

## **Annual Report FY 2022 / 2023**



Charitable Incorporated Organisation (CIO no: 1157707)

**Castle Donington Volunteer Centre,  
Community Hub, 101 Bondgate, Castle Donington, DE74 2NR**

**Tel: 01332 850526   email: [Admin@CDVC.org.uk](mailto:Admin@CDVC.org.uk)**



## Management Personnel 2022 / 23

### Board of Trustees

Chair & Operations	Wayne Tranmer
Vice Chair & Treasurer	Alwyn Thorpe
Trustee (Accounts)	John Williams
Trustee (Grow-Cook-Share)	Dennis Taylor
Trustee (Secretary & Friday Group)	Gill Schofield
Trustee (MIDAS Trainer)	Mick Forey
Trustee (Chef)	John Semons
Trustees (Allotments)	Alex Logan
Trustee Designate (Allotments)	Allan Clarke
Trustee (HR)	Mark Reddish

Observer members	Chris Hills	(CD Parish Council)
	Karl Shatford	(CD Parish Council)

### Staff

Office Administrator	Helen Hall
Office Administrator	Brian Hindle
Accounts Administrator	Claire Smith
Transport Maintenance	David Richards

## **Trustees Report For The Year Ended 31<sup>st</sup> March 2023**

The Trustees present their annual report with the financial statements for the year ending the 31<sup>st</sup> March 2023. In this 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 Standards applicable in the UK and Republic of Ireland.

### **Structure, Governance and Management**

The charity is governed by its constitution which was adopted in May 2014 and amended in September 2016. The Trustees are appointed or re-appointed at the Annual General Meeting and meet bi-monthly for business.

The trustees of the charity delegate the day to day running of the organisation to the charity's staff.

The Trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to those risks.

### **Objectives and Activities**

To promote any charitable purpose for the benefit of the community in Castle Donington and the surrounding area as the trustees see fit and to relieve the charitable needs of people in Castle Donington and the surrounding area by the provision of advice and services calculated to relieve such needs.

We have referred to the guidance contained in the Charity Commission's general guidance on public

benefit when reviewing our aim and objectives and in planning future activities. In particular the trustees consider how planned activities will contribute to the aims and objectives they have set.

## **Achievements and Performance**

The level of performance against objectives reflects the commitment of volunteers who give their valuable time and endless energy freely. The leadership and management of this activity is the primary responsibility of the trustees and paid staff.

## **Reserves Policy**

The Charity's reserves policy is to maintain a level of reserves to ensure that in the event of a reduction in its key funding the Charity could continue to deliver its services for a period of time whilst considering its position and exploring other funding opportunities. The trustees feel that the Charity's current level of designated reserves is satisfactory in that respect.

## Chair's Report

The last operational year has been one in which we have continued to rebuild our normal service operational levels post the Coronavirus pandemic.

We have continued to apply sensible measures and have fully recommenced both shopping and social activities in various forms to provide much needed face to face interaction.

Our priorities have been;

- To ensure that we continue to undertake our essential Medical Car service.
- To return our shopping, exercise and social group activities to normal.
- To re-establish the seated monthly Grow-Cook-Share meals which is as much a social event as a meal.

It is pleasing to report that we have successfully met these objectives.

An additional highlight in the year was our hosting of a Queens 70<sup>th</sup> Jubilee celebration in June.

120 elderly and disabled guests enjoyed a free afternoon cream tea event in The Community Hub complete with transport to and from home. This proved to be a very lively and enjoyable event to recognise the exemplary service given by our Queen.





*A selection of highlights follow;*

### **Grow-Cook-Share**

Our monthly Grow-Cook-Share meals are now in full flow with diners enjoying the meals and socialising with friends.

The allotment has produced a large quantity of vegetables and soft fruits for the meals and flowers which provide table centre decorations.

My thanks go to all who assist in the planning and delivery of this key activity in our schedule of events. None of this could work without our magnificent volunteers, from those who wield a spade or watering can, those who prepare and serve great meals, those who organise and transport diners to those who have the unenviable job of washing up and clearing away.



