

Annual Report

1st April 2008 – 31st March 2009

for the Annual General Meeting
on
21st September 2009



Celebrating Volunteers' Week 2008

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

Patron: Mayor of North Warwickshire

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North Warwickshire Borough Council

The Mayor's Parlour

The Council House
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North Warwickshire CV9 1DE

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Date : 29 July 2009

FOREWORD

In North Warwickshire, just as elsewhere in Britain, there is a special breed of individual who year after year selflessly gives of their time and energy to help enrich the lives of others in the community. The recipients are often the worse off in our society, be that through age, infirmity or incapacity. There are, however, other equally important areas where the input of volunteers is vital; fund-raising, organising youth activities, debt and money advice, mentoring, first-aid, the list is endless.

Volunteers, as I learned earlier in the year when I handed out awards at the VCNW Drop In Day, come in all shapes, sizes and ages, for some the help they provide is physical whilst others offer invaluable advice and some assist people to organise and plan activities and events, but all share the same level of commitment, enthusiasm and tireless devotion to their voluntary work. It is widely accepted that the volunteer workforce of our nation saves our economy many millions of pounds each year. Without them where would we be? How could we, especially in the present economic climate, cope if we had to pay the going rate for all the services that voluntary groups provide?

It is very pleasing to hear that the number of people volunteering has dramatically increased over the past year and that VCNW now has an active role in influencing the volunteering agenda. Let us hope that the necessary funding can continue to be made available to make best use of this valuable resource.

Many people in the Borough of North Warwickshire, I know, benefit greatly from volunteer services so I was very pleased to learn that, as well as becoming the Mayor of this great Borough, I am also elevated to the role of Patron of the Volunteer Centre North Warwickshire. It is an honour that I take very seriously and consider it a privilege to be involved with these wonderful people. On behalf of everyone in the Borough, I offer sincere thanks to all of you who volunteer and to all those that work equally hard to develop and enhance the role of the volunteers.

I am immensely proud of you.

Mayor of North Warwickshire
Councillor John Moore

VOLUNTEER CENTRE NORTH WARWICKSHIRE (VCNW)

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

ANNUAL GENERAL MEETING

Monday 22nd September 2008

Present:

Ray Payne	Mayor North Warwickshire
Shirley Turner	Mayoress North Warwickshire
David Studd	Acting Chair, VCNW
Anne McLlellan	VCNW
Lorna Dirveiks	VCNW
John Killian	VCNW
Jane White	VCNW
Julie Airey	VCNW
Celia Smith	VCNW
Martin Horner	VCNW
Karen Bayley	VCNW
David Aspley	VCNW
Ann Studd	VCNW
Diane Rumble	VCNW
Fiona Hales	VCNW
Lesley Stinton	St Giles Hospice
Not Entered	WAYC
Jacquie Aucott	CWIC
D Burrows	Victim Support
D Patterson	Victim Support
D Chahal	Victim Support
Pat Bradford & John Mills	Beeline
Melissa Holland	Befriending
Eileen Barrs	Atherstone Theatre Workshop
Cecilia Birchenough	Craft Circle
Lorraine & Cheryl	CAB
Kirsty Loine	NWBC
Alistair Rigby	WCC
Sue Palanganda	VCN&B

Apologies:

Jayne Husband	Chair VCNW
Adrian Edgington	VCNW
Ben Odams	VCNW
Fred Greenway	VCNW
Anne Forwood	VCNW
Lee Evans	VCNW
Not Entered	Hazel's Helping Hands
Hannah Sharpe	
Kim Fathers	Take A Break
Karen Groves	Rethink
Not Entered	DIAL
Rosemarie Castledine	Craft Circle
Kate Morrison	Chief Officer, NWCVS
Carol Goodridge	North Warwickshire Gateway Club

