



Annual Report 2016 / 2017



**Registered Company No: 5860971
Registered Charity No: 1116430**

CVA Blyth Valley Annual Report 2016 / 2017

Community and Voluntary Action

Annual Report 2016 / 2017

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Chairman's Report

It is my pleasure to present to you the CVABV Annual Report for 2016 / 17.

With growing levels of poverty and inequality in the UK, the need for quality services and support for VCS groups is growing.

This becomes even more apparent in those areas of the UK when national austerity measures have a disproportionate impact on low income communities.

CVABV works with local groups and citizens to introduce new services and support to meet the ever changing needs of the most vulnerable in our area.

Whilst the financial situation remains difficult for all VCS groups across the UK, the board and staff at CVABV are determined to continue our efforts in providing services and support to our local groups and in ensuring that the quality of those services remains at the highest possible standard.

Unfortunately, at a time when the need is growing, the continuing financial pressures on the VCS have increased. For CVABV this has meant we have had to reduce the hours of some of our staff at CVABV during this past year.

It is not easy for board members to ask staff to reduce the hours they work and it is even harder to have to ask staff to continue their dedicated and professional approach to their work under such difficult circumstances.

Thankfully all staff have worked with us in recognising the current financial pressures and in ensuring the services we are able to provide continue to be of the highest quality and remain responsive to the changing needs of the local VCS.

Finally, I give my continued thanks to the staff and my fellow trustees at CVABV for their support. It is a team effort at CVABV and without the levels of understanding and commitment that exists between us all, we would be facing an even more difficult future. I also give my thanks to those funders who continue to provide valuable resources to CVABV, which in turn supports a significant number of local groups across Blyth, Cramlington and Seaton Valley.

Dave Johnston
Chair



Treasurer's Report

Whilst we were able to report a stable financial position in the previous years financial report, unfortunately I have to report to you that CVABV had a deficit of income over expenditure during this financial period.

Whilst this was not unexpected, we did and do continue to make every effort to ensure that any losses are kept to a minimum. Indeed, the largest amount of loss has come from our restricted funds, funds that had to be spent on specific areas of work.

CVABV's own funds, our unrestricted funds were reduced by £4033 during this financial year. Towards the end of March 2017 we also made two staff posts redundant at a cost of approx. £15k, which brought us into a deficit situation.

Whilst this sum is a small amount we do not have significant reserves to fall back on if we continue in this way.

Further reviews of staffing capacity and the range of services provided by CVABV will have to be held to ensure the long term survival of CVABV.

Whilst we continue to receive valuable financial support from local trusts and our local parish councils we have continued to grow our earned income as a proportion of our total income.

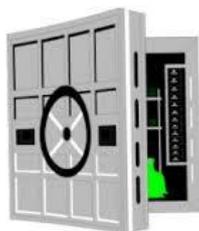
Our building continues to provide income to support our overall work alongside the growth in our contracted work with local groups and organisations.

VCS groups are continuing to develop and vary their income streams and CVABV have been a lead example in developing this way of working.

CVABV staff have worked hard in transforming the ways in which CVABV attracts funding available to support our work.

I would also like to thank our funders for their continued support to CVABV's work.

David Vaughan
Treasurer



Treasurer

Summary of Accounts

Statement of Financial Activities (Including Income and Expenditure Account) For the Year Ended 31 March 2017

	Notes	2017		2016
		<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>
		£	£	£
<u>Income From:</u>				
Activities to further our objects:				
Grants Received etc		21,838	60,095	81,933
Income from Investments:				
Bank Interest Received		-	55	142
TOTAL INCOME		21,838	60,150	81,988
<u>Expenditure On:</u>				
Operating Expenditure		32,815	64,183	96,998
<u>Net Movement in Funds</u>	3	(10,977)	(4,033)	(15,010)
Total Funds Brought Forward		10,977	10,423	21,400
Total Funds Carried Forward	£	-	6,390	21,400

None of our activities were acquired or discontinued and there were no recognised gains or losses other than as shown above during the above two financial years.



Project Report

CVABV were very happy to be able to play our part in bringing the sector together to celebrate and showcase Blyth during the Blyth Tall Ships Race, over the August 2016 Bank Holiday weekend.

Over 400,000 visitors were attracted into Blyth over the weekend, with a number of community activities and events contributing to the overall celebration of Blyth.

CVABV partnered with the Blyth Enterprise Centre to showcase local groups and organisations, with the whole weekend being a successful celebration of Blyth.

2016 / 17 was a very busy year for CVABV staff, with the ever growing need for support from local VCS groups.

The continued impact of national austerity measures continues to have a detrimental effect on our local communities.

We have seen a growth in poverty interventions including Food Banks and low cost shops, with items approaching out of stock dates available to the public.

We have supported the introduction of new services in some of the most disadvantaged parts of Blyth Valley including Newsham and in the Doxford district in Cramlington.

We have had to reduce the levels of accredited training available, but we are working with other partners to ensure the opportunities available are publicised widely and are available and accessible to local groups.

