

BRENTWOOD COMMUNITY AND VOLUNTARY SERVICE

England & Wales · Charity number 1199229

Details

Other names BRENTWOOD CVS

Status Registered

Legal form CIO

Registered 2022-06-09

Register [View on the Charity Commission register](#)

Contact

Address Merrymeade House
Merrymeade Chase
Brentwood
Essex
CM15 9FE

Phone 01277715080

Email enquiries@brentwoodcvs.org.uk

Website www.brentwoodcvs.org.uk

Activities

Objects: TO PROMOTE ANY CHARITABLE PURPOSES FOR THE BENEFIT OF THE COMMUNITY IN THE LOCAL GOVERNMENT DISTRICT OF BRENTWOOD AND IN PARTICULAR THE ADVANCEMENT OF EDUCATION THE PROTECTION OF HEALTH AND THE RELIEF OF POVERTY DISTRESS AND SICKNESS AND IN FURTHERANCE OF THE SAID PURPOSES BUT NOT FURTHER OR OTHERWISE TO PROMOTE AND ORGANISE CO-OPERATION IN THE ACHIEVEMENT OF THE SAME AND TO THAT END TO BRING TOGETHER IN COUNCIL REPRESENTATIVES OF THE VOLUNTARY ORGANISATIONS AND STATUTORY AUTHORITIES WITHIN THE AREA OF BENEFIT

Activities: Brentwood CVS is a local independent infrastructure organisation that exists to promote, support and strengthen the voluntary and community sector in the borough.

Classification

- **How:** Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty, Economic/community Development/employment
- **Who:** Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£93,344	£99,179	-	-
2024-03-31	£161,703	£103,682	-	-
2023-03-31	£11,461	£6,698	-	-

Trustees

Name	Role	Appointed
SHEILA PATRICIA MURPHY	Chair	2022-06-09
DAVID WESLEY TEE		2022-06-09
Debra Truesdale		2022-06-09
Joanne Michelle Bugg		2022-06-09
John Edward George Fry		2022-06-09
Matthew James Howes		2025-09-01
Stephen John Willoughby		2025-01-02
Susan Elizabeth White		2022-06-09
Tammy Christine Henry		2025-06-10

BRENTWOOD COMMUNITY AND VOLUNTARY SERVICE

England & Wales - Charity number 1199229

Accounts

Brentwood Community & Voluntary Service

Annual Report & Accounts 2024/2025



Registered Charity No: 1199229

Merrymeade House,
Merrymeade Chase,
Brentwood, Essex CM15 9FE

REPORT OF TRUSTEES INCLUDING CHAIRMAN'S REVIEW

The Trustees are pleased to present their annual report together with the financial statement of the charity for the year ended 31 March 2025.

The financial statements have been prepared in accordance with the Charities Act 2011 and the Charitable Incorporated Organisations (General) Regulations 2012.

CHAIRMAN'S REVIEW

This past year has presented both significant challenges and exciting opportunities for Brentwood Community & Voluntary Service. The shift in the commissioning of infrastructure services created a great deal of uncertainty, particularly with the loss of core funding and no clear confirmation on whether the new commissioning model would offer continued financial support. In the face of this, we have remained focused on our mission and committed to strengthening our community work.

We responded proactively by increasing our efforts in fundraising and concentrating on the development of our Wellbeing Hub at Merrymeade House. I'm pleased to report that our efforts have delivered positive results—we have successfully secured new streams of funding to support both our infrastructure work and our wellbeing services, enabling us to continue providing vital support to the voluntary sector and local residents.

One of the standout developments this year has been the introduction of community weddings at Merrymeade House, a service previously held at the Town Hall. This has not only proven to be a popular and affordable option for local residents but has also created a valuable income stream that supports our wider community initiatives.

In addition, we have significantly increased the number of volunteers supporting our work. Their involvement has been instrumental in helping us to deliver a growing range of projects and services that directly benefit the community. This growth reflects the continued strength of local commitment to volunteering and the impact we can achieve when we come together.

Despite a difficult funding landscape, we are proud of what we have achieved together. The team, our volunteers and our partners have shown resilience, creativity and unwavering dedication to our community. On behalf of the Board of Trustees, I extend our deepest thanks to all our supporters, funders and partners. Your continued belief in our work makes everything we do possible.

Mrs S Murphy
Chair of Trustees

STRUCTURE, GOVERNANCE & MANAGEMENT

Brentwood Community & Voluntary Service is a Charitable Incorporated Organisation (CIO), governed by its Constitution adopted on 9TH June 2022.

Formerly known as Brentwood Council for Voluntary Service (an unincorporated organisation) we restructured as a CIO to strengthen our legal status and better reflect our evolving role in supporting the local community.

Trustees are appointed in accordance with the provisions of the Constitution and policies approved by the Board of Trustees. The Board has overall responsibility for the strategic direction, governance and financial oversight of the charity. Day-to-day management is delegated to the Director, who is supported by staff and volunteers. The Board meets regularly to review strategy, risk, operations and performance.

OBJECTIVES & ACTIVITIES

Brentwood Community & Voluntary Service is a local infrastructure organisation that supports voluntary and community action in Brentwood. We have been supporting our community for over **32 years** by providing advice, training and information to groups and individuals including practical advice on development and funding issues and volunteer recruitment.

Our vision, mission and values

Our vision is for strong and thriving communities across Brentwood.

Our mission is to promote, support and develop effective voluntary action and deliver collaborative projects and services to improve the well-being of Brentwood residents and communities.

Our core values are to be an independent, trustworthy, approachable and community-focused organisation providing professional, accessible and inclusive services and support.