Accepted as a true record

Signed

Print Name

Designation

Date

2	<p>Welcome Address by the Mayor of North Warwickshire The Mayor personally thanked all the Staff and Volunteers for their hard work. He also commended the Volunteer Centre for its' work and partnerships with other Volunteer Centre's. The Mayor encouraged everyone to continue volunteering and supporting volunteers.</p>
3	<p>Adoption of the Accounts for the year 1st April 2007- 31st March 2008 The Accounts were examined by John C Glover FCA CTA and presented to the meeting. As there were no questions, Ann Studd proposed and Sue Palanganda seconded that these accounts were adopted, with the meeting in agreement.</p>
4	<p>Proposal to keep the same Accountant A motion was proposed to keep the Accountant John C Glover FCA CTA. As there were no objections raised, Sue Palanganda proposed the motion was accepted, Pat Bradford seconded, with the meeting in agreement.</p>
5	<p>Presentation of Acting Chair's report David Studd, as Acting Chairman, commended Jane White and others for their efforts regarding funding, despite the economical climate, which has led to many problems with funding in general. He discussed the targets which the Volunteer Centre had met and exceeded and the various projects undertaken. He then thanked all the Staff and Volunteers for their work and support throughout the year.</p>
6	<p>Election of Directors The Directors for election were: Jayne Husband Lorna Dirveiks Anne Forwood Ben Odams Adrian Edgington David Studd John Killian</p> <p>As no objections were raised, Diane Rumble proposed and Iris Filmer seconded.</p>
7	<p>Election of Officers The Officers for election were: Jane White – Company Secretary David Studd – Chair Ann McLlellan – Treasurer (not required to be re-elected as a director only elected to the board on the 22nd Oct 2008) Lesley Stinton – Vice Chair (not required to be re-elected as a director only elected to the board on the 22nd Oct 2008) As no objections were raised, Celia Smith proposed and Martin Horner seconded.</p>

8	<p>Proposal to make Fred Greenway an Honorary Member The Chairman mentioned Fred Greenway's absence and proposed to elect him as an Honorary Member. As there were no objections, Lesley Stinton proposed and Diane Rumble seconded.</p>
9	<p>AOB None.</p>
10	<p>Presentation by Lorna Dirveiks Lorna outlined a brief history of the project and how the Volunteer Centre had helped. She displayed a model of a yard house and a hat made in Atherstone, circa Boer War. Lorna also mentioned the artifacts people had left and showed a programme from Atherstone dating from 1908. She mentioned funding for the project and thanked Jane White for the use of the Volunteer Centre.</p>
11	<p>Presentation by Celia Smith Celia discussed a brief history of the Active Communities Now project and how it helps people from isolated villages. Celia mentioned that they have found a possible new building to use in Kingsbury, looking to start new groups next year. Celia thanked all the various helpers for their hard work and support of Active Communities Now in their different ways.</p>
12	<p>Vote of thanks The Chairman thanked the Mayor and Mayoress for attending, the Staff and Volunteers, various members from different organisations and everyone for their continued support of volunteering.</p>

Annual Accounts

Treasurer's Report

The accounts for the year ended 31 March 2009 demonstrate the significant growth experienced at the Centre during the course of the year. Total incoming resources have increased to £102,566, an increase of 40% over the prior year, which largely relates to the Big Lottery funded Reaching Communities project. Resources expended have increased with the addition of new resources to operate new projects but have been controlled to a corresponding increase of 33% demonstrating the success the Centre has had in controlling its cost base.

The financial year ended with a balance of un-restricted funds of £38,606, of which £12,119 has been designated, giving the Centre a secure position on which to move forwards in 2009/10. However, as always, the Management Committee are committed to securing future funding, controlling the Centre's cost base and operating its projects to a high standard whilst continuing to deliver value for money.

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 2009**

	<u>UNRESTRICTED</u> £	<u>RESTRICTED</u> £	<u>TOTAL</u> <u>2009</u> £	<u>TOTAL</u> <u>2008</u> £
INCOMING RESOURCES				
Incoming resources from generated funds				
Voluntary income:				
Donations and grants	15,768	83,638	99,406	71,369
Investment income	1,175		1,175	1,228
Other income resources	1,985		1,985	329
TOTAL INCOMING RESOURCES	18,928	83,638	102,566	72,926
RESOURCES EXPENDED				
Cost of generating voluntary income	3,500		3,500	2,473
Charitable activities	4,871	86,297	91,168	65,185
Governance costs	4,510	0	4,510	7,186
	12,881	86,297	99,178	74,844
NET MOVEMENT IN FUNDS	6,047	-2,659	3,388	-1,918
TOTAL FUNDS BROUGHT FORWARD	32,559	29,196	61,755	63,673
	38,606	26,537	65,143	61,755

**Volunteer Centre North Warwickshire Limited
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Balance of Accounts for the Year Ended 31 March 2009

	<u>UNRESTRICTED</u> £	<u>RESTRICTED</u> £	<u>TOTAL</u> <u>2009</u> £	<u>TOTAL</u> <u>2008</u> £
FIXED ASSETS				
Tangible Assets	225	1,716	1,941	3,355
CURRENT ASSETS				
Debtors	2,573		2,573	3,122
Bank Current Account	922		922	27,376
Bank Deposit Account	35,895	24,821	60,176	28,577
Petty Cash	135		135	56
	39,525	24,821	64,346	59,131
Less: Creditors	1,144		1,144	731
NET CURRENT ASSETS	38,381	24,821	65,143	61,755
NET ASSETS	38,606	26,537	65,143	61,755
FUNDS OF THE CHARITY				
General funds	26,487	26,537	53,024	49,668
Designated funds	12,119		12,119	12,087
	38,606	26,537	65,143	61,755

