



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	March	2020		28	February	2021

## Section A Reference and administration details

Charity name

The Veterans Contact Point

Other names charity is known by

Registered charity number (if any)

1155953

Charity's principal address

The Horsa Building

Bentley Road

Nuneaton, Warwickshire

Postcode

CV11 5LR

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	David Owen OBE	President		
2	Simon Berry	Chairman		
3	Peter Knight	Treasurer		
4	Leonard Hardy BEM	Executive Trustee		
5	Christopher Mackie	Trustee		
6	Barry Longden	Trustee		
7	Gerry Machin	Trustee		
8	Roger White	Ex-Officio Trustee		
9	John Walker	Ex-Officio Trustee		
10	Jwerea Malik	Ex- Officio Trustee		
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Leonard Hardy BEM	

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

## Name of chief executive or names of senior staff members (Optional information)

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# Section B Structure, governance and management

## Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointed

## Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
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- trustees' consideration of major risks and the system and procedures to manage them.

The Veterans Contact Point (VCP) hold formal monthly BOT's meetings where governance of the charity is reviewed, and matters considered. Minutes of these meetings along with the financial statements, shared and recorded. The VCP's Business Plan being reviewed at regular intervals and updated yearly at the AGM, where risks are considered, and procedures adopted to minimise the impact if any of these risks, and to adopt the necessary change procedures to manage any potential areas of risk identified.

Nominations/Proposals for Trustee appointments are proposed and considered at the earliest BOT meeting. All Trustees being provided with the CC Trustee Handbook and have access to the Policies and Procedures, which are defined in the VCP's Handbook. The BOT reviews its membership on a regular basis, retiring and appointing trustees as appropriate to meet the needs of the Charity.

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Coventry, Solihull & Warwickshire AFCC Strategic Partnership continue to provide guidance and support to the VCP and Warwickshire County Council in accordance with the terms and conditions of the lease of the VCP's current premises.

**Summary of the objects of the charity set out in its governing document**

THE RELIEF IN NEED OF FORMER MEMBERS OF THE ARMED SERVICES, THEIR SPOUSES, CHILDREN AND DEPENDENTS OR ORGANISATIONS SUPPORTING THEIR NEEDS IN PARTICULAR BUT NOT EXCLUSIVELY BY: (I) PROVIDING OR ASSISTING IN THE PROVISION OF SCHEMES FOR THEIR RESETTLEMENT, REHABILITATION, RETRAINING AND EMPLOYMENT; AND (II) PROVIDING OR ASSISTING IN THE PROVISION OF GRANTS, ITEMS AND SERVICES FOR THEIR BENEFIT.

To provide: A safe environment; a professional assessment of needs; Job Club & Job Preparation/Employability; Training Courses where appropriate; Promote the awareness of needs & partnership working; Marketing & Fund-raising events; Mentoring/Volunteer Peer Support; Promote and develop the use/awareness of the Veterans Contact Point (Charity) and its resources to the wider community; Support & promote the work of the Armed Forces Community Covenant

- Throughout the National Lockdown/COVID Pandemic to continue to be there to support the needs of Veterans and their families impacted upon through isolation or increased needs/suffering in personal and welfare circumstances.

To ensure the continued provision of a safe environment and office/hub for partnership organisations to operate from and to work in partnership with others to support the employability and welfare of veterans and their families.

- To provide a professional assessment of needs, and to sign post, refer and support with Peer Mentoring veterans and their families & dependents to the relevant organisation/charity best suited to meet these needs.

- To continue to support the employability and training needs of our service users, through the provision of services internal/external, working with others such as REFA, Poppy Factory, DWP JC+ and others, to improve sustained employment, training and access to opportunities.

- To promote the awareness and partnership working of the Armed Forces Covenant across the various community partnerships and other organisations, through the provision of awareness briefings/training on how to work with veterans or service leavers and to support the development of provisions/referrals that may result

- To promote the use of the building and its resources to the wider community.

