<b>(98,561)</b>	<b>(111,127)</b>	<b>9,788</b>	<b>30,216</b>	<b>40,004</b>
<b>Transfers Between Funds</b>	13	<b>(47,532)</b>	<b>47,532</b>	<b>-</b>	<b>(2,199)</b>	<b>2,199</b>	<b>-</b>
<b>Net Movement in Funds</b>		<b>(60,098)</b>	<b>(51,029)</b>	<b>(111,127)</b>	<b>7,589</b>	<b>32,415</b>	<b>40,004</b>
<b>Reconciliation of Funds</b>							
<b>Total Funds Brought Forward</b>	13	<b>161,518</b>	<b>147,343</b>	<b>308,861</b>	<b>153,929</b>	<b>114,928</b>	<b>268,857</b>
<b>Total Funds Carried Forward</b>	13	<b>101,420</b>	<b>96,314</b>	<b>197,734</b>	<b>161,518</b>	<b>147,343</b>	<b>308,861</b>

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

All income and expenditure is derived from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

Company Number: 8028602

**BALANCE SHEET**

As at 31 March 2023

	Notes	Unrestricted Fund £	Restricted Funds £	2023 Total Funds £	Unrestricted Fund £	Restricted Funds £	2022 Total Funds £
<b>Current assets</b>							
Debtors	11	1,390	189	1,579	1,273	215	1,488
Cash at bank and in hand		<u>109,025</u>	<u>112,894</u>	<u>221,919</u>	<u>170,571</u>	<u>158,640</u>	<u>329,211</u>
		<b>110,415</b>	<b>113,083</b>	<b>223,498</b>	<b>171,844</b>	<b>158,855</b>	<b>330,699</b>
<b>Creditors</b>							
Amounts falling due within one year	12	<u>(8,995)</u>	<u>(16,769)</u>	<u>(25,764)</u>	<u>(10,326)</u>	<u>(11,513)</u>	<u>(21,839)</u>
<b>Net assets</b>		<b>101,420</b>	<b>96,314</b>	<b>197,734</b>	<b>161,518</b>	<b>147,343</b>	<b>308,861</b>
<b>Funds</b>							
Unrestricted				<u>101,420</u>			<u>161,518</u>
Restricted	13			<u>96,314</u>			<u>147,343</u>
				<b>197,734</b>			<b>308,861</b>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act

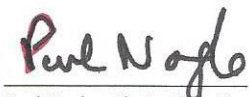
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and  
(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees on 24.08.23 and were signed on its behalf by:



Paul Nagle - Chair of the Trustees

**NOTES TO THE FINANCIAL STATEMENTS**

**For the Year Ended 31 March 2023**

**1. Statutory Information**

Basildon, Billericay and Wickford Council for Voluntary Service is a private company limited by guarantee. The charity's registered company number, registered charity number, registered office and the nature of its activities can be found in the Trustees Report.

The presentation currency of the financial statements is Pounds Sterling (£)

**2. Accounting policies**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Critical accounting judgements and key sources of estimation uncertainty**

No critical accounting judgements have been made in the process of applying the accounting policies below.

There are no key assumptions concerning the future and other key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

**Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Government grants**

Government grants are recognised under the performance model. The grant income is recognised upon performance conditions being satisfied (and should it be received in advance of satisfying the performance, recognition of the income is deferred as a liability) and where there are no specific future performance-related conditions then grants are recognised when proceeds are received or receivable.

**Donations**

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they

**Volunteers**

CVS volunteers play an important and useful role in supporting the work that the CVS does across a wide range of activities. These include providing administrative support, updating records, contact with other volunteers, e-bulletins, weigh-in services and project-specific work.

The contribution of unpaid volunteers cannot be measured reliably. Therefore, the contribution of volunteers is not included as income in the financial statements.

**Trading activities**

Income from trading activities includes income earned from trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

**Charitable Activities**

The charity receives corporate grants in respect of agreed projects. Income from grants is recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

**NOTES TO THE FINANCIAL STATEMENTS****For the Year Ended 31 March 2023****2. Accounting policies - continued****Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the

**Allocation and apportionment of costs**

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs and governance costs. They are incurred directly in support of expenditure on the objects of the charity and include project management. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund Accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. The cost of raising and administering such funds are charged against the specific fund.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Debtors and creditors**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

**3. Donations & Legacies**

	Unrestricted Fund £	Restricted Funds £	2023 Total Funds £	Unrestricted Fund £	Restricted Funds £	2022 Total Funds £
Donations	-	225	225	-	915	915

**4. Income from Charitable Activities**

	Unrestricted Fund £	Restricted Funds £	2023 Total Funds £	Unrestricted Fund £	Restricted Funds £	2022 Total Funds £
<b>Core Activities</b>						
Government Grants	30,000	45,021	75,021	20,000	57,521	77,521
Ancillary Trading Income	190	1,833	2,023	-	10,074	10,074
<b>Special Projects</b>						
Grants	-	100,560	100,560	-	124,378	124,378
Government Grants	-	45,226	45,226	-	211,608	211,608
Ancillary Trading Income	-	2,876	2,876	-	7,041	7,041
	<u>30,190</u>	<u>195,516</u>	<u>225,706</u>	<u>20,000</u>	<u>410,622</u>	<u>430,622</u>

**5. Investment Income**

	Unrestricted Fund £	Restricted Funds £	2023 Total Funds £	Unrestricted Fund £	Restricted Funds £	2022 Total Funds £
Bank interest receivable	1,589	-	1,589	57	-	57

**NOTES TO THE FINANCIAL STATEMENTS**

**For the Year Ended 31 March 2023**

**6. Expenditure on Charitable Activities**

	Core Activities £	Special Projects £	2023 Total £	Core Activities £	Special Projects £	2022 Total £
Staff costs	86,622	112,223	198,845	89,864	118,113	207,977
Other direct costs	7,950	53,836	61,786	8,703	109,783	118,486
Grants payable (see note 8)	-	33,671	33,671	-	54,858	54,858
	<b>94,572</b>	<b>199,730</b>	<b>294,302</b>	<b>98,567</b>	<b>282,754</b>	<b>381,321</b>
Share of support costs (see note 7)	13,586	28,694	42,280	2,207	6,331	8,538
Share of governance costs (see note 7)	664	1,401	2,065	447	1,284	1,731
	<b>108,822</b>	<b>229,825</b>	<b>338,647</b>	<b>101,221</b>	<b>290,369</b>	<b>391,590</b>
Analysis by fund						
Unrestricted funds	14,250	30,095	44,345	2,654	7,615	10,269
Restricted funds	94,572	199,730	294,302	98,567	282,754	381,321
	<b>108,822</b>	<b>229,825</b>	<b>338,647</b>	<b>101,221</b>	<b>290,369</b>	<b>391,590</b>

**7. Support Costs**

	Support Costs £	Governance Costs £	2023 Total £	Support Costs £	Governance Costs £	2022 Total £
Staff costs	43,939	-	43,939	21,831	-	21,831
Expenses, training & recruitment	149	-	149	219	-	219
IT software & communication	5,980	-	5,980	5,161	-	5,161
Office and premises	4,081	-	4,081	(1,847)	-	(1,847)
Insurance	1,747	-	1,747	1,631	-	1,631
Bank charges	108	-	108	96	-	96
Project management charges	(13,724)	-	(13,724)	(18,553)	-	(18,553)
Independent examiners fees	-	1,680	1,680	-	1,560	1,560
Other governance costs	-	385	385	-	171	171
	<b>42,280</b>	<b>2,065</b>	<b>44,345</b>	<b>8,538</b>	<b>1,731</b>	<b>10,269</b>

**8. Grants Payable**

	Unrestricted Fund £	Restricted Funds £	2023 Total Funds £	Unrestricted Fund £	Restricted Funds £	2022 Total Funds £
Charitable Donations	-	33,671	33,671	-	54,858	54,858

In fulfilling the charitable objectives of the charity some grants and donations were made as follows:

Fun Walk Trust	-	27,333	27,333	-	20,323	20,323
Winter Warmth	-	3,850	3,850	-	2,000	2,000
COMF Community Hub - ECC	-	2,000	2,000	-	21,000	21,000
Sports Development	-	250	250	-	1,000	1,000
Heart of Pitsea	-	238	238	-	120	120
COMF Community Hub - Sector Support	-	-	-	-	5,500	5,500
Active Travel	-	-	-	-	3,000	3,000
COMF Community Hub - Household Support	-	-	-	-	1,000	1,000
BENS Funwalk	-	-	-	-	915	915
	<b>-</b>	<b>33,671</b>	<b>33,671</b>	<b>-</b>	<b>54,858</b>	<b>54,858</b>

**NOTES TO THE FINANCIAL STATEMENTS****For the Year Ended 31 March 2023****9. Trustees**

One of the trustees, Paul Nagle, is employed as a Youth Worker as part of the Big Local Heart of Pitsea project. He received remuneration of £2,340 in this year (2022 £2,340).

No trustee expenses were reimbursed during the year ended 31 March 2023 (2022: £0).

No other trustees (or any persons connected with them) received remuneration or benefits from the charity during the year.

**10. Staff Costs**

	<b>2023</b>	2022
	£	£
Salaries	<b>223,075</b>	214,568
Social security costs	<b>13,477</b>	10,823
Pension costs	<b>6,274</b>	4,417
	<b><u>242,826</u></b>	<u>229,808</u>

The average monthly number of employees during the year was as follows:

	<b>2023</b>	2022
Charitable Activities	<b>11</b>	14
Support and Governance	<b>2</b>	2
	<b><u>13</u></b>	<u>16</u>

During the year Key Management Personnel (defined as the Chief Executive Officer), received remuneration (including additional employment costs such as employers national insurance and pension contributions), of £54,578 (2022 £52,102).

