

**ANNUAL REPORT
AND ACCOUNTS
2008/2009**

for presentation to the

ANNUAL GENERAL MEETING

of

**HORSHAM AREA
COUNCIL FOR VOLUNTARY SERVICE**

on

Tuesday 30th June 2009

7.00 pm

At

**Mill River Lodge, Dukes Square, Denne Road,
Horsham, West Sussex, RH12 1JF**

CONTENTS

	Page
Agenda	3
Chairman's Review	4
Minutes of AGM – 15th May 2008	8
Manager's Report	12
Forthcoming Events	20
HACVS Trustee Board	21
Trustee Board's Responsibilities	22
Trustees Statement of Public Benefit	23
HACVS Volunteers	24
Financial Statement and Annual Accounts for 2008-2009	25
Aims and Principles of HACVS	31
HACVS at Lavinia House	32
Donations/Donation Form	33

AGENDA

- | | |
|-------------------------------------|---------|
| 1. Welcome and Apologies | 7.00 pm |
| 2. Chairman's Review | 7.05 pm |
| 3. Minutes of the 2008 AGM | 7.20 pm |
| 4. Manager's Report | 7.25 pm |
| 5. Financial Report | 7.35 pm |
| 6. Changes to the Board of Trustees | 7.45 pm |
| 7. Any other business. | 7.50 pm |

After the formal business meeting there will be a presentation by

**Teresa Gittins, Head of Strategy and Communications
Action in rural Sussex (AirS) 7.50 to 8.30 pm**

Close of Business 8.30 pm

During the course of the evening photographs may be taken for HACVS use in its publications. Should you not want your photograph taken please make us aware so that we may respect your wishes. Thank you.

CHAIRMAN'S REVIEW

During the past year, we have had a period of stability in our staffing, when compared to the previous year. Both our manager Janet Brown, and Phil Clement, our office manager, have settled into the Voluntary Sector and Community Organisations area at Lavinia House. They have begun to exploit the opportunities that the building offers, and have worked collaboratively alongside their colleagues throughout the building. Where changes have taken place within the building, essentially it has been a case of fine-tuning. As with all buildings, there have been challenges with technology and ensuring that the furniture fits our organisational needs. There have also been implications arising from the merger with the Horsham Volunteer Centre, which will be referred to in more detail later.

There have also been other changes. Having lost Mike Nicholls, our Development Officer, to the new POPP service, based in Crawley, we have recruited an excellent replacement in Rachel Skidmore, who has already made good impacts in her EESI project role. As a countywide initiative, the project has been ground-breaking and has particularly shown that sharing a worker between Crawley and Horsham provides additional opportunities for collaborative working.

As far as our Board is concerned, we have gained additional members from the merger with the Volunteer Centre, but have lost Trustees too. Our thanks are extended to John Moss, Alan Britten (and also Vice Chairman), Ernie James, Kevin Rand and David Parker, all resigning for very different, but equally understandable, reasons. In addition, having recruited Winifred Davey as our new Treasurer, she unfortunately had to resign for personal reasons after a few months within the service. As a consequence, we are still searching urgently for a Treasurer. If anyone present is interested, or aware of someone else who might be willing and able to fill this challenging role, then please advise any of our Board members present tonight, or contact Janet or Phil at the office.

Our focus at HACVS between the last AGM and January 2009 has involved planning and preparing implementation steps to achieve a successful merger with the Horsham Volunteer Centre, and securing the funding to manage the two business streams. HACVS now has volunteering and infrastructure 'arms', to best reflect the service provided by the previously separate organisations.

The principles underlying the merger have been that we continue to pursue the objectives of the former services and develop services within our means. Apart from the first year of the merger, we intend that each arm of the service will be self contained within the funding assigned to it. We now receive funding from West Sussex County Council (WSSCC), Horsham District Council (HDC) and the Primary Care Trust (PCT) for both the infrastructure and volunteering services.

This year, we have received additional funds from the PCT and are in the process of agreeing with them how we intend to spend that part of our income, in order to address the health agenda. Our performance this year will influence the funding level we will achieve in successive years.

We are very grateful that our stakeholders have continued to support the services we provide in the challenging financial climate in which they find themselves.

The second principle has been to ensure that the merger will ensure a full integration, in terms of people, technology and premises. The result is that all staff will be managed by Janet Brown, the manager of HACVS. She will provide managerial support to Sharon Turton, the volunteering Co-ordinator, who has been appointed following the resignation of Heather Walker from the Volunteer Centre. Heather's legacy will continue to be a vibrant, successful and highly regarded volunteering service. The volunteering arm is supported by a sub-committee chaired by Stuart Trowson, a former Trustee of the Volunteer Centre, and includes Heather, who has become a Trustee of the merged service, alongside Chris Strange and Caroline Williams, former Chairman and Trustee respectively of the Volunteer Centre.

Garrick Lloyd has been our project manager for the integration plan, and has focused on the development of the technology and working environment within the Octagon and the Spire, courtesy of Horsham District Council and Royal and SunAlliance. The administrative support service for volunteering, provided by Sara Doy, is also in the process of being located in Lavinia House, where the benefits of closer working will become evident in the near future.

As with the move into the new premises, the merger has also placed additional demands upon our manager and office manager, and Janet and Phil have responded very positively, in taking on additional hours, set aside and funded from our HACVS reserves, in order to manage the reorganisation, induction, training and 'bedding in', together with the

service development required in the short term.