- To continue to support the Coventry, Solihull & Warwickshire Armed Forces Covenant and its Partners working with the Armed Forces Community – Veterans & Families

- The VCP is working with North Warwickshire Borough Council to manage a house of multiple occupancy for up to 5 single males who are homeless, through a paid contract employing 1 Veteran/Member of Staff.

- To continue to provide Volunteering and Paid opportunities for the Armed Forces Community, Serving & Veterans and their Families, and local People where funding and requirements allow.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Board of Trustees continue to uphold the decision on grant making to individuals, limited to a maximum of £50 per individual without prior notification by business justification, but considered and approved by the BOT. These grants are mainly to meet the immediate needs of individuals while due process is in consideration by external charities/organisations. This facility is mainly to assist in the purchase of clothing or assisting with local travel. During this difficult year the BOT continued to support emergency accommodation, where statutory bodies were in consideration of applications or were unable to support the accommodation needs of homeless veterans. Provide access to food and other essentials to ensure veterans and their families were not forgotten during the pandemic, these also complimented that support provided by statutory authorities. One successful application was made to the Armed Forces Covenant Fund Trust – Veterans Should Not Be Forgotten Fund which supported this identified COVID support, with food, buddy calls and other support essential priority bills for those unable to work or with no income. Other funding applications made to external funding sources, continue to be made.

The VCP following a review on its policy on investment/reserves, and its low levels of income and rising operating costs, in this financial year the VCP BOT made the decision to increase its ring fence reserves to £20,000. Further considerations are dependent of the current financial situation of the Charity and these may be adjusted as required.

The VCP continues to recognise contributions made and utilise Volunteers across all its operating areas and community engagement. This year partnership working has increased with Warwickshire Community & Voluntary Action (WCAVA), who are assisting with its volunteer recruitment and have successfully placed none military people with the Charity. Volunteer Training & Peer Support training specifically focused towards the Armed Forces Community was provided by the VCP to 6 new Peer Support Volunteers during COVID/National Lockdown

**Summary of the main achievements of the charity during the year**

- Continued to be there and accessible and to provide a welcoming presence/portal for our Armed Forces Community.
- Recruited and trained 6 Veterans to become Peer Support Volunteers
- Successfully delivered the Armed Forces Covenant Fund Trust – Veterans Should Not be Forgotten Project to veterans across the Coventry, Solihull & Warwickshire area.
- Providing weekly buddy telephone calls/contacts to Veterans during National Lockdown, providing essential food and welfare support to those who were struggling as a result of the impact of the pandemic
- Continued partnership work by providing Peer Support and Comradeship/Friendship to Veterans impacted by mental of physical health being support/referred by the NHS/Op Courage Mental Health Teams
- Adapted existing practices which included COVID safe practices, and establishing an on-line/media-based contact process to ensure a “contactable/open presence” ensuring veterans were able to access referral or support portals when many other gateways were closed.
- Provided a safe environment following UK Gov Guidelines and NHS COVID Safe Recommendations to be able to provide weekly Psycho-Social activities (Brew & Banter) sessions and a monthly breakfast meal for veterans and Christmas Dinner for veterans over 3 sittings.
- Worked with Local Supermarkets & County/Local Authorities to provide food and essential items to Veterans and their Families. These also included a Brew Box and a small treat to ensure that Veterans felt supported and included.
- Continued our partnership working and involvement with CSW AFC Partnership and other activities to maintain the support and awareness of Veterans and the Armed Forces Community during lockdown. Adapting to the preferred on-line meeting method being adopted/preferred by partner organisation. We also maintain a physical presence to allow limited and controlled face to face partnership/inter-agency working.

**Brief statement of the charity's policy on reserves**

The Charity has increased the amount of its finances held in its ring-fenced reserve to £20,000. The Board of Trustees regularly reviews its finances and surplus income from the previous year's financial income being carried forward/available to ensure we have enough capital in the bank to meet the annual forecasted expenditure/financial commitments for the next/coming financial year.