### **Friday Group**

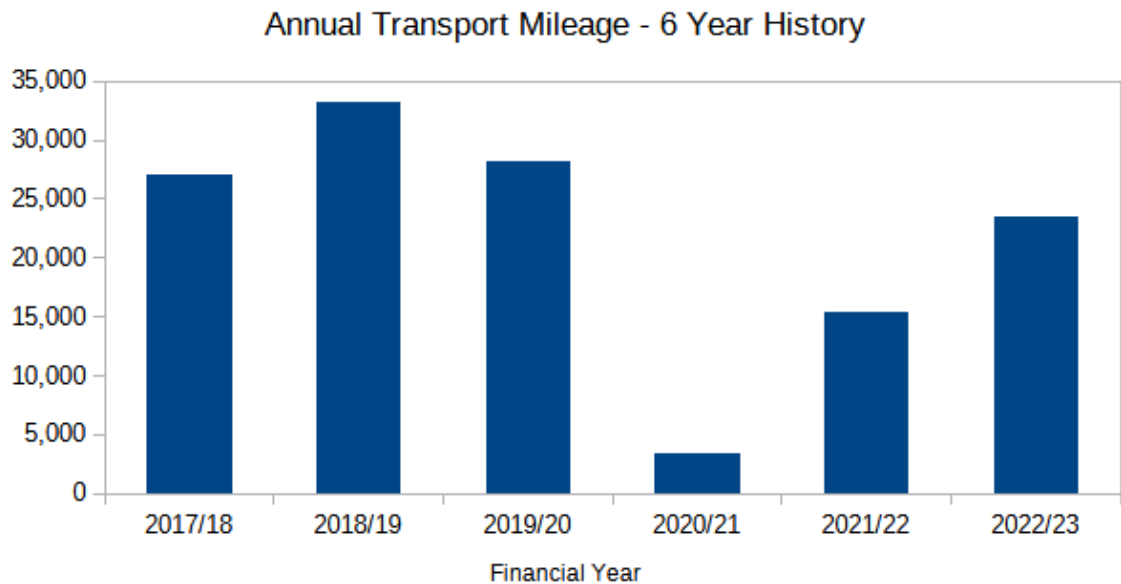
Our Friday Group continues to provide a strong social focus to our weekly calendar. Invited speakers, games, quizzes, music and afternoon cakes create a convivial atmosphere. Regular outings to local centres complete their activities. These sessions are popular which is a tribute to the Volunteer team who organise each session providing variety and entertainment.

### **Easy-Movers & Chatter Club**

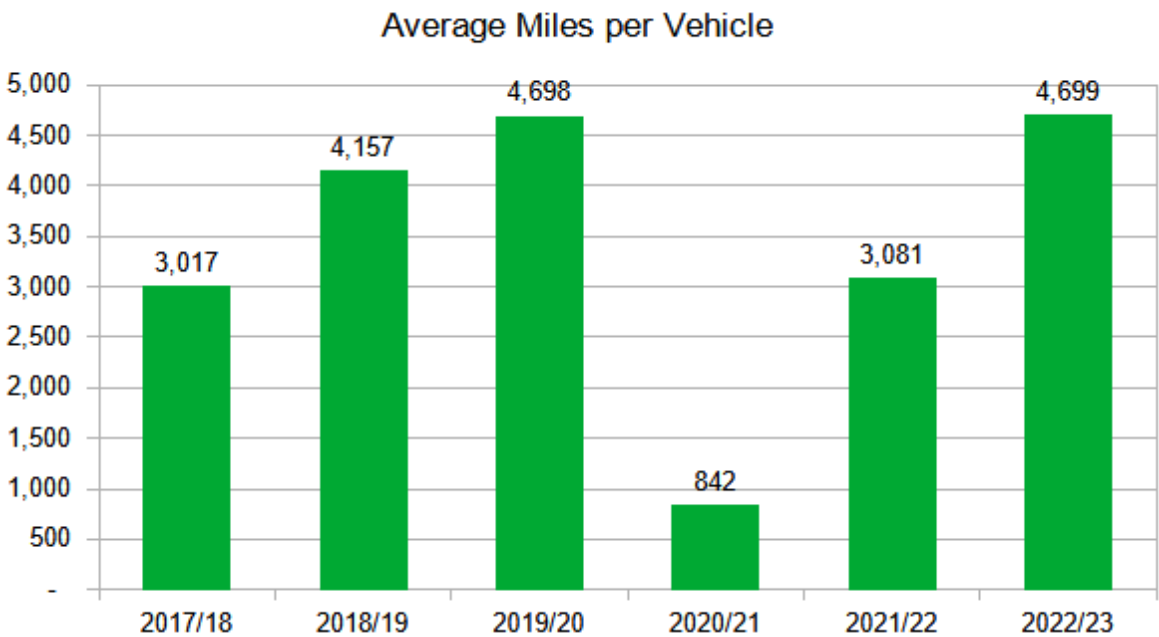
Our Monday and Thursday exercise and social groups have grown to some 40 people regularly attending. These sessions aim to provide specific training routines to improve their general fitness and stability easing their movement.

**Community Transport**

Our analysis of last years quarterly transport profile proved to be correct in that our forecast would rise to a level just below pre-Covid levels. Our actual level of 23,493 chargeable miles this FY reflects a return of our short range activities, but, a reduced volume of longer distance hire use still prevails.