The officer team have also been supported in turn by a quite exceptional and delightful group of our own HACVS volunteers, who help to keep things running and improving by undertaking tasks ranging from the straightforward - but absolutely necessary - to the highly complex. We are indebted to our volunteers, and to Janet and Phil who have bound together this happy and productive group of people, who have become very much an essential part of the team.

We are also grateful for the support of our partners throughout, particularly Sheila Peever from Horsham District Council and Louise Williamson from West Sussex County Council, whose joint and direct support and encouragement has always been most welcome. Sadly, Louise will no longer be our West Sussex County Council link as she is to take up a post of social worker in the Worthing children's placement and contract team, as from the 6th July 2009. We wish her well in that new and challenging role.

HACVS has also updated both its Business Plan and Funding Review documents, which are both 'live' and changing reflections of our intentions and achievements. These documents contains specific objectives, outcomes, measures and targets, which can, in turn, be monitored and reviewed, and demonstrate not only activity but also the quality of our performance.

Although the emphasis of our year has been on the merger, we have also begun to strengthen the front line local work of HACVS, as is set out in our Management Report and will continue to do so in the coming year.

In concluding, I would like to thank all our Trustees, both new and longstanding, for committing to the continuing workload this year. It is reassuring to know that, despite the ever increasing pressures of family and life balance, people continue to come forward to give their time, knowledge experience and energy. I would particularly like to thank the four new Trustees who joined our Board of Trustees from the Volunteer Centre at the point of merger.

Of course change over time, within the Board, is very welcome. It brings in new ideas, new experiences and skills, and renewed energy. Our Trustees are either individuals, who come forward, or else

representatives of our member organisations. Currently, we are lacking balance within the Board. We are looking for additional member group representatives. It is important that this happens so that HACVS continues to reflect the wishes and aspirations of its membership. If anyone present tonight would be interested in being put forward by their organisation, to take a place on the Board, then please feel able to approach a Board Member, or contact Janet or Phil at the office to get further information.

I would like to thank our members for the services they continue to provide to such a high standard and statutory partners for their interest and enthusiasm for the work that our members do. Collectively, we have the needs and aspirations of the people of Horsham at the heart of our work.

Dave Wellbelove
Chairman

**Three Year Business Plan 2009/2011
Operations Plan 2009/2010**

Our current plans are available for scrutiny on our website www.hacvs.org. For those members who do not have access to the internet copies are available on request.

Minutes of the Annual General Meeting of Horsham Area Council for Voluntary Service (Charity No.1117718) held on Thursday 15th May 2008 at 7.30pm at Mill River Lodge, Dukes Square, Denne Road, Horsham RH12 1JF

1. Welcome and Apologies

Dave Wellbelove (DW) Chairman opened the meeting by welcoming everyone including representatives of member organisations and special guests including Tom Crowley, Chief Executive of HDC, Louise Williamson, WSCC and our volunteers. He also welcomed Adam Wilson and his dog Baxter who would be giving a presentation on Hearing Dogs for Deaf People after the meeting. There were 4 apologies from Trustees, Alan Britten, John Moss, Fred Taylor and David Parker, and other apologies too numerous to detail.

2. Chairman's Review

This is found on page 6 of the Annual Report covering the major events of the year. Since the last AGM we have "lost" our manager and assistant manager, Nigel Tinkler to work with Age Concern and Judith Trigg to work with the Phoenix Club. DW recorded his thanks for all their hard work and noted that they were both still active to the benefit of the community of Horsham. The new recruits are Janet Brown (JB) as Manager and Phil Clement (PC) as Office Manager, both of who have considerable experience and are super acquisitions. DW also noted that Mike Nicholls, the Development Officer shared with Crawley CVS, is moving on to the POPP project in Crawley and a new development worker will be recruited. He thanked Mike for all he had done. He also advised that there would be others resigning, and he specially thanked Mike Payne (Treasurer) who would be hard to replace.

DW stated that the focus following the last AGM was on moving the office from the CAB building to its new home at Lavinia House. This had been a huge operation and thanks were due particularly to Garrick Lloyd (GL) who had worked extremely hard to bring the project to conclusion. JB and PC had arrived in the thick of it, which made their jobs very difficult initially. He also thanked our partners in WSCC and HDC for all their help. The new offices provide a room for meetings and training plus the use of computers, printing and photocopying equipment which are difficult for small organisations with very limited funding to acquire for themselves.

Sustainable funding is important to us. The additional workload in managing the new facilities and helping visitors is being monitored to quantify the extra effort involved so that supplementary funding can be sought to ensure a high quality service can be provided. Last year was complicated owing to the closing of one charity and forming this new one and DW thanked the Board of Trustees for their help and support in practical ways. He noted that all are volunteers who give their time freely and willingly.

At this point he introduced Chris Strange, Chairman of Horsham Volunteer Bureau, and David Trangmar the Treasurer and advised that the Trustees had been meeting frequently with them and concluded that their respective interests could be best served by working in closer partnership. Under a countywide arrangement negotiated over the past two years, sustainable funding is now being made available to Volunteer Centres, channelled through the local CVS, ensuring the viability of the service for several more years. In Horsham, the two organisations have successfully operated independently but in unison for several years to the benefit of the community. It has now been agreed to create a stronger single organisation combining all existing services within HACVS. The objective is for a merger to be concluded by January 2009 and both organisations are enthusiastic about the greater opportunities this will provide. Trustees of the Volunteer Bureau will be invited to join the Board of the merged organisation ensuring the retention of their considerable expertise.

