

Annual Report 2018 / 2019



Charitable Incorporated Organisation (CIO no: 1157707)

**Castle Donington Volunteer Centre,
The Community Hub,
101 Bondgate,
Castle Donington, DE74 2NR**

Tel: 01332 850526 email: Admin@CDVC.org.uk



Management Personnel 2019

Board of Trustees

Chair	Wayne Tranmer
Vice Chair	Mick Forey
Treasurer	Alwyn Thorpe
Trustee (Accounts)	John Williams
Trustee (Grow Cook Share)	Dennis Taylor
Trustee (Minutes Secretary)	Gill Schofield
Trustee	John Semons
Trustee	Alex Logan
Trustee	Mark Reddish

Observer members	Robert Sizer	(Castle Donington Parish Council)
	Shaun Ambrose-Jones	(Castle Donington Parish Council)

Staff

Office Administrator	Helen Hall
Office Administrator	Brian Hindle
Accounts Administrator	Tracy Symcox
Transport Administrator	Richard Haigh
Transport Administrator	Kieron Lehrle



Trustees Report For The Year Ended 31st March 2019

The Trustees present their annual report with the financial statements for the year ended 31st March 2019. In this 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 (FRS 102) (effective 1 January 2015).

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.

New Trustees are advised of their obligations under charity law, the content of the Declaration of Trust as well as the structure and decision making process of the Committee.

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

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 people in Castle Donington and the surrounding area 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 time and 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 to ensure that in the event of a reduction in its key funding 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.

Chairs Report

This is my first annual report as the Chair of the Volunteer Centre and I am proud to report that in the last year we have successfully provided a range of services to the community in and around Castle Donington. This is not always easy with continued pressures on funding and rising prices but we have taken actions that will assist in continuing to provide and grow these services.

A selection of highlights follow;

GrowCookShare (GCS)

GCS continues to thrive providing monthly three course meal events at both the Church Hall and the Wakefield Court sheltered housing complex.

Thanks to the very professional teams providing these events they are eagerly attended not only for the quality of the food but also as a valuable social occasion. As a result of the way they are regarded we have recently increased the seating of the Church Hall event from 54 to 60 covers and we are working with North West Leicestershire District Council on improving the kitchen facilities at Wakefield Court to better support our activities.

Continuing thanks go to both the allotment team who keep the plots in good shape producing fresh produce for the lunches.

Help@Hand

This service is a varied and unpredictable one that has seen us carry out a number of tasks ranging from putting up washing lines, changing batteries, bulbs etc. through to moving house contents to a new home. We have even been asked to provide phone and computer tablet guidance which has been a test but has always been successfully managed. This is a service that requires more thought as to how best to develop the community benefits.

Community Transport

We have now completed our plan to rationalise our wheelchair accessible bus fleet.

Three of our older vehicles have been sold with one brand new Peugeot Boxer purchased. We now have five vehicles which provide the functionality and reliability required for our type of work whilst controlling running costs. We have made a decision to retain the Wheelchair Adapted Vehicle (WAV), a 7 seater, so that we can trial this vehicle as a "dial a ride" provider to enable a pick up / take home

Trustees Report For The Year Ended 31st March 2019 (continued)

service to and from The Community Hub. A number of Parish Councilors and Staff have been trained to assist in providing this service which commenced in April.

2018/19 recorded an increase in fleet miles by 22% on the 2017/18 period.

A highlight of the annual Download festival at Donington Park 2018 was the recognition by way of a UK industry award of "Best Large Festival Disabled Access Provision" to Festival Nation. This award reflects not just the quality of the disabled camping provision but also the site and stage accessibility requirements which again was provided by CDVC. Our volunteers, including a number from UPS (United Parcel Service), unstintingly gave of their time and care to a group of disabled festival goers many of whom would not be able to attend without our assistance.

The memories of Download 2019 are still clear so are worth a comment. The growth of the festival disabled access sites and wet weather conditions provided a severe challenge to our volunteers and our post festival cleaning team. I have to thank all involved that once again excelled at "Download".

Medical Car

This valuable service continues to transport those who cannot use their own or public transport to attend hospital appointments. Whilst we have had a number of medical car drivers retire we have also had a number join during the year. This service is funded by the East Leicestershire & Rutland Clinical Commissioning Group which, as with all other grants, is now subject to an assessment programme and therefore funding cannot be guaranteed in the future. However, the general demand continues to increase so this is an area where we welcome further drivers who are willing to give a few hours of their time by using their own car to help somebody in the community.

We have updated our leaflet on this service and will shortly give more information to potential users via the GP surgery.

Finances

The state of the Charity's finances is shown in the attached Statement of Financial Activities and Balance Sheet.

The financial environment remains challenging as cuts in local government funding continue to bite. We are responding by reducing costs, having renegotiated many of our necessary service contracts as well as moving to The Community Hub where we can mutually share costs with other organisations. We are also exploring ways to raise donations from all quarters including funding bodies and local commercial suppliers. We generated a positive reserve this year which has been put towards our future development fund to ensure we continue to deliver.

