



# **Annual Report 2017 / 2018**



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

## Community and Voluntary Action Annual Report 2017 / 2018

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# Chairman's Report

Welcome to the CVABV Annual report for 2017/18.

2017/18 started from a low point, with the management board having made the decision to make two posts redundant in March 2017. Such decisions are never taken lightly, and are only ever taken with the future sustainability of the organisation in mind.

Having taken this decision it was the job of the remaining staff team to minimise the impact on our local community groups.

Whilst staff could never be expected to fully minimise the impact of losing 40% of the staff team I can report that they have worked tirelessly to meet the needs of local groups across Blyth, Cramlington and Seaton Valley.

Whilst aware of the difficulties for staff and local groups having to adjust to our new staffing levels, the board of trustees have sought to support staff in whichever ways we could.

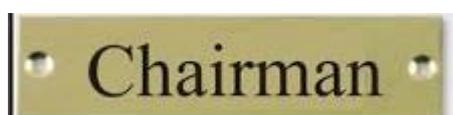
But ultimately it is the staff team that field the questions, attend the meetings and support the groups, not an easy task when there is growing demand for services and increased competition for the financial resources available to provide such services.

It is their commitment and achievements that enables me to present this report in the full knowledge that CVABV is starting to get back on the right financial footing and is continuing to sustain the quality of the service we provide.

I read the testimonials that are included in this report and I am reassured about the value and the necessity for the services provided by CVABV and I am grateful that the staff team are so dedicated to the aims of CVABV and that they continue to go over and above what is reasonably expected of them to ensure the needs of our local groups are met wherever possible.

As well as recognising and thanking the staff team for their dedicated support, I would like to thank our trustees for their commitment to CVABV and I also thank our funders who continue to show their faith and support in the work that CVABV does to benefit our local VCS groups and their activities

**Dave Johnston**  
**Chair**



# Treasurer's Report

It is my pleasure to present this CVABV Financial Report for 2017/18.

As mentioned elsewhere in the report it was necessary to make some significant changes to CVABV's staffing capacity following last years deficit.

Thankfully, we have been able to address this deficit and whilst not reporting a surplus of income over expenditure, we have significantly reduced the deficit from over £15k in 2016/17 to just over £1k in this financial year.

I am confident the organisations finances are back on an even keel and that we will continue to improve our financial standing over the coming years.

We still do not have the levels of reserves available to us, as recommended by the Charity Commission, but we do aim to improve our financial position over the next few years to give us the flexibility to endure any future difficult times as we have done over recent years and to manage the necessary changes to sustain the organisation.

CVABV continues to diversify its income base and to generate a significant proportion of our income from contracted work, although this was impacted upon by the change in provision placed upon the Blyth Valley Children Centres services during this financial year.

We do also continue to receive valuable support from our funders, including our local Parish and Town Councils and from local trust funders.

**David Vaughan**  
Treasurer



# Summary of Accounts

## Statement of Financial Activities (Including Income and Expenditure Account) For the Year Ended 31 March 2018

				<u>2018</u>	<u>2017</u>
	Notes	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>	<u>Total</u>
		£	£	£	£
<b><u>Income From:</u></b>					
Activities to further our objects:					
Grants Received etc		0	55,260	55,260	81,933
Income from Investments:					
Bank Interest Received		0	1	1	55
<b>TOTAL INCOME</b>		<b>0</b>	<b>55,261</b>	<b>55,261</b>	<b>81,988</b>
<b><u>Expenditure On:</u></b>					
Operating Expenditure		0	56,445	56,445	96,988
<b><u>Net Movement in Funds</u></b>	<b>3</b>	<b>0</b>	<b>(1,184)</b>	<b>(1,184)</b>	<b>(15,010)</b>
Total Funds Brought Forward		0	6,390	6,390	21,400
Total Funds Carried Forward	£	0	5,206	5,206	6,390

**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.**



## CVA Blyth Valley Annual Report 2017 / 2018

# Project Report

2017/18 was a period of adjustment in the ways in which CVABV have been able to deliver our services in supporting our local VCS groups.