Meanwhile some current HACVS Trustees were resigning. These are John Moss (the first HACVS manager), Barbara Wilkins (who has undertaken a senior role in the newly established PCT), Mike Payne, as mentioned earlier, and a new trustee appointed since the last AGM, Claude Isidore, unable to continue due to changed personal circumstances.

3. Minutes of Last AGM

DW advised that these can be found on pages 20-23 of the Annual Report and asked if there were any questions. None were forthcoming so Peter Billington proposed that they be accepted and this was seconded by Garrick Lloyd. Voting was unanimous that the minutes be accepted as a true record.

4. Manager's Report

JB thanked everyone for coming along and taking time out of busy schedules to attend the AGM. She advised that a very full report could be found on page 11 of the Annual Report and therefore she would not be reading her report verbatim, but would rather expand on a few aspects of it.

She went on to highlight:

The theme of the report is 'our members central to all we do', support from voluntary organisations is acknowledged and very much appreciated, also the support and help of volunteers. We're privileged to have wonderful facilities at Lavinia House which are here to be used by the voluntary and community sector in the Horsham district. These facilities are detailed on page 30 of the Annual Report. Equally, it must be acknowledged that not everyone can get to Lavinia House and we must not forget our members in the rural communities.

The first part of JB's tenure during 2007 was taken up with the relocation, but by the beginning of 2008 plans were in place to hold various events during the year to engage with members and the wider community, including Network Forums, outreach work and training; all publicised via the newsletter and special publications, including a 2008 Training Calendar. But in organising these events it is crucial to know what members feel is needed, in light of national and local agendas, not what *we think* is needed. The only way to find this out is to ask, to evaluate events as they are held and to seek feedback on future support needed and how best to provide identified needs using the opportunities afforded by the relocation. To this end there will be a programme of surveys, but in acknowledging how stretched everyone is these will be short, sharp and focused on one area at a time. Nevertheless, they do need to be robust enough to gather accurate data. If we are to serve our members well, and of course the voluntary and community sector in the Horsham Area, plus partners, stakeholders and funders, our energies and resources must be directed at best value; accordingly members views are paramount. This is what is meant by 'our members central to all we do'.

JB was happy to take questions then or at any time after the formal meeting at which time she hoped those attending would take the opportunity of looking around the facilities at Lavinia House where refreshments would be served after the meeting.

5. Treasurer's Report

DW drew attention to the fact that the accounts shown in the Annual Report were provisional and had not yet been audited. HACVS is now an incorporated company and as such is not required to have the accounts reviewed externally. However, because this is the first year of operation in this form, it had been a relatively complex year financially due to the major move and for reasons of transparency, the Board has decided that this should be done as set out on page 17 of the Annual Report. The final accounts will

be produced as part of this process utilising independent advice. He then invited Mike Payne to summarise the year's accounts.

MP advised that pages 18 and 19 gave a resume of the year. The move and new equipment had increased the expenses but fresh grants had been received specifically to cover these. Overall the accounts were mainly within budget as although moving costs had been more, staffing costs were less due to short periods when both positions were vacant, leading to a small surplus overall.

He advised that he had introduced Internet banking and was setting up Sage software on the computer to modernise the accounts system. Also this was his final report as Treasurer and he thanked the past and present staff and trustees for their support.

As there were no questions on the provisional accounts, DW invited the membership to approve them. This was proposed by Peter Billington and seconded by Kevin Rand. Voting was unanimous.

6. Changes to the Trustee Board

As already mentioned, Barbara Wilkins, John Moss, Mike Payne and Claude Isidore have resigned. Four existing Trustees, Peter Billington, Ernie James, Major Kevin Rand and Fred Taylor are retiring by rota and have expressed their willingness to continue to serve for the coming year alongside the other existing Trustees, Dave Wellbelove, Alan Britten, Tony Gale, Garrick Lloyd and David Parker.

DW suggested that all these Trustees were re-elected on bloc. This was proposed by Judith Trigg and seconded by Clare Armstrong. It was accepted unanimously.

7. Any other Business

DW thanked Irene Billington for her continued support and help as a volunteer and presented her with a floral tribute. He also thanked Elizabeth Ghinn for her willingness to take responsibility for the minutes of Trustee meetings and presented her with a floral tribute.

DW invited comments and questions of which there were none.

The meeting finished at 2005 with DW inviting Adam Wilson to talk about Hearing Dogs for Deaf People, with the help of Baxter.

MANAGER'S REPORT

In my report for last year's AGM I wrote *'our existence is as a service to you'*. At that time we were just about settled into Lavinia House and beginning to formulate plans as to how we could best develop the facilities the building offered, to the benefit of our members and the wider voluntary and community sector in the Horsham and surrounding areas. In addition, planning for the recruitment and remit of our Development Worker, shared with Crawley CVS within the EESI Project (Effective, Efficient, Supported and Independent voluntary sector). At the same time, beginning to recognise the opportunities that the IT systems at Lavinia House now presented to us in further enhancing the service provided and, alongside all this, preparing for the merger with the Horsham Volunteer Centre in January 2009 and the subsequent management of the volunteering service, its development, continuity and growth.