The Charity's main activities include:

Infrastructure support: capacity building for voluntary groups

Brentwood Volunteer Hub: volunteer recruitment

Wellbeing support: through the Community Hub at Merrymeade House

Community engagement events & outreach

These activities further our charitable aims and deliver clear public benefit as required by the Charities Act 2011.

ACHIEVEMENTS & PERFORMANCE

CORE	SERVICE	DETAILS
107 Affiliated Members	Support & Engagement	107 members supported ranging from small self help groups to large constituted VCS organisations with access to free funding advice, support with governance and charity commission compliance, regular news e-bulletins, networking events, volunteer recruitment, best practice & training.
64 VCS organisations assisted directly	Funding & Governance	49 VCS organisations assisted directly with one to one funding advice (identifying funding and applications reviews) and 15 organisations assisted with governance and compliance work. £328,940 of external funding attracted into the district as a result of this dedicated support.
57 VCS organisations attended	Community Matters Events	57 representatives from voluntary and community sector organisations attended our Community Matters Networking events to share ideas, forge new links/partnerships and raise the profile of the community work they do.
13 Projects awarded funding	Health Inequalities Fund Administrator 2024/2025	Brentwood CVS and Basildon, Billericay and Wickford CVS have partnered with The Mid and South Essex Integrated Care Partnership to administer the local Health Inequalities Fund The aim to support projects that address the underlying causes of health inequality at a local level.

MEMBER FEEDBACK:

‘Brentwood CVS and The Essex Community Tree Network, have had (over the years) a really good working relationship. It would be fair to say, that we (ECTN) have called on them on many occasions, to ask for help and advice. They have some excellent staff, who are very knowledgeable in areas where ECTN need support.

2024 was especially challenging for the Essex Community Tree Network and once again, Brentwood CVS came to our aid. We at ECTN cannot thank them enough for all they have done. We couldn't have got to where we are today without them’

Essex Community Tree Network

(supported with governance, organisational structure change and volunteer recruitment).

ACHIEVEMENTS & PERFORMANCE

CORE

198

New
Volunteers

50%

Increase in
volunteering
opportunities
available

16,817

views on
Social Media

SERVICE

Brentwood Volunteer Hub



DETAILS

Supporting Individuals:

The Brentwood Volunteer Hub has relaunched this year with an expanded focus on making volunteering more accessible and impactful. It now offers a streamlined online platform for individuals to find local opportunities that match their skills and interests.

303 referrals, with a 21% placement rate, significantly higher than national benchmark of 15%

Supporting Organisations

Additionally, the hub provides enhanced support for organisations in recruiting and managing volunteers with new online resource library freely available.



MEMBER FEEDBACK

Our membership of CVS has resulted in our charity being able to recruit two volunteers recently. One who has been trained as a sound engineer and another who will be our new secretary. The staff at CVS were instrumental in helping us tailor the role to meet our needs. The online 'advertising' process was straightforward and worked perfectly for us.

What a great service CVS provides to organisations looking to recruit volunteers. Thank you so much for your assistance.

Brentwood Talking Newspaper

ACHIEVEMENTS & PERFORMANCE

SERVICE

DETAILS

12

Local
Community
Events
Supported

Supported Events

Brentwood CVS supported community events organised:

Slipper Swaps, Family Fun Days and Job Fair distributing Community Support Bags : included our directories and information to connect residents with local services, activities and support networks and opportunities to volunteer locally.

64

Community
Support Bags
distributed



Brentwood CVS hosted a Slipper Swap event at Merrymeade House with partners



BCVS

PROJECTS

DETAILS

OUTCOME

120

Winter
Warmth bags

5

Electric Throws

40

Microwave
Soup Mugs &
Soup packets

Winter Warmth Initiative

Initiatives to support those residents whose health and wellbeing were at risk and struggling with the cost of living during winter months

- **Winter Warm packs** included warm items such as thermal hat/socks/gloves, fleece blanket, snood, room temperature gauge and essential information on local services ie. Brentwood Community Directory and information on cost of living support
- **Electric throws** distributed to residents struggling with fuel costs
- **Microwave-safe soup mugs and soup packets** Distributed to provide vulnerable individuals with a warm & comforting meal



Brentwood CVS staff, volunteers and Brentwood Council staff making up Winter Warmth Bags

ACHIEVEMENTS & PERFORMANCE

BCVS	PROJECTS	DETAILS	OUTCOME
<p>over 400 copies of BCVS Community Directories distributed</p>	<p>Community Directories</p>	<p>Brentwood CVS produced & hard copies distributed:</p> <p>Community Directory: Comprehensive list of local voluntary groups and support organisations</p> <p>Social Activities, Fitness & Health for Adults Booklet: lists social clubs, , fitness activities focuses on promoting an active & healthy lifestyle</p>	<p>Over 400 hard copies distributed at CVS events and supported events. Also used by Social Prescribers, Community Trailer, Sports in Confidence Physiotherapists and other Community 'Warm' Hubs/Food Hubs</p> <p>Easier for local residents to find out help and services in their communities.</p> <p>Focuses also on promoting active and healthy lifestyle, giving residents a practical way to improve physical and mental wellbeing which can lead to reducing social isolation</p>

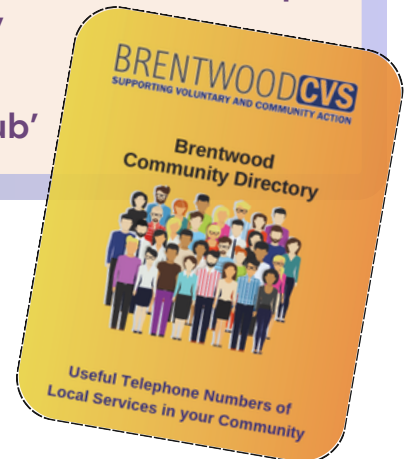


FEEDBACK

'A few months ago we had social services and a nurse in our hub with a vulnerable foodbank customer. They were thrilled to take a copy of your information sheets with numbers and organisations that can help.

