

## **Annual Report FY 2023 / 2024**



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 2023 / 2024

### Board of Trustees

Chair & Operations	Wayne Tranmer
Vice Chair & Treasurer	Alwyn Thorpe
Trustee (Accounts)	John Williams
Trustee (Grow-Cook-Share)	Dennis Taylor
Trustee (Minutes Secretary & Friday Group)	Gill Schofield
Trustee (MIDAS Trainer)	Mick Forey
Trustee (Chef)	John Semons
Trustee (Allotments)	Alex Logan
Trustee (Grow-Cook-Share)	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 2024**

The Trustees present their annual report complete with financial statements for the year ending the 31<sup>st</sup> 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 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**

Our objective is 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 those people 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 that ensure, in the event of a reduction in its key funding, or an event demanding investment, 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 year has been one in which we have continued our normal services providing a range of social events, exercise, shopping trips and outings. Our Medical Car operation remains very active as a much needed service.

I am pleased to report that the pressures experienced as a result of the Covid pandemic have been addressed and largely overcome. We do remain vigilant to risks as we deal largely with the elderly, vulnerable and disabled part of our community.

A highlight in the year was our hosting of King Charles's Coronation on the 5<sup>th</sup> May 2023. 120 elderly and disabled guests enjoyed a free afternoon cream tea event in The Community Hub with transport to and from home.



*A selection of highlights follow;*

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

Our monthly Grow-Cook-Share meals remain popular with diners enjoying both the food and socialising with friends, this is a flagship event much appreciated by all.

Our take away provision which works in parallel to this allows us to ensure that home-bound members are not forgotten.

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

A number of volunteer sessions involving local businesses have been arranged to both retain the productivity of our 4 allotments and to assist at the meal activities themselves. This is an invaluable and very much appreciated contribution to our cause.



**Friday Group**

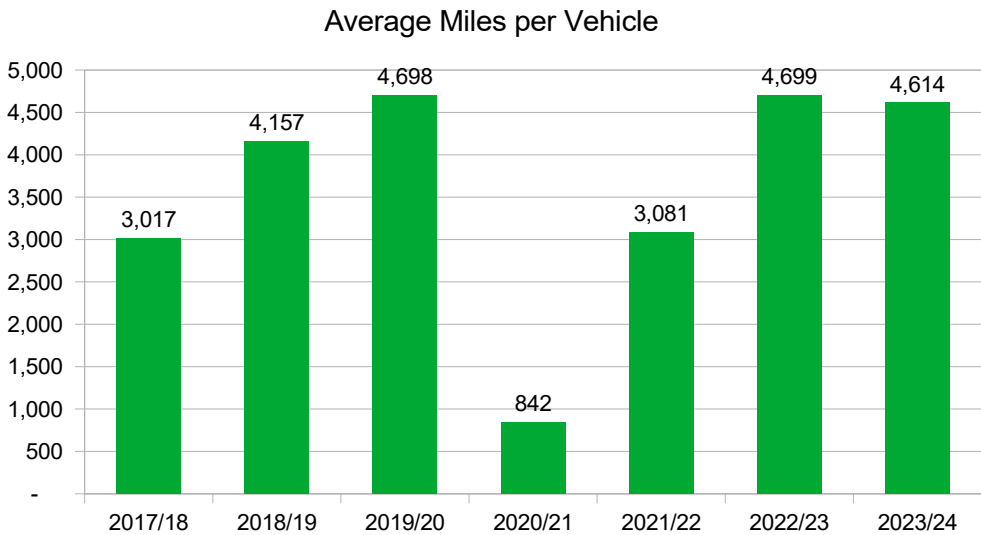
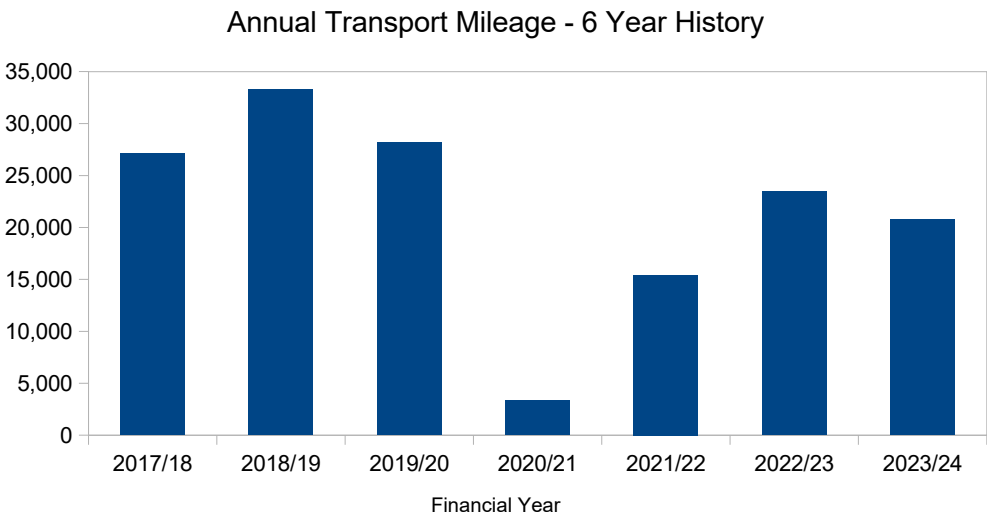
Our Friday Group continues to provide a strong social focus to our weekly calendar. Invited speakers, games, quizzes, music and afternoon cakes create a convivial atmosphere. Regular outings to local centres complete their activities. These sessions are popular which is a tribute to the Volunteer team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

