



## Trustees' Annual Report for the period

**From: 1<sup>st</sup> April 2022** (*Period start date*) **To: 31<sup>st</sup> March 2023** (*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	<p>The relief in need of former members of the Armed Forces, their spouses, children and dependants or organisations supporting needs in particular but not exclusively by (I) Providing or assisting in the provision of schemes for their resettlement, rehabilitation and employment (II) Providing or assisting in the provision of grants, items and services for their benefit.</p> <p>Through the provision of: A safe environment; a professional assessment of needs; job Club &amp; Job Preparation/Employability; Training Courses where appropriate; Promoting the awareness of needs &amp; partnership working; Marketing &amp; 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 &amp; promote the work of the Armed Forces Community Covenant.</p>
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	<ol style="list-style-type: none"><li>1. Through a capital grant made available by The Veterans Foundation, establish and develop a Veterans Hub in the South of Warwickshire (Warwick) to support the needs of our beneficiaries.</li><li>2. Through a staffing grant made available by The Veterans Foundation support and develop the business needs of the charity.</li><li>3. To provide none clinical support through funding made available by OVA/AFC Fund Trust to veterans engaged with NHS/OP COURAGE from the Iraq &amp; Afghanistan Wars.</li><li>4. With funding provided by NWBC for one member of staff, deliver support</li></ol>

		<p>to single homeless males and veterans in North Warwickshire Area working in partnership with the LA – Housing.</p> <p>5. The continuation of the provision existing activities including: Peer Support, Access to welfare portals/referral points, Psycho-emotional Befriending support, AFC Partnership Working, Community Awareness and providing a safe none-judgemental access point for our beneficiaries to come for help.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Pursuant to Section 17(5) of the Charities Act and the Charities (Accounts and Reports) Regulations 2008 the Charity Trustees have taken due regard of the guidance on public benefit issued by the Charity Commission when exercising its duties.

#### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<p>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.</p> <p><i>These grants are mainly to meet the immediate needs of individuals while due process is in consideration by external charities/organisations.</i></p> <p>All applications for grants over £50 require a written business/welfare justification supported by case report and will normally support a larger application for welfare support/funding.</p>
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	<p>The VCP is a volunteer ran Military Charity utilising volunteers throughout its Board of Trustee through to its Operational Staff. The Board of Trustees recognise the commitment, time and contributions made by its volunteers and acknowledge the pivotal role they fulfil across the charity. Working in Partnership with ImROC all new Volunteer Peer Support staff receive external accredited Peer Support Training.</p>
Other		



## 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 VCP has continued to be effective in providing a safe place for 200 veterans to access befriending and welfare support from its Partners. Peer Support remains a crucial and successful tool in assisting many veterans to overcome barriers, issues and in helping them to navigate through services/access support. We continue to provide ongoing support to 43 veterans.</p> <p>We continue to work with our NHS/OP COURAGE Mental Health teams providing Peer Support to veterans engaged in their interventions and by providing none clinical support to 37 veterans through our own OP FREESPEECH project. Providing a range of interventions such as, Buddy Checks, Brew &amp; Banter, Mountain Biking, Fishing and Model Building and Trips to the NMA. Other activities planned include Overnight Camping/Expeditions. This cohort have proved difficult or reluctant for all to engage with.</p> <p>It has been a long-time plan for the VCP to provide localised support in the South of our Area but due to financial constraints this was provided through outreach. A successful funding approach to another Military Charity has provided crucial funds to establish and support a hub in Warwick and to raise awareness of the needs of the Armed Forces Community and to support those in need. To support this development, we were able to employ a previous volunteer in this business development role which has resulted in veterans being able to access services locally, an increase of AFC awareness briefings and involvement in local/Soth Warwickshire events and promotion of this service to veterans/association/service community.</p> <p>Another achievement was the successful delivery outcome that has been the Watling Street Single Male Homelessness Project which has afforded support to 45 single males – including several veterans. This project has been granted a further 2 years extension following North Warwickshire Borough Councils appraisal of the success of this partnership with the Veteran Project Officer achieving success in supporting</p>

