

# ANNUAL REPORT

2023 - 2024



**BRENTWOOD COMMUNITY &  
VOLUNTARY SERVICE**

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.



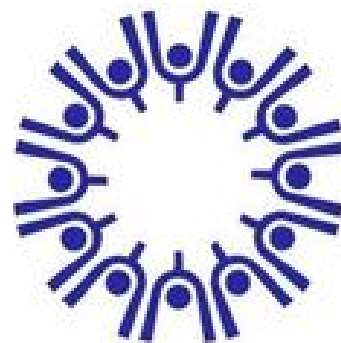
# Supporting the Local Voluntary & Community Sector

2023/2024



CORE	SERVICE	DETAILS
<b>107</b> 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.
<b>37</b> 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.  <b>£916,000 of external funding attracted into the district as a result of this dedicated support.</b>
<b>48</b> 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.  <b>'Its a great opportunity to connect with other voluntary organisations' – Brentwood Theatre</b>
<b>189</b> New Volunteers	Volunteer Centre	Securing <b>65</b> volunteering places  Estimated <b>9464 hours</b> additional volunteering in the community this year (based up average 2.8hrs per week) Estimated <b>£129,700</b> economic value of volunteers to the Brentwood community.
<b>26</b> 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.
<b>13</b> 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
<b>389</b> 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"> <li>Providing a warm and safe environment,</li> <li>73 residents signposted/given additional information or support information</li> </ul>
<b>26</b> 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"> <li>Improve digital competent, and confidence</li> </ul>
<b>337</b> Visits by local residents to weight management session	Weight Management	A free weekly weight management session	<ul style="list-style-type: none"> <li>Improving the health of the local residents with access to free weight management</li> <li>Weight loss can reduce the risk of heart disease, and some cancers, thereby also reducing the impact on health services</li> </ul>
<b>48</b> Health walks	Health Walk	A regular weekly health walk through the lovely Merrymeade Country Park	<ul style="list-style-type: none"> <li>Promoting health &amp; fitness</li> <li>Helping to alleviate loneliness</li> <li>Improving mental health</li> </ul>
<b>151</b> Winter Warmth bags  <b>23</b> Electric Throws  <b>15</b> 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"> <li>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.</li> <li>Electric throws and draft excluders distributed to residents struggling with fuel costs</li> </ul>

# Merrymeade House Community & Wellbeing Hub

2023/2024



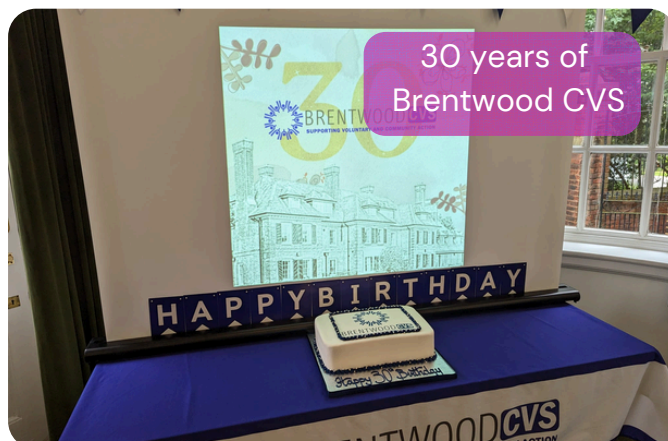
BCVS	SERVICE	DETAILS
<b>16</b> Group activities/ training accommodated	Creating a Community & Wellbeing Hub  Room hire	Regular activities and/or training accommodated providing more benefit to local residents. This includes activities such as: <ul style="list-style-type: none"><li>• <b>Alzheimer's Society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



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

### BALANCE SHEET Year Ended 31st March 2024

31 March 2023		31 March 2024
	<b>Current Assets</b>	
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	
	<b>Less Creditors</b>	
	Income Received in advance	
(13,222)	Expense accruals	(13,223)
<b>51,399</b>	<b>Total</b>	<b>109,420</b>
	<b>Represented By: -</b>	
54,045	Balance Brought forward	51,399
(2,646)	Current year Surplus/Deficit	58,021
<b>51,399</b>		<b>109,420</b>

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