



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 31st March 2021 **Period start date** **To** 28th February 2022 **Period end date**

Charity name: The Veterans Contact Point

Charity registration number: 1155953

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide: A safe environment; a professional assessment of needs; Weekly 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 Armed Forces Community Covenant.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<ul style="list-style-type: none">• 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 to the relevant organisation/charity best suited to meet these needs.• To continue to support the employability needs of our service users, through the provision of services internal/external, to improve sustained employment and training.• 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.• To promote the use of the building and its resources to the wider community.

		<ul style="list-style-type: none"> • To continue to support the Coventry, Solihull & Warwickshire Armed Forces Covenant and its Partnership. • The VCP continues its working partnership with North Warwickshire Borough Council in providing a seconded member of staff to fulfil and support the Watling Street Single Male Homeless Project. • To continue to provide Volunteering and Paid opportunities for the Armed Forces Community, Serving & Veterans and their Families, where funding and requirements allow.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had/shown due regard to the responsibility they have to ensure the charity is carrying out its purpose for the public benefit, to act in the charity's best interests and to manage the charity's resources responsibly.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The Board of Trustees continue to uphold the decision on grant making to individuals, limited to a maximum of £50 per individual, 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. This year the BOT continues to support emergency accommodation, where statutory bodies were in consideration of applications or were unable to support the accommodation needs of homeless veterans. Various funding applications made to external funding sources, outcomes are pending.
Policy on social investment including program related investment	Para 1.38	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 and the impacts of COVID/National Pandemic 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.
Contribution made by volunteers	Para 1.38	The VCP continues to recognise contributions made by and utilises its Volunteers across all its operating areas and community engagement. Contact is maintained with Warwickshire Community

		& Voluntary Action (WCAVA), who are assisting with volunteer recruitment and placement. We continue to provide inhouse Volunteer Training & Peer Support training specifically focused towards the Armed Forces Community which also focuses on working in partnership with other organisations and charities within our operating area.
Other		<p>We continue to provide in-house Volunteer Training & Peer Support specifically focused towards the Armed Forces Community which also focuses on working in partnership with other organisations and charities within our operating area.</p> <p>During this reporting year as restrictions allowed our volunteers were instrumental in maintaining contact with vulnerable veterans providing contact and welfare support.</p>

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>In this reporting period the Veterans Contact Point continues to support the work and development of the local Armed Forces Covenant across Coventry, Solihull and Warwickshire. It is also a partner in the local AFCC Coordination/Working Group, continuing to demonstrate its uniqueness in supporting the needs of the Armed Forces Community.</p> <p>We have directly supported 131 beneficiaries who 38 were identified as having a disability. Our CMS indicates that Accommodation, Finance Benefit & Debt along with Drug and alcohol needs have impacted on employment and need for additional welfare. We are currently supporting 24 Open Cases on a regular basis.</p> <p>In 2020-21 following feedback from Peer Support the VCP developed SMART4Veterans Prog (under licence by SMART) which is a Self-Management & Recovery Talking intervention. Based around talking therapy for veterans with alcohol or substance misuse issues and facilitated by a Veteran. We ensure those with dual diagnose are referred to Change Grow Live D&A Service Providers. 5-12</p>