**11. Debtors: amounts falling due within one year**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2023 Total</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2022 Total</b>
	Fund £	Funds £	Funds £	Fund £	Funds £	Funds £
Trade Debtors	-	<b>189</b>	<b>189</b>	-	-	-
Other Debtors	-	-	-	-	215	215
Prepayments	<b>1,390</b>	-	<b>1,390</b>	1,273	-	1,273
	<b><u>1,390</u></b>	<b><u>189</u></b>	<b><u>1,579</u></b>	<u>1,273</u>	<u>215</u>	<u>1,488</u>

**12. Creditors: amounts falling due within one year**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2023 Total</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2022 Total</b>
	Fund £	Funds £	Funds £	Fund £	Funds £	Funds £
Trade Creditors	<b>190</b>	<b>1,769</b>	<b>1,959</b>	864	11,184	12,048
Social security and other taxes	<b>3,879</b>	-	<b>3,879</b>	5,360	-	5,360
Accruals and deferred income	<b>4,926</b>	<b>15,000</b>	<b>19,926</b>	4,102	329	4,431
	<b><u>8,995</u></b>	<b><u>16,769</u></b>	<b><u>25,764</u></b>	<u>10,326</u>	<u>11,513</u>	<u>21,839</u>

**NOTES TO THE FINANCIAL STATEMENTS**

**For the Year Ended 31 March 2023**

**13. Movement In Funds 2023**

	Funds Brought Forward £	Income £	Expenditure £	Transfers £	Funds Carried Forward £
<b>Special Projects</b>					
Befriending	11,446	-	(11,446)	-	0
COMF Community Hub ECC	3,000	-	(2,000)	-	1,000
COMF Community Hub Sector Support	25,750	-	-	(24,752)	998
COMF Pop Up Testing events	-	3,000	(3,000)	-	(0)
Community First Aid Training	-	1,800	(1,045)	-	755
Community Hub Household Support	1,460	-	(1,460)	-	0
Community Hub Response	-	-	(20,352)	24,752	4,400
Cosy Places	-	4,213	(1,407)	-	2,806
Heart of Pitsea	70,849	73,537	(100,449)	-	43,937
Homeless Working Group	8,746	-	(8,760)	14	-
Kickstarter	1,711	-	(1,711)	-	0
NHS Together	-	4,004	(4,004)	-	-
Social Prescribing	7,742	-	-	-	7,742
Sports Development	4,000	-	(4,000)	-	-
Story Forge Games Club	-	700	(1,345)	645	-
Techmates	5,000	-	(3,283)	-	1,717
The Funwalk	-	27,195	(27,198)	3	0
Winter Resilience Community Hubs (Hospital Discharges)	-	30,000	(3,549)	-	26,451
Winter Warmth	6,790	4,438	(4,721)	-	6,507
<b>Core Activities</b>					
Funding and Support	-	38,760	(39,429)	669	0
Volunteer Network	849	8,094	(55,144)	46,201	-
<b>Restricted Funds</b>	<b>147,343</b>	<b>195,741</b>	<b>(294,301)</b>	<b>47,532</b>	<b>96,314</b>
<b>Unrestricted</b>	<b>161,518</b>	<b>31,779</b>	<b>(44,345)</b>	<b>(47,532)</b>	<b>101,420</b>
<b>Total Funds</b>	<b>308,861</b>	<b>227,520</b>	<b>(338,647)</b>	<b>-</b>	<b>197,734</b>

Befriending - to support over 50's activity club members by continuing the befriending service developed by Basildon Borough Council during Covid-19 lockdowns. Funded by Basildon Borough Council.

COMF Community Hub ECC - an extension of the Community Hub Sector Support funded via Essex County Council.

COMF Community Hub Sector Support - to provide support for small non-profit organisations to sustain or increase capacity to help protect and support households that were impacted by Covid-19 funded via Basildon Borough Council.

COMF Pop Up Testing - an extension of the Lateral Flow Test distribution with Public Health funded via Basildon Borough Council.

Community First Aid Training - delivering community first aid training.

Community Hub Household Support Fund - to support those most in need with the rising energy and heating costs funded via Essex County Council.

Community Hub Response - providing Community Exchange through a virtual community hall and drop in sessions.

Cosy Places - supporting the provision of warm and welcoming drop in sessions in community spaces.

Funding and Support - deliver support to the sector.

Heart of Pitsea - community programme in Pitsea, funded by the Big Local fund.

Homeless Working Group - Basildon Emergency Night Shelter (BENS).

Kickstarter - funding to create jobs for 16 to 24 year olds on Universal Credit funded via Essex County Council.

NHS Together - providing winter warmth packs to vulnerable patients upon hospital discharge.

Social Prescribing - a project funded by the CCG to develop and deliver a local Social Prescribing service.

Sports Development - Active Basildon support to expand membership to sports clubs and develop an Out & About grant to encourage non-physical activity clubs and groups to transfer workshops to outdoors to benefit from green & Blue open spaces.

Story Forge Games Club - weekly games club.

Techmates - pilot programme with WECAN to identify volunteers to provide IT support for the public.

The FunWalk - fundraising walk for the local voluntary and community sector, funded by corporate donors via The FunWalk Trust.

Volunteer Network - to support and develop the volunteering sector in the borough.

Winter Resilience Community Hubs - supporting service users recently discharged from hospital.

Winter Warmth - programme to deliver small community grants and provision of warmth packs funded via Essex County Council.

**NOTES TO THE FINANCIAL STATEMENTS**

**For the Year Ended 31 March 2023**

**14. Movement in funds Prior Year - 2022**

	Funds Brought Forward £	Income £	Expenditure £	Transfers £	Funds Carried Forward £
<b>Special Projects</b>					
Active Travel	3,243	-	(3,243)	-	-
Befriending	-	34,000	(22,554)	-	11,446
BENS Funwalk	-	915	(915)	-	-
COMF Community Hub ECC	-	25,000	(22,000)	-	3,000
COMF Community Hub Sector Support	-	35,000	(9,250)	-	25,750
COMF Pop Up Testing	-	3,750	(3,750)	-	-
Community Hub Household Support	-	18,000	(16,540)	-	1,460
Covid Family Welfare Support	2,680	15,000	(17,680)	-	-
Heart of Pitsea	59,640	99,055	(87,846)	-	70,849
Homeless Working Group	19,697	-	(10,951)	-	8,746
Kickstarter	-	33,212	(31,501)	-	1,711
Social Prescribing	7,742	-	-	-	7,742
Sports Development	-	5,000	(1,000)	-	4,000
Techmates	-	5,000	-	-	5,000
The Funwalk	(87)	22,364	(22,277)	-	-
Timebanking	2,715	-	(2,715)	-	-
Vaccine Uptake & LFT Distribution Pop Ups	-	10,100	(10,100)	-	-
Winter Warmth	14,679	12,546	(20,435)	-	6,790
<b>Core Activities</b>					
COMF Community Hub - BBWCVS	-	25,000	(25,000)	-	-
Funding and Support	-	38,760	(40,959)	2,199	-
Volunteer Network	4,619	28,835	(32,605)	-	849
<b>Restricted Funds</b>	<b>114,928</b>	<b>411,537</b>	<b>(381,321)</b>	<b>2,199</b>	<b>147,343</b>
<b>Unrestricted</b>	<b>153,929</b>	<b>20,057</b>	<b>(10,269)</b>	<b>(2,199)</b>	<b>161,518</b>
<b>Total Funds</b>	<b>268,857</b>	<b>431,594</b>	<b>(391,590)</b>	<b>-</b>	<b>308,861</b>

Active Travel - an initiative to encourage people to think differently about how they travel around Essex.

Befriending - to support over 50's activity club members by continuing the befriending service developed by Basildon Borough Council during Covid-19 lockdowns. Funded by Basildon Borough Council.

BENS Funwalk - Basildon Emergency Night Shelter (BENS) fundraising for the Salvation Army through participation in The FunWalk.

COMF Community Hub BBWCVS - to support and develop the volunteering sector in the borough.

COMF Community Hub ECC - an extension of the Community Hub Sector Support funded via Essex County Council.

COMF Community Hub Sector Support - to provide support for small non-profit organisations to sustain or increase capacity to help protect and support households that were impacted by Covid-19 funded via Basildon Borough Council.

COMF Pop Up Testing - an extension of the Lateral Flow Test distribution with Public Health funded via Basildon Borough Council.

Community Hub Household Support Fund - to support those most in need with the rising energy and heating costs funded via Essex County Council.

Covid Family Welfare Support - welfare support to help relieve hardship caused by the pandemic funded via Essex County Council.

Funding and Support - deliver support to the sector.

Heart of Pitsea - community programme in Pitsea, funded by the Big Local fund.

Homeless Working Group - Basildon Emergency Night Shelter (BENS).

Kickstarter - funding to create jobs for 16 to 24 year olds on Universal Credit funded via Essex County Council.

Social Prescribing - a project funded by the CCG to develop and deliver a local Social Prescribing service.

Sports Development - Active Basildon support to expand membership to sports clubs and develop an Out & About grant to encourage non-physical activity clubs and groups to transfer workshops to outdoors to benefit from green & Blue open spaces.

Techmates - pilot programme with WECAN to identify volunteers to provide IT support for the public.

The FunWalk - fundraising walk for the local voluntary and community sector, funded by corporate donors via The FunWalk Trust.

Timebanking - to facilitate the exchange of hours amongst individuals in the community.

Vaccine Uptake & LFT Distribution Pop Ups - NHS led commission to increase vaccine uptake and lateral flow test distribution across Basildon with pop ups in community spaces.

Volunteer Network - to support and develop the volunteering sector in the borough.

Winter Warmth - programme to deliver small community grants and provision of warmth packs funded via Essex County Council.

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# Accounts

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Charity number 1148943  
Company number 8028602

**REPORT OF THE TRUSTEES AND**  
**UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED**  
**31 March 2022**  
**FOR**  
**BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

**BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE**  
**COMPANY NUMBER: 8028602**  
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**For the Year Ended 31 March 2022**

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**BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE**  
**COMPANY NUMBER: 8028602**  
**REPORT OF THE TRUSTEES**  
**For the Year Ended 31 March 2022**

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**Legal and Administrative Information**

<b>Trustees</b>	Paul Nagle [Chair] Richard Gregory [Vice Chair] Jenny Squibb [Ex-Officio] Stella Calkin Gillian Blake Phillip Lennon Marion Wilson
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The Ex-Officio position does not have voting rights and is not elected to the trustee board.

The trustees are appointed at the Annual General Meeting or co-opted during the year.

**Charity number** 1148943

**Company number** 8028602

**Registered office** The George Hurd Centre  
1st Floor, Audley Way  
Basildon  
Essex  
SS14 2FL

**BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE**  
**COMPANY NUMBER: 8028602**  
**REPORT OF THE TRUSTEES**  
**For the Year Ended 31 March 2022**

We have great pleasure in presenting this annual report on the work of Basildon, Billericay and Wickford CVS, together with the financial statements of the charity for the year ended 31 March 2022.

Basildon Billericay and Wickford Council for Voluntary Service was originally formed in June 1989 and is governed by its Articles of Association. We are a registered charity (1148943) and a company limited by guarantee (8028602). We are governed by the trustees who are nominated and elected by our members. BBW CVS is the working name for the charity. Membership of BBW CVS comprises charities, voluntary organisations and CICs.

## **Objectives and Activities**

As trustees, our role is to exercise independent control and legal responsibility for the charity's management and administration. We have continued to support various societal challenges related to the pandemic in addition to our regular objectives.

The objects of BBW CVS, as set out in its constitution, are:

- a) to promote any charitable purposes for the benefit of the community in the local government district of Basildon and Thames Gateway/South Essex area (herein after called "the area of benefit") and in particular the advancement of education, the protection of health and the relief of poverty, distress and sickness;
- b) to promote and organise co-operation in the achievement of the above purposes and, to that end, to bring together in BBW CVS representatives of the voluntary organisations and statutory authorities within the area of benefit;

provided that, in carrying out these charitable purposes, the BBW CVS will seek to challenge all forms of oppression and inequality and to give priority to working with people whose full participation in society is limited by economic, political and social disadvantage.

The charity is administered and managed in accordance with its constitution by the trustees. Day to day management of the charity is delegated to the Chief Officer.

In furtherance of the above purposes, but not otherwise, the BBW CVS shall have power:

- a) to raise funds and to invite and receive contributions provided that in raising funds the trustee board shall not undertake any permanent trading activities and shall conform to any relevant requirements of the law;
- b) to buy, take on lease, or exchange any property necessary for the achievement of the objects and to maintain and equip it for use;

**BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE**  
**COMPANY NUMBER: 8028602**  
**REPORT OF THE TRUSTEES**  
**For the Year Ended 31 March 2022**

- c) subject to a consent required by law, to sell, lease or dispose of all or any part of the property of the BBW CVS;
- d) subject to consents required by law, to borrow money and to charge all or any part of the property of the BBW CVS with repayment of the money so borrowed;
- e) to employ such staff (who shall not be members of the trustee board) as are necessary for the proper pursuit of the objects (and to make all reasonable and necessary provisions for the payment of pensions and superannuation for staff and their dependents);
- f) to cooperate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- g) to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
- h) to appoint and constitute such advisory committees as the trustee board may think fit;
- i) to do all such other lawful things as are necessary for the achievement of the objects.

