

Annual General Meeting

1st April 2007 – 31st March 2008

22nd September 2008



Volunteer Centre North Warwickshire Ltd.
Company No. 5697854
Registered Charity No: 1113322

Patron: Mayor of North Warwickshire

White Hart House, Long Street,
Atherstone, Warwickshire CV9 1AX
Tel: 01827 717073
Email: info@vcnw.org.uk
Website: www.vcnw.org.uk



North Warwickshire Borough Council

The Mayor's Parlour

The Council House
South Street
Atherstone
North Warwickshire
CV9 1DE

DX : 23956 Atherstone
Switchboard : (01827) 715341
Fax : (01827) 719430
Website : www.northwarks.gov.uk

In my position as Deputy Mayor and now Mayor of North Warwickshire, I have met many volunteers across Warwickshire who achieve great success in delivering a very good service.

Without these hard-working and dedicated people, many of our elderly and young would suffer and, let's face it, they are people in need at many levels.

We must also give a very big thank you to all at the Volunteer Centre for organising and co-ordinating all the services which they deliver.

I do believe that the situation across the County this year is going to be demanding and I do believe many more will require your services and, no doubt, you will cope with the demand.

From my own experience of voluntary work within my village (which I do carry out, when time permits) I do understand the satisfaction you give to many.

Can I, as Mayor of North Warwickshire on behalf of all the people who you have served, take this opportunity to thank all the volunteers and the Centre for a grand year of achievement - well done.

Mayor of North Warwickshire
Councillor Ray Payne

VOLUNTEER CENTRE NORTH WARWICKSHIRE LTD

ANNUAL GENERAL MEETING

Monday, 9 July 2007

Mission: The Volunteer Centre exists to promote and develop volunteering for the benefit of both individuals and communities in North Warwickshire.

Present:

David Studd	Chair VCNW
Julie Airey	VCNW
Warwick Allaway	VCNW
Pat Bradford	Beeline
Maureen Callaghan	VCNW
Glennis Collett	NWCVS
Lorna Dirveiks	VCNW
Anne Forwood	VCNW
Iris Fulmer	NW Older People's Forum
Pauline Gurney	Circles Network
Davina Key	NWCVS
Debbie Lyons	ACLS
Carol Musgrave	CAB NW
Alistair Rigby	WCC
Celia Smith	VCNW
Lesley Stinton	St Giles Hospice
Ann Studd	VCNW
Jane White	VCNW

Accepted as a true record

Signed

Print Name

Designation

Date

1 Welcome Address

In the absence of the Chair, Jayne Husband, the Welcome Address was given by David Studd, Vice Chair. He explained that neither the Mayor, nor Deputy Mayor, was able to attend because of other pre-planned duties.

2 Apologies for Absence

Mavis Bassett	VCNW
Amanda Durno	Atherstone Early Years Centre
Jayne Husband	Chair VCNW
Sue Palanganda	Nuneaton & Bedworth VC
Adrian Sabin	Family and Friends
Representation from:	Coleshill Stroke Club
	Samaritans Tamworth
	Take-A-Break Warks Ltd

3 Adoption of the Accounts for the year 1 April 2006 – 31 March 2007

These Accounts, which were prepared by Warwick Allaway (Treasurer) and were examined by John C Glover FCA CTA were presented to the meeting. As there were no questions, **Anne Forwood proposed** and **Lorna Dirveiks seconded** that these accounts were adopted, with the meeting in agreement.

4 Presentation of Chair's Report

David Studd presented the Chair's Report (2006-2007), on behalf of Jayne Husband. This is the first report for the Volunteer Centre North Warwickshire Ltd, that became a Company Limited by Guarantee on 1 April 2006, transferring the assets from the North Warwickshire Volunteer Bureau to the new Limited Company, which retains its registered Charity status.

Over the past 12 months, there has been the formation of the Coventry & Warwickshire Infrastructure Project, of which we were part of the formation. We made a decision to concentrate on local service and not to continue with direct involvement in the County Wide Structure to serve the best interests of volunteers and volunteering in Northern Warwickshire, but to continue to work with any new County Wide Structure where appropriate. We have continued to forge closer links with the Nuneaton & Bedworth Volunteer Centre and have recently worked on a Joint Business Plan and a Formal Partnership Agreement. We shall continue to work with Volunteer Centres across the County and with Millennium Volunteers and look to continue, and to develop further, relationships with Volunteer Centres in neighbouring counties.