That booklet is a superb resource'

Brentwood Baptist Church 'Food Hub'



ACHIEVEMENTS & PERFORMANCE

Our base at Merrymeade House, with flexible rooms available for use and hire, has become a vibrant Community & Wellbeing Hub, fostering connection, support, and opportunities that enhance the lives of local residents.

BCVS	PROJECTS	DETAILS	OUTCOME
<p>687 VISITS by local residents to weekly hub</p>	<p>Community 'Warm Hub' Cafe</p>	<p>To support those residents struggling with the cost of living, providing free refreshments, porridge and soup</p> 	<ul style="list-style-type: none"> • Providing a warm and safe environment, • 79 residents signposted/given additional information or support information 
<p>28 Residents supported with IT</p>	<p>Digital Support</p>	<p>Residents supported with technical related device issues to improve their skills or capabilities</p>	<ul style="list-style-type: none"> • Improve digital competent, and confidence
<p>478 VISITS by local residents to weight management session</p>	<p>Weight Management</p>	<p>A free weekly weight management session</p> <p>46 new registrations</p>	<ul style="list-style-type: none"> • Improving the health of the local residents with access to free weight management • Weight loss can reduce the risk of heart disease, and some cancers, thereby also reducing the impact on health services
<p>19 Books exchanged</p>	<p>Community Book Exchange</p>	<p>A new addition to the Community Cafe offering free access to second hand books</p>	<ul style="list-style-type: none"> • Encouraging literacy and promoting relaxation • Creating opportunities for social connection, shared interests, and conversation
<p>26 Wellbeing Walks</p>	<p>Wellbeing Walk</p>	<p>Weekly wellbeing walk in the Country Park</p>	<ul style="list-style-type: none"> • Our gentle wellbeing walk helps people build connections, enjoy nature, and support their physical and mental wellbeing



ACHIEVEMENTS & PERFORMANCE

BCVS	PROJECTS	DETAILS	OUTCOME
65 VISITS by ukrainian teenagers to dedicated social hub	Ukraine Social Hub	Social Hub for Ukrainian teenagers & younger Ukrainians	<ul style="list-style-type: none">• A monthly social hub for Ukrainian teenagers: Organised games night to foster connection and engagement, addressing the lack of such activities in the community.• A parent and child Rhyme time session to the lack of activities for Ukrainian parents and children, to help prevent isolation and loneliness.
BCVS	SERVICE	DETAILS	
182 Community-led sessions facilitated	Community & Wellbeing Hub Room hire	Regular activities and/or training accommodated, providing more benefit to local residents. This includes activities such as: <ul style="list-style-type: none">• Alzheimer's Society - Singing for the Brain session• Blue Flower Support - Informal dementia support for families• Provide 'Social Prescribers' - Mental health support group & seated yoga• Shaw Trust - Support for long term unemployment• Carers First - Adult carer support service• Pulse Healthcare (NHS contractor) - Diabetes Programme	
161 Community Weddings hosted.	Community Wedding Venue	Hosting Community weddings at Merrymeade House has become a vital initiative for Brentwood CVS, generating sustainable income to support key projects and reduce reliance on external funding. This service has helped raise awareness of our mission, while reaching new audiences, including potential volunteers and supporters For the local community, these weddings provide residents with an accessible and affordable option for for hosting their special day. This inclusivity ensures that all members of the community can access a lovely venue without financial strain.	

FINANCIAL REVIEW

Brentwood Community & Voluntary Service

INCOME AND EXPENDITURE ACCOUNT YEAR ENDED 31ST MARCH 2025

2023-2024 £		Total £	Unrestricted £	Restricted £
	Income			
133,189	Grant Income	49,854	17,853	32,001
28,514	Other Income	43,490	43,490	0
161,703	Total	93,344	61,343	32,001
	Expenditure			
81,682	Staff Costs	92,215	77,633	14,582
22,000	Other Costs	6,964	6,064	900
103,682	Total	99,179	83,697	15,482
58,021	Surplus / (Deficit)	(5,834)	(22,353)	16,519
		0		

BALANCE SHEET

2023-2024 £		
	Current Assets	
100,978	Current Account	101,380
21,665	Reserve Account	65,799
	Capital Reserve Account (14 day notice)	0
	Essex Savers Account	
	Petty Cash	
	Income in Arrears	
	Expenses Prepaid	
	Less Creditors	
(13,222)	Income Received in advance	(50,000)
	Expense accruals	(13,593)
109,420	Total	103,586
	Represented By: -	
51,399	Balance Brought forward	109,420
58,021	Current year Surplus/Deficit	(5,834)
109,420		103,586

I have reviewed the above Income and Expenditure Account for the year ending 31st March 2025 and confirm it is in accordance with the financial records of the Brentwood Community & Voluntary Service

Phoebe Barnes ACCA



Date

12/10/25

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the annual report and accounts in accordance with the requirements of the Charities Act 2011 and the Charitable Incorporated Organisations (General) Regulations 2012.

They must ensure that:

- proper accounting records are kept, showing the financial position of the charity;
- the accounts give a true record of the charity's income and expenditure for the year; and
- the report and accounts comply with the Charities Act 2011 and the charity's Constitution.

The trustees are also responsible for safeguarding the assets of the charity and taking reasonable steps to prevent and detect fraud and other irregularities.