Challenges

As mentioned, funding pressures continue and are characterised by an inability to accurately predict future levels. We are also aware of the growth of pupils that has begun at the Castle Donington College where we share space, which, at some time in the next 2 years, may result in a new secure

Trustees Report For The Year Ended 31st March 2019 (continued)

site having to be found for the bus fleet. We are discussing options to address these issues and staying close to the College so that we can develop solutions in parallel with their plans.

Whilst we have been successful this year in bringing on more volunteers the team can never be big enough to provide the flexibility and cover that we need to serve a growing demand within the area. Our active volunteers on our books gave a total of 10890 hours of their time during the year. At a nominal £10 per hour this is just under £110k of added value benefiting our community. A number of discussions have been held to identify best practice in Leicestershire as to how we might improve our local presence and recruit more volunteers. We will continue to progress these ideas.

Thanks

I would like to formally put on record my thanks to all of our volunteers and staff who deliver such an impact within the community who, by the comments of those that benefit, fully appreciate the level of support we give. I will also thank our local supporters including the Parish Council, UPS, Dimensions, Co-op, ASDA and many others who make it all possible through their generosity.

Finally, a quote from a person who has moved into the area recently which we should remember; "What you do is unique. I had nothing like this where I moved from, you make a real difference to my independence"

Wayne Tranmer
Chair of Trustees

CASTLE DONINGTON VOLUNTEER CENTRE

(Registered Charity No. 1157707)

BALANCE SHEET AS AT 31 MARCH 2019

	31 March 2019 £	31 March 2018 £
FIXED ASSETS		
Vehicles		
Brought Forward 1 April 2017	92,863	83,234
Additions in the year	37,958	35,575
Disposals in the year	-(1,500)	-(1,000)
Depreciation charged in the year	-(32,088)	-(24,946)
Carried Forward 31 March 2018	97,233	92,863
CURRENT ASSETS		
Short Term Investments	110,592	109,586
Bank Accounts		
Main Working Account	87,582	90,822
Sundry Debtors & Prepayments	5,419	9,382
Current Assets Total	203,593	209,791
Less Current Liabilities	-(13,226)	-(9,283)
Net Current Assets	190,367	200,508
TOTAL NET ASSETS	287,600	293,371
Represented By:-		
UNRESTRICTED FUNDS		
Revenue fund	72,118	75,551
Development fund	140,196	120,196
RESTRICTED FUNDS	75,286	97,624
TOTAL RESERVES CARRIED FORWARD	287,600	293,371

CASTLE DONINGTON VOLUNTEER CENTRE

STATEMENT OF FINANCIAL ACTIVITIES (Incorporating an Income & Expenditure Account) For the Year Ended 31st March 2019

	Unrestricted Funds £	2018/19 Restricted Funds £	TOTAL £	2017/18 Total £
<u>INCOME</u>				
Grant Income Received				
L.C.C.	40,429		40,429	44,725
C.D. Parish Council	0		0	4,500
Other Grants			0	36,122
Leics. & Rutland County CCG (Hosp. Trans.)	6,228		6,228	6,228
Kegworth P.C. (Hosp. Trans.)	0		0	
Community Transport Income	46,941		46,941	38,285
B.S.O.G. Fuel Rebates received	2,121		2,121	2,467
General Donations	6,146		6,146	6,400
Hospital Transport Donations	3,567		3,567	2,340
Fundraising & Kegworth Tote	233		233	904
Interest Received	1,170		1,170	61
Miscellaneous Income	746		746	839
Total Income	107,582	0	107,582	142,870
<u>EXPENDITURE</u>				
Salary Costs	30,773	600	31,373	31,758
Community Transport Costs				
Fuel	9,264		9,264	8,514
Maintenance servicing & repairs	6,126		6,126	10,593
Insurance	10,786		10,786	8,223
Training, Travel & Equipment Costs	616		616	1,419
Vehicle Depreciation	10,350	21,738	32,088	24,947
Loss (Profit) on Sale of Vehicle	-(2,250)		-(2,250)	200
Volunteer Centre Office Costs	15,651		15,651	15,349
Audit Accountancy, Legal & I.T. Fees	410		410	468
Professional & Consultancy Fees	2,468		2,468	2,270
Hospital Transport Drivers Mileage Claims	6,240		6,240	5,870
Miscellaneous Expenses	580		580	417
Total Expenditure	91,015	22,338	113,353	110,028
Net Incoming Resources being net income for the year	16,567	-(22,338)	-(5,771)	32,843
Transfer to Development Fund	-(20,000)	0	-(20,000)	
Reconciliation of Funds				
Funds brought forward at 1st April 2018	75,551	97,624	173,175	140,333
Funds carried forward at 31st March 2019	72,118	75,286	147,404	173,176

CASTLE DONINGTON VOLUNTEER CENTRE

REGISTERED CHARITY NUMBER 1157707

AUDITORS REPORT FOR THE YEAR ENDED 31ST MARCH 2019

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 organisations financial affairs as at 31st March 2019 and of its income and expenditure for the period then ended.

A.J. Pearson

A.J. Pearson FCA

Chartered Accountant

4-12-2019