		secure tenancies, reducing substance reliance, increasing financial status and support beneficiaries during their temporary stay in 2 homelessness accommodation properties.
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### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>Total income between 1/4/21-31/3/23 was £225,888.89, which included £78,320.32 carried forward from the previous year; £21,895.13 in Public Donations; £125,673.44 Project Funding and Grants.</p> <p>Expenditure in this reporting period: Office related costs £34,170.40; Volunteer &amp; Staffing Costs £71,345.99; Welfare Grants £860.76. Total Expenditure was £106,377.15.</p> <p>£92,938.15 is Ring Fence/Allocated funds leaving a Working Capital/Available funds of £26,573.59 to be carried forward to the next financial year 2023/24.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The VCP following a review on its policy on investment/reserves, and its low levels of income and rising operating costs due to its expansion into Southern Warwickshire, in this financial year 22/23 the VCP BOT made the decision to increase its ring fence reserves to £25,000. Further considerations</p>



		are dependent of the current financial situation of the Charity and these may be adjusted as required.
Amount of reserves held	Para 1.22	£25,000
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	N/A

#### **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	<p>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 started to receive funding/grants from Warwickshire County Council, High Sheriff and through a training grant made by ImROC for Volunteers completing their external Peer Support Training.</p> <p>We continue to benefit from direct recognition/nominations/contributions through our practices/presence/word of mouth and through recognition as local charity of choice.</p> <p>We continue to receive small amounts of funding through mail/Just Giving/Community fund raising initiatives/activities.</p> <p>Funding in this period has also included grants from the Office of Veterans Affairs/Armed Forces Covenant Fund Trust – OP FREESPEECH and Veterans Foundation to support the business development and southern outreach.</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	<p>The Veterans Contact Point (VCP) hold formal bi-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 Objectives being reviewed at regular intervals and updated yearly at the AGM, where risks are considered, and procedures adopted to minimise the impact of any of these risks, and to adopt the</p>

		<p>necessary change procedures to manage any potential areas of risk identified.</p> <p>Risks considered in this year are associated with the expansion of our outreach through the establishment/running costs of the Southern Hub – impacting by increasing expenditure. Grant funding provided by The Veterans Foundation mitigates the initial risk.</p> <p>Unrestricted fund raising/public donations to support core activities/interventions continues to be a focus for the charity. Concerns are that this is also a competitive area as many other charities attempt to recover fund raising momentum following impacts of the previous impacts of the National Lockdown/COVID 19 Pandemic</p> <p>Reliance on funding for specified Project delivery remains an issue as many set criteria based on numbers accessing interventions, delivery that we are unable to provide and a competitive oversubscribed application process.</p>
Other		N/A

## Structure, Governance and Management

Description of charity's trusts:		Constitution
Type of governing document (trust deed, royal charter)	Para 1.25	Trust
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
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	Appointed/Elected

### Additional information (optional)

You may choose to include further statements where relevant about:

		Nominations/Proposals for Trustee appointments are proposed and considered at the earliest BOT meeting. All Trustees
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Policies and procedures adopted for the induction and training of trustees	Para 1.51	being provided with the CC Trustee Handbook, Guidance issued by Cobseo/ASDIC and have access to the Policies and Procedures, which are defined in the VCP's Operating Handbook. The BOT reviews its Trustee membership on a regular basis, retiring and appointing trustees as appropriate to meet the needs of the Charity. All trustees receive an induction to the charity and sit as ex-officio members of the board of trustees until completion of a period of review/observation ( <i>normally 2 months</i> ) where full trusteeship is voted upon by the elected board.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The charities organisational structure involves a Board of Trustees (BOT) comprising of those who have and those who have not seen service in the UK Armed Forces. Comprising of a Patron, President, Executive Trustee (unpaid), Chair, Treasurer and Board. To enable decisions to be made more effectively the BOT have empowered a Working Group (WG), which comprises of the Executive, Chair and Treasurer assisted by the Volunteer Business Officer – decisions made by the WG are required to be ratified at the next BOT bi-monthly meeting.</p> <p>Daily operations are supervised by the Business Development Officer who reports directly to the Executive/WG. Lead Peer Support Worker/Officer coordinates this intervention and reports back to the WG/BOT.</p> <p>The Charity has established a strong partnership across Coventry, Solihull and Warwickshire Armed Forces Covenant Partnership, working closely with Statutory /Local Authorities, Criminal Justice Agencies, Veteran Associations, Charities and Community Groups. It continues to be the knowledge base on AFC matters and assists/supports interventions that are veteran/AFC focused.</p>
Relationship with any related parties	Para 1.51	No formal relationships with any related parties although mutual none funding referral support is provided to/from SSAFA, TRBL, NHS and other Military Charities.
Other		