The following details the extent to which we have taken forward **HACVS** since the last AGM in the delivery of a service to you our members and the wider Voluntary and Community Sector.

Training Brochure

The Councils for Voluntary Service in the North of the County, namely Crawley, East Grinstead, Horsham and Mid Sussex South collaborated to form the North East CsVS Training Group (NECsVSTG) in order to provide a greater scope of training and information opportunities to front line local voluntary and community groups.

This shared approach has enhanced the breadth and depth of external training and information events, as well as drawing on the availability of venues and trainers across a wider area, thus further enhancing the ability of our members, and the wider voluntary and community sector, to benefit from the training on offer. A questionnaire went out to all CVS members in November 2008 and the training offered was based on the feedback from those questionnaires. Our members' cooperation and support in the completion of the questionnaire was greatly appreciated.

SCIP, who provide IT services for Charities and Communities, and the Working Together Project played a major part in funding and the provision of courses, plus support with the administrative aspects of producing the

2009 Training Brochure. In addition, Tanbridge House School funded six IT courses, including support with the IT equipment required.

Since January 2009 to date, **HACVS** has run six separate training courses at Lavinia House, having been attended by a total of forty nine people at no cost to their organisations. We have also increased the maximum delegate number from six to ten , for all IT courses, and to twelve for all other courses. With a further five courses scheduled for the latter part of 2009, this represents a 57% increase on last year in the number of courses held, and an 89% increase on the numbers attending thus far, with the rest of the year to come.

The NECsVSTG is now putting together the content of the October 2009 to July 2010 Training Brochure, which will include the following range of courses being run at Lavinia House: The Legal Responsibilities of a Management Committee – Press, Publicity and Promotion – Lone Working – Demonstrating Your Value to Funders – Hot Tips for Microsoft 2007 – Powerpoint – Excel for Beginners – Word Intermediate (mail merge) – Word Intermediate (tables/forms) – Outlook Basics – Emergency First Aid at Work (EFAW) – Health & Safety in the Workplace.

We would like to thank SCIP, The Working Together Project and Tanbridge House School for supporting our endeavours in the provision of training courses for our members and the wider voluntary and community sector.

NVQ Training

Developing the skills base of volunteers was a target set within the **HACVS** Business Plan and funding has been obtained from Train to Gain, who also acted as our broker by commissioning Futures Training as the training and assessment provider, in order for two volunteers to gain their NVQ Level 2 for Customer Service. We are now approximately half way into the programme and will be looking to support a further two volunteers in the attainment of their NVQ Level 2 in the latter part of 2009. This training upskills our volunteer team further enhancing the service we provide to regular users, visitors and tenants at Lavinia House.

We would like to thank Train to Gain and Futures Training for their support in being able to offer this development to our volunteers and we are looking forward to the successful attainment of their NVQ Level 2 by our volunteers.

Infrastructure Development Worker (EESI Project)

In August 2008 Rachel Skidmore was recruited into this vacant post, shared between **HACVS** and Crawley CVS. The EESI Project is a partnership initiative between all the Councils for Voluntary Service (CsVS) in West Sussex and aims to work towards an Effective, Efficient, Supported and Independent voluntary sector by providing a range of support services to local groups.

Rachel has responded to thirty three individual referrals in respect of our members requesting support with various issues, including information around legal structures, constitutions and funding. In relation to funding, groups needs and requests vary tremendously. Rachel has provided a variety of support to groups including providing information about specific funding opportunities and undertaking grant searches, providing information around effective techniques in completing application forms and helping organisations in completing specific grant applications.

The EESI team are now identifying ways of formerly capturing grant successes in addition to the many indirect benefits arising from their support.

HACVS was keen for Rachel to pay particular attention to the engagement of the Voluntary and Community Sector in the rural areas and hard to reach groups. In this respect Rachel has established links with Parish Councils, attending four Parish Council / residents meetings and also visiting several Parish Clerks in order to create an awareness of the services available and to seek ways of bringing those services out to the community.

Further to this, the EESI Project initiated a multicultural mapping exercise in Mid Sussex in which **HACVS** became involved, enabling the mapping exercise to be extended to the Horsham District, an excellent illustration of partnership work. With the support of Prof. Chris Gaine of Brighton University, the partnership group has undertaken this mapping exercise for which Rachel carried out a great deal of local research and ground work to inform and support Prof. Gaine's more detailed and in depth research, which is still in progress. The group hopes to have an official launch of the mapping exercise in September of this year.

Further details on the work of the EESI Project may be obtained on the website www.eesi.org.uk including anonymous case studies of the work the

EESI team have carried out and a more detailed article on the EESI Project so far.

Our thanks are extended to Rachel for the sterling support she has given in the delivery of infrastructure support to our members and the wider Voluntary and Community Sector in the Horsham Area.

Volunteer Centre

From January 2009 HACVS took over management of the Volunteer Centre following the successful merger of the two organisations. The aim was to maintain continuity of front line service delivery, whilst responding to the development needs brought about by the new Service Funding Agreement and objectives of the countywide Volunteer Centre Hub. We have been successful in obtaining an Awards for all Grant which will be used to update IT equipment and software, so that we may maximise the potential of VBase and Do It, the Volunteering England systems of choice. This supports and underpins the brokerage service plus the ability to develop outreach work in rural areas. Sharon and her team have hit the ground running, with the effects of the economic downturn resulting in an increased interest/demand for volunteering. The number of potential volunteer enquiries received for the first three months of 2009 compared to the first three months of 2008 show an increase of 12%.