In the last year, we have successfully completed the World War II Project, extended our outreach work and staged several successful events to attract new volunteers. David Studd, on Jayne Husband's behalf, thanked Louise Holles, Volunteer Development Worker and Celia Smith, Project Officer, for ensuring that these events were successful.

Mavis Bassett, a Trustee for over 7 years and the Chair for the past 4 years, stepped down as Trustee and Chair in October 2006, but will remain on the Management Committee in an advisory capacity. Mavis was thanked for her continued support.

The Chair feels that with continued development through partnership work with Nuneaton & Bedworth VC, and a new project with Friends of Atherstone Heritage, the future for strengthening and advancing volunteering across Northern Warwickshire looks more positive than it has done for some time.

In conclusion, the Trustees, Management Committee, Staff and Volunteers were thanked for all their support and hard work over the past year and, equally important, thanks were given to our funders.

There were no questions regarding the content of the Chair's Report.

5 **Election of Directors**

All current Directors are prepared to stand for re-election. As there were no objections, **Glennis Collett (NWCVS) proposed** and **Celia Smith seconded** that the current Directors are accepted.

6 **Any Other Business**

Jane White, Volunteer Centre Manager, wanted to mention the quality accreditation we have recently achieved through Volunteering England, with an impressive 21 marks out of a possible total of 22. This accreditation covers us for 3 years and shows the quality of service we are able to offer.

7 **Vote of Thanks**

David Studd thanked everyone for attending this AGM and he also thanked the Board, the staff and the volunteers for their hard work during the past year.

The meeting closed at 10.30am.

Treasurer's Report on the Annual Accounts

Having looked through the accounts for year end March 08, I can see that excellent progress has been made with the generation of funding for the VCNW, ending the financial year with a balance of unrestricted funds of circa £32½k. £12k of which is designated funds, this has created a very positive start to the year and has helped secure the viability of the centre for the next 2 years or so.

However, as David has intimated, although this gives us an operating comfort zone, we need to look at building on this excellent result going forward. As well as securing further funding, we need to strive to keep costs down, give best value for money and utilize the funds secured to work for the VC. As a "new broom" so to speak, I will be looking at all these things and hopefully helping with the continued success of the VCNW.

Anne McLellan
VCNW Treasurer
9th September 2008

**Volunteer Centre North Warwickshire Limited
(A Company Limited by Guarantee)**

**Statement of Financial Activities (Including Income and Expenditure
Account) for the Year Ended 31 March 2008**

	<u>UNRESTRICTED</u> £	<u>RESTRICTED</u> £	<u>TOTAL</u> 2008 £	<u>TOTAL</u> 2007 £
INCOMING RESOURCES				
Incoming resources from generated funds				
Voluntary income:				
Donations and grants	20,212	51,157	71,369	92,388
Investment income	1,228		1,228	1,074
Other income resources	329		329	4,117
TOTAL INCOMING RESOURCES	21,769	51,157	72,926	97,579
RESOURCES EXPENDED				
Cost of generating voluntary income	2,473		2,473	1,637
Charitable activities	21,963	43,222	65,185	82,875
Governance costs	7,186	0	7,186	12,532
	31,622	43,222	74,844	97,044
NET MOVEMENT IN FUNDS	-9,853	7,935	-1,918	535
TOTAL FUNDS BROUGHT FORWARD	42,412	21,261	63,673	0
TOTAL FUNDS TRANSFERRED FROM NORTH WARWICKSHIRE VOLUNTEER BUREAU	0	0	0	63,138
	32,559	29,196	61,755	63,673

Volunteer Centre North Warwickshire Limited
(A Company Limited by Guarantee)

Balance of Accounts for the Year Ended 31 March 2008

	<u>UNRESTRICTED</u>	<u>RESTRICTED</u>	<u>TOTAL</u>	<u>TOTAL</u>
	£	£	2008	2007
			£	£
FIXED ASSETS				
Tangible Assets	903	2,452	3,355	5,667
CURRENT ASSETS				
Debtors	3,122		3,122	2,446
Bank Current Account	27,376		27,376	20,071
Bank Deposit Account	1,833	26,744	28,577	35,978
Petty Cash	56		56	131
	32,387	26,744	59,131	58,626
Less: Creditors	731		731	620
NET CURRENT ASSETS	31,656	26,744	58,400	58,006
NET ASSETS	32,559	29,196	61,755	63,673
FUNDS OF THE CHARITY				
General funds	20,472	29,196	49,668	53,803
Designated funds	12,087		12,087	9,870
	32,559	29,196	61,755	63,673