## 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
Contact Details:	Tel: 02476343793 email: <a href="mailto:contactus@veteranscontactpoint.co.uk">contactus@veteranscontactpoint.co.uk</a>

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

#### 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	Damien Griffin OBE	President of the Board	September 2022	Sir Martin Dunne KCVO – Patron Leonard Hardy BEM - Executive
2	Leonard Hardy BEM	Executive Trustee		Patron/President
3	Christopher Mackie	Chairman		Board of Trustees
4	Peter Knight	Treasurer		Board of Trustees
5	Gerald Machin	Trustee		Board of Trustees
6	Jwerea Morgan (Nee - Malik)	Trustee		Board of Trustees
7	Roger White	Trustee		Board of Trustees
8	Simon Berry	Trustee		Board of Trustees
9	David Kelham	Ex-Officio	13 <sup>th</sup> March 2023	Board of Trustees
10	Kevin Bowman	Ex-Officio	13 <sup>th</sup> March 2023	Board of Trustees
11	Manjinda Sandhu	Ex-Officio	13 <sup>th</sup> March 2023	Board of Trustees
12				

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



Description of the assets held in this capacity	NONE
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

## Funds held as custodian trustees on behalf of others

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

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

Sir Martin Dunne – Patron, Damian Griffin – President, Leonard Hardy – Executive Trustee

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

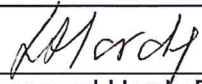
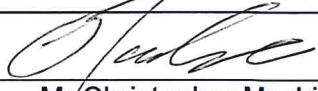
N/A

## Other optional information

## 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)	Mr Leonard Hardy BEM	Mr Christopher Mackie
Position (eg Secretary, Chair, etc)	Executive Trustee	Chairman

Date

10<sup>th</sup> May 2023

# VETERANS CONTACT POINT

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

1 APR 22 - 31 MAR 23

### INCOME

#### RESOURCES

##### Balance Carried Forward 2021/22

Bank Account	£61,534.04
Building Society	£16,729.48
Petty Cash	£56.80
<b>TOTAL</b>	<b><u>£78,320.32</u></b>

##### Public Donations

Warwickshire County Council Grant	£10,371.46
Heart of England - High Sheriff Grant	£1,000.00
Donations from Marketing Items	£1,500.00
Smart Pension Refund - Over Payment	£296.50
Training Room Contributions	£542.42
Peer Support Training Grant (ImROC/NHS)	£1,158.00
Petty Cash to Bank	£6,970.00
	£56.75
<b>TOTAL</b>	<b><u>£21,895.13</u></b>

##### Projects/Deliverables

NWBC (Watling Street) - Staffing Costs	£47,173.44
AFC Fund Trust - Project Free Speech	£28,500.00
Veterans Foundation Grant:	
Staffing - (Salary)	£20,000.00
Capital - (South Warks. Hub Development)	£30,000.00
<b>TOTAL</b>	<b><u>125,673.44</u></b>

**TOTAL INCOME** **£225,888.89**

### EXPENDITURE

#### Utilities:

OneCom (Telephone/Broadband)	£1,743.10
Gas	£1,168.60
Electric	£1,030.81
Water	£619.68
<b>Utilities TOTAL</b>	<b><u>£4,562.19</u></b>

#### Rates/Waste:

NBBC Non-Domestic Rates (1 Nov 22 - 31 Mar 23)	£393.28
WDC Non-Domestic Rates (1 Nov 22 - 31 Mar 23)	£500.47
CCC Non-Domestic Waste (2023-2024)	£208.70
<b>Rates/Waste TOTAL</b>	<b><u>£1,102.45</u></b>



Public Liability Insurance	£1,560.55
Lodders Solicitors - Wawick Hub/Lease	£2,100.00

**Memberships:**

Cobseo	£120.00
Fundraising Regulator	£50.00

**SUB-TOTAL    £3,830.55**

**Office Costs:**

***Nuneaton Hub***

Photocopier Charges	£768.32
Stationary	£845.58
Postage	£37.71
General Maintenance	£3,670.12
Office Equipment/Miscellaneous	£462.40