**Community Transport**

Chargeable miles this financial year reduced by just under 12% year on year. Whilst our short distance runs have increased, the level of longer distance hire remains reduced. Continuing inflation and budget pressures are felt to be the underlying cause.

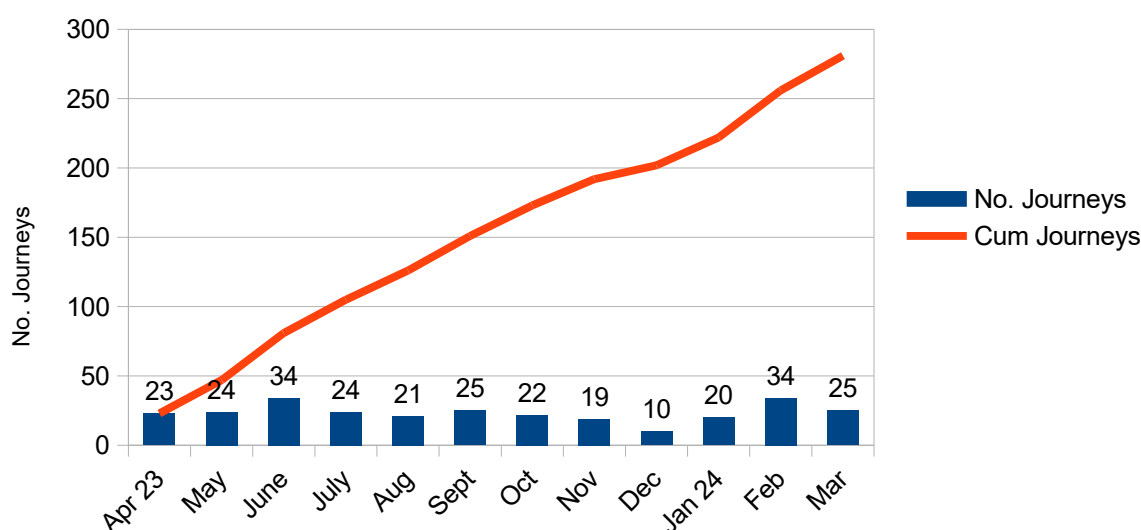


## Medical Car

Demand for Medical Car transport this financial year reduced by 68 journeys from 349 to 281 trips year on year. This reduction, 20% down, is difficult to explain other than the general capacity difficulties in the NHS and GPs in Q3 / Q4 of 2023. A brief look forward into 2024, January through June, records 206 journeys made, a recovery to normal levels.

This service is an essential provision in what is our setting some 15 miles away from the major hospitals with difficult public transport links to these centres.

Medical Car Journeys 2023/24



## Finances

In year income reduced by £4.2k (-4.5%) largely due to reduced Community Transport activity. This reduction, naturally, was accompanied by lower fuel costs. Our decision to dispose of our oldest vehicle realised reduced maintenance and insurance outgoings and a profit on the sale.

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 a positive £7.7k for the year.

## **Challenges**

Careful control of both our cost base and our financial reserve position will continue. Inflation pressures have reduced as we completed the financial year but global variables remain that demand continued focus.