The directors are satisfied that the company was entitled to exemption under subsection (2) of section 249A of the Companies Act 1985 and that members have not required an audit in accordance with subsection (2) of section 249B

The directors acknowledge their responsibilities for:

- (i) ensuring that the company keeps accounting records which comply with section 221: and
- (ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its movement in funds for the financial year in accordance with the requirements of the Act relating to accounts, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

The financial statements were approved by the Board on 24 July 2008 and signed on its behalf by:

VCNW Chair's Report 2007- 8

Over the past 12 months we have had the usual ups and downs of a Volunteer Centre, going from April last year, where we had only a limited amount of funding, as we had not gained funding from various organisations. We had to scale back our activities, not because we did not have a good case, as the feedback from the funders was generally very good, but because of a squeeze on available funding in general. Certain organisations apparently redirecting their focus from funding local organisations to having to reserve large amounts for government projects, such as the Olympics. Also, as with all organizations, the "credit crunch" will not help us as it makes it very difficult to budget, as we have seen some significant increases already in our costs.

Due to the efforts of mainly Jane White, but ably assisted by others, we have managed to secure funding which will see us being able to operate at our present level for just under 3 years, which makes fundraising all the more important. This does not mean we are sitting back on our laurels, but are actively seeking to expand volunteering in North Warwickshire, this will be helped by the VC staff and our liaisons with other like minded organisations. The next few years will be a transitory and difficult time for many VC's, as there appears to be a push to provide services on a county wide basis, rather than at a local grass roots focus. We believe that this type of organisation is misplaced, and will not allow the focus on what is required locally, as if you take Warwickshire the requirement north to south is quite different. It will also make getting funding potentially more difficult, as many councils are heading towards competitive funding, and it will be easier for them to give a grant towards larger organizations, due to the economy of scale, than a number of smaller groups.

As advised by Jane White in her report, various projects are proceeding well, and in various cases, exceeding the targets we set, we hope this will continue and I thank all the staff for their hard work in making sure the projects have and will continue to succeed. Within the word staff, I include the volunteers for all their hard work and they in essence, personify what we are about and that is productive volunteering, and I am sure that we as a management committee, don't say thank you often enough to them. The thanks also go to those who may no longer work or participate in the running of the VC.

Thanks to all our funders, we hope for their continued support, which allows us to support volunteers in North Warwickshire, and the numerous organisations which only function because of these volunteers.

Thank you

David Studd
Acting Chair

Manager's Report 1st April 2007- 31st March 2008

I finished last year's report by recognising we faced a real challenge to maintain the quality of services we had developed over the past two years, with a reduced staff team. I am delighted to report that we have managed to rise to this challenge thanks to the dedication of staff, volunteers and management committee members as well as financial help from a variety of funding streams.

Funding from the Big Lottery enabled us to increase our staff team to deliver an exciting new project aiming to support even more people to volunteer in their local community. It also gave us a level of security for the next three years that will allow us to develop and improve our services across the Borough of North Warwickshire.

We have managed to increase volunteer interviews and placements (from 128 in 2006-7 to 141 in 2007-8) as well as the number of volunteering opportunities we are promoting and developing on behalf of voluntary and community organisations. The Taste of Volunteering Course, funded through WCC Adult & Community Learning, provided the 30 participants with extra information and support so they would benefit as much as possible from their volunteering experience.

The Volunteer Co-ordinator Forum has held networking and training sessions on a regular basis and has increased its membership to twenty organisations.

We have developed a formal partnership with the Volunteer Centre Nuneaton & Bedworth (VCN&B) and have held two shared staff days that have identified areas of joint working. We are now working together on project and funding ideas, promotion/events, brokerage and finance.