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 27 July 2009 and signed on its behalf by:



David Studd (Chair)

VCNW Chairs report VCNW 1st April 2008- 31st March 2009

2008 to 2009 has been a good year. We have been able to present more events and those events have been successful in not only raising our profile, so that more people are aware of who we are, but actually what we do. Also we have been able to attract more volunteers. Critically, though, we have been able to place more of these volunteers in actual volunteering activities. As we have been more successful in placement it means those organisations who need volunteers to function are being much better served.

Funding wise we have already started to look at potential funding for 2010, as towards the end of that year our present funding from such organisations as the Big Lottery comes to a conclusion. We anticipate for various reasons that obtaining such funding is going to be quite difficult due to the present climate. Also, while the County Council has provided an amount of funding each year, the way this funding is provided is in the process of change to competitive bidding.

Due to the recession more pressure is being put on Volunteer Centres, by the higher number of people volunteering and various government initiatives which are causing the unemployed to look for volunteering placements. While there are opportunities in this, the initial pressure has and does cause problems, but thanks to the way Jane White and her team have set up the systems for this at the inception of the initiative, we appear to be coping quite well, even as far as in a national email from Volunteering England we were congratulated in our progress and achievements.

I would like to thank all the staff, and volunteers for the work they do and continue to do to make the organisation a success, also to any organisation or individual who has also contributed to our success.

Lastly I am standing down as Chair of the organisation; it has been an honor to be associated with it, for the past years. I wish it every success in the coming years

Thank you

A handwritten signature in black ink, appearing to read 'David Studd', written in a cursive style.

David Studd
Chair

Manager's Report 1st April 2008 - 31st March 2009

It is really wonderful to be able to write my Manager's report during a period of relative stability for the Volunteer Centre which has resulted in improved and increased service provision for the community of North Warwickshire. You will notice from the Project Manager's report that there has been a 100% increase in the number of volunteers we have recruited over the year compared to last year and, even more importantly, we have increased the percentage placed quite dramatically. – a fantastic achievement!

Successful events over the year have included a Drop in Day during Volunteers' Week with free tea and cakes and information about volunteering. A Celebration Evening for volunteers was held in partnership with reVOLve including a hat show, and the launch of our new Heritage Lottery Project. We held a Community Lunch at the Tythe Barn in Polesworth for Voluntary and Community organisations and jointly organised a fantastic Fashion Show at Atherstone Memorial Hall with Volunteer Centre Nuneaton & Bedworth and reVOLve to celebrate Make a Difference Day. In December 2008 we held a Christmas Fair with a Santa's grotto, craft stall and children's activities.

All our projects are running smoothly and have reached or exceeded targets including 'Active Communities NoW' (funded by the Big Lottery), 'Promoting Active Communities NoW' (funded by WCC Well-Being Fund) and '100 Years of Atherstone' (funded by Heritage Lottery). We started a new project to support unemployed people, funded by the European Social fund administered by the Heart of England Community Foundation, at the beginning of the year. The Taste of Volunteering, funded by WCC Adult & Community Learning, has continued to develop and over 40 people benefited from this training over the year. These projects have significantly contributed to our success over the year.

We held a planning for the future session in April 2008 to look at the best way of delivering our projects which led to Martin Horner joining the staff team in July 2008 as Project Manager. He is now successfully managing our 4 main projects assisted by Celia Smith, Project Development Officer and Karen Bayley, Volunteer Coordinator. Julie Airey has continued to hold everything together as our Office Administrator. We have also had six office volunteers helping us on a regular basis and we are very grateful for all their help and support.

We are continuing to build on our partnership with Volunteer Centre Nuneaton & Bedworth and have taken part in planning sessions that have identified areas of joint working. We will be particularly focusing on gathering evidence to submit for joint Volunteer Centre Quality Accreditation in September 2010.

We currently have a member of the V Team and a member of ReVOLve who both work one morning a week from the Volunteer Centre and focus on young people between 16-24 years. This has improved our partnership and joint working possibilities as well as sharing of expertise.

VCNW has taken an active involvement with a number of local and regional networks and partnerships to ensure we play a part in influencing the volunteering agenda. This has included helping to develop a volunteering strategy for the sub region of Coventry and Warwickshire.