Volunteer recruitment has been positive this year but specific roles will need to be filled to ensure that we have a clear succession plan, especially for our Trustees and Chair as our age demographic changes.

As last year, our investigations into the future of electric powered wheelchair accessible vehicles (WAV) continues. Our consistent 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. We look forward to a continuing maturing of the WAV supply chain to deliver improved capital and running cost, range and charging benefits. Additionally, the gross weight of current electric options reduces the passenger capacity by 40% relative to existing vehicles. This would fundamentally change the number of vehicles and the logistics of our operation which requires continued analysis and thought. We would like to demonstrate a commitment to a greener transport operation but at present this remains 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 11,000 hours of volunteer time, equivalent to c. £135k of financial value, 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 2024



**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 (Incorporating an Income & Expenditure Account) For the Year Ended 31st March 2024

	Unrestricted Funds £	2023/24 Restricted Funds £	TOTAL £	2022/23 Total £
<b><u>INCOME</u></b>				
Grant Income Received				
L.C.C.	42,340		42,340	42,340
C.D. Parish Council	0		0	300
Other Grants	0		0	0
Leics. & Rutland County CCG (Hosp. Trans.)	6,317		6,317	6,317
Covid 19 Grants	0		0	0
Community Transport Income	29,060		29,060	33,643
B.S.O.G. Fuel Rebates	1,894		1,894	2,877
General Donations	2,485		2,485	847
Hospital Transport Donations	3,319		3,319	4,365
Fundraising	0		0	72
Interest Received	2,712		2,712	461
Miscellaneous Income	88		88	1,167
Total Income	88,215	0	88,215	92,389
<b><u>EXPENDITURE</u></b>				
Salary Costs	31,340		31,340	28,883
Community Transport Costs				
Fuel	5,597		5,597	7,418
Maintenance servicing & repairs	6,179		6,179	6,761
Insurance	6,740		6,740	8,689
Training, Travel & Equipment Costs	353		353	157
Vehicle Depreciation	11,838	0	11,838	20,880
Loss (Profit) on Sale of Vehicle	-(2,800)		-(2,800)	0
Covid 19 Costs	0		0	47
Volunteer Centre Office Costs	6,284		6,284	6,114
Audit Accountancy, Legal & I.T. Fees	850		850	2,312
Professional & Consultancy Fees	3,981		3,981	3,860
Hospital Transport Drivers Mileage Claims	3,149		3,149	1,911
Miscellaneous Expenses	2,320		2,320	2,059
Movement of Restricted Reserves excl. depreciation		4,615	4,615	-796
Total Expenditure	75,831	4,615	80,447	88,295
Net Incoming Resources being net income for the year	12,383	-(4,615)	7,768	4,094
Transfer to Development Fund	0	0		0
Reconciliation of Funds				
Funds brought forward at 1st April 2023	96,076	36,727	132,803	128,709
Funds carried forward at 31st March 2024	108,459	32,112	140,571	132,803

# CASTLE DONINGTON VOLUNTEER CENTRE

## 2. BALANCE SHEET AS AT 31st MARCH 2024

	March 31 2024 £	March 31 2023 £
<b>FIXED ASSETS</b>		
Vehicles		
Brought Forward 1 April 2023	17,974	38,855
Additions in the year	0	0
Disposals in the year	0	0
Depreciation charged in the year	-(11,837)	-(20,881)
Carried Forward 31 March 2024	6,137	17,974
<b>CURRENT ASSETS</b>		
Short Term Investments	111,908	111,552
Bank Accounts	242,079	220,184
Sundry Debtors & Prepayments	8,225	6,424
Current Assets Total	362,211	338,160
Less Current Liabilities	-(12,581)	-(8,135)
Net Current Assets	349,630	330,024
<b>TOTAL NET ASSETS</b>	355,767	347,998
Represented By:-		
<b>UNRESTRICTED FUNDS</b>		
Revenue fund	108,459	96,076
Development fund	215,196	215,196
<b>RESTRICTED FUNDS</b>	32,112	36,727
<b>TOTAL RESERVES CARRIED FORWARD</b>	355,767	347,999

### 3. ANNUAL AUDIT CERTIFICATE

**CASTLE DONINGTON VOLUNTEER CENTRE**  
**REGISTERED CHARITY NUMBER 1157707**  
**AUDITORS REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2024**

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 2024 and of its income and expenditure for the period then ended.

Signed Electronically    N Manning

Nigel Manning    dated    14th July 2024

**End of Report**