Volunteers' Week 2007 included a really successful drop in day when over 30 members of the public came in to find out about volunteering. Our Volunteer Celebration event was held in partnership with Millennium Volunteers (now called reVOLve) at Newton Regis Village Hall. We also worked with MV on our first ever Speed dating event.

Projects we successfully completed over the year included WW11 (Heritage Lottery Fund), Community Activity Audit (WCC Well-Being Fund), Employee Volunteering (Coalfields Regeneration Trust).

We have had six office volunteers helping us on a regular basis throughout the year, with the web site and IT, publicity and art work, volunteering applications and general administration: **Ann Studd, David Aspley, Fiona Hales, Lee Evans, Diane Rumble and Rosalie Ankers** have done invaluable work for us and we are very grateful for their help.

We said a sad goodbye to Louise Holles, our Volunteer Development Officer, in June 2007 and welcomed on board Karen Bayley and Elaine McCabe as Volunteer Co-ordinators, in January 2008. Elaine has since moved on to another organisation. Mavis Bassett joined us for a few months to manage the Active Communities NoW Project and it definitely benefited from her wealth of experience. VCNW has benefited greatly from our experienced staff Celia Smith, (Project Development Officer) and Julie Airey (Office Administrator) who ensures the office runs smoothly – quite a challenge working 11 hours per week!

We found out, towards the end of the last financial year, the brilliant news that we had been successful in securing funding from the Heritage Lottery. This was for a project in partnership with the Friends of Atherstone Heritage and funding from the WCC Well-Being Fund, to promote our Active Communities NoW project to as wide an audience as possible. This funding has also enabled us to employ a Project Manager and Martin Horner joined us in July this year. You will see from his report, that all our projects are going well and we are recruiting more volunteers than in previous years, benefiting local voluntary and community groups.

As you will appreciate, we have had a very busy year with a mixture of highs and lows, but things are certainly looking up and I am confident the Volunteer Centre will go from strength to strength over the coming year.

Jane White

Manager

Project report Jan 08-Aug 08 for AGM 22nd September 2008

Active communities NoW (ACT NoW) funded by the Big Lottery Reaching Communities Fund.

The overall aim of this project is to strengthen and unite communities through voluntary action.

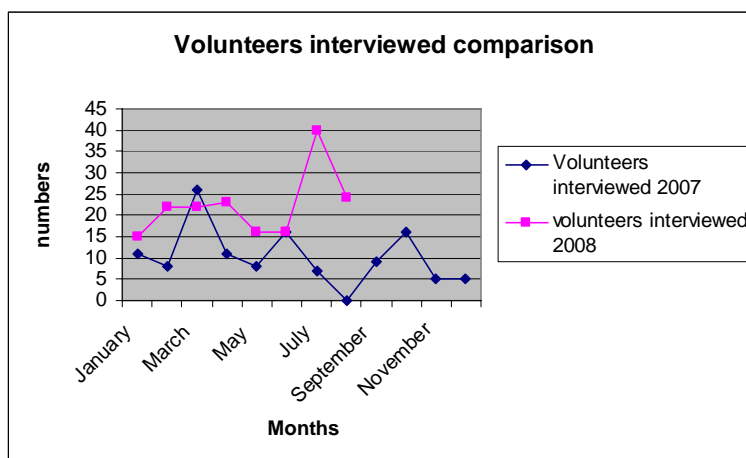
All targets are currently on track. Volunteer recruitment and development is ongoing with numbers above target, please see graphs.