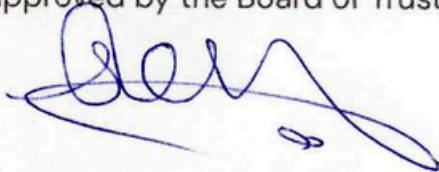
Approval

This report was approved by the Board of Trustees on 11th November 2025 and signed on their behalf by:

Signed:

Mrs S. Murphy

Chair of Trustees



Thank You

We extend our sincere gratitude to the following funders for their generous support and commitment. Your contributions enable us to continue our vital work, strengthen our services, and create lasting positive change within our community. Your partnership is integral to our success, and we deeply appreciate your trust in our mission. Thank you for your ongoing support and dedication

**Brentwood Borough Council
Essex Community Foundation
Fowler, Smith & Jones Trust
Albert Hunt Trust
Tudwick Foundation
Edgar E Lawley Foundation**

&

**In-Kind donations from:
Home Instead Brentwood, Billericay & Upminster
Merrymeade Tea Room**

TRUSTEE BOARD 2024/2025

Sheila Murphy – Chair

David Tee – Vice-Chair

John Fry – Treasurer

Dee Truesdale

Joanne Rayment

Susan White

Steve Willoughby

STAFF

Diane Fairchild – Director

Arsen Poghosyan – Funding & Information Officer

Bex Foreman – Co-ordinator

John Stammers – Part time Wedding Host

Helen Dobie – Part time Wedding Host

VOLUNTEERS

Toni Thouvenel – Volunteer Ambassador/Weight Management

Jerry Wright – Volunteer IT support

Derek Fryer – Volunteer Community Support

Claire Hunt – Volunteer Community Support

Linda Hutchins – Volunteer Community Support

Linda Eastaugh – Volunteer Weight Management

Balvinder Bhogal – Volunteer Weight Management

Diptii Shah – Volunteer Weight Management

Lesley Maynard – Volunteer Weight Management

Jane Grover – Volunteer Admin support

Christie Guest – Volunteer Wedding Host

Malcolm Finnegan – Volunteer Wedding Host

Harriet Rathborn – Volunteer Social Housing Gardener

Mark Soper – Volunteer Social Housing Gardener

Occasional Volunteers supporting Community Projects:

Peter Taylor, Kieran King

BRENTWOOD COMMUNITY AND VOLUNTARY SERVICE

England & Wales - Charity number 1199229

Accounts

ANNUAL REPORT

2023 - 2024



Brentwood Community & Voluntary Service is a local infrastructure organisation that supports voluntary and community action in Brentwood. We have been supporting our community for over 30 years by providing advice, training and information to groups and individuals including practical advice on development and funding issues and volunteer recruitment.

Our vision, mission and values

Our vision is for strong and thriving communities across Brentwood.

Our mission is to promote, support and develop effective voluntary action and deliver collaborative projects and services to improve the well-being of Brentwood residents and communities.

Our core values are to be an independent, trustworthy, approachable and community-focused organisation providing professional, accessible and inclusive services and support.

Our relocation to Merrymeade House in Brentwood, offering rental rooms for project delivery, has facilitated the establishment of a Community and Wellbeing Hub. This initiative aims to enhance the health and wellbeing of local residents, providing them with valuable benefits.

Directors Report

Another active year for Brentwood CVS. In April 2023, our organisation officially changed its name from Brentwood Council for Voluntary Service to Brentwood Community & Voluntary Service. This change was necessary as the public often perceived us as an extension of Brentwood Council rather than an independent charitable entity. It marked the culmination of our rebranding process and the transformation of our legal structure from an unincorporated organisation to a Charitable Incorporated Organisation (CIO).

Due to persisting funding challenges, and the uncertainties surrounding funding from ECC, we are committed to establishing a more sustainable financial foundation for Brentwood CVS. Leveraging the resources at Merrymeade House, we aim to generate sustainable income for our charity while enhancing the support provided to residents and communities.

Within our first full year at Merrymeade House, we have successfully implemented regular activities to establish a Community & Wellbeing Hub. This includes hosting a weekly community café, offering IT support, delivering a free weight management program, and organising a walking group. We have facilitated member groups by providing discounted room rentals to enable them to conduct projects such as dementia support for caregivers, Social Prescribing mental health support, and Alzheimer's Singing for the Brain sessions.

Our core mission of supporting the voluntary and community sector remains steadfast. We have supported 37 VCS organisations with funding advice and assistance to enhance project delivery and capacity building. Additionally, our Volunteer Centre has assisted 189 new volunteers in finding local volunteering opportunities. The 'Community Matters' events have brought together 48 organisations for networking and to showcase their impactful work and initiatives.

Furthermore, we are pleased to have been chosen, alongside Basildon, Billericay & Wickford CVS, as trusted partners of the Mid & South Essex Integrated Care Partnership to oversee the local Health Inequalities Fund. This fund has facilitated the launch of 13 new projects this year, addressing the root causes of health inequalities at a community level, thereby benefiting our local communities.

Directors Report:

This report provides a detailed account of the support we have extended over the past year. We attribute the success of our activities and services to the dedicated efforts of our small team comprising Arsen Poghosyan, Bex Foreman, and John Stammers, along with the invaluable support of our committed volunteers. Their unwavering professionalism ensures the delivery of high-quality services to our members and the broader voluntary sector in Brentwood, all while upholding the welcoming and approachable ethos of Brentwood CVS. A heartfelt thank you to our volunteers, as their contributions are essential in delivering the services and projects we undertake.

This year also marked the 30th anniversary of Brentwood CVS in September, commemorated through a special event to express gratitude to our volunteers and supporters.

Special gratitude is extended to our funders, especially Brentwood Borough Council, whose unwavering support from both members and officers has been instrumental and greatly appreciated.