## **Achievements and Performance**

The effects of Covid-19 continued to impact our focus and capacity. We continued to provide support for vaccination clinics for two main sites across Basildon and Wickford. In April, we expanded to three sites which extended into Billericay. We established better systems and encouraged more volunteers to support our efforts which in the previous year required a greater blend of staff and volunteers. This marshalling introduced a broad variety of people into volunteering who had not volunteered before. These volunteers continue to support us and have formed a volunteer reserve.

We were approached by Essex Partnership University Trust (EPUT) and commissioned to connect with the public to increase vaccination uptake. We developed a series of pop-ups across the whole Borough which encouraged engagement in the evenings to catch those who worked during the day. Briefly, after negotiating with EPUT, we were also approached by our local Public Health representative who requested us to distribute Lateral Flow Tests to the public. We recognised the synergy between the two tasks and combined the resources and extended the schedule of pop-ups. We completed 29 pop-ups within this initial programme. We collaborated with our local Primary Care Networks who were able to provide vaccinations at our events. This proved to be very successful, and we continue to provide support and

**BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE**  
**COMPANY NUMBER: 8028602**  
**REPORT OF THE TRUSTEES**  
**For the Year Ended 31 March 2022**

advice for EPUT and Public Health. Public Health extended their contribution and we continued delivering pop-ups throughout the whole year and distributed 20,782 tests. These were shared at high streets, community events, leisure spots, train stations, local small shops in addition to local community group sessions. We consider these COVID-related assignments to be great successes and recognise the positive impact we have contributed to our communities. These pop-ups also helped us to achieve our strategic ambitions to become more publicly engaging with our volunteer centre presence and increase the awareness of our services.

We continued to be a lead partner within our local community hub response and assisted our local authority with guidance and support. This developed into a response to overcome a challenging scenario they faced. A large segment of our local over-50's activity centre members were being contacted each week by the council's staff to reduce isolation. We were aware that local authority buildings needed to reopen and the staff making these calls would be unable to continue doing so. We initially provided connections to local befriending services, but it became apparent that these organisations were unable to support an additional 150 service users. We then began to explore offering the support ourselves and developed a concept which utilised the government's Kickstarter scheme. We recruited six community befrienders and transferred the service to ourselves with the intention to discover more suitable long-term resolutions for those that needed it. We began in July and needed to conclude the service within six-months to suit the Kickstarter scheme. We achieved this successfully with service-users either confident to engage in local activities or continuing befriending with an alternative provider.

Whilst we provided additional support related to the pandemic, we recognised that we needed to continue developing our core CVS service. We were concerned that the public still struggled to identify local support and activities. This has been highlighted for many years in various public consultations. We made the commitment to develop a mobile phone application which would address this issue and be easily accessible to most of our population. We have labelled this project as the Community Exchange and have planned to launch the service in the new year following a series of workshops with local practitioners.

Below is a brief update on the achievements of our main projects that we host and support:

### **Basildon Emergency Night Shelter**

This project was originally led by a selection of local churches and usually attracted over 150 volunteers. The shelter normally operated between the months of October and March. This year it was once more unable to open due to the national restrictions. We continued to employ the Coordinator. However, a leader of the group wanted to retire. This presented us with a

challenge as we had ring-fenced donations for the purpose of supporting the homeless. The Coordinator role continued to provide the homeless representation at a newly formed homeless forum and developed a support pack providing guidance for local services. We also hosted a dedicated event encouraging dental care, vaccinations and financial advice.

## **Fun Walk Trust**

The Fun Walk Trust committee continued to host a “virtual” walk instead of the physical one as restrictions would not allow the regular event to happen. This again proved to be a huge success and encouraged over £90,000 in donations. This made a difference for over 80 local good causes who encouraged over 1000 sponsored walkers. We are very proud to support this organisation in helping to raise money and support local voluntary groups and charities. Hopefully the new year’s “Jubilee” event will exceed the success of the last.

## **Heart of Pitsea**

After a very challenging year in 2020 due to the pandemic, during 2021 the Big Local Heart of Pitsea project were able to resume some of their community activities, albeit in a slimmed-down scale to begin with. The progress was a little slower than expected due to various staff changes, which included the recruitment of a new full-time Coordinator. However, the Partnership Board continued to meet via Zoom and in October resumed face-to-face meetings. The group also developed and agreed its final Big Local Plan as the programme approaches the end of the project and begins the process of winding down in a few years’ time. It conducted an extensive survey with residents as part of its community consultation. In May, it resumed its two youth clubs (Little Monsters and Youth YOUunity) and in June reintroduced its adult social group called Community Connect. During the summer break, it organised a successful run of children’s activities based around the environment called Eco Warriors. Their youth forum Youth YOUunique Generation ran a hugely successful project at Northlands Primary called Super Cool Superschool. The main Partnership Board also funded a COVID Recovery & Music initiative for pupils at the same school. The youth forum also green-lit five new projects for their Experiences & Extras programme for older children at Basildon Academy. The new workshops for young people are focussed on DJ/MC workshops, a Christmas Choir, Samba Drumming, Street Dancing and Interactive Theatre. The teenagers also presented a workshop about engaging with young people at a national network conference for Big Local in Nottingham. In December, Heart of Pitsea became involved once more in Community Christmas, an annual event at the local market.

## Active Basildon – Sports Development

This year we expressed an interest to develop our support for sports clubs and their volunteers. We were commissioned to develop a newsletter and a funding scheme by Active Basildon. The introductory newsletter we created encouraged sports groups to join our CVS membership. This was established in March 2022 and we will continue to develop this offer in the new year. We also initiated a funding scheme called the 'Out & About' fund which was a small grant of £250 to encourage groups to transfer existing workshops to be hosted outdoors. The intention was to motivate groups to vary their delivery and utilise the benefit of being in green spaces.

## Winter Warmth

This year we continued the same offer as in previous years but increased to 500 winter warmth packs. These packs included thermal gloves, blanket, hat, hot water bottle and an insulated travel mug. We utilised local organisations to distribute the packs and a local volunteer group called More in Common Basildon Borough assisted this process. These were gratefully received by those in need. We also distributed some additional funding to a local foodbank and a resident association which allowed flexibility in the support they provided for their most vulnerable service users. In addition to Winter Warmth funding, we received £18,000 for the Household Support fund. This scheme focused on households that were struggling to pay their heating bills. This supported 87 households which were predominantly identified by collaborating with the Basildon Community Resource Centre and Community Agents.

## Just About Managing Families with Essex County Council

This project was directed by Essex County Council which provided a clear objective to develop support and initiatives to improve and increase informal childcare. The project followed the prototype model but concluded after the research phase. We spent time with the senior leaders and expressed concerns that the concept was not completed. It was apparent that this was proving to be challenging for Essex County Council. We developed a proposal to deliver the development of the Parent Pal mobile app. We had recently gained confidence in developing a mobile application and recognised the synergy between our own Community Exchange mobile application which would use the same technology and database. We submitted our proposal in September and was approved for half the budget by this department with the remainder to be funded by the Levelling Up funds. Unfortunately, the Deputy Leader disagreed with the concept of a mobile phone application regardless of the research they conducted and the project has concluded.

## Contain Outbreak Management Funding

This funding stream had two components. We received £25k enabling our organisation to deliver local support and ensure we had the required capacity to continue supporting our community. Predominantly this supported our Volunteer Centre to recruit and onboard volunteers to support various COVID-related tasks like food deliveries and vaccination marshalling. The second element was to distribute funding to smaller organisations to ensure they also had capacity to continue their support. We had two funding allocations for this totalling £60k which was provided to us by Basildon Borough Council (£35k) and Essex County Council (£25k). We initially focused on community-based mental health organisations and then concentrated on foodbanks and financial welfare support groups. These three areas were significantly impacted with all the groups experiencing a dramatic increase in demand. We also developed a training support package to ensure the groups are operating appropriately and effectively. This training is computer-based and covers the key compliance subjects including GDPR, Equality & Diversity and Health & Safety. We have tested the system and concept with one charity and intend to expand the opportunity in the new year for the voluntary sector more broadly. We also left a reserve for any emergencies to allow the potential of a prompt response if it was required. Following a discussion with Basildon Borough Council they requested to hold the remaining balance to utilise in the new financial year.

## Family Hardship support

This funding was provided to support families with children who have been experiencing financial hardship challenges. We felt the best method to identify the most appropriate families was with local schools and children services.

## TECMates

This project was led by West Essex CAN and intended to provide a digital support offer across the whole county. The support was provided by volunteers who were trained in various skills to help individuals understand and use a broad range of digital services including computers, phones and assistive technology including Alexa. We had been commissioned to cover the South region in partnership with Brentwood CVS and since January delivered a range of pop-ups at various locations. This project is a pilot which aims to conclude in May, but we hope to continue with the community support beyond this period and intend to continue with the TECMates concept if possible.

## **The Future**

This year has seen our organisation attain a broad range of achievements and our popularity with the public has increased. We managed to deliver a bold series of community pop-ups which we plan to continue in the next year. Our goal this year is for the Volunteer Network to become a common brand for households. We intend to increase the range of volunteering opportunities and to make these more accessible. Developing micro-volunteering will be a priority to support our communities as the public gain confidence as groups and organisations resurface following the pandemic restrictions. We hope to make volunteering more engaging by developing a better dashboard for collating achievements and milestones. The plan to gamify our approach will encourage wider age groups to get involved and make a difference with certificates and electronic badges which can be used on social media platforms. We feel that connecting with other volunteer centres could be the method to employ to potentially track all volunteering, regardless of the provider. To achieve this, our offer needs to be engaging and simple. The concept of gamification adds a different element which could change the engagement we have with volunteers.

Our staffing team grew this year as we initiated a Project Manager role. This was related to our befriending project, but we intend to continue the role and develop further projects and fill the gaps in our communities. We will not always intend to retain the projects ourselves as we recognise the potential of developing new groups. Identifying people who are catalysts, who can grow the initial base projects and pursue setting up independent groups will encourage sustainability and progression. To help us to identify suitable projects and services we intend to asset map the borough. We have begun developing a mobile phone app which connects the public to activities rather than a simple a to z directory. This app will be led by our Volunteer Network and will also encourage more volunteering. Our first intention is to develop a volunteer media team to improve and increase the news stories we share about the sector. Following the completion of the asset map, we intend to engage with our local statutory bodies and develop a strategy that also identifies their priorities.

We have also been engaging with Social Services who are keen to enhance the choice and control their service users experience. We have met with Bristol CVS who provide an independent brokerage service which manages individual service funds. We hope for this service to be initiated this year which is positive not just for service users but also the voluntary sector.

We were grateful to continue receiving support for core CVS services from Essex County Council and Basildon Borough Council. Our thanks are also due to our other investors who included Active Basildon and Public Health.

Thanks are due to our staff, volunteers, and members for all their efforts throughout the year in making a thriving and effective community sector in the area covered by Basildon Borough.