I would like to thank all the staff for their dedication and hard work over the year. Our challenge is to maintain the level and quality of service we are currently providing in the current economic situation with the resulting rise in people wanting to access volunteering as a way back into employment. We are looking forward to the year ahead to meet this challenge and to continue to improve and extend our services to promote and develop volunteering for the benefit of individual volunteers and the local community of North Warwickshire.

Jane White
Manager

NW&H College students kindly painted our sign



Christmas Fair 2008



*Volunteers' Week 2008
Cheers!*



AGM 2008



Easter Bonnets



Volunteers' Week 2008



*Sam receiving his certificate
Volunteers' Week 2008*



*Sad Rags to Glad Rags
Fashion Show*

Community Lunch June 2008



Project Manager's Report 1st April 2008 - 31st March 2009

I took up my post in July 2008 to manage the different projects running at the time and develop some possible new ones. It has been an interesting, enjoyable nine months and a good development period for me into the voluntary sector.

Project progress during the year

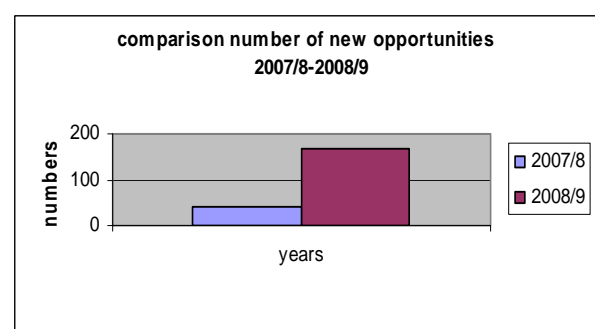
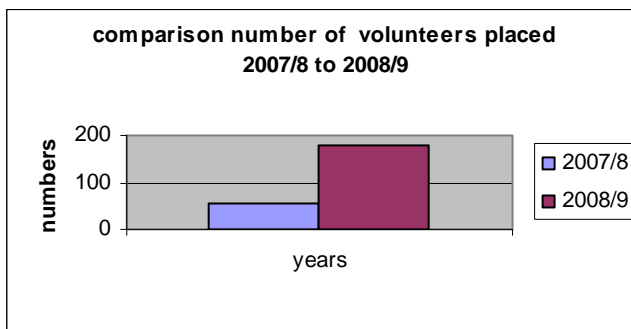
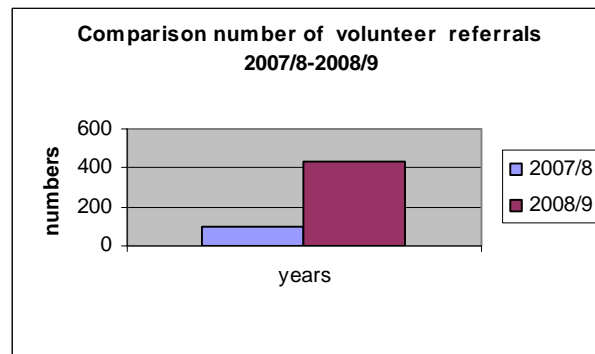
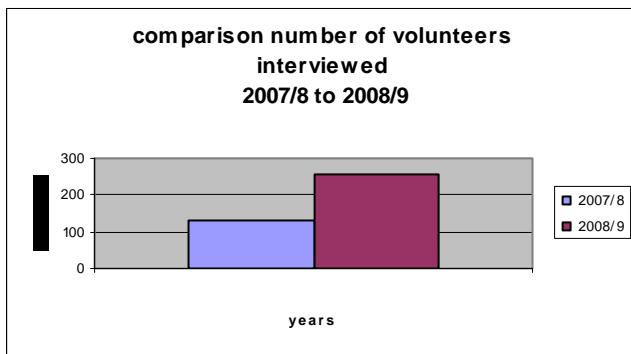
ACT NoW (Active Communities North Warwickshire) funded by the Big Lottery Reaching Communities Fund.

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

This project has four elements to it:-

Recruitment of volunteers and organisations. In the period up to March 2009 we have seen a 100% increase in volunteer numbers into the centre - 255 volunteers interviewed with 434 referrals and 177 volunteers placed. We have also seen an increase in organisations with 46 new ones added in the year and 166 new opportunities.

These increases have been achieved through improved publicity, higher profile for the centre, events arranged to promote the volunteer centre, and outreach by staff members into villages through North Warwickshire. Funding from our other project promoting active communities has enabled greater publicity; please see this project progress later in the report.



Volunteer coordinators forum – this meets bi-monthly and invites every organisation we have on our database, and enables networking, good practice advice and training. There is a membership of 35 organisations to the forum, and those that attend all say how valuable the meetings are.