We trust that you will find this Annual Report enlightening as it showcases the work accomplished by Brentwood CVS over the past year.

Diane Fairchild – Brentwood CVS Director



Brentwood CVS
30th Anniversary Event:
Trustees, staff and volunteers
with Mayor of Brentwood,
Cllr Gareth Barratt.

Supporting the Local Voluntary & Community Sector

2023/2024



CORE	SERVICE	DETAILS
107 Affiliated Members	Support & Engagement	107 members supported ranging from small self help groups to large constituted VCS organisations with access to free funding advice, support with governance and charity commission compliance, regular news e-bulletins, networking events, volunteer recruitment, best practice & training.
37 VCS organisations assisted directly	Funding & Governance	VCS organisations assisted directly with one to one funding advice (identifying funding and applications reviews), governance and compliance work. £916,000 of external funding attracted into the district as a result of this dedicated support.
48 VCS organisations attended	Community Matters Events	48 voluntary and community sector organisations attended our Community Matters Networking events to share ideas, forge new links/partnerships and raise the profile of the community work they do. 'Its a great opportunity to connect with other voluntary organisations' - Brentwood Theatre
189 New Volunteers	Volunteer Centre	Securing 65 volunteering places Estimated 9464 hours additional volunteering in the community this year (based up average 2.8hrs per week) Estimated £129,700 economic value of volunteers to the Brentwood community.
26 VCS organisations Supported	Training	26 VCS organisations supported to improve skills - through training, and/or one to one support. Training included: funding surgeries, social media 'canva' training, & CPR training.
13 Projects awarded funding	Health Inequalities Fund	Brentwood CVS and Basildon, Billericay and Wickford CVS have partnered with The Mid and South Essex Integrated Care Partnership to administer the local Health Inequalities Fund The aim to support projects that address the underlying causes of health inequality at a local level.

Merrymeade House Community & Wellbeing Hub



BCVS	PROJECTS	DETAILS	OUTCOME
389 Visits by local residents to weekly hub	Community 'Warm Hub' Cafe	To support those residents struggling with the cost of living, providing free refreshments, porridge and soap	<ul style="list-style-type: none"> • Providing a warm and safe environment, • 73 residents signposted/given additional information or support information
26 Residents supported with IT	Digital Support	Residents supported with technical related device issues to improve their skills or capabilities	<ul style="list-style-type: none"> • Improve digital competent, and confidence
337 Visits by local residents to weight management session	Weight Management	A free weekly weight management session	<ul style="list-style-type: none"> • Improving the health of the local residents with access to free weight management • Weight loss can reduce the risk of heart disease, and some cancers, thereby also reducing the impact on health services
48 Health walks	Health Walk	A regular weekly health walk through the lovely Merrymeade Country Park	<ul style="list-style-type: none"> • Promoting health & fitness • Helping to alleviate loneliness • Improving mental health
151 Winter Warmth bags 23 Electric Throws 15 Draft Excluders	Winter Warmth	Initiatives to support those residents whose health and wellbeing were at risk and struggling with the cost of living during winter months	<ul style="list-style-type: none"> • Winter Warm packs included warm items such as thermal hat/socks/gloves, fleece blanket, snood, room temperature gauge and essential information on local services ie. Brentwood Community Directory and information on cost of living support. • Electric throws and draft excluders distributed to residents struggling with fuel costs

Merrymeade House Community & Wellbeing Hub

2023/2024



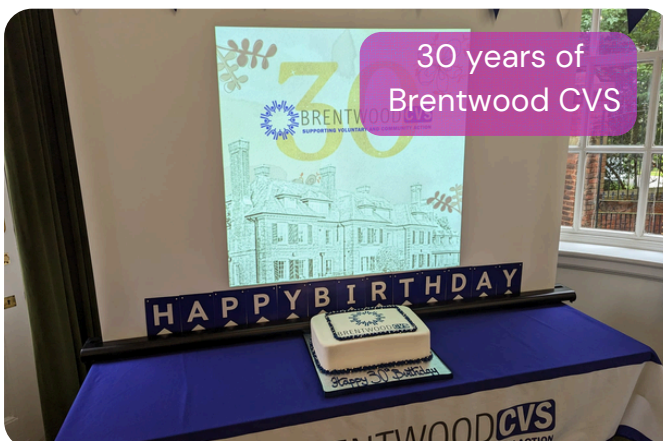
BCVS	SERVICE	DETAILS
16 Group activities/ training accommodated	Creating a Community & Wellbeing Hub Room hire	Regular activities and/or training accommodated providing more benefit to local residents. This includes activities such as: <ul style="list-style-type: none">• Alzheimer's Society – Singing for the Brain session & seated Yoga.• Blue Flower Support – informal dementia support for families• Provide – mental health support group & yoga• Shaw Trust – Support for long term unemployment• Havering & Brentwood Bereavement Service workshops



Community Cafe



Community Events



30 years of
Brentwood CVS



Merrymeade
House

What our members & partners say.....

2023/2024



**'Good venue,
perfect speakers for
audience,
excellent networking
opportunity'**

Brentwood Rotary

informative
supportive brilliant
wonderful
inspiring
vital
Welcoming
Inclusive enabling
community useful
valuable
collaborations
helpful

Peter Ferrier - Lead for the Essex Community Tree Network. 'An organisation dedicated to guiding people towards mental health and well being services across the county of Essex. We are a very small organisation and as such, we have needed help, information and guidance from a number of different charities and organisations'.

'No one has helped us more (over a 10 year period) than Brentwood CVS. No, is not in their vocabulary. They have helped us in using all their tools and knowledge to guide us in the right direction. Whether it has to do with funding bids, or physical assistance, as in one of their staff members helping with administrative duties. Brentwood CVS has stood up and have done what they can to help. We have an excellent relationship with a very well run CVS'.