## **Structure, Governance and Management**

### **Risk Management**

The management of risk is reviewed by the Chief Officer, staff team and by the trustee board on a periodic basis but no less than half yearly. The trustees examine the major risks which the charity faces in relation to its governance and management, its internal operations and its business; financial risks, compliance risks and environmental and external risks.

Further, the trustees continue to keep under review the systems of internal financial control. The systems have been designed to provide reasonable assurance against material misstatement or loss.

They include:

- a strategic plan and an annual budget approved by the trustees
- regular consideration by the trustees of financial results, variance from budgets and performance against the non-financial annual plan
- delegation of authority and separation of duties

The internal financial controls conform to guidelines issued by the Charity Commission. Separate provision is made regarding health and safety which is the subject of periodic review. The review is conducted using the combined risk assessment and policy template published by the Health and Safety Executive.

### **Pay Policy**

Our remuneration policy for senior staff remains unchanged. In considering remuneration, the charity's purposes, values and achievements, as well as its income and activities are all taken into account, which influences how its policy is developed and put into practice. In particular, the trustees aim is that the charity's pay policy should be to offer fair pay to attract and keep appropriately qualified staff to lead, manage, support and deliver the charity's aims.

In deciding top levels of pay and rewards, trustees consider:

- the purposes, aims and values of the charity, and its beneficiaries' needs
- how this affects pay policy for all employees, and for the senior staff in particular, including whether a lower rate of pay compared to similar roles in other sectors is appropriate
- how pay is linked to the skills, experiences and competencies that the charity needs from its senior staff and the scope of their roles

**BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE**  
**COMPANY NUMBER: 8028602**  
**REPORT OF THE TRUSTEES**  
**For the Year Ended 31 March 2022**

- the charity's current business plan and how implementing it may affect the number of senior staff the charity needs to employ or recruit, and the nature of these roles
- the charity's ability to pay, perceived by employees, donors and beneficiaries ~ whether it's affordable, including in the longer term (perhaps based on a risk assessment of future income and expenditure)
- the appropriateness of the pay in the context of the charity

The trustees confirm that no member of staff receives remuneration above £60,000.

## Reserves Policy

The strategy of the organisation remains one which aims to have core funding from local authorities and income generation, whilst enabling on-going development through project funding from large funders like the Big Lottery and charitable trusts.

As a board the trustees are committed to:

- keeping the reserves policy under review to ensure it meets the charity's changing needs and circumstances.
- that the level of reserves is monitored throughout the year.

Our aim is to ensure that we can give confidence to stakeholders that the charity's finances are being managed and can also provide an indicator of future funding needs. In the development of this policy, the board is mindful of risks identified in the service's risk assessment and action plan. It is recommended that the reserves are set at the equivalent of 18-months' core costs. This will enable provision to be made for the risk of unforeseen emergency or other unexpected need for funds; changes or a reduction in a source of income, e.g. a grant not being renewed, giving the trustees time to act if income falls below expectations and to make provision for redundancy costs. The free reserves at the year-end amounted to £162k, which equates to 13 months' of gross budgeted running costs.

## Financial Review of Activities

Total income for the year was £432k, with total expenditure of £392k. It needs to be noted that a considerable proportion of these transactions relate to specific projects (Heart of Pitsea, The Fun Walk Trust) for whom we are custodial trustees, in addition to various projects responding to the pandemic.

The total surplus for the year was £40k, representing a surplus on these projects of £32k and a surplus on the core BBW CVS activities of £8k. Hence, the free reserves increased to £162k.

Details of the changes in the components of the income and expenditure, balance sheet and cash flow are contained in the full set of Financial Statements for the year.

**BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE**  
**COMPANY NUMBER: 8028602**  
**REPORT OF THE TRUSTEES**  
**For the Year Ended 31 March 2022**

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

**ON BEHALF OF THE BOARD:**



**Paul Nagle – Chair of Trustees**

**BASILDON, BILLERICAY & WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

**COMPANY NUMBER: 8028602**

**INDEPENDENT EXAMINER'S REPORT**

**For the Year Ended 31 March 2022**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

**Responsibilities and basis of report**

As the charity's 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 charity'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 your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Institute of Chartered Accountants in England and Wales which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

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.



**John Thacker FCA DChA**

Institute of Chartered Accountants in England and Wales

Chariot House Limited

Chartered Accountants

44 Grand Parade

Brighton

East Sussex

BN2 9QA

Date: ..... 11 August 2022 .....

**BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**  
**COMPANY NUMBER: 8028602**  
**STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

	Notes	Unrestricted Fund £	Restricted Funds £	2022 Total Funds £	Unrestricted Fund £	Restricted Funds £	2021 Total Funds £
<b>Income from</b>							
Donations & Legacies	3	-	915	915	-	-	-
Charitable Activities	4	20,000	410,622	430,622	30,076	258,916	288,992
Investment Income	5	57	-	57	145	-	145
<b>Total Income</b>		<b>20,057</b>	<b>411,537</b>	<b>431,594</b>	<b>30,221</b>	<b>258,916</b>	<b>289,137</b>
<b>Expenditure on charitable activities</b>							
Core Activities	6	2,654	98,567	101,221	(952)	106,112	105,160
Special Projects	6	7,615	282,754	290,369	(2,016)	224,592	222,576
<b>Total Expenditure</b>		<b>10,269</b>	<b>381,321</b>	<b>391,590</b>	<b>(2,968)</b>	<b>330,704</b>	<b>327,736</b>
<b>Net Income</b>		<b>9,788</b>	<b>30,216</b>	<b>40,004</b>	<b>33,189</b>	<b>(71,788)</b>	<b>(38,599)</b>
<b>Transfers Between Funds</b>	13	<b>(2,199)</b>	<b>2,199</b>	<b>-</b>	<b>(5,470)</b>	<b>5,470</b>	<b>-</b>
<b>Net Movement in Funds</b>		<b>7,589</b>	<b>32,415</b>	<b>40,004</b>	<b>27,719</b>	<b>(66,318)</b>	<b>(38,599)</b>
<b>Reconciliation of Funds</b>							
<b>Total Funds Brought Forward</b>	13	<b>153,929</b>	<b>114,928</b>	<b>268,857</b>	126,210	181,246	307,456
<b>Total Funds Carried Forward</b>	13	<b>161,518</b>	<b>147,343</b>	<b>308,861</b>	<b>153,929</b>	<b>114,928</b>	<b>268,857</b>

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

All income and expenditure is derived from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**BASHLDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**  
**COMPANY NUMBER: 8028602**  
**BALANCE SHEET**  
**AS AT 31 MARCH 2022**

	Notes	Unrestricted Fund £	Restricted Funds £	2022 Total Funds £	Unrestricted Fund £	Restricted Funds £	2021 Total Funds £
<b>Current assets</b>							
Debtors	11	1,273	215	1,488	5,067	80	5,147
Cash at bank and in hand		<u>170,571</u>	<u>158,640</u>	<u>329,211</u>	<u>160,782</u>	<u>119,633</u>	<u>280,415</u>
		171,844	158,855	330,699	165,849	119,713	285,562
<b>Creditors</b>							
Amounts falling due within one year	12	<u>(10,326)</u>	<u>(11,513)</u>	<u>(21,839)</u>	<u>(11,920)</u>	<u>(4,785)</u>	<u>(16,705)</u>
<b>Net assets</b>		<u>161,518</u>	<u>147,343</u>	<u>308,861</u>	<u>153,929</u>	<u>114,928</u>	<u>268,857</u>
<b>Funds</b>							
Unrestricted				161,518			153,929
Restricted	13			<u>147,343</u>			<u>114,928</u>
				<u>308,861</u>			<u>268,857</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees on 7<sup>th</sup> July '22 and were signed on its behalf by:

Paul Nagle  
Paul Nagle - Chair of the Trustees

**BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

**COMPANY NUMBER: 8028602**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2022**

**1. Statutory Information**

Basildon, Billericay and Wickford Council for Voluntary Service is a private company limited by guarantee. The charity's registered company number, registered charity number, registered office and the nature of its activities can be found in the Trustees Report.

The presentation currency of the financial statements is Pounds Sterling (£)

**2. Accounting policies**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Critical accounting judgements and key sources of estimation uncertainty**

No critical accounting judgements have been made in the process of applying the accounting policies below.

There are no key assumptions concerning the future and other key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

**Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Government grants**

Government grants are recognised under the performance model. The grant income is recognised upon performance conditions being satisfied (and should it be received in advance of satisfying the performance, recognition of the income is deferred as a liability) and where there are no specific future performance-related conditions then grants are recognised when proceeds are received or receivable.

**Donations**

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable

**Volunteers**

CVS volunteers play an important and useful role in supporting the work that the CVS does across a wide range of activities. These include providing administrative support, updating records, contact with other volunteers, e-bulletins, weigh-in services and project-specific work.

The contribution of unpaid volunteers cannot be measured reliably. Therefore, the contribution of volunteers is not included as income in the financial statements.

**Trading activities**

Income from trading activities includes income earned from trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

**Charitable Activities**

The charity receives corporate grants in respect of agreed projects. Income from grants is recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

**BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**  
**COMPANY NUMBER: 8028602**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**2. Accounting policies - continued**

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs

**Allocation and apportionment of costs**

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs and governance costs. They are incurred directly in support of expenditure on the objects of the charity and include project management. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund Accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. The cost of raising and administering such funds are charged against the specific fund.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Debtors and creditors**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

**3. Donations & Legacies**

	<b>Unrestricted Fund £</b>	<b>Restricted Funds £</b>	<b>2022 Total Funds £</b>	<b>Unrestricted Fund £</b>	<b>Restricted Funds £</b>	<b>2021 Total Funds £</b>
Donations	-	915	915	-	-	-

**4. Income from Charitable Activities**

	<b>Unrestricted Fund £</b>	<b>Restricted Funds £</b>	<b>2022 Total Funds £</b>	<b>Unrestricted Fund £</b>	<b>Restricted Funds £</b>	<b>2021 Total Funds £</b>
<b>Core Activities</b>						
Government Grants	20,000	57,521	77,521	30,076	45,021	75,097
Ancillary Trading Income	-	10,074	10,074	-	2,200	2,200
<b>Special Projects</b>						
Grants	-	124,378	124,378	-	143,520	143,520
Government Grants	-	211,608	211,608	-	66,098	66,098
Ancillary Trading Income	-	7,041	7,041	-	2,077	2,077
	<b>20,000</b>	<b>410,622</b>	<b>430,622</b>	<b>30,076</b>	<b>258,916</b>	<b>288,992</b>

**5. Investment Income**

	<b>Unrestricted Fund £</b>	<b>Restricted Funds £</b>	<b>2022 Total Funds £</b>	<b>Unrestricted Fund £</b>	<b>Restricted Funds £</b>	<b>2021 Total Funds £</b>
Bank interest receivable	57	-	57	145	-	145

**BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

**COMPANY NUMBER: 8028602**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2022**

**6. Expenditure on Charitable Activities**

	<b>Core Activities £</b>	<b>Special Projects £</b>	<b>2022 Total £</b>	<b>Core Activities £</b>	<b>Special Projects £</b>	<b>2021 Total £</b>
Staff costs	89,864	118,113	207,977	88,556	93,074	181,630
Other direct costs	8,703	109,783	118,486	17,556	106,542	124,098
Grants payable (see note 8)	-	54,858	54,858	-	24,976	24,976
	<u>98,567</u>	<u>282,754</u>	<u>381,321</u>	<u>106,112</u>	<u>224,592</u>	<u>330,704</u>
Share of support costs (see note 7)	2,207	6,331	8,538	(1,503)	(3,180)	(4,683)
Share of governance costs (see note 7)	447	1,284	1,731	551	1,164	1,715
	<u>101,221</u>	<u>290,369</u>	<u>391,590</u>	<u>105,160</u>	<u>222,576</u>	<u>327,736</u>
Analysis by fund						
Unrestricted funds	2,654	7,615	10,269	(952)	(2,016)	(2,968)
Restricted funds	<u>98,567</u>	<u>282,754</u>	<u>381,321</u>	<u>106,112</u>	<u>224,592</u>	<u>330,704</u>
	<u>101,221</u>	<u>290,369</u>	<u>391,590</u>	<u>105,160</u>	<u>222,576</u>	<u>327,736</u>

**7. Support Costs**

	<b>Support Costs £</b>	<b>Governance Costs £</b>	<b>2022 Total £</b>	<b>Support Costs £</b>	<b>Governance Costs £</b>	<b>2021 Total £</b>
Staff costs	21,831		21,831	4,427		4,427
Expenses, training & recruitment	219		219	568		568
IT software & communication	5,161		5,161	3,678		3,678
Office and premises	(1,847)		(1,847)	6,775		6,775
Insurance	1,631		1,631	1,363		1,363
Bank Charges	96		96	78		78
Project management charges	(18,553)		(18,553)	(21,572)		(21,572)
Independent examiners fees		1,560	1,560		1,660	1,660
Other governance costs	-	171	171	-	55	55
	<u>8,538</u>	<u>1,731</u>	<u>10,269</u>	<u>(4,683)</u>	<u>1,715</u>	<u>(2,968)</u>

**8. Grants Payable**

	<b>Unrestricted Fund £</b>	<b>Restricted Funds £</b>	<b>2022 Total Funds £</b>	<b>Unrestricted Fund £</b>	<b>Restricted Funds £</b>	<b>2021 Total Funds £</b>
Charitable Donations	-	54,858	54,858	-	24,976	24,976

In fulfilling the charitable objectives of the charity some grants and donations were made as follows:

COMF Community Hub - ECC	-	21,000	21,000	-	-	-
Fun Walk Trust	-	20,323	20,323	-	23,856	23,856
COMF Community Hub - Sector Support	-	5,500	5,500	-	-	-
Active Travel	-	3,000	3,000	-	-	-
Winter Warmth	-	2,000	2,000	-	-	-
COMF Community Hub - Household Supp	-	1,000	1,000	-	-	-
Sports Development	-	1,000	1,000	-	-	-
BENS Funwalk	-	915	915	-	-	-
Heart of Pitsea	-	120	120	-	120	120
Covid 19	-	-	-	-	1,000	1,000
	-	<u>54,858</u>	<u>54,858</u>	-	<u>24,976</u>	<u>24,976</u>

**BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**  
**COMPANY NUMBER: 8028602**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**9. Trustees**

One of the trustees, Paul Nagle, is employed as a Youth Worker as part of the Big Local Heart of Pitsea project. He received remuneration of £2,340 in this year (2021 £2,595).

No trustee expenses were reimbursed during the year ended 31 March 2022 (2021: £0).

No other trustees (or any persons connected with them) received remuneration or benefits from the charity during the year.

**10. Staff Costs**

	2022	2021
	£	£
Salaries	214,568	176,067
Social security costs	10,823	6,769
Pension Costs	4,417	3,221
	<u>229,808</u>	<u>186,057</u>

The average monthly number of employees during the year was as follows:

	2022	2021
Charitable Activities	14	13
Support and Governance	2	2
	<u>16</u>	<u>15</u>

During the year Key Management Personnel (defined as the Chief Executive Officer) received remuneration (including additional employment costs such as employers national insurance and pension contributions), of £52,102 (2021 £51,190)

**11. Debtors: amounts falling due within one year**

	Unrestricted Fund £	Restricted Funds £	2022 Total Funds £	Unrestricted Fund £	Restricted Funds £	2021 Total Funds £
Trade Debtors	-	-	-	2,900		2,900
Other Debtors	-	215	215	1,100	80	1,180
Prepayments	1,273	-	1,273	1,067	-	1,067
	<u>1,273</u>	<u>215</u>	<u>1,488</u>	<u>5,067</u>	<u>80</u>	<u>5,147</u>

**12. Creditors: amounts falling due within one year**

	Unrestricted Fund £	Restricted Funds £	2022 Total Funds £	Unrestricted Fund £	Restricted Funds £	2021 Total Funds £
Trade Creditors	864	11,184	12,048	3,977	1,980	5,957
Social security and other taxes	5,360	-	5,360	3,002	-	3,002
Accruals	4,102	329	4,431	4,941	2,805	7,746
	<u>10,326</u>	<u>11,513</u>	<u>21,839</u>	<u>11,920</u>	<u>4,785</u>	<u>16,705</u>

## 13. Movement In Funds 2022

	Funds Brought Forward £	Income £	Expenditure £	Transfers £	Funds Carried Forward £
<b>Special Projects</b>					
Heart of Pitsea	59,640	99,055	(87,846)	-	70,849
COMF Community Hub Sector Support	-	35,000	(9,250)	-	25,750
COMF Community Hub ECC	-	25,000	(22,000)	-	3,000
COMF Pop Up Testing	-	3,750	(3,750)	-	-
Befriending	-	34,000	(22,554)	-	11,446
Kickstarter	-	33,212	(31,501)	-	1,711
The Funwalk	(87)	22,364	(22,277)	-	-
Community Hub Household Support	-	18,000	(16,540)	-	1,460
Covid Family Welfare Support	2,680	15,000	(17,680)	-	-
Winter Warmth	14,679	12,546	(20,435)	-	6,790
Vaccine Uptake & LFT Distribution Pop Ups	-	10,100	(10,100)	-	-
Sports Development	-	5,000	(1,000)	-	4,000
Techmates	-	5,000	-	-	5,000
BENS Funwalk	-	915	(915)	-	-
Homeless Working Group	19,697	-	(10,951)	-	8,746
Social Prescribing	7,742	-	-	-	7,742
Active Travel	3,243	-	(3,243)	-	-
Timebanking	2,715	-	(2,715)	-	-
<b>Core Activities</b>					
Funding and Support	-	38,760	(40,959)	2,199	-
COMF Community Hub - BBWCVS	-	25,000	(25,000)	-	-
Volunteer Network	4,619	28,835	(32,605)	-	849
<b>Restricted Funds</b>	<b>114,928</b>	<b>411,537</b>	<b>(381,321)</b>	<b>2,199</b>	<b>147,343</b>
<b>Unrestricted</b>	<b>153,929</b>	<b>20,057</b>	<b>(10,269)</b>	<b>(2,199)</b>	<b>161,518</b>
<b>Total Funds</b>	<b>268,857</b>	<b>431,594</b>	<b>(391,590)</b>	<b>-</b>	<b>308,861</b>

Heart of Pitsea - community programme in Pitsea, funded by the Big Local fund.

COMF Community Hub Sector Support - to provide support for small non-profit organisations to sustain or increase capacity to help protect and support households that were impacted by Covid-19 funded via Basildon Borough Council.

COMF Community Hub ECC - an extension of the Community Hub Sector Support funded via Essex County Council.

COMF Pop Up Testing - an extension of the Lateral Flow Test distribution with Public Health funded via Basildon Borough Council.

Befriending - to support over 50's activity club members by continuing the befriending service developed by Basildon Borough Council during Covid-19 lockdowns. Funded by Basildon Borough Council.

Kickstarter - funding to create jobs for 16 to 24 year olds on Universal Credit funded via Essex County Council.

The FunWalk - fundraising walk for the local voluntary and community sector, funded by corporate donors via The FunWalk Trust.

Community Hub Household Support Fund - to support those most in need with the rising energy and heating costs funded via Essex County Council.

Covid Family Welfare Support - welfare support to help relieve hardship caused by the pandemic funded via Essex County Council.

Winter Warmth - programme to deliver small community grants and provision of warmth packs funded via Essex County Council.

Vaccine Uptake & LFT Distribution Pop Ups - NHS led commission to increase vaccine uptake and lateral flow test distribution across Basildon with pop ups in community spaces.

Sports Development - Active Basildon support to expand membership to sports clubs and develop an Out & About grant to encourage non-physical activity clubs and groups to transfer workshops to outdoors to benefit from green & Blue open spaces.

Techmates - pilot programme with WECAN to identify volunteers to provide IT support for the public.

BENS Funwalk - Basildon Emergency Night Shelter (BENS) fundraising for the Salvation Army through participation in The FunWalk.

Homeless Working Group - Basildon Emergency Night Shelter (BENS).

Social Prescribing - a project funded by the CCG to develop and deliver a local Social Prescribing service.

Active Travel - an initiative to encourage people to think differently about how they travel around Essex.

Timebanking - to facilitate the exchange of hours amongst individuals in the community.

Funding and Support - deliver support to the sector.

COMF Community Hub BBWCVS - to support and develop the volunteering sector in the borough.

Volunteer Network - to support and develop the volunteering sector in the borough.

**BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**  
**COMPANY NUMBER: 8028602**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**14. Movement in restricted funds Prior Year - 2021**

	<b>Funds Brought Forward £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers £</b>	<b>Funds Carried Forward £</b>
Heart of Pitsea	120,300	50,505	(111,165)	-	59,640
Homeless Working Group	31,759	-	(12,062)	-	19,697
Fun Walk Trust	(135)	25,773	(25,725)	-	(87)
Winter Warmth	11,267	4,213	(801)	-	14,679
Timebanking	7,070	2,106	(6,461)	-	2,715
Volunteer Network	-	66,520	(61,901)	-	4,619
Active Travel	3,243	-	-	-	3,243
Social Prescribing	7,742	-	-	-	7,742
Nzuko Ndi Igbo	-	48,945	(48,964)	19	-
Essex Community Foundation	-	7,500	(7,500)	-	-
Covid Family Welfare Support	-	12,944	(10,264)	-	2,680
Funding and Support	-	38,760	(44,211)	5,451	-
Active Essex	-	1,650	(1,650)	-	-
<b>Restricted Funds</b>	<b>181,246</b>	<b>258,916</b>	<b>(330,704)</b>	<b>5,470</b>	<b>114,928</b>
Unrestricted	126,210	30,221	2,968	(5,470)	153,929
<b>Total Funds</b>	<b>307,456</b>	<b>289,137</b>	<b>(327,736)</b>	<b>-</b>	<b>268,857</b>

Heart of Pitsea - community programme in Pitsea, funded by the Big Local fund.

Homeless Working Group - Basildon Emergency Night Shelter (BENS), funded by Basildon Council and various individual and organisation donors.

Fun Walk Trust - annual fundraising walk for the local voluntary and community sector, funded by corporate donors via The Fun Walk Trust.

Winter Warmth - programme to deliver small community grants and provision of community warmth packs.

Timebanking - to facilitate the exchange of hours amongst individuals in the community.

Volunteer Network - to support and develop the volunteering sector in the borough.

Active Travel - an initiative to encourage people to think differently about how they travel around Essex

Social Prescribing - a project funded by the CCG to develop and deliver a local Social Prescribing service.

Nzuko Ndi Igbo - addressing the disproportionate impact of Covid19 on BAME communities.

