

# 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



**BRENTWOOD CVS**  
SUPPORTING VOLUNTARY AND COMMUNITY ACTION

## 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

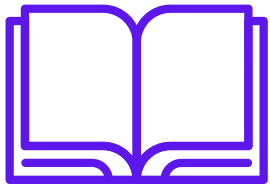
**Workshops delivered to members on how to use desktop publishing software 'Canva'** which offers a professional look to social media posts, reporting and presentations etc.

**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**



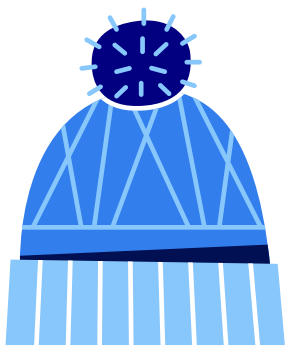
### Community Support & Engagement

**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.



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## 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**



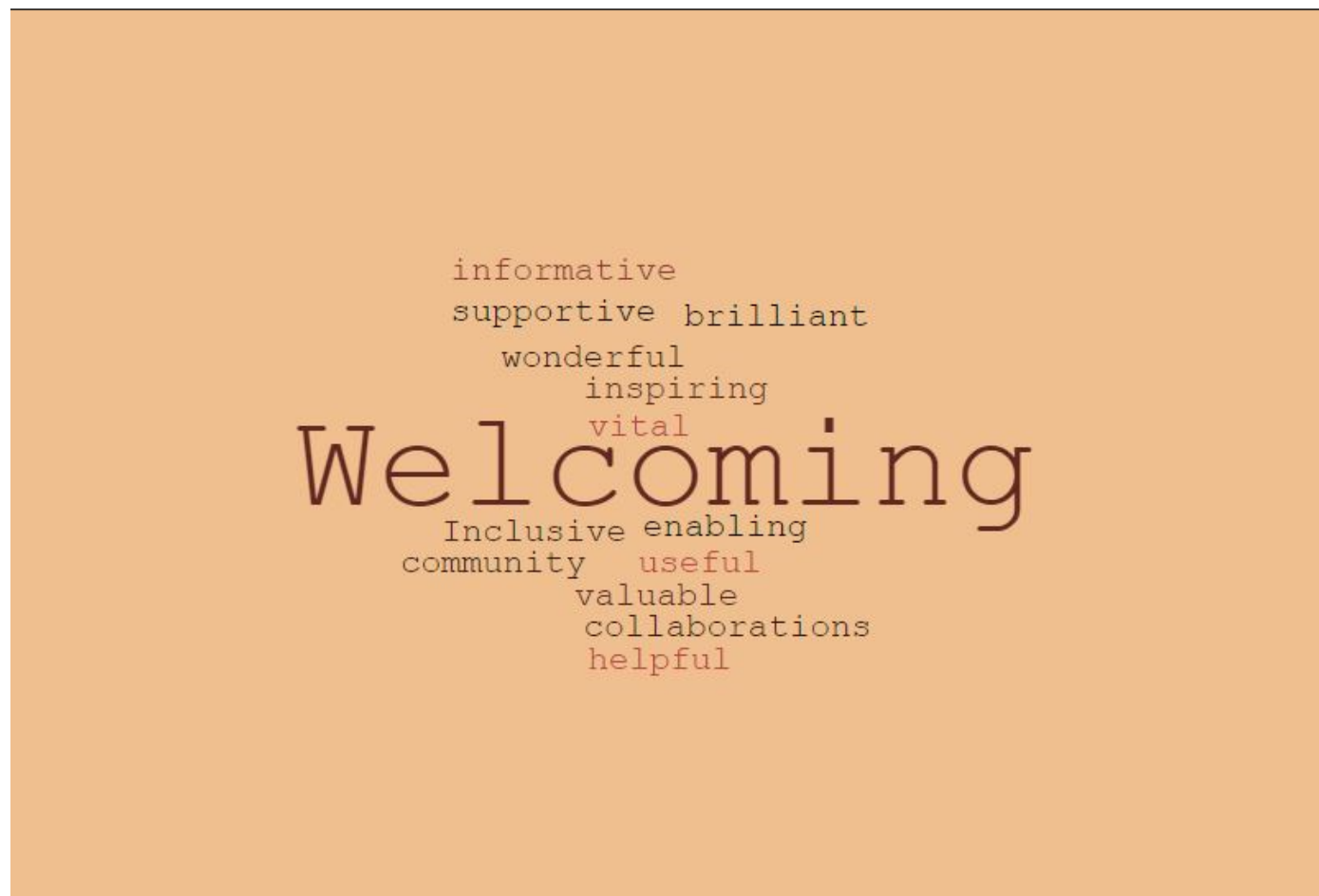
#### Supporting Partners

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

### BALANCE SHEET Year Ended 31st March 2023

31 March 2022		31 March 2023
	<b>Current Assets</b>	
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	
	<b>Less Creditors</b>	
(9,537)	Income Received in advance	
(13,223)	Expense accruals	(13,222)
<b>54,045</b>	<b>Total</b>	<b>44,701</b>
	<b>Represented By: -</b>	
52,379	Balance Brought forward	54,045
1,666	Current year Surplus/Deficit	(9,344)
<b>54,045</b>		<b>44,701</b>

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

	£
<b>Income</b>	
FSJ Funding Grant	2,000
CIF Funding Grant	6,000
Merrymeade Room Hire	3,461
	<b>11,461</b>

	£
<b>Expenditure</b>	
CIF related expenses	4,588
Miscellaneous	175
	<b>4,763</b>

<b>Surplus / (Deficit)</b>	<b>6,698</b>
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	£
<b>Represented by</b>	
Current Account	6,698
<b>Total Assets</b>	<b>6,698</b>

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

  
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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**  
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# 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.