TRUSTEE BOARD, STAFF & VOLUNTEERS

2023/2024



TRUSTEE BOARD

Sheila Murphy – Chair
David Tee – Vice-Chair
John Fry – Treasurer
Dee Truesdale – Secretary
Joanne Rayment – Trustee
Susan White – Trustee

Co-opted Trustee

Steve Willoughby

REPRESENTATIVES OF OUTSIDE BODIES:

Cllr M. Reed Brentwood Borough Council

HONONARY POSITION:

Mayor of Brentwood President of Brentwood CVS

BRENTWOOD CVS TEAM (STAFF & VOLUNTEERS)

Diane Fairchild – Director
Arsen Poghosyan – Funding & Information Officer
Bex Foreman – Co-ordinator
John Stammers – Part time caretaker

Toni Thouvenel – Volunteer Ambassador/Weight Management
Jerry Wright – Volunteer IT support
Derek Fryer – Volunteer Community Support
Linda Eastaugh – Volunteer Weight Management
Balvinder Bhogal – Volunteer Weight Management
Jane Grover – Volunteer Admin support
Harriet Rathborn – Volunteer Social Housing Gardener
Mark Soper – Volunteer Social Housing Gardener

Occasional Volunteers supporting Community Projects:

Michelle Farrow, Peter Taylor, Andy King

Financial Accounts

2023/2024



BRENTWOOD COMMUNITY & VOLUNTARY VOLUNTARY SERVICE

INCOME AND EXPENDITURE ACCOUNT

Year Ended 31st March 2024

2022/2023		2023/2024	2023/2024	2023/2024
£		Total	Unrestricted	Restricted
		£	£	£
	Income			
77,345	Grant Income	133,189	78,421	54,768
1,303	Other Income	28,514	28,514	0
78,648	Total	161,703	106,935	54,768
	Expenditure			
61,590	Staff Costs	81,682	38,982	42,700
19,704	Other Costs	22,000	9,932	12,068
81,294	Total	103,682	48,914	54,768
(2,646)	Surplus / (Deficit)	58,021	58,021	0


BALANCE SHEET

Year Ended 31st March 2024

31 March 2023		31 March 2024
	Current Assets	
42,083	Current Account	100,978
21,156	Reserve Account	21,665
221	Capital Reserve Account (14 day notice)	
1,161	Income in Arrears	
	Expenses Prepaid	
	Less Creditors	
	Income Received in advance	
(13,222)	Expense accruals	(13,223)
51,399	Total	109,420
	Represented By: -	
54,045	Balance Brought forward	51,399
(2,646)	Current year Surplus/Deficit	58,021
51,399		109,420

For clarity the comparatives for 2022/2023 are the consolidation of Brentwood Council For Voluntary Service and Brentwood Community and Voluntary Service.

I have reviewed the above Income and Expenditure Account for the year ending 31 March 2024 and confirm it is in accordance with the financial records of the Brentwood Community and Voluntary Service.

Phoebe Barnes ACCA 

Date 1/12/24

Thank you to our Funders & Supporters

2023/2024



Mid and South Essex
Integrated Care
System



Mid and South Essex



Essex County Council

Brentwood &
District
Age Concern



Home
Instead



Brentwood, Billericay and Upminster

BRENTWOOD COMMUNITY AND VOLUNTARY SERVICE

England & Wales - Charity number 1199229

Accounts

ANNUAL REPORT



2022 - 2023



Brentwood CVS (BCVS) was formed in 1993 as a registered charity with the primary aim of supporting voluntary and community sector (VCS) organisations in Brentwood Borough. To equip and empower VCOs who are in need of practical advice on development and funding issues, and volunteer recruitment enabling them to successfully deliver their community projects/services.

In addition, we deliver and support local community projects/initiatives that cover the entire geographical area of Brentwood.

Mission, Vision and Values

Our mission as a Council for Voluntary Service (CVS) is:

To make a positive difference for the community of Brentwood by supporting other voluntary and community sector (VCS) organisations to achieve the very best they can for their beneficiaries.

Our focus is always on benefit for all the communities of Brentwood and we are clear that we do this by supporting and collaborating with other “frontline” VCS organisations in the Borough. Our values statement summarises how we go about doing this as follows:

Brentwood CVS is a friendly and approachable local charity that delivers professional, value for money support services for voluntary and community sector organisations in Brentwood. We are determined to make a positive difference wherever we can, always being honest and realistic with our partners and beneficiaries and striving to remove barriers that might inhibit access to our services.

Director's report 2022/2023

What a year 2022/2023 was for Brentwood CVS!

This year has seen major changes for Brentwood CVS, where we have undergone the process of rebranding, changing our legal entity from an unincorporated organisation to a CIO (Charitable Incorporated Organisation) and moving office!

Changing our legal entity to a CIO has given greater protection to our trustees and members and made it easier for us to enter into contracts (i.e leases and collaboration agreements) and fundraise too. Whilst changing the legal form of Brentwood CVS we have taken the opportunity to change our organisation name to Brentwood Community and Voluntary Service.

After 5 years temporarily based in the Multi-storey car park Brentwood, we moved office to Merrymeade House in September 2022, a much more public accessible office and with the management of two additional rooms we have the ability to generate income. At Merrymeade House we have an opportunity to build a local community hub and deliver more projects to benefit residents and communities in Brentwood.