Communications

HACVS continues with its distribution of bi-monthly newsletters and weekly e-bulletins. This area of work has seen a tremendous increase in the amount of information to be cascaded to our members, both from the Voluntary and Community Sector and statutory bodies. On average two e-bulletins are circulated each week containing several items of potential interest to our members, this represents a 100% increase on the previous year's circulation.

We have also brought our website in-house in order to maximise its potential and to have more immediate access. We are keen to utilise developments within IT systems in all aspects of our work in order to further reduce costs and cut down on paperwork. Currently 68% of our membership have a preferred option of receiving communications electronically. This represents an increase of 180% year on year. IT

systems will also support our outreach work, enabling the development of a peripatetic service that supports the engagement with rural and hard to reach areas, groups and individuals.

Do please visit us on our website www.hacvs.org where you can find out more about the services we offer and read the latest newsletter and e-bulletins, as well as other information.

Events

In May, June and July 2008 **HACVS** had a stand at the three rural **Life is for Living Coffee Mornings**, held at Rusper, Steyning and Cowfold where there was an opportunity to engage with the rural community. Local interest was steady and from the feedback received those who attended the events found them to be very useful and informative.

In June 2008 **HACVS** organised and hosted a **Mental Health Forum** which was attended by seventeen individual voluntary and community organisations plus statutory partners. This was an opportunity to create an awareness of the voluntary and community services that are available, to network and share information with one another about those services and to gain further understanding of issues associated with mental ill health. We will be arranging further events throughout the coming year so that we can build on the success of this particular forum.

In October 2008, working in partnership with the EESI Project, **HACVS** organised and hosted a **Multicultural and Diversity Forum** which attracted interest from twelve individual voluntary and community organisations plus statutory partners. This was an opportunity to meet and learn about other multicultural and diverse groups and to provide support for hard to reach and marginalised groups and individuals. The event was an informal meeting over the lunch period with plenty of opportunity for networking and sharing information. The next stage will be to build on this initial forum and, with the information from the mapping exercise (as detailed previously in the report), explore and develop initiatives that will support engagement with hard to reach areas, groups and individuals.

In November 2008, working in partnership with West Sussex Voluntary

Organisations' Liaison Group (VOLG), **HACVS** organised and hosted a **Compact and NI 7 Awareness Session**. The West Sussex Compact is an agreement between local government, local health services, other public bodies and the Voluntary and Community Sector setting out codes of practice for the way in which we work together. NI 7 is the Local Area Agreement (LAA) target 'Creating an environment for a thriving third sector'. Safder Mohammed, Development Worker, led a discussion on what the Compact means and how it may support the Voluntary and Community Sector, plus the context of NI 7 and how this target is being taken forward. A further awareness session is planned for May 2009.

HACVS continues to hold bi-monthly **Development Worker Forums** for those whose remit includes the development of a service in the Horsham District to get together informally to share and update on initiatives and progress. This contributes to the sense of joined up working across the various voluntary and community based organisations, as well as with our statutory partners. The invitation to come along is always open to anyone whose role includes the development of a service and if you would like to join the group just email janetbrown@hacvs.org or telephone 01403 255277.

During February and March 2009 **HACVS** worked in partnership with EESI and Horsham Partnerships for Older People in organising and planning for the '**Horsham Area Information Exchange Event**' to take place in May 2009. This event will showcase the advice and support available to voluntary and community groups including information on funding. We would like to thank the Sussex Community Foundation for sponsoring this event and our hope is to meet with groups in the southern rural areas of Horsham District and to ensure that they receive information, help and advice on all aspects of running their organisations.

Community Partnership support

In order to keep abreast of local, countywide and national agendas so that we are able to represent and keep our members up to date, we have participated in the following initiatives as well as attending other meetings and events:

West Sussex PCT North East Stakeholder Review.
West Sussex PCT Health Overview and Scrutiny Committee.
West Sussex Public Partnership Forum.
Horsham District Community Partnership.
Horsham Health and Wellbeing Partnership.
Horsham Neighbourhood Network.
Northern Area Adult Safeguarding Policy and Best Practice Group.
Compact and NI7 Thriving Third Sector Core Group.
ChangeUp Steering Group.
Volunteer Centre Hub Steering Group.
Local Involvement Network (LINK).
Facilities & Services for Older People Working Group.
Access Forum
Tanbridge House School specialisms committee.

Membership

We are pleased to report a 7% increase in our membership, details of which can be found in this evening's pack and on our website www.hacvs.org.

The Team – staff and volunteers

I would also like to acknowledge the contribution **HACVS** staff make to the provision of our service. Sharon Turton and Sara Doy at the Volunteer Centre, and Phil Clement at Lavinia House plus of course Rachel Skidmore as our Development Worker. The skills and abilities they bring to the delivery and on-going development of the service are valued. Equally, their forbearance in light of all the changes brought about by the re-location to Lavinia House plus the Volunteer Centre merger has been very much appreciated.