**Details of any funds materially in deficit**

No funds in deficit

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The main source of fund raising remains charity/public donations through a mixture of specified and none-specified purposes. In this reporting period we have not been able to provide any physical collections within the local community, at supermarkets and other community events due to the National Lockdown/COVID Restrictions.

We continue to benefit from direct recognition/nominations through our practices/presence/word of mouth and through recognition as local charity of choice. We continue to receive small amounts of funding through mail/Just Giving/Community fund raising initiatives/activities.

The Board of Trustees continue to monitor and scrutinised all expenditures and implementing cost saving measures and prioritising/limiting spend to essential items. Utility bills etc for the year have seen a slight increase due but remain lower than before the building refurbishment. Independent connection to our own Gas/Electricity supply, improved building insulation and efficiency has had the anticipated overall reduction in building running costs.

The VCP policy is to strive to continue to invest in resources that benefit the improvement of our service delivery to our beneficiaries. The VCP ensures that all of its Volunteers are not financially out of pocket in terms of their travel & subsistence costs even when many choose not to claim. Our ethics are to ensure that all funds raised or available are focused towards providing support to veterans and their families. The charity is run totally by volunteers and we ensure that funds directed toward employment are justified or specific to services funded through projects such as our current NWBC Housing Project where we employ 1 veteran.

The Board of Trustee continue to ensure that we remain financially viable and that we have sufficient funds available to support a minimum of 1 year's capital expenditure/running costs. We do not have any funds committed to/in investments

**Section F****Other optional information****Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	p.p. <i>L. Hardy BEM</i>	<i>L. Hardy BEM</i> (Electronic Signature)
Full name(s)	Simon Berry	Leonard Hardy
Position (eg Secretary, Chair, etc)	Chairman	Trustee/Executive
Date	30 <sup>th</sup> September 2021	

# VETERANS CONTACT POINT

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

### INCOME

#### RESOURCES

##### Income held in Account

As at 1 Mar 20

Bank Account	84,955.07
Building Society	16,647.10
Petty Cash	225.54

**TOTAL 101,827.71**

##### Contribution/Donation

Building Society Interest	54.10
Donation from Public - NBBC Lottery	289.50
Donation from Public	3,682.44
Veteran Foundation Grant	10,000.00
AFC Grant	19,500.00
WCC (Not Forgotten Veterans Grant Scheme)	3,300.00
30 Sigs Regt (DYER) Grant	2,000.00
The Adrian Swire Foundation Grant	10,000.00
Refunds	5,203.02
Welfare Refund	150.01

**TOTAL 54179.07**

##### Events

NWBC (Watling Street Project)	47,173.44
Training Room Hire	745.00

**TOTAL 47,918.44**

**INCOME TOTAL 203,925.22**



## **EXPENDITURE**

### **Utilities**

Oncom (Broadband/Telephone)	1,688.23
Utility Bill (Gas)	617.79
Utility Bill (Electric)	696.36
Utility Bill (Water)	29.84
Vodafone (VCP Mobiles)	598.08
Photocopier Charges	773.56
NBBC Domestic Rates	373.76
CCC Bin Waste Management	208.70
VCP Access Liability Insurance	2677.72

**TOTAL 7,664.04**

### **Marketing**

Fundraising Regulations Subscription	50.00
Membership Subscriptions Cobseso	130.00
VCP Tops	424.83
VCP Mugs	20.00
VCP Pens	204.60
VCP Dairies	608.39
Video Fitness	100.00
3 x TRBL Wreaths	60.00

**TOTAL 1597.82**

### **Veterans Contact Point Administration**

Postage Cost	56.55
Office Machinery/Ink Cartidge	75.99
General Office Stationary	439.05
Travel & Subsistance (Volunteers)	665.89