One of our first projects we set up at Merrymeade House in response to the cost of living crisis was a warm hub, a weekly warm space offering coffee, biscuits and friendly chatter for those local residents struggling with the cost of living and due to its popularity has continued to run as a regular Community Cafe since. Where we have been able to offer digital support and a means of signposting residents to local services too. We have also been able to relaunch our free weight management session, run by Brentwood CVS Volunteers which we had closed a few years ago due to lack of suitable premises to hold the session, and also a weekly walking group to promote health and fitness.

Even though our new venue will certainly bring new opportunities to deliver more collaborative projects, we are still committed to providing support to local and voluntary sector groups and organisations. Our Funding Services continues to provide much needed support and last year 52 organisations were assisted directly with fundraising or support with governance and compliance work. We hosted our popular networking events for the voluntary and community sector, giving local groups an opportunity to share ideas and raise the profile of their work and forge new partnerships. We also delivered training to local voluntary sector groups and supported them with social media.

The following report goes into more detail the support we have delivered last year, but all our activities and services that take place because of the hardwork of our small team, Arsen Poghosyan, and Bex Foreman and the fantastic support of our dedicated volunteers. A big thank you to our volunteers as without them we would be unable to provide and deliver the services and projects we do.

I would like to take this opportunity to thank our main funders too, Essex County Council and Brentwood Borough Council and Brentwood Borough Council continued support from both members and officers has been invaluable and much appreciated.

I trust you will enjoy reading this Annual Report which highlights the great work that Brentwood CVS has undertaken this last year.

Diane Fairchild -Brentwood CVS Director



Supporting Voluntary & Community Sector Organisations



Support & Engagement

105 affiliated members supported ranging from small self help groups to large constituted VCS organisations with access to free funding advice, support with governance and charity commission compliance, regular news e-bulletins, networking events, volunteer recruitment, best practise and training



Funding & Governance

28 VCS organisations assisted directly 'one to one' with fundraising

7500 visitors have accessed our free online Funding Services webpages

£200,000 of external funding attracted into the district as a result of this dedicated support

24 VCS organisations supported with governance and compliance work

36 VCS organisations supported to improve skills (through **training**, and/or one to one support)



Networking

60 people attended our Community Matters Networking event, representing **40 VCS organisations** to share their ideas, forge new links/partnerships and raise the profile of the community work they do.

'Its important to be able to share with others, all dedicated to servicing the local community' **Lighthouse Furniture Project**



Volunteer Centre

207 volunteering enquiries received with 33 new volunteering places arranged

Estimated £65,825 economic value of volunteers to the Brentwood Community

Estimated 4804 hours additional volunteering in the community this year (based upon average 2.8 hrs per week)



Training

Workshops delivered to members on how to use desktop publishing software 'Canva' which offers a professional look to social media posts, reporting and presentations etc.

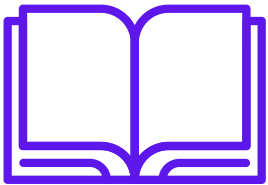
One to one social media support for smaller VCS groups, to set up, create and design content for social media platforms



BRENTWOOD CVS

SUPPORTING VOLUNTARY AND COMMUNITY ACTION

Community Support



Publications

1700 hard copies of our various **publications** including our popular **Brentwood Community Directory** distributed at our events, partner events and Community Help Hubs

All available online but the pandemic has shown there is still a need for hard copies of localised information to reach those residents who are **unable access the internet** due to lack of skills or confidence, or unable to afford the cost of internet access due to the increasing **cost of living**



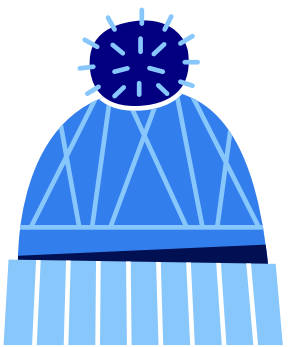
Community Support & Engagement

Community Support Coffee mornings delivered in rural locations, reaching residents in more remote rural communities.

70 local residents supported at these coffee mornings with information and advice on local services and activities

27 local residents improved their IT skills with the dedicated CVS IT help desk

Community engagement as we participated in 6 Community Connect Trailer events & 2 Family Fun days organised by BBC promoting volunteering in our community



Winter Warmth Project

841 people supported through the Winter Warmth project (with the distribution of information/advice booklets & direct assistance-funding to frontline local organisations, and Christmas Gift Appeal).

132 Winter Warm packs were made up and distributed to those residents whose health and wellbeing were at risk, and struggling with the cost of living during the winter months. These packs included warm items such as thermal hat/socks/gloves, fleece blanket, snood, room temperature gauge and essential information on local services, Brentwood Community Directory & Social Activities Directory and information on cost of living support.



Hospital Support Project

Part of a countywide project funded by Mid and South Essex Integrated Care System, we offered help and support to local resident recently **discharged from hospital**. This included prescription collections, shopping, handyman service to fit key safes, and wellbeing calls. Each referral also received a **Community Connections Discharge Bag**, which included Brentwood Community Service Directory, room temperature gauge and other useful information on local services and activities.



Community and Wellbeing Hub at Merrymeade House

New Activities at Merrymeade House since September 2022



Warm Hub

78 residents visited our weekly **Community 'Warm Hub' Café**, supporting those residents struggling with the **cost of living**

Of which **28 residents signposted**/given information to other local community services



Digital Support

21 residents supported with technical related 'device' issues (mobiles phones or tablets) to improve their skills or capabilities

Offering IT support for those over 65 to be **more digitally competent**, as the pandemic has shown many of them to be completely disadvantaged in accessing online support or services



Weight Management

55 visits by local residents to our weekly **weight management session**. Improving the health of the local population with access to **free weight management**.

Weight loss can reduce the risk of heart disease, stroke, type 2 diabetes and some cancers, thereby also reducing the impact on health services



Health walk

A group of local residents enjoy a regular weekly health walk through the lovely **Merrymeades Country Park**.