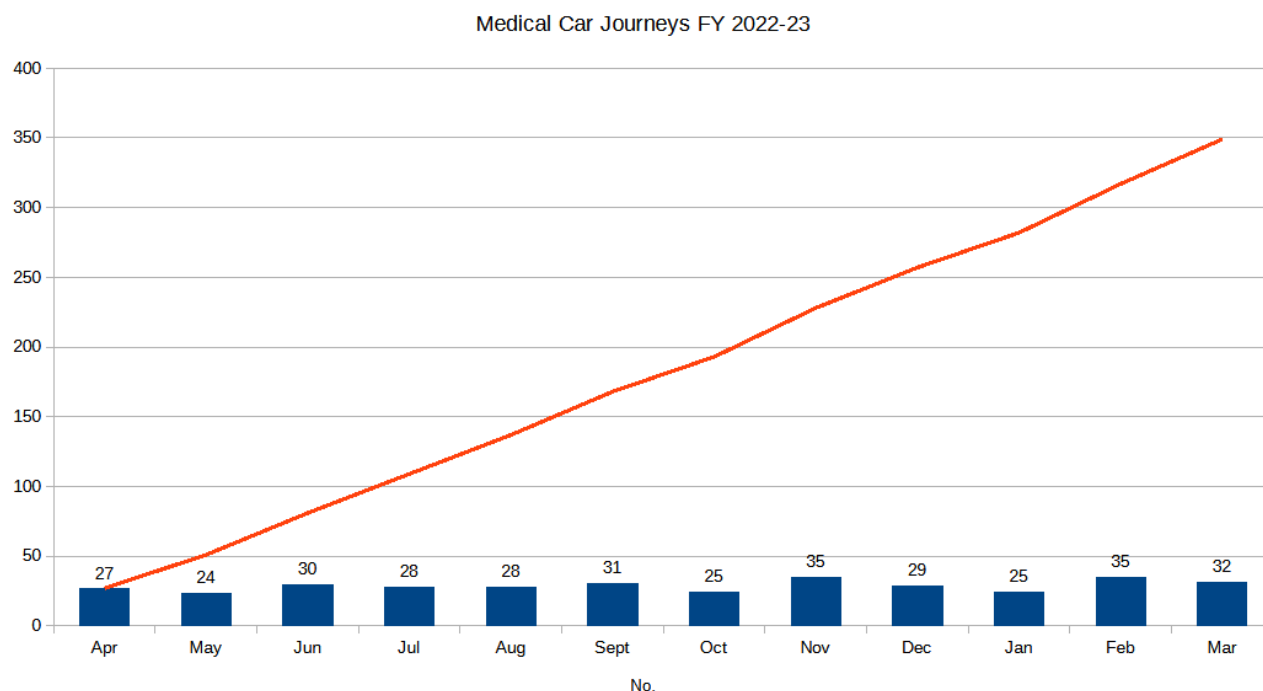


Our fleet rationalisation through time is showing an improving utilisation of this expensive asset. The 2022/23 average mileage per vehicle of 4,699 miles matches the 2019/20 period. We will continue to watch this metric whilst ensuring we have a fleet that maintains our ability to respond to demand.



## Medical Car

Demand for Medical Car transport continues to mirror the uplift of demand on the NHS and the drive to clear waiting lists. A total of 349 journeys, a minor increase of 9 journeys from last year, were made to GP, Hospital and health appointments. This is a valuable and appreciated provision in what is a setting some 15 miles away from the major hospitals with difficult public transport links to these centres.



## Finances

In year income reduced by £23.8k (-20%) largely due to the removal of pandemic support but partly balanced by the expected increase in Community Transport and general income.

Key cost increases have been as expected driven by fuel, bus inspections, insurance and maintenance due to our return to operation. Other expenses have been as expected with the increase in tasks undertaken. Expenditure reductions on Covid items and prudent management of office costs helped to balance our position.

Salaries have appropriately increased as a result of rising living costs and our pledge to follow the Real Living Wage index.

Our nett position was positive for the year.



## **Challenges**

Careful control of both our cost base and our financial reserve position will continue. Pressure on fuel and inflation costs continue to present a headwind which requires close management and is a continuing threat.

Volunteer recruitment has been positive this year but will remain a key activity as our age demographic changes.

Our investigations into the future of electric powered “wheelchair accessible vehicles” continues. Our continuing assessment is that the cost of vehicles, when judged against the condition of our fleet, makes a purchase unlikely until a vehicle replacement becomes necessary. The intervening period will lead to further developments in vehicle availability, cost and range whilst also delivering more confidence in the charging provision and running costs in what is currently an uncertain market. We strongly support, and would like to demonstrate a commitment, to a greener operation. At present the availability of appropriate means of making this change remain out of range.

Our development fund is specifically in anticipation of these future costs and challenges.

## **Thank You**

We are fortunate to have a dedicated team of volunteers who support us with their ideas and valuable time. We estimate that during the year we generated over 10,500 hours of volunteer time, equivalent to c. £130k of financial value, but worth much more to our community well-being.