In keeping with all other Voluntary and Community Sector organisations, **HACVS** relies on the support it receives from our volunteers. It is almost two years since moving into Lavinia House with the requirement to recruit a team of volunteers in order to support the resource centre and the service to our members. Those two years have seen growth in **HACVS** recruiting and developing its team of eleven volunteers, all of whom not only support the service we provide at Lavinia House but have also developed specialisms that underpin and support the service delivery to

our members. These include support with our newsletter and e-bulletins, maintenance of our member database, maintenance and display of resource material, reconciliation of income & expenditure records, IT support service and booking meeting rooms.

The service provided at the Volunteer Centre is supported by a team of five volunteers, all of whom are involved in various aspects of the day to day running of the centre, including interviewing, matching potential volunteers with referrals and data input. And finally, we must not forget our Trustees whose work at the helm keeps us all on course!

Recently **HACVS** was very pleased to be nominated for and to receive the Employer of the Year Award 2009 from Southdown Housing. This was in recognition for our work with volunteers on the Breakaway programme in supporting volunteers to achieve their full potential.

So thank you to a great team of staff and volunteers, it is a privilege to work alongside you all.

Your time in reading my report is appreciated, I hope you found it of interest and that you gained an insight into the service we provide. I look forward to the coming year and supporting you and your organisation as well as the wider Voluntary and Community Sector in the Horsham District. In this respect, I always welcome feedback on how we are doing, or your suggestions as to how we may improve our service. If you do have any comments you wish to make, do please speak to me at the AGM, alternatively e-mail janetbrown@hacvs.org or telephone 01403 255277.

I look forward to meeting up with as many of you as possible at our AGM and during the next year of my service with **HACVS**.

Janet Brown - Manager

Forthcoming events / information to watch out for:

Mental Health Forum – 28th July 2009
(in partnership with Crawley CVS & EESI)

Training Brochure (October 2009 to July 2010) – September 2009
(in partnership with Crawley, East Grinstead, Mid Sussex CsVS)

Interactive presentation ‘Local Crime & Community Sentencing’ – 22nd September 2009
(in partnership with Horsham District Council)

Launch of Mapping Exercise – September 2009
(in partnership with EESI and Mid Sussex CVS)

Human Resource Advice (open lunchtime sessions) – September and October 2009
(in partnership with HR Services Partnership)

Horsham Area Information Exchange Event – early 2010
(in partnership with EESI & Horsham Partnership for Older People, plus extending remit TBC)

‘Thinkuknow’ training (internet safety for 11 to 16 year olds) – TBA*

‘What to do If’ training (child protection) – TBA*

‘Sound Systems’ (keeping young people safe) – TBA*
** (in partnership with Horsham District Council)*

HACVS TRUSTEE BOARD

OFFICERS

Dave Wellbelove	Chairman	
Winifred Davey	Hon Treasurer	From May 2008 Until Feb 2009
Tony Gale	Hon Secretary	

MEMBERS

Peter Billington	Horsham Museum Society	
Alan Britten (Vice Chair)	Horsham Community Car Scheme	Until March 2009
Ernie James	Horsham Parkhaven	Until June 2009
Garrick Lloyd	Special Skills	
David Parker	Special Skills	Until June 2009
Maj. Kevin Rand	The Salvation Army	Until June 2009
Chris Strange *	Horsham Volunteer Centre	From January 2009
Fred Taylor	Steyning Health Centre PPG	
Stuart Trownson *	Mary How Trust	From January 2009
Heather Walker *	Horsham Volunteer Centre	From January 2009
Caroline Williams *	Sussex ADHD Support	From January 2009

* Members co-opted at 1st January 2009 following the merger with HVC

OBSERVERS

Louise Williamson	VSLDO, WSCC	From April 2008
Sheila Peever	Horsham District Council	

HACVS STAFF

Janet Brown	Manager and Company Secretary	
Phil Clement	Office Manager	
Sara Doy	Data Input Administrator	From January 2009
Sharon Turton	Volunteer Centre Co-ordinator	From January 2009

TRUSTEE BOARD'S RESPONSIBILITIES

The Trustee Board are required to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the Horsham Area Council for Voluntary Service as at the end of the financial year and of the results of the Service for that period.

The Trustee Board confirm that suitable accounting policies have been used and applied consistently and reasonable and prudent judgements and estimates have been made in the preparation of the financial statements for the year ended 31 March 2009. The Management Committee members also confirm that applicable accounting standards have been followed and that the financial statements have been prepared on the going concern basis.

The Management Committee members are responsible for keeping proper accounting records, for taking reasonable steps to safeguard the assets of the Service and to prevent and detect fraud and other irregularities.

The figures presented in this report, to the best of our knowledge, represent a true reflection of the financial activity for the year to 31st March 2009. We have reverted this year to our traditional approach of having our accounts examined and approved by an Independent Examiner rather than have a full audit. This is the course of action prescribed by the Charity Commission for organisations of our financial size. We would like to record our thanks to Julian Hance for undertaking this inspection for us.

THANKS TO:

HACVS would like to express gratitude for the generous support we have received from our joint main funders, Horsham District Council and West Sussex County Council and also West Sussex Primary Care Trust.

In addition we would like to thank our members for their continued support over the last year.

Trustees' Statement of Public Benefit

The Aims and Principles of HACVS, published elsewhere in this report, are defined so that all activities should provide benefit to the voluntary and community organisations serving the community of Horsham and adjacent areas.