Our walk and talk group not only helps to promote health and **fitness**, but also helps **alleviate loneliness**, broadening social and community bonds and **improving mental health**



Supporting Partners

Supporting partner organisations with special room hire rates has resulted in more projects and services being delivered at Merrymeade House:

- **Alzheimer's Society**-Singing for the Brain session
- **Blue Flower Support**-informal dementia support for families
- **Age Well East**-coffee support morning
- **Havering & Brentwood Bereavement Services** workshops

What our members had to say about our service:



What our members had to say about our networking events:

‘It’s a great opportunity to connect with other voluntary organisations’
Brentwood Theatre

‘It’s important to be able to share with others, all dedicated to servicing the local community’
Lighthouse furniture Project

‘It is the best way to find out what groups are available locally’
Homestart

‘A great opportunity to keep ‘plugged in’ to the Brentwood Community’
1st Warley Scouts

‘Good to talk to other organisations’
Frontline Partnership



BCVS delivering training to local groups



New Home of BCVS



BCVS 'Community Matters' Networking Event for VCS organisations



BCVS volunteers making up the Winter Warmth Bags



Supporting Community Events



BCVS volunteers supporting client at Weight Management session



BCVS 'Staying Well this Winter/COL' event

EXECUTIVE COMMITTEE 2022/2023

President **Mayor of Brentwood**

OFFICERS

Chairman	Sheila Murphy
Vice-Chairman	David Tee
Secretary	Dee Truesdale
Treasurer	John Fry

COMMITTEE MEMBERS

Jo Rayment
Sue White

REPRESENTATIVES OF OUTSIDE BODIES:

Cllr M. Reed	Brentwood Borough Council
Cllr T Barrett	Brentwood Borough Council

BRENTWOOD CVS TEAM (STAFF & VOLUNTEERS)

Diane Fairchild	Director
Arsen Poghosyan	Funding & Information Officer
Bex Foreman	Co-ordinator

Toni Thouvenel	Volunteer (Ambassador/Weight Management)
Jerry Wright	Volunteer (IT support)
Derek Fryer	Volunteer (Community Support)
Linda Eastaugh	Volunteer (Weight Management)
Harriet Rathborn	Volunteer (Social housing gardening)

Occasional Volunteers supporting community projects:

**Michelle Farrow, Peter Taylor, Sue Eriera,
John Stammers & Andy King**



Brentwood Council for Voluntary Service

Register Charity No: 1019965

BRENTWOOD COUNCIL FOR VOLUNTARY SERVICE

INCOME AND EXPENDITURE ACCOUNT Year Ended 31st March 2023

2021/2022		2022/2023 Total	2022/2023 Unrestricted	2022/2023 Restricted
£		£	£	£
	Income			
131,877	Grant Income	65,884	48,190	17,694
1,712	Other Income	1,303	142	1,161
133,589	Total	67,187	48,332	18,855
	Expenditure			
56,545	Staff Costs	61,590	52,384	9,206
75,378	Other Costs	14,941	5,292	9,649
131,923	Total	76,531	57,676	18,855
1,666	Surplus / (Deficit)	(9,344)	(9,344)	0

BALANCE SHEET Year Ended 31st March 2023

31 March 2022		31 March 2023
	Current Assets	
55,521	Current Account	35,385
221	Reserve Account	21,156
21,063	Capital Reserve Account (14 day notice)	221
0	Income in Arrears	1,161
0	Expenses Prepaid	
(9,537)	Less Creditors	
(13,223)	Income Received in advance	(13,222)
	Expense accruals	
54,045	Total	44,701
	Represented By: -	
52,379	Balance Brought forward	54,045
1,666	Current year Surplus/Deficit	(9,344)
54,045		44,701

I have reviewed the above Income and Expenditure Account for the year ending 31 March 2023 and confirm it is in accordance with the financial records of the Brentwood Council for Voluntary Service.

Phoebe Barnes ACCA



Date

7/4/23



BRENTWOOD CVS
SUPPORTING VOLUNTARY AND COMMUNITY ACTION

Brentwood Community & Voluntary Service

Register Charity No: 1199229

Brentwood Community & Voluntary Service

Accounts for the period 09 June 2022 to 31 March 2023

	£
Income	
FSJ Funding Grant	2,000
CIF Funding Grant	6,000
Merrymeade Room Hire	3,461
	11,461
	£
Expenditure	
CIF related expenses	4,588
Miscellaneous	175
	4,763
Surplus / (Deficit)	<u>6,698</u>
	£
Represented by	
Current Account	6,698
Total Assets	<u>6,698</u>

I have reviewed the above Income and Expenditure Account for the period 9th June 2022 to the 31 March 2023 and confirm it is in accordance with the financial records of the Brentwood Community & Voluntary Service.

Phoebe Barnes ACCA



Date

7/11/23

PLEASE NOTE:

Brentwood Community and Voluntary Service (CIO) was formed and registered with the Charity Commission on 9th June 2022, as part of our rebranding process.

As per the members resolution from last years AGM the assets from Brentwood Council for Voluntary Service will transfer to Brentwood Community and Voluntary Service from 31st March 2023



BRENTWOOD CVS
SUPPORTING VOLUNTARY AND COMMUNITY ACTION

Thank you to our funders & supporters

Our main funders this year were Essex County Council & Brentwood Borough Council. The funding contributes to BCVS core infrastructure and project work.

We have also received funding from the Essex Community Foundation Communities Initiative Fund to improve facilities at Merrymeade House, Fowler Smith & Jones to purchase new IT equipment and Mid & South Essex ICS.