Reduced staffing capacity has meant we have not been able to provide the levels of geographic presence across Blyth, Cramlington and Seaton Valley that we have previously enjoyed.

However, we have endeavoured to ensure we do maintain our presence and our support for groups, right across our area of interest.

We have had to provide greater levels of communication and support via telephone and/or e-mail, we have had to give groups increased levels of 'homework', duties and responsibilities that need to be completed between face to face meetings with groups to ensure progress is made in enabling groups to achieve their goals.

Unfortunately, we have had to cut back on some of the training provided during this period, however, this is an area we will be seeking to improve in the next few years.

We continue to support groups in identifying opportunities for developing sustainable income streams, this is not only associated with groups that have buildings and facilities to rent out, but also identifying where their skills and services have a value that others will financially contribute into.

The fact that the VCS as an entity in the UK, has constantly changed and adapted to survive for over 150 years gives us great encouragement that our local VCS groups will successfully adapt to survive.

Working with CVABV we are confident they will have the vision and the determination to make the changes necessary to succeed and will continue to develop and deliver quality services to the local communities of Blyth, Cramlington and Seaton Valley for many more years to come.

**T S Bradley**  
**Chief Executive Officer**



## Funding Advice

Funding the resources needed to run projects and activities that are important in local communities is a constant challenge. CVABV helps local voluntary and community groups find the funding they need through providing information, advice and training on funding and fundraising.

We work closely with all of the people we help, we tailor our funding advice services to the needs of each individual organisation. It's a holistic approach working with them to ensure they have good governance procedures in place and they are fit for funding and then helping them to submit quality funding applications.

Our advice and support includes:

- **Identifying appropriate funders**
- **Regular ezine with updates on funding opportunities**
- **Direct help with understanding application forms and funders' criteria**
- **Working directly with committees to help them submit quality applications**
- **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 busy funding service continues to respond to the demands of our local voluntary and community groups, 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. Working directly with the volunteers who run local community and voluntary groups, we deliver a wide range of capacity building and community development services designed to enable them to make a sustained impact in the local community.

We target our resources where they are most needed, often working in hard to reach communities who need one-to-one support. We build the personal capacity of these volunteers showing them how to do things for themselves so that the VCS groups they represent 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.

Our community development services include advice and support on:

- **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**



## Training

CVABV have delivered various training courses throughout this financial year which were held at a variety of community venues in Blyth, Cramlington and Seaton Valley, using a local training provider as well as our own Capacity Building Team.

### Course topics included:

- Health and Safety Awareness
- Risk Assessment
- Food Safety Level 2 (x2)
- Emergency First Aid At Work
- Committee Skills
- Management Committee Roles & Responsibilities
- How to run an AGM
- How to become a Registered Charity
- Applying for Charitable Status

**“Very interesting subject that I will use at home and at work !”**

**“Really great to refresh my knowledge so I can provide safer working practice and food production for service users”**

**“A very well presented course, I enjoyed the interaction”**

**“The information was delivered well and clearly, the tutor was friendly and included us to discuss things”**

During the financial year (2017 / 2018) we have had 74 delegates attending the above training sessions, with 32 people gaining a nationally recognised qualification.



# Testimonials

**“I would like to thank Community & Voluntary Action Blyth Valley, without them I would not have known how to apply for funding.**

**CVABV has really helped us to apply for funding for a number of projects and they have been successful. They have given great support and I would like to say thank you”.**

**Cllr Kath Nisbet  
ICCCQ**

**“Thank you so much for the invaluable support you provide to our charity.**

**Your sector knowledge and funding advice has been instrumental in helping ensure our project continues to thrive and promote the quality of life of hundreds of isolated and lonely older people forgotten in our community.**

**We look forward to working with you over the coming years”**

**Stephen Ward  
MIND Active**

**“CVABV have been working intensively with Eastfield Estates Community Association over the past year and with their help we now have a breakfast club, a regular karate group, keep fit group and boot camp. We are also taking 70 excited local children to see Goldilocks and the Three Bears at Newcastle’s Theatre Royal this Christmas. This would be a first time experience for many of the families involved. Without their help, advice and support this would not be possible”.**