I would like to put on record the sincere thanks of both our clients and trustees of the Volunteer Centre for the support we have received from our volunteers, staff, local businesses and authorities.

Wayne Tranmer BEM

Chair of Trustees

November 2023

### **Attachments:**

1. Annual Accounts: Statement of Financial Activities
2. Annual Accounts: Balance Sheet
3. Annual Audit Certificate

# CASTLE DONINGTON VOLUNTEER CENTRE

## 1. STATEMENT OF FINANCIAL ACTIVITIES (Inc. an Income and Expenditure Account) For the Year Ended 31<sup>st</sup> March 2023

	Unrestricted Funds £	2022/23 Restricted Funds £	TOTAL £	2021/22 Total £
<b><u>INCOME</u></b>				
Grant Income Received				
L.C.C.	42,340		42,340	42,340
C.D. Parish Council	300		300	0
Other Grants	0			8,000
Leics. & Rutland County CCG (Hosp. Trans.)	6,317		6,317	6,257
Kegworth P.C. (Hosp. Trans.)	0			0
Covid 19 Grants	0			0
Community Transport Income	33,643		33,643	14,977
B.S.O.G. Fuel Rebates received	2,877		2,877	0
General Donations	847		847	39,136
Hospital Transport Donations	4,365		4,365	4,338
Fundraising	72		72	824
Interest Received	461		461	116
Miscellaneous Income	1,167		1,167	267
<b>Total Income</b>	<b>92,389</b>	<b>0</b>	<b>92,389</b>	<b>116,255</b>
<b><u>EXPENDITURE</u></b>				
Salary Costs	28,883		28,883	26,915
Community Transport Costs	0			
Fuel	7,418		7,418	4,409
Maintenance servicing & repairs	6,761		6,761	3,395
Insurance	8,689		8,689	6,531
Training, Travel & Equipment Costs	157		157	1,151
Vehicle Depreciation	11,887	8,993	20,880	23,208
Loss (Profit) on Sale of Vehicle			0	0
Covid 19 Costs	47		47	4,768
Volunteer Centre Office Costs	6,114		6,114	8,358
Audit Accountancy, Legal & I.T. Fees	400		400	400
Professional & Consultancy Fees	5,772		5,772	3,292
Hospital Transport Drivers Mileage Claims	1,911		1,911	47
Miscellaneous Expenses	2,059		2,059	1,511
Movement of Restricted Reserves excl. depreciation		-796	-796	
<b>Total Expenditure</b>	<b>80,098</b>	<b>8,197</b>	<b>88,295</b>	<b>83,985</b>
Net Incoming Resources being net income for the year	12,291	-8,197	4,094	32,269
Transfer to Development Fund	0	0		-(20,000)
Reconciliation of Funds				
Funds brought forward at 1st April 2022	83,785	44,924	128,709	116,439
Funds carried forward at 31st March 2023	96,076	36,727	132,803	128,709

**CASTLE DONINGTON VOLUNTEER CENTRE**  
**2. BALANCE SHEET AS AT 31<sup>st</sup> MARCH 2023**

	Mar 31, 2023 £	Mar 31, 2022 £
<b>FIXED ASSETS</b>		
<b>Vehicles</b>		
Brought Forward 1 April 2022	38,855	62,064
Additions in the year	0	0
Disposals in the year	0	0
Depreciation charged in the year	-(20,881)	-(23,208)
Carried Forward 31 March 2023	17,974	38,855
<b>CURRENT ASSETS</b>		
Short Term Investments	111,552	111,483
Bank Accounts	220,184	200,580
Sundry Debtors & Prepayments	6,424	4,264
Current Assets Total	338,160	316,326
Less Current Liabilities	-(8,135)	-(11,268)
Net Current Assets	330,024	305,058
<b>TOTAL NET ASSETS</b>	<b>347,999</b>	<b>343,913</b>
<b>Represented By:-</b>		
<b>UNRESTRICTED FUNDS</b>		
Revenue fund	96,076	83,793
Development fund	215,196	215,196
<b>RESTRICTED FUNDS</b>	36,727	44,924
<b>TOTAL RESERVES CARRIED FORWARD</b>	<b>347,999</b>	<b>343,913</b>

### 3. ANNUAL AUDIT CERTIFICATE

CASTLE DONINGTON VOLUNTEER CENTRE  
REGISTERED CHARITY NUMBER 1157707  
AUDITORS REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2023

In accordance with instructions given to me, I have audited the financial statements of the Castle Donington Volunteer Centre  
in accordance with approved auditing standards.

In my opinion, the financial statements give a true and fair view of the organisation's financial affairs as at 31<sup>st</sup> March 2023  
and of its income and expenditure for the period then ended.

Signed Electronically    N Manning

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Nigel Manning    dated    15th July 2023  
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