Essex Community Foundation - to adapt our services including reaching those who are digitally isolated.

Covid Family Welfare Support - welfare support to help relieve hardship caused by the pandemic.

Funding and Support - deliver support to the sector.

Active Essex - school meals support during holidays as part of the holiday hunger scheme.

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# Accounts

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Charity number	1148943
Company number	8028602

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31 MARCH 2021  
FOR  
BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

**BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

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

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## **BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

### **REPORT OF THE TRUSTEES**

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

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The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

#### **Legal and Administrative Information**

<b>Trustees</b>	Stella Calkin [Chair] Paul Nagle [Vice Chair] Millie Downes [Ex-Officio] Gillian Blake Richard Gregory Phillip Lennon Marion Wilson
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The Ex-Officio position does not have voting rights and is not elected to the trustee board.

The trustees are appointed at the Annual General Meeting or co-opted during the year.

<b>Charity number</b>	1148943
<b>Company number</b>	8028602
<b>Registered office</b>	The George Hurd Centre 1st Floor, Audley Way Basildon Essex SS14 2FL

# **BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

## **REPORT OF THE TRUSTEES**

**FOR THE YEAR ENDED 31 MARCH 2021**

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We have great pleasure in presenting this annual report on the work of Basildon, Billericay and Wickford CVS, together with the financial statements of the charity for the year ended 31 March 2021.

Basildon Billericay and Wickford Council for Voluntary Service was originally formed in June 1989 and is governed by its constitution. We are a registered charity (1148943) and a company limited by guarantee (8028602). We are governed by the trustees who are nominated and elected by our members. BBW CVS is the working name for the charity. Membership of BBW CVS comprises charities, voluntary organisations, CICs and statutory authorities operating in the area.

The main activities undertaken to further the charity's purposes were for the public benefit and the trustees have had regard to the Charity Commission's guidance on public benefit.

## **Objectives and Activities**

As Trustees, our role is to exercise independent control and legal responsibility for the charity's management and administration. One of the pivotal challenges we have faced during the past year has been our response to the Covid -19 pandemic. Our role has been aligned to our objectives but the tasks we have accomplished were unique in comparison with previous years. These changes are likely to influence our Service Level Agreements for the near future and bring our charity to the forefront, providing support for our communities most vulnerable and in need.

The objects of BBW CVS, as set out in its constitution, are:

- a) to promote any charitable purposes for the benefit of the community in the local government district of Basildon and Thames Gateway/South Essex area (herein after called "the area of benefit") and in particular the advancement of education, the protection of health and the relief of poverty, distress and sickness;
- b) to promote and organise co-operation in the achievement of the above purposes and, to that end, to bring together in BBW CVS representatives of the voluntary organisations and statutory authorities within the area of benefit;

provided that, in carrying out these charitable purposes, the BBW CVS will seek to challenge all forms of oppression and inequality and to give priority to working with people whose full participation in society is limited by economic, political and social disadvantage.

The charity is administered and managed in accordance with its constitution by the trustees. Day to day management of the charity is delegated to the Chief Officer.

In furtherance of the above purposes, but not otherwise, the BBW CVS shall have power:

- a) to raise funds and to invite and receive contributions provided that in raising funds

the trustee board shall not undertake any permanent trading activities and shall conform to any relevant requirements of the law;

## **BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

### **REPORT OF THE TRUSTEES**

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

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- b) to buy, take on lease, or exchange any property necessary for the achievement of the objects and to maintain and equip it for use;
- c) subject to a consent required by law, to sell, lease or dispose of all or any part of the property of the BBW CVS;
- d) subject to consents required by law, to borrow money and to charge all or any part of the property of the BBW CVS with repayment of the money so borrowed;
- e) to employ such staff (who shall not be members of the trustee board) as are necessary for the proper pursuit of the objects (and to make all reasonable and necessary provisions for the payment of pensions and superannuation for staff and their dependents);
- f) to cooperate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- g) to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
- h) to appoint and constitute such advisory committees as the trustee board may think fit;
- i) to do all such other lawful things as are necessary for the achievement of the objects.

## **Achievements and Performance**

Briefly, before this financial year began, we were experiencing the effects of Covid-19. Immediately we were contacted by our local council, whereby we supported the strategic response to protect our communities across our borough. We anticipated an increase in the demand for support as the nation experienced the first lockdown. This initial period presented many challenges with a broad range of support services closing. We provided a strategic plan and kept in contact with what became the newly formed Community Hub Response as directed by central government. We instantly reached out to our members to discover if they were operating and had volunteer and staffing capacity to support our response. We had 71 organisations reply offering assistance with hundreds of volunteers available to contact if needed. The most impacting challenge of the initial lockdown was access to food as many supermarkets were overwhelmed. We were fortunate with our already established network and the Heart of Pitsea project sourced £3500 to provide a food reserve and a few weeks after they also funded a selection of PPE equipment for a local GP surgery. The first month was very turbulent with a plethora of responses developed to ensure that people were protected and could have access to medicine and food. We contemplated using a volunteer system as a wide selection of people offered to help but unfortunately there were concerns regarding safeguarding, so we initially utilised Basildon Borough councils' staff that were not needed for their usual day-to-day work. This daily operation utilised our key strengths, helping to develop a strategy to manage the escalating need for support. Throughout the next few months, we were tasked with preparing a

## **BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

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volunteer response to capture the essence of neighbourliness which had occurred naturally within our communities. Earlier we had been signposting volunteers to the central Essex Coronavirus Action group led by Essex County Council which had a response of over 500 people from Basildon alone. It soon became apparent that most of these individuals would not get the opportunity to fulfil their ambitions to help, following local complaints concerned that their offers to volunteer were not being utilised or even responded to. So we applied to the Lottery to adapt the way our Volunteer Centre operates. We were also successful with funding from Essex Community Foundation which helped us to cover the costs of additional staff hours and new IT equipment so we could work from home effectively.

Throughout the pandemic we continued to provide funding support for our members, and we recognised the importance of tailoring information for the local foodbanks to keep them informed. Later in the year we had a similar focus for organisations providing mental health support. Our role continued by ensuring that accurate information was being shared amongst our members. We also kept in frequent contact to make sure that funding sources were being accessed throughout the sector.

Our commissioned targets were unachievable throughout the year but our funders were very accommodating and recognised our willingness to provide the support our communities needed, even though there were limitations and restrictions. As a result, these relationships have improved and continue to flourish. Our service has become more attentive in responding to local need which has required a considerable overhaul. Predominantly this has adapted the way our Volunteer Centre operates, not just acting as a brokerage service but also as a volunteer support team, assisting with almost anything that gets directed our way. We have provided food, batteries for health equipment and medicine that our communities so highly depended upon.

We had just completed writing our three-year strategy a few days before lockdown with the intention to share with our members and commissioners. This was not possible at such a challenging time. Our focus however continued working towards our strategy milestones, which continued to be relevant even though so much had changed. We were unable to find a suitable opportunity to announce our plans until very late in the year.

Below is a brief update for each of our main projects achievement that we host and support:

### **Basildon, Billericay and Wickford Volunteer Network**

The volunteer centre was strained at the beginning of the year due to most volunteers being retired and strictly instructed to isolate. Our capacity remained low as we also directed the initial influx of new volunteers to the central county response. After a few weeks we recognised that most were unlikely to be contacted, let alone perform any tasks of support as they had hoped.

Our local authority and ourselves recognised the importance of a local response and retaining local relationships, so we set out to enhance our Volunteer Centre. We applied to the National Lottery and were successful with a bid to adapt our service. We developed a new website and

## **BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

### **REPORT OF THE TRUSTEES**

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method for managing informal volunteering roles which we have called the Community Exchange. We needed a stronger presence with the public, so we developed a local publication called Community Connection, which originated from a series of requests to support older community members who were isolated and out of touch as they did not have access to the internet. The magazine was originally a selection of puzzles and activities but, following this funding support from the Lottery, it has evolved into a high-quality publication with articles about local projects, support groups and volunteering opportunities. We rebranded the Volunteer Centre as the Basildon, Billericay and Wickford Volunteer Network and invested in small advertising campaigns on social media platforms to circulate our new approach.

The service was soon in full flow with volunteers providing prescriptions, hearing aid batteries and other essential deliveries to clinically vulnerable or isolating community members. Our volunteers also supported the development of the first Rapid Testing Centre at the Towngate Theatre in collaboration with the local Rotary Club, Basildon Scout Network, Basildon Emergency Night Shelter volunteers, Essex Wellbeing Service and Re:act. We were commended in Parliament for how rapid and robust our collective response was developed, as follows - "Essex was recognised in the House of Commons on 17 December for the great strides it has made with community testing, which could not have been possible without the support of the Basildon CVS". Our support was then needed at the newly formed vaccination centres and has continued throughout the remainder of the year. It is likely that this support will be required for many months to come.

### **Basildon Emergency Night Shelter**

This project is led by a selection of local churches and usually attracts over 150 volunteers. The shelter operates between October and March. This year it was not possible to operate due to the national lockdown and the need for individuals to isolate. The Coordinator remained employed to ensure that if any opportunities to support the homeless were possible then actions could be taken. The role continued to provide the homeless some representation, encouraging the best actions and outcomes in the circumstances.

### **Fun Walk Trust**

The Fun Walk Trust committee recognised the importance of providing support to local community groups and decided to host a "virtual" walk instead of the physical one as restrictions wouldn't allow the regular event to happen. Subsequently, sponsored walkers were allowed to continue but within their own local neighbourhoods. This approach proved to be a huge success and encouraged over £103,000 in donations. This made a difference for over 85 local good causes who encouraged 1400 sponsored walkers. We are very proud to support this organisation in helping to raise money and support local voluntary groups and charities. Hopefully the new year's "virtual" event will exceed the success of the last.

## **BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

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## **Heart of Pitsea**

It has been a challenging year for the Big Local project Heart of Pitsea. Whereas normally they engage in a multitude of community projects and activities, the pandemic meant that they were unable to physically provide the usual face-to-face projects that they are renowned for. However, in spite of the limitations imposed upon them, the organisation saw it as an opportunity to respond directly to the problems facing local residents by the coronavirus. This meant that a lot of their work was focussed upon those struggling with finance, unemployment and general health issues. Responses included supplying 1500 facemasks for the Dipple Medical Centre when PPE equipment had been diverted to hospitals. They also distributed 650 custom-made face masks to the local community. Skills Station was an opportunity for residents to access a wide range of online learning. They donated £3000 towards emergency food boxes and local food banks, in addition to providing Activity Packs for two food banks. They extended their arrangement with The Listening Post to provide much-needed professional and confidential one-2-one counselling for residents struggling with their mental health.

A Community Waste programme meant that local residents could get rid of their rubbish and address the excessive flytipping which occurred during the pandemic. To combat the financial difficulties some families were experiencing, Heart of Pitsea provided a highly successful School Uniform grant scheme, in addition to a project called HoP Ahead! This project helped to fund training, employment needs, education and personal growth.

Their empowered youth forum (Youth YOUUnique Generation) continued their sterling work (albeit virtually) helping young people within their community. This included providing £1500 for 20 disadvantaged pupils in the local primary school to receive educational resources during lockdown. They also green-lit six new projects proposed in their Experiences & Extras collaboration with the local secondary school.