We have also supported new charities to become registered including Newsham Matters and Your Big C and Me, which will be delivering its services across the NE area.

Project Report (continued)

Advice on Fundraising and generating income continues to be the service in greatest demand, but we often have to ensure a lot of other building blocks are in place before successful funding applications are achieved. Notwithstanding all the work involved in getting groups “fit for funding”, we have continued to support local groups in accessing over £750k during the past 12 months.

Towards the end of this period we took the difficult decision to make two of our Capacity Building Officer posts redundant. After more than 10 years service we said goodbye to Gina Robson and Jill Oxnard.

Gina joined us in 2004, as part of the highly successful and nationally recognised Fair Share work we delivered in Seaton Valley with Jill joining as part of the merger process with Community Matters in 2006.

We will miss their skills, their knowledge and their personalities. However, we also recognise and celebrate the successful work they delivered during their time with CVABV and wish them well for the future.

This decision does mean that we will be unable to deliver the same quantity of service as previous, but we will endeavour to meet the local need in as effective and efficient a manner as possible.

I would like to thank all the CVABV staff and board members for their support to me over the past 12 months. I look forward to continuing to develop and diversify our services for the future.

T S Bradley
Chief Executive Officer



Funding Advice

The highest priority for most voluntary sector groups is achieving enough funding to enable them to continue their vital services for local people and CVABV dedicates a lot of our time in helping groups and organisations in Blyth, Cramlington and Seaton Valley achieve this goal.

We work closely with all of the people we help, enabling them to do it themselves rather than doing things for them. Building their personal capacity in this way ensures that the next time they need to apply for funding they can do this themselves.

Our funding advice services are tailored to the needs of each individual organisation, working with them so that all of their policies and procedures are up to date to ensure they are fit for funding and then enabling them to produce quality funding applications. We also support groups to identify opportunities for generating their own income becoming less grant dependent at a time when grant funding is increasingly difficult to secure.

Our advice and support includes:

- **Identifying appropriate funders**
- **Direct help with understanding application forms and funders' criteria**
- **Producing a project budget**
- **Full cost recovery**
- **Checking grant applications before they are sent to funders**
- **Ensuring that applications match the grant-giving criteria of funders**
- **Independent referee support**
- **Post grant assistance with monitoring reports**

Our funding service continues to respond to the demands of our local groups and is as busy as ever, providing advice, information and training to help local VCS organisations become more confident and self-reliant in fundraising.



Community Development

CVABV community development services are designed to equip local groups with the knowledge and know-how to make a real difference in their local community.

We deliver a wide range of capacity building and community development services designed to enable local voluntary and community groups make a sustained impact in the local community.

We believe in teaching the volunteers who represent VCS groups how to do things for themselves rather than doing things for them. As a result of this approach VCS groups become much more independent, more informed, more qualified and more experienced and equipped with many of the necessary skills they need to deliver their services more effectively. We have a successful track record in supporting local groups to develop new initiatives and in attracting the necessary funding and resources to address local needs.

We target our resources where they are most needed, often working in hard to reach communities who need one-to-one support, including:

- **How to form a community group**
- **Appropriate legal structures for VCS groups**
- **Applying for charitable status**
- **Management committee development**
- **Drafting and adopting constitutions**
- **Policies and procedures**
- **Safeguarding**
- **Basic financial controls and systems**
- **Project development**
- **Publicity and promotion**
- **Monitoring and evaluation**
- **Legal issues**
- **Health and safety**



Testimonials

“On behalf of Blyth Cricket Club I would like to express my continued thanks to all who work at CVA Blyth Valley but in particular Pauline Blake who has been helping our club with our grant applications for quite a few years. To run a cricket club we need equipment which is extremely expensive and with CVABV’s help we have been lucky enough to update our equipment when required. Without this help we would not have been able to afford this and I am not really sure whether we would still be in existence.

CVABV has a massive part to play in the local community helping local organisations and should be funded accordingly for the future. Without it I am sure that a lot of local organisations will struggle, I know we will!”

Ossy Lawrence
Secretary
Blyth Cricket Club

“Our charity, Beach Access North East, was registered this year with the help of Pauline Blake at Community & Voluntary Action Blyth Valley. We couldn’t have done it without CVABV.

Pauline helped us write our aims and objectives and assisted us in answering questions from the Charity Commission and also put us in touch with appropriate funders who we could to apply to. We have had a very successful first year in operation with 9 hires over the summer at Blyth South Beach, allowing people to access the sand and sea - some for the very first time.”

Caroline Corfield
Chair
Beach Access North East

“CVA Blyth Valley were amazing and very helpful from the first initial meeting to discuss our new northeast based charity ‘Your Big C and Me’ they aided in building the foundations and were professional and welcoming at all times.

They supported Your Big C and Me through the set up stages as well as securing vital funding to allow us to reach out to young people who have been indirectly affected by Cancer.”

Donna Naseby
Your Big C and Me

Testimonials (continued)

“CVABV have been supporting New Delaval and Newsham Residents association for the past two years. During that time they have supported our Trustees and with that support we have become a registered charity. They have also enabled us to successfully apply for funding which has meant we have made much needed improvements to our community venue, which in turn has meant we could host four highly successful community events each year.