		<p>Veterans are attending on a regular basis with their feedback reinforcing the need for this in-house intervention. This intervention compliments existing intervention and decreases the waiting time for support.</p> <p>During the majority of this reporting period the Veterans Contact Point like most other charities and community interventions were impacted upon by COVID19 Pandemic and the resulting national lockdown and the easing of restrictions as the country/world attempted to return to normality. Our main Peer Support intervention remained very proactive throughout the lockdown and throughout the easing process, provide essential contact and social/emotional support to Veterans & Families. This support ranged for a telephone or email/facetime contact, through to breakfast clubs and food parcels a Christmas meal and a present for their children. Needs assessment conducted and identified that our beneficiaries were struggling.</p> <p>Brew and Banter continued to be popular with increased use by our Op Courage HNS Practitioners referring veterans into this befriending/social emotional weekly support. We have a regular 20-30 veterans attending these weekly sessions across the North of Warwickshire. We continue to support our volunteer based in the South of the county and Armed Forces & Veterans Breakfast club at Marsden Airfield.</p> <p>We continue to work closely with NHS Mental Health Practitioners from Op Courage, providing them with access to space/rooms at our Northern Hub allowing them to provide interventions in support of veterans and their families. Our Peer Support providing additionality and onward complimentary referrals, ensuring beneficiaries received timely and coordinated support.</p> <p>We continue to work with and provide on-going referral/support to SSAFA, TRBL, CWPT NHS Veterans Mental Health/TILS, CGL Drug & Alcohol Services and Local Authority Housing Support, CJS Agencies, Community organisations and military charities/interventions operating in our area.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>The need to raise external funding is a constant for the Veterans Contact Point. The Trustee's agreed an objective of to increase fund raising plans in 2021-22 to include the costs of a Business Development Officer and the Operating Costs of the development of a South Warwickshire Hub. Applications were made to The Veterans Foundation which indicate a positive outcome although conversations show a 50% reduction in funding being made available. We anticipate a £50K grant being made in early 2022.</p> <p>The Charity also demonstrated an Expression of Interest to become the Midlands Lead for the AFC Fund Trust – Veterans Places and Pathways 2022-23 Programme. A favourable response to our call for partners indicated a need for this coordinated programme and a project portfolio was established. Feedback demonstrated a innovative and well structured project however due to lack of wider Midlands coverage, the VCP was unsuccessful.</p> <p>A funding application was submitted for early April/May 2022 consideration to the OVA Iraq/Afghan Project administered by the AFC Fund Trust – funding requested to support a P/time Project Worker and costs of non-clinical interventions.</p> <p>Safeguarding/Staff Development: Provision of external Safeguarding training was provided to all staff and volunteers through Warwickshire County Council. Internal awareness and training was also provided to all staff and volunteers on GDPR & Data Protection. Induction and Peer Support Training continue as normal.</p>
Performance of fundraising activities against objectives set	Para 1.41	No fund-raising activities outside that of funding through project delivery/interventions have been set.
Investment performance against objectives	Para 1.41	N/A
Other		NIL

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity's annual accounts for 2020-21 report the financial position of the charity at the end of the period, 31st March 2021 Total Funds Held £156,558.25. The accounts are available from the Charity Commission website. Donations in the year totalled £8,595.97 whilst other none project income totalled £2,406.81. Staffing and Developmental costs totalled £46,769.56 Expenditure was £78,237.93. At the end of the period, the charity's net assets were £78,320.32 which consists of Ring Fenced/Allocated Funds of £48,586.67 and a Working Capital of £28,733.65
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Charity holds a reserve of £20,000 being committed to providing the requisite funding to enable the charity to carry out its objectives. The charity holds sufficient reserves to ensure that all of its commitments can be met. The Trustees regularly reviews and adjusts the amount it places into reserve.
Amount of reserves held	Para 1.22	N/A
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are currently no uncertainties to report regarding the going concern status of the charity.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The principal sources of funding for the charity are mainly through public donations, grant applications and applications to deliver projects/interventions. The charity generates a small amount of funding through donations made through the purchase of marketing materials. The annual accounts for 2020-21 contain details of the charity's income.
Investment policy and objectives including any social investment policy adopted	Para 1.46	The charity does not hold any financial investments or adopts any social investment policies.
A description of the principal risks facing the charity	Para 1.46	N/A
Other		The Veterans Contact Point is also registered with/complies with the Fund-Raising Regulator

Structure, Governance and Management

Description of charity's trusts:		The Veterans Contact Point
Type of governing document (trust deed, royal charter)	Para 1.25	Charitable Incorporated Organisation
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	By appointment, proposed and elected by the Board of Trustee's (BOT) following a period of office as a none voting member of the BOT