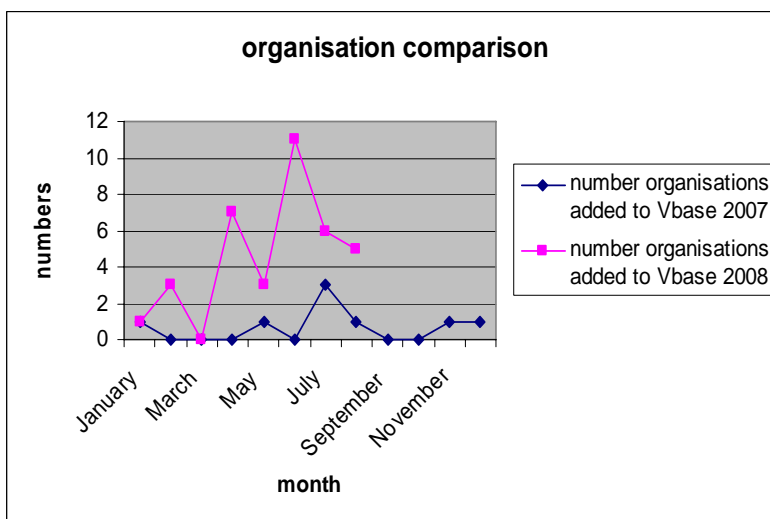
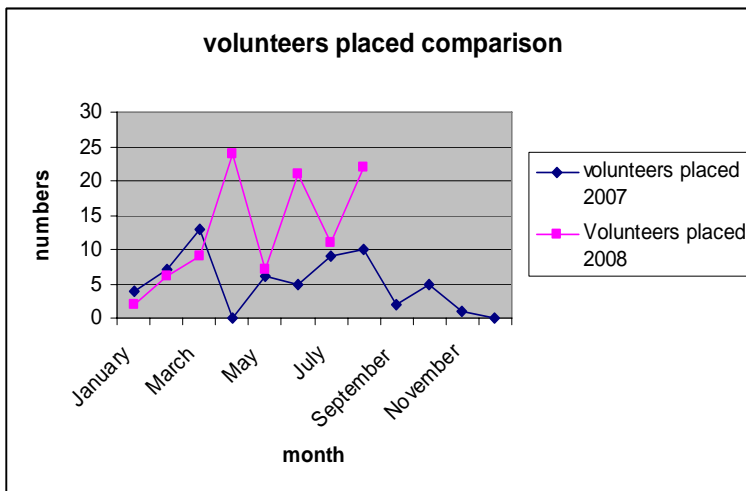
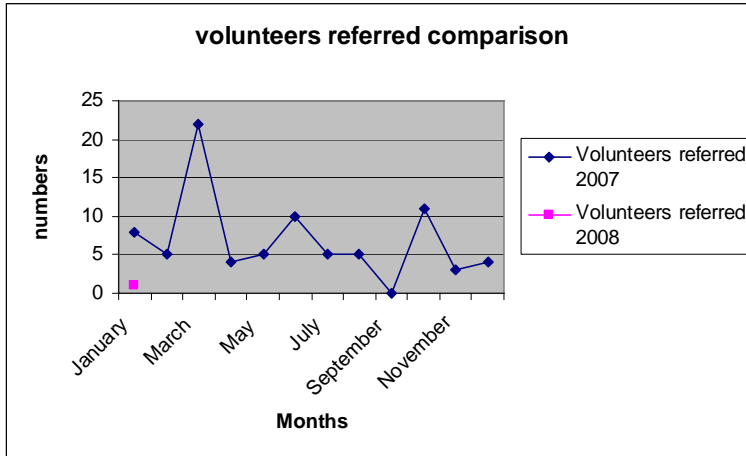
The two activity circles (craft) continue to operate in Birchmoor and Atherstone. The Atherstone meeting is changing to be a monthly support meeting for the volunteer craft demonstrators. A new craft circle is beginning in Kingsbury late September.

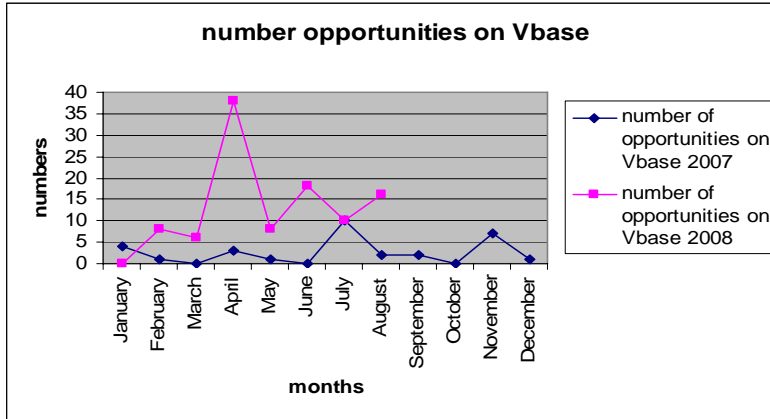
The craft circles are concentrating on Christmas items, in preparation for the Christmas fair, with a three month programme agreed with the volunteers. There are eight trained befrienders. Identifying people who need befriending is the next step for this project. One person has been matched with a befriender already. Monthly befriender support meetings are programmed in for the next 3 months.