**Nuneaton Costs    5,784.13**

***Warwick Hub (Development)***

H&S Equipment	£225.37
Office Furniture & Fixtures	£4,506.02
TV/Fixtures/Fittings	£675.44
IT Equipment/Maint/Inst	£3,459.98
Professional Service Support	£840.00
Opening Event	£1,650.00
AFD2022 - Pageant House/Warwick	£165.92
Refreshments/Briefings	£248.40
Stationary	£27.43
Planning Permissions	£164.20
Petty Cash	£67.00

**Warwick Costs    £12,029.76**

General IT Equipment/Maintenance/Software	£2,013.00
Remembrance	£75.00
Marketing & Publicity	£1,718.26
Fundraising Equipt/Items	£2,982.57
BOT Meetings Refreshment	£72.49

**Sub Total    £6,861.32**

**Total Office Related Costs    £34,170.40**

**Staffing.**

***Volunteer Costs:***

Clothing	£1,327.18
Refreshments/Food	£697.16
DBS Checks	£12.00
Travel & Subs	£1,759.79
Parking	£302.25
Training	£362.43

**Volunteer Costs    £4,460.81**

**Staffing/Project Costs:**

***NWBC - Watling Street***

Pay	£20,601.69
Travel & Subs	£2,466.48

Telephone/IT	£828.04
<b>Sub Total</b>	<b><u>£23,896.21</u></b>
<b><i>OP FREESPECH - Staffing</i></b>	
Pay	£10,701.53
Travel & Subs	£2,108.44
Telephone/IT	£384.81
None Clinical Interventions	£3,798.93
Project Launch/Events	£53.23
<b>Sub Total</b>	<b><u>£17,046.94</u></b>
<b><i>Veterans Foundation: Staffing</i></b>	
Pay	£15,321.80
Travel & Subs	£438.34
<b>Sub Total</b>	<b><u>£15,760.14</u></b>
SMART Pension ( <i>Employers/Employees Contribution</i> )	£3,759.28
WCAVA Pay Roll ( <i>NI/Tax Contribution &amp; Admin Costs</i> )	£6,422.61
	<b><u>£10,181.89</u></b>
<b>Total Volunteer &amp; Staffing Costs</b>	<b><u>£71,345.99</u></b>
<b><u>Welfare Grants/Support:</u></b>	
Individual Grants	£360.76
Food Vouchers	£500.00
	<b><u>£860.76</u></b>
<b><u>Funds that are Ringed Fence</u></b>	
Foundation Grant	£2,550.60
Welfare/Poverty Grant	£805.00
VCP Reserve Capital	£20,000.00
AFD	£3,411.50
Watling Street Project	£21,519.33
WCC/Veterans Foundation Grant	£7,001.45
Memorial Stone/Plaque (The Late Lonnie Downie)	£1,425.00
WCC Grant (South Warwickshire Hub)	£2,000.00
The Veterans Foundation VF Grant (Warwick South)	£16,295.38
Armed Forces Covenant Grant (Project Free Speech)	£11,322.32
VCP Support Training	£6,607.57
<b>Total Ring Fenced Funds (RFF)</b>	<b><u>£92,938.15</u></b>
<b>TOTAL INCOME 1 Apr 22 -31 Mar</b>	<b><u>£225,888.89</u></b>
<b>TOTAL EXPENDITURE</b>	<b><u>£106,377.15</u></b>
<b>BALANCE REMAINING &amp; C/F 23/4</b>	<b><u>£119,511.74</u></b>
<b>WORKING CAPITAL (BCF less RFF)</b>	<b><u>£26,573.59</u></b>



Accounts Prepared by:

Name:

Peter Knight

Treasurer


Signature: 

Date of Signature 9 May 23

Accounts Checked/Approved Name

Leonard Hardy BEM

Executive

Signature: 

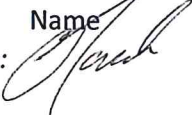
Date of Signature 9th May 2023

Officer

Name

Christopher Mackie

Chairman

Signature: 

Date of Signature 10 May 2023



## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

THE VETERANS CONTACT POINT

On accounts for the year  
ended

2023

Charity no  
(if any)

1155953

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2023

Responsibilities and  
basis of report

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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~\*) 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:

26/05/23

Name:

MARY SANDHU

Relevant professional  
qualification(s) or body



(if any):

Address:

21 MARK ANTHONY BLUE  
WREWER  
CUBA 6XA

## Section B

### Disclosure

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.