Because of venue closure and legal restrictions, HoP were unable to run their usual youth clubs throughout the year but offered their Little Monsters group as a weekly online club. The youth leaders also provided regular activities on the website for children to access. These included competitions such as Storyline, Feel Good Photography and Make Yourself A Monster. Family quizzes were also virtual but well attended. During the summer Heart of Pitsea hosted a range of outdoor summer activities in the local parks called HoP To It! The Community Connect club also met online and during the good weather also participated in a socially-distanced leisurely walking group. As the usual Christmas event was not able to take place in 2020, Heart of Pitsea provided Christmas Hampers which were distributed to families-in-need by Northlands Primary School. Their well-established fresh food gardening project called Incredible Edible continued to be delivered as and when it was possible to do so.

Throughout, BBW CVS continued to support Heart of Pitsea as their local trusted organisation (LTO) by managing their money, their staff and serving as a link between them and Big Local, who oversee the programme.

## **BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

### **REPORT OF THE TRUSTEES**

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## **Essex Local Delivery Pilot**

The Essex Local Delivery Pilot (LDP) continues and has become more significant later in the year as initially the meetings were cancelled. The programme members have continued to discover investments in physical activity, especially with cycling. The group are back to full capacity and are developing a broad range of recovery fitness programmes with local partners across the county. We intend to continue engaging with this scheme which, in many ways, helps to support our community's recovery following the pandemic. We intend to apply for funding in the next financial year.

## **Winter Warmth**

This year we were provided additional funding from central government to ensure the support was available for our residents in need. We funded two successful organisations who applied to deliver support for their service users. We also developed a Winter Warmth Pack scheme and distributed 250 packs which were shared between 13 different community organisations. We then received a further £8300 of support, again from the Department of Environment, Food And Rural Affairs. We considered the increased pressure for disseminating the funding to appropriate beneficiaries and felt it was best to work with our local Citizens Advice Bureau (CAB) who distributed £5000 via a referral scheme with local schools. We continue to provide this support using a similar scheme as used at CAB which has aided with heating and food. We enter the new year developing support with local parent support groups to broaden the range of beneficiaries.

## **Ndi-Igbo BAME Project**

This project was spearheaded by the Nzuko Ndi-Igbo Basildon group, who approached us to provide assistance in applying for Lottery funding to deliver an ambitious £48,945 project. The project was originally named Addressing the Disproportionate Effects of COVID-19 Deaths on BAME Communities. The plan was to provide a wide range of support including advice, developing informative videos, provision of PPE equipment, counselling sessions, food provision and hardship grants. The plan was based around a six-month delivery model which started with developing a food voucher scheme focusing on highly nutritious foods. However, a couple of months later it was discovered that the end date needed to comply with the end of the financial year, reducing the project by almost two months. This disrupted the plans, and the recruited Project Manager contacted the Lottery for clarity. It was agreed at this point to focus on the direct support and budgets were reallocated towards the emergency hardship resource scheme which was also simplified by providing financial aid for BAME community members. This enabled us to provide £17,000 of hardship support and impacted over 300 BAME households, a highly successful achievement, and a strong collaboration between our organisations. This success helped to build our confidence of developing support more directly for the wider community and

## **BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

### **REPORT OF THE TRUSTEES**

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forming collaborations with appropriate segments of the sector, such as children services, mental health support and physical activity.

## **Just About Managing Families With Essex County Council**

This series of meetings focusing on families which are 'Just about managing' became very intensive. We were encouraged to participate and within the first meeting our Chief Officer was voted as the Vice Chair. This thrust our organisation to the forefront of developing a concept to encourage informal childcare. This initiative was supported by over 20 practitioners from a range of public service departments. We developed a digital information hub called 'Parent Pal' and hope that it is brought to reality in the new year. We were regularly commended for our commitment to the initiative and have formulated a strong rapport with a broad range of practitioners and a national delivery partner – Nesta.

## **Care Leavers**

Basildon Borough Council were reviewing their Care Leavers' Policy and we were contacted to contribute ideas. This was shortly after the successful transformation of our Volunteer Centre, and it was apparent that many care leavers need to prepare to be work ready. In response we have planned to develop a volunteer support programme so participants can attain work experience and gain references for future job applications. We intend to work with the DWP, collaborating on the support they provide so our contribution feeds into a wider programme. Supporting this policy helps encourage volunteering and the benefits it provides for young people, such as engaging with the local community, developing social skills, gaining confidence. This helps not just the young care leaver but also the organisation or project they support.

**REPORT OF THE TRUSTEES**

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

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## **The Future**

This past year has hindered some developments that we had planned but has also accelerated others. We continue to review and develop sustainable models, but our initial plans will need reviewing. The relevance of sustainability is challenging for a CVS charity which benefits our society by being adaptable and filling the gaps of support for a broad segment of our communities. Our service is not suitable for mainstream publicity as public appeals are typically for specific purposes and we deliver a broad constantly changing level of support. Due to this we intend to broadcast our volunteer centre to be the vehicle for public appeal. This enables us to be in the forefront of our sector whilst simultaneously developing and supporting our members. The Volunteer Centre was rebranded to make this easier to achieve and is now recognised as the Basildon, Billericay and Wickford Volunteer Network. This strengthens the CVS by having a stronger volunteer offer for other VCS organisations needing to recruit volunteers. It also has a regular stream of social media content but most importantly a magazine called Community Connection which highlights the great organisations and projects across the Borough. Our future plans intend to develop this further by hosting pop-ups and events in local highstreets or community spaces to also raise our profile but most importantly to identify people that want to make a difference to their own community.

We intend to apply to a funder to develop more community-based roles, which will help establish our support more directly with the public. This support reinforces our ambition to develop more volunteering and to develop a broad range of projects, especially one-off opportunities which would be easier for families or individuals to engage with.

We continue to focus on working smarter and recognise that a smaller team enables us to be nimble and effective which suited our role last year. However, the impact of limited staffing capacity takes its toll and develops fatigue. During the latter period of last year it was apparent that the team was experiencing the effects of being stretched to its limits. The future will prioritise developing a staffing strategy that provides secure roles as well as purposeful short-term opportunities that may be more suitable for local people or parents.

We were grateful to continue receiving support for core CVS services from Essex County Council and Basildon Borough Council. Our thanks are also due to our other investors who included the Essex Community Foundation, Local Trust, Active Essex, and Essex Local Delivery Pilot.

Thanks are due to our staff, volunteers, and members for all their efforts throughout the year in making a thriving and effective community sector in the area covered by Basildon Borough.

**REPORT OF THE TRUSTEES**

**FOR THE YEAR ENDED 31 MARCH 2021**

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## **Structure, Governance and Management**

### **Risk Management**

The management of risk is reviewed by the Chief Officer, staff team and by the trustee board on a periodic basis but no less than half yearly. The trustees examine the major risks which the charity faces in relation to its governance and management, its internal operations and its business; financial risks, compliance risks and environmental and external risks.

Further, the trustees continue to keep under review the systems of internal financial control. The systems have been designed to provide reasonable assurance against material misstatement or loss.

They include:

- a strategic plan and an annual budget approved by the trustees.
- regular consideration by the trustees of financial results, variance from budgets and performance against the non-financial annual plan.
- delegation of authority and separation of duties.

The internal financial controls conform to guidelines issued by the Charity Commission. Separate provision is made regarding health and safety which is the subject of periodic review. The review is conducted using the combined risk assessment and policy template published by the Health and Safety Executive.

### **Pay Policy**

Remuneration policy for senior staff remains unchanged. In considering remuneration, the charity's purposes, values and achievements, as well as its income and activities, will influence how its policy is developed and put into practice. In particular, the trustees aim is that the charity's pay policy should be to offer fair pay to attract and keep appropriately qualified staff to lead, manage, support and deliver the charity's aims.

In deciding top levels of pay and rewards, trustees consider:

- the purposes, aims and values of the charity, and its beneficiaries' needs
- how this affects pay policy for all employees, and for the senior staff in particular, including whether a lower rate of pay compared to similar roles in other sectors is appropriate
- how pay is linked to the skills, experiences and competencies that the charity needs from its senior staff and the scope of their roles
- the charity's current business plan and how implementing it may affect the number of senior staff the charity needs to employ or recruit, and the nature of these roles
- the charity's ability to pay, perceived by employees, donors and beneficiaries ~ whether it's affordable, including in the longer term (perhaps based on a risk assessment of future income and expenditure)
- the appropriateness of the pay in the context of the charity

The trustees confirm that no member of staff receives remuneration above £60,000.

**REPORT OF THE TRUSTEES**

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

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## Reserves Policy

The strategy of the organisation remains one which aims to have core funding from local authorities and income generation, whilst enabling on-going development through project funding from large funders like the Big Lottery and charitable trusts.

As a board the trustees are committed to:

- keeping the reserves policy under review to ensure it meets a charity's changing needs and circumstances.
- that the level of reserves is monitored throughout the year.

Our aim is to ensure that we can give confidence to stakeholders that the charity's finances are being managed and can also provide an indicator of future funding needs. In the development of this policy, the board is mindful of risks identified in the service's risk assessment and action plan. It is recommended that the reserves are set at the equivalent of 18 months core costs. This will enable provision to be made for the risk of unforeseen emergency or other unexpected need for funds; changes or a reduction in a source of income, e.g. a grant not being renewed, giving the trustees time to take action if income falls below expectations and to make provision for redundancy costs. The free reserves at the year-end amounted to £153,930, which equates to 18 months running costs.

## Financial Review of Activities

Total income for the year was £289k, with total expenditure of £328k. It needs to be taken into account that a considerable proportion of these transactions relate to specific projects (Heart of Pitsea Big Local, The Fun Walk Trust and the Homeless Working Group) for whom we are custodial trustees.

The total deficit for the year was £39k, representing a deficit on these projects of £66k and a surplus on the core BBW CVS activities of £27k. Hence, the free reserves increased to £154k.

Details of the changes in the components of the income and expenditure, balance sheet and cash flow are contained in the full set of Financial Statements for the year.

## Impact of COVID-19

Throughout this financial year, all of our activities have been impacted by the pandemic. The resulting implications of Covid-19 proved challenging with some projects becoming limited in what they were able to achieve whilst other opportunities presented themselves with positive outcomes. We have been adaptable and able to respond to the significant changes. This flexibility has helped us to cover our operating overheads and also develop suitable Covid-19 related initiatives in the process.

**BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

**REPORT OF THE TRUSTEES**

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

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This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

**ON BEHALF OF THE BOARD:**

A handwritten signature in cursive script, appearing to read 'S. M. Calkin', with a horizontal line underneath it.

**Stella Calkin – Chair of Trustees**

# **BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

## **INDEPENDENT EXAMINER'S REPORT**

### **TO THE TRUSTEES OF BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

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I report to the trustees on my examination of the financial statements of Basildon, Billericay and Wickford Council for Voluntary Service (the charity) for the year ended 31 March 2021.