**Karen Mitchell  
Chair  
Eastfield Estates Community Association**

## **CVA Blyth Valley Annual Report 2017 / 2018**

**“On behalf of the Parish of Delaval PCC may I thank CVA Blyth Valley for their exceptional support in assisting us to apply successfully, on more than one occasion, for funding towards projects to support our two village churches, St Michael’s New Hartley and St Paul’s Seaton Sluice.**

**At the Church of St Paul, Seaton Sluice, funding has recently been secured to begin the final Phase III Masonry Works to the East Wall, including the facing up and re-cutting of the 1914 commemorative plaque. With the help of CVABV funding was secured to establish our new kitchen, hatch into the hall and toilets including baby changing facilities resulting in continued higher bookings opening our building to a wider range of organisations across the community. To help alleviate loneliness the community are invited into St Paul’s Open Doors every Monday 1.30-3 term time (not bank holidays), for a cuppa and a natter.**

**The Church at New Hartley, St Michael’s, continues to Open its Doors every Thursday from 10am-2pm where a friendly and warm welcome with free refreshments, including a light lunch will be waiting for all. Thanks to the support of CVABV grants were secured to install a small, luxurious new kitchen and double glazed windows.**

**Personal thanks to Pauline Blake who continues to help and support us as we continue seeking grants to further improve our buildings both at St Paul’s, Seaton Sluice and St Michael’s, New Hartley with outreach to the wider community. We would highly recommend CVA to those seeking advice on funding, as their professionalism and knowledge guides you through the maze of application forms leading to successful grants being obtained.”**

**Margo Haldane & Christina Malvern  
Parish of Delaval  
Church Wardens**

**“My overall experience with CVA Blyth Valley has been nothing but positive and engaging.**

**The service and support our organisation has received has been welcoming and informative and I would recommend CVABV to anyone”**

**Gerry Schollar  
Blyth Rescue**

# 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 email news bulletin produced every three weeks with information on current issues, funding opportunities and VCS news. This is emailed to 200+ 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](http://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 our local area. If you would like to be included on our database please contact us by emailing [info@cvabv.org.uk](mailto:info@cvabv.org.uk)

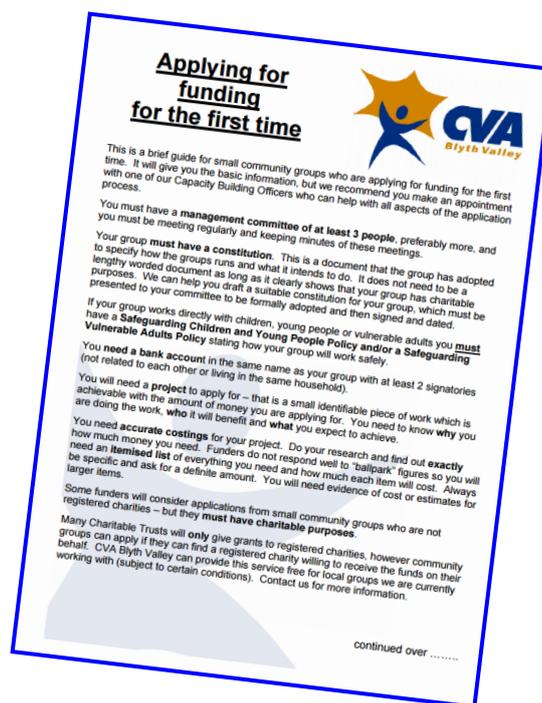


# CVA Blyth Valley Annual Report 2017 / 2018

## 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>

# CVA Blyth Valley Annual Report 2017 / 2018

## Trustees

### CVA Blyth Valley Executive Committee Members for 2016 / 2017:

David Johnson	Chairman
Mark Beresford	Vice Chair
David Vaughan	Treasurer
Paul Smith	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



# 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
- Community Foundation
- Cramlington Town Council
- Hadrian Trust
- Hospital of God at Greatham
- Joicey Trust
- Ridley Family Charity
- R W Mann Trust
- Seaton Valley Town Council
- Sherburn House Charity
- Sir James Knott Trust
- 1989 Willan Charitable 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