These Aims provide a focus for our business planning in conjunction with our funders and other partners and it is appropriate that annually we review and summarise the public benefit that has been achieved.

1. Local voluntary organisations and community groups (new, emerging and existing) provided with advice on legal structures, governance, managing change and funding opportunities specific to their needs.
2. Engagement with Parish Councils to assist in the provision of services to hard to reach groups in rural areas.
3. Cost effective training programme developed and delivered covering a wide range of subjects following a needs analysis amongst member organisations.
4. Work experience, coaching and training provided for HACVS volunteers with opportunities to gain NVQ qualifications.
5. Encouraging local interest in volunteering and community activity.
6. Matching those interested in volunteering with relevant opportunities to participate and contribute to the community.
7. Providing a wide range of relevant information to member organisations via newsletters, e-bulletins and events.
8. Representing the interests of the voluntary sector in liaison with statutory bodies, steering groups and other agencies.
9. Arranging and/or attending a variety of events to inform, educate and seek views from the public.
10. Supporting statutory partners within the Sustainable Community Strategy and Joint Strategic Needs Assessment.

Further information on the above can be found in the Manager's Report in this document.

HACVS VOLUNTEERS

The board and staff off HACVS would like to record their thanks for the invaluable support provided throughout the year by their outstanding team of volunteers

Sue Bettis	Christine Matthews
Pauline Fedarb	Mike Payne
Nicky Frendo-Cumbo	Penny Porter
Deborah Gillham	Jennifer Royce
Elizabeth Ghinn	Linda Sheldon
Nazma Hasan	Guy Sunderland
Manish Kolwadia	Vicky Trangmar
Briony Lloyd	Dianne West



FINANCIAL REPORT FOR THE YEAR ENDING **31st MARCH 2009**

The financial position of HACVS remains robust despite a planned utilisation of some of its reserves. Thanks are due to our main funders WSCC, HDC and the West Sussex PCT for their continued support and a cost of living increase under the Service and Funding Agreement (SFA) for the HACVS service. Thanks also to HDC and RSA for the use of the Octagon and Spire premises by the Volunteer Centre as a benefit in kind.

We would draw your attention initially to the brought forward balances which, you may have noticed, differ from the carried forward balances published in last years report and accounts. These differences arose as a result of the audit costs incurred subsequent to the AGM but were included due to them forming part of the 2007/8 operations. Copies of the final accounts for last year, as submitted to Companies House and the Charity Commission were posted to our website, as they will be this year.

The significant change to the accounts this year has been the new income stream arising from the introduction of the new SFA for Volunteering on a countywide basis with HACVS being the contractual provider for the Horsham district. From April to the end of 2008 a subcontract arrangement was in place with Horsham Volunteer Bureau operating as the Horsham Volunteer Centre to continue providing the local brokerage service as they have done for many years. From 1st January 2009 the Volunteer Centre merged into HACVS and at the end of the financial year an operating surplus of £6390 remained. A surplus had been planned and was helped by the first year's funding including an additional contribution for restructuring. This surplus is expected to reduce over the remaining years of the Volunteering SFA as the funding level is set at a fixed annual amount for the duration.

HACVS has a prudent reserves policy designed to ensure financial continuity in the event of a shortfall in income. An amount of money is determined that will enable operations to continue for sufficient time to analyse the impact of a loss of income, decide on a course of action and meet the costs of reorganisation or closure.

In the current year the trustees decided that it was appropriate to utilise some of the reserves, thereby accepting that the expenditure would exceed the year's income for the HACVS core service. This was to

Cont...

ensure that the enhanced service in our new office and Resource Centre was effectively established and successfully delivered. The expenditure was primarily on extra working hours for the paid staff during 2008 and the arrangement has now ceased. Similar arrangements will be considered in the future where benefit is identified and funding is available.

Despite the uncertainties associated with new premises, non-staff costs have generally been in line with expectations. As the overall cost of the HACVS service exceeded its income, the accounts show a nil balance against this fund. In addition, the carried forward reserves are reduced by £4236. We are satisfied that this approach has been justified particularly by enabling the Resource Centre to become a vibrant unit in a shorter timescale. Remaining reserves are sufficient to comply with the reserves policy.

Three restricted funds are now in place as described below the Balance Sheet. This means that they are not available for normal operational activities. In particular, it should be noted that the Employee Volunteering fund is not HACVS money, being held on behalf of the county network.

HACVS is a company limited by guarantee having no share capital. This requires a number of the trustees to also be directors of the company. None of the directors (or any person connected with them) has sought or received any form of remuneration during the financial year.

Last year it was decided to have the accounts reviewed by a professional firm of accountants as it was the first year of HACVS as a new legal entity and financial activity had been unusually high due to the move to new premises. Whilst the result of this was entirely satisfactory, we have decided this year to revert to the normal procedure of review by an Independent Examiner. No funder or external authority requires us to do more than this with our current level of financial activity.

**Independent examiner's report to the trustees of
Horsham Area Council for Voluntary Service.**

I report on the accounts of the company for the year ended 30 April 2009, which are set out on pages 28 and 29.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts.

The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement which follows.

cont..

