



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 4 December 2020 (**Period start date**) **To** 31 December 2021(**Period end date**)

Charity name: Herefordshire Veterans Support Centre

Charity registration number: 1192644

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To promote the health, wellbeing and resettlement into the community of any and all ex HM Armed Forces personnel, ex HM Armed Forces Reservists or former members of the Merchant Navy who have served alongside their Armed Forces comrades during a conflict (also referred to as veterans) along with their families, carers and dependents who reside in Herefordshire or the surrounding area and who are in charitable need including those who are suffering from mental or physical illness of any description or are in need of rehabilitation as a result of such illness, who are experiencing difficulties adjusting to post service civilian life, are experiencing hardship, unemployment or homelessness in such ways as the trustees of the charity think fit by: (1) 1.Providing a single point of contact to assist in the provision of physical, psychological, practical support, advice and encouragement to relieve a veterans distress, illness or hardship. (2) Providing or assisting in the provision of activities and facilities in the interests of social welfare for recreation or other leisure time activities with the object of improving veterans wellbeing, self-esteem, self-confidence and aiding their transition back into local society. (3) Providing or arranging provision of education, vocational skills training or other assistance and to create and facilitate job opportunities along with assisting hm armed forces

		veterans to prepare for and find employment. (4) Operate a drop in and activity centre staffed by volunteers, and HM Armed Forces veterans to provide advice, empathy, support and a sign posting service to help HM Armed Forces veterans who are experiencing problems due to one of the above challenges. To assist them with access to local service providers and support organisations that may be able to provide help or support.
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	The charity has operated a physical centre for the past 12 months and participated in a series of profile-raising activities. There is increased engagement from the veteran community in Herefordshire with 61 Veterans assisted since 1st Nov 2021.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In planning the charity's activities since December 2020 the charity's trustees have kept in mind the Charity Commission's Guidance on Public Benefit. The main activities undertaken in 2021 has been the operation of a physical drop in centre allowing serving members of the Armed Forces, veterans, their families and carers to obtain support and signposting on a variety of issues facing the Armed Forces and veteran community in Herefordshire.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The charity currently does not make grants.
Policy on social investment including program related investment	Para 1.38	The charity currently does not undertake social investment or any other form of investment and therefore does not have a policy in place.
Contribution made by volunteers	Para 1.38	There has been no significant volunteer contribution in this reporting period. The charity's business plan is clear that establishing and maintaining a strong volunteer group is key to success
Other		Not Applicable

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	The charity has maintained the physical centre over the past 12 months and when permitted by the easing of COVID-19 restrictions has opened to the public providing a place where information can be provided and support given. The charity has helped veterans with a variety of issues including: - Digital poverty - Food Poverty - Housing - Pension & Benefit support - Community engagement The support that is offered by the centre is in collaboration with other larger and more established charities/organisations such as Defence Welfare Medical Services and SSAFA.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The charity has in the reporting period re-established a physical location providing physical, psychological, practical support, advice and encouragement to the Armed Forces Community in Herefordshire who are experiencing issues or are in need of assistance.
Performance of fundraising activities against objectives set	Para 1.41	The charity has set up a presence on appropriate on-line fund-raising pages and are well advanced on the charity's corporate giving strategy which will be finalised in the first quarter of 2022.
Investment performance against objectives	Para 1.41	Not applicable
Other		Not applicable

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity's financial position as at the end of the reporting period is that there is sufficient monies to meet immediate its immediate obligations but raising further funds is a priority.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The trustees aim to build up and maintain free reserves in unrestricted funds at a level which equates to approximately twelve months of unrestricted charitable expenditure. The trustees consider that this level will provide sufficient funds to ensure that the centre can be kept open and staffed to bridge any possible delays in receiving grants or issues with applications for grants required. The trustees consider that a level of twelve months is sufficient to allow for further grant applications and fundraising initiatives.
Amount of reserves held	Para 1.22	£3,269
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	There are no funds materially in deficit
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The charity is reliant on individual charitable donations and the grant awards.

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	Fundraising from members of the public & Grant applications
Investment policy and objectives including any social investment policy adopted	Para 1.46	The charity does not undertake investment and therefore no policy is in place
A description of the principal risks facing the charity	Para 1.46	The principal risks facing the charity is lack of funding/ poor funding management. The charity is looking to mitigate this risk through the appointment of a Trustee with financial/accounting experience and by ensuring that trustees regularly review the working budget of the charity to ensure that it meets the needs

Other		None
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Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Memorandum and Articles of Association
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The Charity is a Community Interest 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	Trustees are recruited on identified skills requirements by way of an open advertised basis. Potential trustees are interview by no less than two existing trustees and the recommendation considered at a Trustee Board meeting.

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	There have been no policies implemented in this reporting period. However, since this reporting period, the following policies have been implemented; Safeguarding Gift Oversight Code of Practise Code of Ethics Equality & Diversity Vulnerable Supporters Confidentiality The Chair has also attended Chair Training course
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Trustees have allocated lead areas. The current board of trustees have skills in: Human resources Health & Safety Marketing Fundraising Legal Finance The HVSC is managed on a day to day basis by Centre Manager and supported by a network of volunteers.
Relationship with any related parties	Para 1.51	There is no formal relationship with any related parties
Other		Not Applicable

Reference and Administrative details

Charity name	Herefordshire Veterans Support Centre
Other name the charity uses	HVSC
Registered charity number	1192644
Charity's principal address	19 West Street Hereford HR4 0BX

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	Christopher Tipping	N/A	21 April 2021 - onwards	N/A
2	Philip Richard Chandler	Secretary	1 December 2020	N/A
3	Alice McAlpine	N/A	1 December 2020	N/A
4	Samantha Lewis	Chair of Trustees	18 March 2021	N/A
5	Shaun Leavy	N/A	13 May 2021	N/A
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Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not Applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not Applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not Applicable

Additional information (optional)**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
Bank	CAF Bank Limited	25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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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)	Samantha Lewis	Phil Chandler
Position (eg Secretary, Chair, etc)	Chair	

Date	31/10/2022
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Herefordshire Veterans Support Centre
Registered Charity No 1192644

Income & Expenditure Account
For the period ended 31 December 2021

	Unrestricted Funds £	Restricted Funds £	Total Funds £
INCOMING RESOURCES			
Funding & donations received	12,219	-	12,219
Total Incoming Resources	<u>12,219</u>	<u>-</u>	<u>12,219</u>
RESOURCES EXPENDED			
Rent	7,500	-	7,500
Water rates	54	-	54
Light & heat	504	-	504
Telephone & internet	249	-	249
Repair & renewals	141	-	141
Insurance	422	-	422
Bank charges	80	-	80
Total Resources Expended	<u>8,950</u>	<u>-</u>	<u>8,950</u>
NET INCOME / (EXPENDITURE)	3,269	-	3,269
TOTAL FUNDS BROUGHT FORWARD	-	-	-
TOTAL FUNDS CARRIED FORWARD	<u>3,269</u>	<u>-</u>	<u>3,269</u>

The trustees approve the above Income & Expenditure Account.
Signed on behalf of the charity's trustees

Samantha Lewis
Chair

Date