Activity Circles - there are now 4 activity circles running at Kingsbury, Wood End, Birchmoor and Polesworth. The Polesworth group is doing art craft with water colour painting. The other three do a variety of crafts including box making, crochet and knitting. The Birchmoor group made Easter Bonnets for the Easter fair, and the craft leaders all made items for the Christmas Fair. The groups enable people in the local community access to activities and friendships and reduce the sense of isolation in the rural community.



Members of the Care to Share Craft Group worked really hard to fill the craft stall at the Christmas Fair

Befriending - this part of the project is the most challenging in that people rarely come forward asking for people to go and become their friends. For this project report the befriending scheme was in its infancy with only 7 people trained and 7 people being befriended, but since March this year the numbers have increased because we have a good relationship with North Warwickshire Borough Council Care team who refer elderly lonely people to us to be befriended. This partnership hopefully will continue and enable the project target figures to be achieved.

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.

During the year we have targeted the parent group working with Warwickshire County Council's Extended Schools Service. We sent information into schools on volunteering opportunities, did presentations at Nurseries and mother and toddler groups. We held a Christmas fair and an Easter fair with free prize draw, prizes for Easter Bonnet and egg painting competitions, and we had Santa at Christmas. This enabled us to give packs out regarding volunteering and to talk to parents on the benefits of volunteering. Over the next twelve months we will be targeting unemployed people and the disabled.



What lovely Easter Bonnets!



Santa, before the rush!

We have produced 4 Volunteer Centre newsletters and distributed them through North Warwickshire into Libraries, doctors' surgeries, colleges etc; these give information on volunteering opportunities and information on the projects and target groups that we are focusing on.

We have had a number of press articles published in the local newspapers which has raised the profile of the centre. We have also bought promotional pens and key rings.

Training

The Taste of Volunteering programme has been changed slightly and our targets have been increased, and although the new format has increased the paper work we are well on course.

Personal Development

The course run by Adult and Community Learning is going well, it has been changed to meet the service user's needs, and the individuals that are taking part find the course very useful in building up good relationships.

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. It is run in partnership with the Friends of Atherstone Heritage.

This project is going well with the archiving of photos and artifacts now in full swing. We have started to get new local volunteers involved, which is helping the Friends of Atherstone Heritage to complete the archiving. They meet every Friday and are gelling together as a group. The new volunteers are also learning about the history of Atherstone.

The two exhibitions held so far have been successful with Kay Alexander opening the first one – ‘Industry in Atherstone’- in October and Harriet Devlin, a Heritage Lottery Committee member, opened the second exhibition on ‘The Changing Street Scene’ in March. We had 174 and 166 people through the door retrospectively for the exhibitions; the booklets produced for the exhibitions were well received.

There is one more exhibition to go in November 6-15th followed by an Antiques show on February 27th at Atherstone Memorial Hall.



Special guests at the ‘Changing Street Scene’ Exhibition



BBC Newsreader, Kay Alexander, opened our first exhibition, ‘Industry in Atherstone’

Volunteering to Employment Funded by ESF

The overall aim is to set up task forces to do community DIY projects, to enable unemployed people to learn new skills.

This is a new project started in March 2009 and is in its early stages of identifying community projects to do DIY work on. We have contacted Kay Aldersley from the faith and communities group to investigate if any churches have work that needs to be done. This promises to be a good project working with the next target group of the unemployed.

Martin Horner
Project Manager VCNW

VCNW Trustees

1st April 2008 - 31st March 2009

David Studd	Chair
Lesley Stinton	Vice Chair appointed 22 nd September 2008
Anne McLellan	Treasurer appointed 24 th July 2008 – resigned 20 th November 2008
Jayne Husband	
Anne Forwood	
Lorna Dirveiks	
Adrian Edgington	
John Killian	
Ben Odams	appointed 1 st June 2008 – resigned 20 th March 2009
Karen Hanlan	Treasurer appointed 23 rd March 2009

Office Staff

Jane White	Manager
Julie Airey	Office Administrator
Celia Smith	Project Development Officer
Karen Bayley	Volunteer Co-ordinator
Martin Horner	Project Manager – appointed 1 st July 2008

Office Volunteers

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

THANK YOU

Our sincere thanks to: -

All our Trustees for their time, commitment and support.

Volunteer Centre staff & volunteers.

Our Patron, the Mayor of North Warwickshire 2008 -2009
Cllr. Ray Payne.

All Volunteers past and present.

The following for funding:-

Warwickshire County Council
Big Lottery Reaching Communities Fund
Heritage Lottery Fund
WCC Well-Being fund
WCC NW Area Adult and Community Learning
Kingsbury Parish Council
Polesworth Parish Council
Water Orton Parish Council