**TOTAL 1237.48**

### **Building Maintenance**

CCTV System	1,920.00
Cleaning Material	844.54
Cleaner	1,200.00

**TOTAL 3,964.54**

### **Additional Costs**

PC/Printer/Laptop/Webbcam	1427.91
Server/PC Maintenance	1949.99

**TOTAL 3377.90**

**Foundation Grants Expenditure**

ASDA Vouchers	1,200.00
Veterans Foundation Grant (Rent Arrears)	750.00
PPE Safety Clothing	57.55
Sim Card Top Up	21.00
5 x Tablets (10.1inch) - Covid 19	899.90

<b><u>Welfare Grants Provided</u></b>	3500.86
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**TOTAL                      6,429.31**

**Miscelliance**

DBS Application	90.00
VCP Refreshments	286.55

**TOTAL                      376.55**

**AFD 2020**

St John Ambulance	282.24
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**TOTAL                      282.24**

**Projects****Outreach**

Salary	8,610.92
Travel & Subsistance	315.64
Payroll (Admin/Tax/PAYE)	1452.86
VCP Em[loyeer/Employers Pension Contrbution	286.70
o2 Wife Hotspot Device	427.48
Petty Cash - Outreach	120.00

**VCP Secretary**

Salary	6776.65
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**Watling Street Project**

Salary	21,145.77
VCP Employeeer/employers Pension Contribution	2,123.16
Travel and Subsistance	646.86
o2 Mobile/Wifi Device	686.07
WCAVA Admin fee	99.00

**AFC Hub Development**

Veteran Into Work Programme	8160.00
Purchase of Additional Laptops	1152.00
Copytract (Compensation) Payment - Copyright	431.12

<b>VCP Women's Club</b>	60.00
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**TOTAL                      52,494.23**

**EXPENDITURE TOTAL                      77,424.11**

**Funds that are Ringed Fence**

Foundation Grant	3,249.78	
Welfare/Poverty Grant	1,566.00	
AFC/Secretary Position	6,438.44	
AFC Development	6,055.09	
VCP Reserve Capital	20,000.00	
Adrian Swire Foundation Grant	10,000.00	
ABF (Utility) Grant	797.83	
AFD 2020	2,012.95	
Watling Street Project	22,090.58	
WCC/Veterans Foundation Grant	10,771.45	
30 Signals Regiment DYER Grant	2,000.00	
	<b>TOTAL</b>	<b>84,982.12</b>
	<b>Income:</b>	<b>203,925.22</b>
	<b>Expenditure:</b>	<b>77,424.11</b>
	<b>Total Amount Available</b>	<b>126,501.11</b>
	<b>Ringed Fence:</b>	<b>84,982.12</b>
30-Jun-21	<b>Working Capital:</b>	<b>41,518.99</b>

<b>Accounts Prepared by:</b>	<b>Name:</b>	Peter Knight	<b>Position within Charity</b>
	<i>Signature:</i>	<i>Date of Signature</i>	<b>Treasurer</b>
<b>Accounts Checked/Approved:</b>	<b>Name</b>	Simon Berry	<b>Position within Charity</b>
	<i>Signature:</i>	<i>Date of Signature</i>	<b>Chairman</b>
	<b>Name</b>	Len Hardy	<b>Position within Charity</b>
	<i>Signature:</i>	<i>Date of Signature</i>	<b>CEO</b>



# Trustees' Annual Report for the period

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## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

## Name of chief executive or names of senior staff members (Optional information)

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**Further financial review details (Optional information)**

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The Board of Trustee continue to ensure that we remain financially viable and that we have sufficient funds available to support a minimum of 1 year's capital expenditure/running costs. We do not have any funds committed to/in investments

**Section F****Other optional information****Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	p.p. <i>L. Hardy BEM</i>	<i>L. Hardy BEM</i> (Electronic Signature)
Full name(s)	Simon Berry	Leonard Hardy
Position (eg Secretary, Chair, etc)	Chairman	Trustee/Executive
Date	30 <sup>th</sup> September 2021	