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>All Trustee's are provided with the Charity Commissions "Essential Trustee" and also guidance documentation provided through our membership of Cobseo and ASDIC. All Trustees are inducted into the charity through a period of 2-3 months as a none voting/ex-officio member of the Board and by attendance at the bi-monthly Trustee meetings.</p> <p>Recently Trustees have taken part in a self-assessment of the charity using the self-assessment tool provided by Cobseo.</p> <p>All Trustee's are kept informed of all circulations/updates/requirements/changes as informed by the Charity Commission and through Newsletters/Information sharing by Cobseo/ASDIC.</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Charity works in Partnership with the Coventry, Solihull and Warwickshire Armed Forces Covenant Partnership.
Relationship with any related parties	Para 1.51	N/A
Other		N/A

Reference and Administrative details

Charity name	The Veterans Contact Point
Other name the charity uses	VCP
Registered charity number	1155953
Charity's principal address	The Horsa Building Bentley Road Nuneaton Warwickshire 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	Sir Martin Dunne	Patron		
2	David Owen	President		
3	Leonard Hardy	Trustee/Acting Executive Trustee		
4	Simon Berry	Trustee/Chairman		
5	Peter Knight	Trustee/Treasurer		
6	Maralyn Kelley	Trustee/Secretary		
7	Christopher Mackie	Trustee		
8	Gerald Machin	Trustee		
9	Roger White	Trustee		
10	Catherine Brandist	Ex- Officio		
11	John Walker	Ex-Offcio		
12	Jwerea Malik (Morgan)	Ex-Offico		
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Executive Officer is appointed and reviewed by the Patron & President and is currently selected from the Board of Trustees – All Trustees including Executive Officer are voluntary positions and receive no remuneration for positions held. All Officers are shown above.

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Shown in Charity Trustee Information

Other optional information

N/A

Declarations

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

Signed on behalf of the charity's trustees

Signature(s) Full name(s) Position (eg Secretary, Chair, etc)	S Berry (Electronic Signature)	<i>L. Hardy BEM</i> (Electronic Signature)
	Simon Berry	Leonard Hardy
	Chairman	Trustee/Executive Officer
Date	12 th September 2022	

VETERANS CONTACT POINT

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

INCOME

RESOURCES

Income held in Account

31-Mar-22

Bank Account	109,435.50
Building Society	16,701.20
Petty Cash	364.41

TOTAL 126,501.11

Contribution/Donation

Building Society Interest	15.28
Donation - NBBC Lottery	253.50
Breakfast Club	92.13
Donation from Public/Collection Boxes/Funeral Services	5,896.54
AFD Collection	353.80
B & B Refund	133.77
Groceries Refund	1.42
Grand Lodge of Warwickshire	2,000.00
Sales and Marketing	252.00
WCC Grant (South Warwickshire Hub)	2,000.00
Welfare Grant Excess Returned	4.34

TOTAL 11002.78

Events

NWBC (Watling Street Project)	15,724.46
Training Room Hire	829.90
Forward Assist Weekend	2,500.00

TOTAL 19,054.36

INCOME TOTAL 156,558.25

EXPENDITURE

Utilities

Oncom (Broadband/Telephone)	1,829.23
Utility Bill (Gas)	940.25
Utility Bill (Electric)	913.08
Utility Bill (Water)	185.02
Vodafone (VCP Mobiles)	139.21
Additional Mobiles Charges	179.96
Photocopier Charges	827.49
NBBC Domestic Rates (2021-2023)	747.52
CCC Bin Waste Management	208.70
VCP Access Liability Insurance	1355.79

TOTAL 7,326.25

Marketing

Fundraising Regulations Subscription Renewal Fee	50.00
Cobseso Annual Membership Fee	115.00
Marketing - (USB/Note Books/Umbrellas)	505.50
Marketing - Various VCP Stock Purchased	522.00
Marketing - VCP Pens	585.90
Marketing - VCP Polo Shirts	120.00
Marketing - VCP Large Jumbo Cheque (for Presentation)	22.74
Marketing - VCP Leaflets Reprint	80.00
Marketing - VCP Banners	132.28
Marketing - TRBL Wreath - Remembrance Parade	60.00

TOTAL 2193.42

Veterans Contact Point Administration

Postage Cost	4.20
General Office Stationary	648.58
Travel & Subsistence (Volunteers)	2607.63
Lonnie Downie Funeral (Bugler's Cost)	75.00
Marketing - Water Feature	154.98
Marketing - Coffee Machine	289.00