We continue to look for new opportunities in isolated villages, and one way of doing this is by going on the mobile library visits to villages, as a means of meeting people in the villages and identifying any new opportunities that might be required and promoting volunteering.

Graphs







Promoting Active Communities Now funded by the WCC Well-Being Fund

The overall aim of this project is to enhance the ACT NoW project through targeted marketing.

The first Volunteer Centre newsletter was produced in July and distributed through libraries, doctor's surgeries, and leisure centres etc. The second Newsletter will be completed at the end of September and distributed in the same way.

There are regular press articles in the Atherstone Herald, Atherstone Tribune, Heartland Evening News and Heart of England News.

The North Warwickshire village newsletters' have regular articles to promote volunteering, and further development of this is ongoing.

A 6 month targeted marketing campaign has just begun, looking at parent groups and volunteering opportunities for parents. Future 6 monthly campaigns are planned.

The volunteer Centre has a stand at the NWBC big draw day on 29th October, offering hand massage, and promoting volunteering.

An open day, which is taking the format of a Christmas fair, is being organised for 6th December, this will include a Santa's grotto, craft stall, art workshop, hand massage, refreshments, a raffle and a visit from the Queen. There will be displays promoting volunteering.

100 years of Atherstone funded by Heritage Lottery

The overall aim of this project is to engage the local community in learning about and celebrating their heritage.

The museum system ADLIB training took place on 5th September with 8 people taking part. This will enable the archiving of artifacts and photos celebrating 100 years Atherstone and will be ongoing every Friday.

A leaflet explaining the project has been produced and some copies have been distributed locally.

The first Exhibition on Atherstone Industries is running between 3rd and 12th October at the Volunteer Centre, with Volunteers from Friends of Atherstone running the event.

A booklet is being produced on Atherstone industries and will be ready for the exhibition.

Walking Group funded by Sheldon Trust

The overall aim is to promote well being through walking.

This project is in conjunction with NWBC. The Volunteer Centre have a few volunteers who are walk leaders, two walks are taking place as part of NWBC get active week. Following this week, further walking activities are being planned to enable people to have light exercise through walking, together with talks on health subjects as part of the walk, i.e. healthy cooking demonstrations, looking after your heart.

Martin Horner
VCNW Project Manager

MANAGEMENT COMMITTEE MEMBERS / ADVISORY MEMBERS
1st April 2007 - 31st March 2008

Jayne Husband	Chair/Director/Trustee
David Studd	Vice Chair/Director/Trustee
Warwick Allaway	Treasurer/Director/Trustee (resigned 23/03/08)
Maureen Callaghan	Secretary (resigned 03/09/07)
Anne Forwood	Director/Trustee
Lorna Dirveiks	Director/Trustee
Adrian Edgington	Director/Trustee (joined 27/11/07)
John Killian	Director/Trustee (joined 01/11/07)
Fred Greenway	Advisory Member
Lesley Stinton	Advisory Member
Mavis Bassett	Advisory Member

OFFICE STAFF

Jane White	Manager
Julie Airey	Office Administrator
Louise Holles	Volunteer Development Officer (left 30/06/07)
Celia Smith	Projects Officer
Karen Bayley	Volunteer Co-ordinator
Elaine McCabe	Volunteer Co-ordinator (left 03/08)

VOLUNTEERS

Rosalie Ankers
Ann Studd
David Aspley
Lee Evans
Fiona Hales
Diane Rumble

THANK YOU

Our sincere thanks to: -

All our Committee Members for their time, commitment and support.

Volunteer Centre staff & volunteers.

Our Patron, the Mayor of North Warwickshire 2007 -2008
Cllr. Wendy Smitten.

North Warwickshire CVS for payroll services.

All Volunteers past and present.

The following for funding:-

Warwickshire County Council
Big Lottery reaching Communities Fund
Heritage Lottery Fund
Sheldon Trust
WCC Well-Being fund
WCC NW Area Adult and Community Learning
Awards for All
Coalfields Regeneration Trust
The Thomas Wall Trust
The Wakeham Trust
3M United Kingdom
Baddesley Ensor Parish Council
Polesworth Parish Council
Atherstone Town Council
Water Orton Parish Council