#### **Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

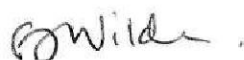
#### **Independent examiner's statement**

Since the charity'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 Association 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 charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



F J Wilde FCCA MBA DChA

Warner Wilde  
4 Marigold Drive  
Bisley  
Surrey  
GU24 9SF

Dated: 10 December 2021

# BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

### Current financial year

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
<b>Income from:</b>					
Donations and legacies	3	-	-	-	5,440
Charitable activities	4	30,076	258,916	288,992	326,031
Investments	5	145	-	145	442
<b>Total income</b>		<b>30,221</b>	<b>258,916</b>	<b>289,137</b>	<b>331,913</b>
<b>Expenditure on:</b>					
Charitable activities	6	(2,968)	330,704	327,736	298,308
<b>Net incoming/(outgoing) resources before transfers</b>		<b>33,189</b>	<b>(71,788)</b>	<b>(38,599)</b>	<b>33,605</b>
Gross transfers between funds		(5,470)	5,470	-	-
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>27,719</b>	<b>(66,318)</b>	<b>(38,599)</b>	<b>33,605</b>
Fund balances at 1 April 2020		126,210	181,246	307,456	273,851
<b>Fund balances at 31 March 2021</b>		<b>153,929</b>	<b>114,928</b>	<b>268,857</b>	<b>307,456</b>

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

Prior financial year		Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes			
<b>Income from:</b>				
Donations and legacies	3	1,320	4,120	5,440
Charitable activities	4	65,406	260,625	326,031
Investments	5	442	-	442
<b>Total income</b>		<u>67,168</u>	<u>264,745</u>	<u>331,913</u>
<b>Expenditure on:</b>				
Charitable activities	6	56,266	242,042	298,308
<b>Net incoming/(outgoing) resources before transfers</b>		<u>10,902</u>	<u>22,703</u>	<u>33,605</u>
Gross transfers between funds		(14,531)	14,531	-
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<u>(3,629)</u>	<u>37,234</u>	<u>33,605</u>
Fund balances at 1 April 2019		<u>129,839</u>	<u>144,012</u>	<u>273,851</u>
<b>Fund balances at 31 March 2020</b>		<u><u>126,210</u></u>	<u><u>181,246</u></u>	<u><u>307,456</u></u>

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE

## BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Current assets</b>					
Debtors	11	5,147		4,154	
Cash at bank and in hand		280,415		314,059	
		<u>285,562</u>		<u>318,213</u>	
<b>Creditors: amounts falling due within one year</b>	12	<u>(16,704)</u>		<u>(10,757)</u>	
Net current assets			<u>268,857</u>		<u>307,456</u>
<b>Income funds</b>					
Restricted funds	13		114,928		181,246
Unrestricted funds			153,929		126,210
			<u>268,857</u>		<u>307,456</u>

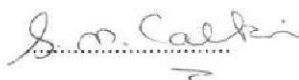
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on .....18-11-21.



Trustee

Company Registration No. 8028602

# **BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

## **NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **1 Accounting policies**

#### **Charity information**

Basildon, Billericay and Wickford Council for Voluntary Service is a private company limited by guarantee incorporated in England and Wales. The registered office is 1st Floor, The George Hurd Centre, Audley Way, Basildon, Essex, SS14 2FL.

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

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 £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### **1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies (Continued)

#### 1.5 Expenditure

Liabilities are recognised when a legal or constructive liability is identified, it is probably that a transfer of economic benefits will be required and the obligation can be recognised reliably. Irrecoverable VAT is allocated to the same expense heading as the cost it relates to.

Support costs are allocated to charitable activities on the basis of time spent on project support, on a reasonable and consistent basis.

#### 1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts where relevant to the charity.

#### 1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

# BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies (Continued)

#### 1.8 Taxation

The charity has not received any income which is not covered by exemptions available by virtue of being a registered charity.

#### 1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

#### 1.11 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Donations and legacies

	Total	Unrestricted funds	Restricted funds	Total
	2021	2020	2020	2020
	£	£	£	£
Donations and gifts	-	1,320	4,120	5,440

# BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 4 Charitable activities

	<b>Charitable Income 2021 £</b>	<b>Charitable Income 2020 £</b>
Performance related grants	284,715	323,584
Ancillary trading income	4,277	2,447
	<u>288,992</u>	<u>326,031</u>
Analysis by fund		
Unrestricted funds	30,076	65,406
Restricted funds	258,916	260,625
	<u>288,992</u>	<u>326,031</u>

### 5 Investments

	<b>Unrestricted funds 2021 £</b>	<b>Unrestricted funds 2020 £</b>
Interest receivable	<u>145</u>	<u>442</u>

# BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 6 Charitable activities

	Generic Activities 2021 £	Special Projects 2021 £	Total 2021 £	Generic Activities 2020 £	Special Projects 2020 £	Total 2020 £
Staff costs	88,556	93,074	181,630	57,503	93,387	150,890
Other direct costs	17,556	106,542	124,098	1,397	93,914	95,311
	<u>106,112</u>	<u>199,616</u>	<u>305,728</u>	<u>58,900</u>	<u>187,301</u>	<u>246,201</u>
Grant funding of activities (see note 7)	-	24,976	24,976	-	36,830	36,830
Share of support costs (see note 8)	(1,503)	(3,180)	(4,683)	2,886	10,980	13,866
Share of governance costs (see note 8)	551	1,164	1,715	294	1,117	1,411
	<u>105,160</u>	<u>222,576</u>	<u>327,736</u>	<u>62,080</u>	<u>236,228</u>	<u>298,308</u>
<b>Analysis by fund</b>						
Unrestricted funds	(952)	(2,016)	(2,968)	40,441	15,825	56,266
Restricted funds	106,112	224,592	330,704	21,639	220,403	242,042
	<u>105,160</u>	<u>222,576</u>	<u>327,736</u>	<u>62,080</u>	<u>236,228</u>	<u>298,308</u>

### 7 Grants payable

	Special Projects 2021 £	Special Projects 2020 £
Grants to institutions:		
Other	<u>24,976</u>	<u>36,830</u>

# BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 8 Support costs

	Support costs	Governance costs	2021	Support costs	Governance costs	2020
	£	£	£	£	£	£
Staff costs	4,427	-	4,427	17,143	-	17,143
Expenses, training and recruitment	341	-	341	2,885	-	2,885
IT, software and communications	3,453	-	3,453	7,243	-	7,243
Office costs	723	-	723	2,868	-	2,868
Insurance	1,363	-	1,363	1,013	-	1,013
Rent, rates and utilities	6,052	-	6,052	-	-	-
Subscriptions	227	-	227	-	-	-
Media and marketing	225	-	225	-	-	-
Bank charges	78	-	78	64	-	64
Management Charges	(21,572)	-	(21,572)	(17,350)	-	(17,350)
Independent Examiner's fees	-	1,660	1,660	-	500	500
Other governance costs	-	55	55	-	911	911
	<u>(4,683)</u>	<u>1,715</u>	<u>(2,968)</u>	<u>13,866</u>	<u>1,411</u>	<u>15,277</u>
Analysed between Charitable activities	<u>(4,683)</u>	<u>1,715</u>	<u>(2,968)</u>	<u>13,866</u>	<u>1,411</u>	<u>15,277</u>

### 9 Trustees

One of the trustees, Paul Nagle, is employed as a Youth Worker as part of the Big Local Heart of Pitsea project. He received remuneration of £2,595 in the year (£2,948).

No trustee expenses were reimbursed during the year ended 31 March 2021 (2020: £556 of travel, printing costs and long service awards).

No other trustees (or any persons connected with them) received remuneration of benefits from the charity during the year.

# BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 10 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Charitable Activities	13	15
Support and Governance	2	1
	<u>15</u>	<u>16</u>

#### Employment costs

	2021 £	2020 £
Wages and salaries	176,067	158,558
Social security costs	6,769	6,785
Other pension costs	3,221	2,690
	<u>186,057</u>	<u>168,033</u>

During the year, Key Management Personnel (defined as the Chief Executive Officer) received remuneration (including additional employment costs such as employers national insurance and pension contributions), of £51,190 (2020 £38,830).

There were no employees whose annual remuneration was £60,000 or more.

### 11 Debtors

Amounts falling due within one year:	2021 £	2020 £
Trade debtors	2,900	-
Other debtors	1,180	3,219
Prepayments and accrued income	1,067	935
	<u>5,147</u>	<u>4,154</u>

### 12 Creditors: amounts falling due within one year

	2021 £	2020 £
Other taxation and social security	3,002	4,611
Trade creditors	5,957	3,704
Accruals and deferred income	7,745	2,442
	<u>16,704</u>	<u>10,757</u>

# BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

#### 13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2019		Movement in funds			Movement in funds			Balance at 31 March 2021		
	£	£	Incoming resources	Resources expended	Transfers	Balance at 1 April 2020	Incoming resources	Resources expended	Transfers	£	£
Heart of Pitsea	91,377	147,443	147,443	(118,520)	-	120,300	50,505	(111,165)	-	-	59,640
Homeless Working Group	29,325	52,120	52,120	(50,736)	1,050	31,759	-	(12,062)	-	-	19,697
Fun Walk Trust	(24)	37,889	37,889	(38,000)	-	(135)	25,773	(25,725)	-	-	(87)
Winter Warmth	3,895	11,213	11,213	(2,791)	(1,050)	11,267	4,213	(801)	-	-	14,679
Timebanking	6,697	6,480	6,480	(6,107)	-	7,070	2,106	(6,461)	-	-	2,715
Volunteer Network	-	6,000	6,000	(20,531)	14,531	-	66,520	(61,901)	-	-	4,619
Active Travel	-	3,600	3,600	(357)	-	3,243	-	-	-	-	3,243
Homeless Lockers	5,000	-	-	(5,000)	-	-	-	-	-	-	-
Social Prescribing	7,742	-	-	-	-	7,742	-	-	-	-	7,742
Nzuko Ndi Igbo	-	-	-	-	-	-	48,945	(48,964)	-	19	-
Essex Community Foundation	-	-	-	-	-	-	7,500	(7,500)	-	-	-
Covid19	-	-	-	-	-	-	12,944	(10,264)	-	-	2,680
Funding and Support	-	-	-	-	-	-	38,760	(44,211)	5,451	-	-
Active Essex	-	-	-	-	-	-	1,650	(1,650)	-	-	-
	144,012	264,745	264,745	(242,042)	14,531	181,246	258,916	(330,704)	5,470	114,928	

# BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

#### 13 Restricted funds

(Continued)

Heart of Pitsea - community programme in Pitsea, funded by the Big Local fund.

Homeless Working Group - Basildon Emergency Night Shelter (BENS), funded by Basildon Council and various individual and organisation donors.

The Fun Walk - annual fundraising walk for the local voluntary and community sector, funded by corporate donors via the The Fun Walk trust.

Winter Warmth - programme to deliver small community grants and provision of community warmth packs.

Timebanking - to facilitate the exchange of hours amongst individuals in the community.

Volunteer Network - to support and develop the volunteering sector in the borough.

Active travel - an initiative to encourage people to think differently about how they travel around Essex.

Social Prescribing - a project funded by the CCG to develop and deliver a local Social Prescribing service.

Funding and Support - delivering support to the sector.

Nzuko Ndi Igbo - addressing the disproportionate impact of Covid19 on BAME communities.

Covid 19 Relief - welfare support to help relieve hardship caused by the pandemic.

Essex Community Foundation - to adapt our services including reaching those who are digitally isolated.

Active Essex - school meals support during holidays as part of the holiday hunger scheme.

**BASILDON, BILLERICAY AND WICKFORD COUNCIL FOR VOLUNTARY SERVICE**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2021**

**14 Analysis of net assets between funds**

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:						
Current assets/ (liabilities)	153,929	114,928	268,857	126,210	181,246	307,456
	<u>153,929</u>	<u>114,928</u>	<u>268,857</u>	<u>126,210</u>	<u>181,246</u>	<u>307,456</u>