TOTAL 3779.39

Building Maintenance

General Maintenance Costs	562.03
Cleaning Material	336.59
Alarm Servicing	474.00
Pac Electrical Annual Testing	99.60
Replacement Fobs/Set Up	470.49
Upgrade/Replace Existing 1st Aid Packs	119.88
Replacement CCTV Camera	576.00
Cleaner	2,360.00

TOTAL 4,998.59

Additional Costs

IT Maintenance Costs	1540.00
IT Maintenance Replacements Parts	1081.20
Domain Annual Costs/Web Hosting	391.26
Purchase Additional Laptops	1392.00
Configuration of Laptops	30.00
Upgrade VCP Cabling to USB Docking/Wireless Access Points	1200.00
Adobe Creative Cloud Application	424.66

TOTAL 6059.12

Foundation Grants Expenditure

Veterans Into Work Programme	1,020.00
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Welfare Grants

Welfare Support - ASDA Vouchers	1200.00
Welfare Support - Cash Grant	1065.00
Welfare Support - B & B Costs	576.42
Welfare Support - DVLA Licence Medical	118.20
Welfare Support Food Hampers	145.40
Welfare Support - Watling Street Project	57.14

TOTAL 4,182.16

Miscellaneous

VCP Refreshments	186.96
VCP Brew & Banter (Nuneaton/Atherstone/Dordon Hubs)	253.51
VCP Breakfast Club	63.83
VPPP Meeting Buffet Costs	34.27
VCP AFD BBQ	542.40
Provision of Buffet for 1st Aid Training Course (over 2 days)	83.67
Provision of Buffet NHS Support Meeting (1 Day)	41.14
DBS Enhanced Clearance	36.00

TOTAL 1241.78

AFD

AFD BBQ (Bugler/Repair of Marquee)	188.86
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TOTAL 188.86

Projects**VPPP Development/Volunteer Costs**

Salary	11,396.00
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Watling Street Project

Salary	27,784.36
VCP Employers Pension Contribution	845.61
Travel and Subsistence	1169.49
o2 Mobile/Wifi Device	1137.21
WCAVA Admin fee	162.30

VCP Secretary Position

Salary	4274.59
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TOTAL 46,769.56

VCP Training Courses

UK Smart Recovery (Annual Licence)	630.00
Level 3 - Emergency 1st Aid at Work Training	718.80
Safeguarding Training	150.00

TOTAL 1,498.80

EXPENDITURE TOTAL 78,237.93

Funds that are Ringed Fence

Foundation Grant	2,673.36
Welfare/Poverty Grant	3,287.40
VCP Reserve Capital	20,000.00
AFD	4,015.97
Watling Street Project	6,133.49
WCC/Veterans Foundation Grant	7,051.45
Sustainability Fund	2,000.00
Memorial Stone/Plaque (The Late Lonnie Downie)	1,425.00
WCC Grant (South Warwickshire Hub)	2,000.00

TOTAL 48,586.67

Income: 156,558.25

Expenditure: 78,237.93

Total Amount Available 78,320.32

Less

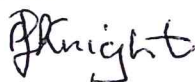
Ringed Fence: 48,586.67

Actual

30-Jun-22 **Working Capital:** 29,733.65

Accounts Prepared by: Name:

Signature:



Peter Knight

Date of Signature

01/08/2022

Position within Charity

Treasurer

Accounts Checked/Approved Name

Signature:



Simon Berry

Date of Signature

05/09/2022

Position within Charity

Chairman

Name

Signature:



Len Hardy

Date of Signature

05/09/2022

Position within Charity

Executive



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/
members of

Charity Name
THE VETERANS CONTACT POINT

On accounts for the year
ended

31/03/22

Charity no
(if any)

1155953

Set out on pages

1 and 2 (remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. 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.

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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date: 01/08/2022

Name:	Manjinder Sandhu
Relevant professional qualification(s) or body (if any):	N/A
Address:	21 Mark Antony Drive
	Warwick
	CV34 6XA

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

No comments or any observations noted.