This has only been possible because of the help from CVABV and I would like to thank you on behalf of the Residents Association and the Newsham & New Delaval community”.

**Kirsty Greenacre
Secretary
New Delaval & Newsham Residents Association**

“Newsham Matters has received an amazing amount of help from Pauline Blake with obtaining funding from Awards for All and has been very professional and knowledgeable in helping us not only with setting our Charity on the right road, but with her dedication to helping and supporting so many other people.”

**Anthony Stewart
Chairman
Newsham Matters**

Publications / Communications

E-zines, Facebook, Twitter and Website

CVABV communicates with local voluntary and community groups in Blyth, Cramlington and Seaton Valley by producing the following:

- **E-zines – keeping local VCS up to date with our electronic bulletin produced every two weeks with information on current issues, funding opportunities and VCS news and is emailed to 425 contacts. The e-zine is extremely effective in informing our local groups about events and activities as well as funding deadlines.**
- **Facebook – our social media presence keeping in contact with our groups and a regular source of up-to-date news, information and facts.**
- **Twitter – instantly connecting us with voluntary and community groups as well as friends and colleagues. Get imminent updates on things of interest.**
- **Website – visit our website at www.cvabv.org.uk**

Our e-zines and social media can be used to promote local events and meetings, obtain funding advice, seek information on funders' criteria, find out what training courses are available, see what's on in the area and to find out about other local projects.

CVABV welcomes contributions from local VCS groups and local authorities who may have items of interest which are relevant to the areas of Blyth, Cramlington and Seaton Valley. If you would like to be included on our database please contact us by emailing info@cvabv.org.uk

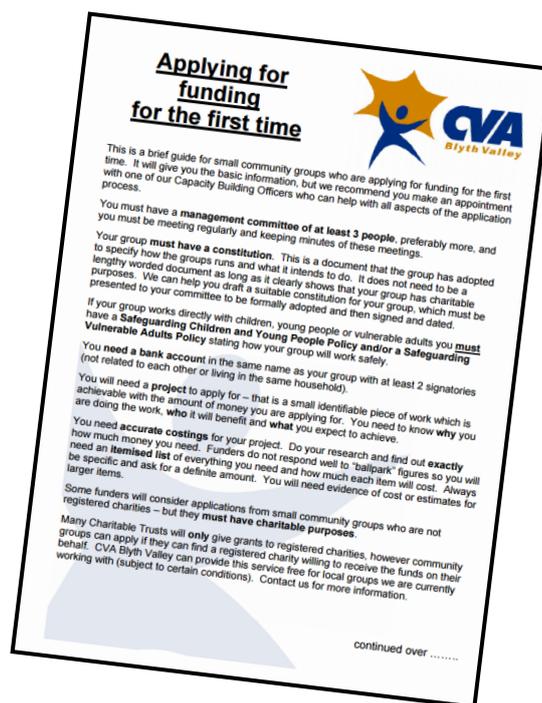


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Information Sheets

CVABV have **FREE** easy to understand Information Sheets covering a variety of topics to enable effective management for our local voluntary and community groups.

- Starting a New Group
- Who can be a Trustee
- Legal Structures
- Charitable Status
- Roles and Responsibilities of Management Committees and Trustees
- Good Governance / Effective Management
- Policies and Procedures
- Financial Management
- Project Planning
- Fit for Funding
- Searching for Funding
- Monitoring and Evaluation
- Organising a Community Event
- Useful Contacts
- Applying for Funding for the First Time
- Annual General Meetings
- Fundraising Do's and Don'ts
- Chairing a Meeting
- Minute Taking
- Report Writing



All of the above are available to download from our website at:

<http://www.cvabv.org.uk>

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Trustees

CVA Blyth Valley Executive Committee Members for 2016 / 2017:

David Johnston	Chairman
Mark Beresford	Vice Chair
David Vaughan	Treasurer
Paul Smith	Executive Committee Member
Rob Bailey	Executive Committee Member
Craig Nicholson	Executive Committee Member
Grant Davey	NCC Representative

Staff

Thom Bradley	Chief Executive
Pauline Blake	Capacity Building Officer
Sybil Pattie	Administrator
Gina Robson	Capacity Building Officer
Jill Oxnard	Capacity Building Officer



Acknowledgements

CVABV would like to acknowledge that the services and support we provide and ongoing projects would not have been possible without the dedicated help of voluntary workers, the provision of funding, community organisations and establishments in Blyth, Cramlington and Seaton Valley.

Our sincere thanks go to:

- Barbour Foundation
- Blyth Town Council
- Comic Relief
- Community Foundation
- Cramlington Town Council
- Hadrian Trust
- Hospital of God at Greatham
- Joicey Trust
- R W Mann Trust
- Sherburn House Charity
- Sir James Knott Trust

And last but not least, the officers and members of the Management Committee, the staff at CVA Blyth Valley and other members of the community who have contributed during the year.

Thank You