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - a. to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - b. to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: J C Hance, BA FCA

Date: 25th June 2009

BALANCE SHEET – 31 MARCH 2009

	Unre- stricted Funds £	Re- stricted Funds £	Total 2009 £	Total 2008 £
Debtors	6,663	14,901	21,564	-
Cash at bank and in hand	29,234	7,500	36,734	34,697
Total Current Assets	35,897	22,401	58,298	34,697
Creditors	(1,066)	-	(1,066)	(1,998)
Net Current Assets/(Liabilities)	34,831	22,401	57,232	32,699

Note: The Debtor items are the return of Volunteering SFA funding and two restricted funds received from HVB on its closure, recorded in HACVS accounts in the first week of April 2009.

FUNDS OF THE CHARITY

1) Unrestricted:

HACVS Operational	£Nil
HACVS Reserves	£28,440.88
HVC Operational	£ 6,390.09
Total Unrestricted	£34,830.97

2) Restricted:

HVC Development £ 9,866.71

This fund was donated by Horsham Volunteer Bureau on its closure following the merger with HACVS. It consists of the residual reserves of the HVB charity and was passed to HACVS on the understanding that it be used to develop and enhance the local volunteering brokerage service over and above the commitments under the Volunteering SFA.

Employee Volunteering £ 5,034.68

This is the balance of earlier project funding held by HACVS on behalf of the West Sussex network of Volunteer Centres in readiness for further work when resources and priorities allow.

Awards For All £ 7,500.00

This Lottery award was received in quarter 1 of 2009 for replacing the Volunteer Centre IT equipment and software to increase effectiveness in service delivery. Expenditure commenced in quarter 2.

Total Restricted £22,401.39

INCOME AND EXPENDITURE 2008-2009

		Total HACVS	Infrastruc- ture Function	Volun- teering Function	2007- 2008
		£	£	£	£
Income					
Grants	Awards for All	£7,500		£7,500	15,700*
HVC Grants from:	HDC	£17,310	£17,310		16,810
	WSCC	£21,522	£21,522		21,100
	WSPCT	£3,185	£3,185		3281
	PSB	£1,500	£1,500		1,500
HVB Grants from:	HDC	£7,500		£7,500	
	WSCC	£21,500		£21,500	
	HACVS				
Closing funds from HVB		£14,901		£14,901	
Investment and Other Income		£1,012	£1,012		942
	TOTAL INCOME	£95,930	£44,529	£51,401	59,322
					*S106
Expenditure					
Staff Costs		£30,578	£25,628	£4,951	25,606
Travel/parking/subsistence		£212	£212		507
Rent		£4,055	£4,055		3,759
Office Equipment		£1,957	£1,317	£639	1,268
Postage		£910	£910		498
Phone/Internet		£681	£593	£88	744
Printing		£1,776	£1,776		1130
Stationery		£117	£117		823
Insurance		£1,155	£953	£202	802
Subscriptions		£642	£642		710
Meetings & Conferences		£673	£673		65
Miscellaneous		£17	£17		475
Training		£210	£210		647
Recruitment					
Professional fees / charges		£120	£102	£18	
Contingency					
PSB Expenses		£1,042	£1,042		1360
Reception/Add Hours		£10,540	£10,540		20,453
Transfers to HVB		£16,712		£16,712	
	TOTAL EXPENDITURE	£71,396	£48,787	£22,610	58,847
	TOTAL SURPLUS/(DEFICIT)	£24,533	-£4,258	£28,791	485
	TOTAL FUNDS B/FORWARD	£32,699	£32,699		
	TOTAL FUNDS C/FORWARD	£57,232	£28,441	£28,791	

AIMS and PRINCIPLES

The Charity's objects are:

a) to promote any charitable purpose or volunteering opportunity for the benefit of the community in the local government district of Horsham and its neighbourhood, ..'the area of benefit'...in particular for the advancement of education, the protection of health and the relief of poverty, distress and sickness.

b) to promote and organise co-operation in the achievement of the above purposes and to that end to bring together in council representatives of the voluntary organisations and statutory authorities within the area of benefit.

The charity therefore seeks:

1. To provide an information and advisory service to the voluntary sector in Horsham District.
2.
 - a. To identify needs in the Community of Horsham District.
 - b. To assist the Voluntary Sector in developing services to meet such identified needs.
3. To maximise links and co-operation between statutory and voluntary organisations.
4. To make the voice of the Voluntary Sector heard in both Horsham District and West Sussex County.
5. To provide sufficient services and resources for HACVS members.
6. To stimulate and encourage local interest in volunteering and community activity.
7. To match individuals and groups interested in volunteering with appropriate opportunities in the local community

HACVS meets its aims by:

- Helping to establish new organisations
- Working with existing organisations to ensure sustainability
- Linking Voluntary, Public and Private Sectors to identify emerging needs.
- Working in partnership with Voluntary, Statutory, Community and Faith Groups to develop local volunteering opportunities.

HACVS provides:

- Support
- Consultation/Promotion
- Information
- Advice
- Resources/Training
- Liaison/Representation

HACVS at Lavinia House

Lavinia House is a flagship development by Horsham District Council and WSCC and under the guidance of HACVS is a centre of excellence for the Voluntary and Community Sector in Horsham, providing a range of facilities and services to any not for profit organisation operating within the district, which includes:-

Meeting Room

This room which will take comfortably: 14 'boardroom and training layouts', 25 'cinema' style and has access to our network, wi-fi and internet connection.

Consulting Room

This room will take comfortably 6 in a 'Meeting Room' layout plus a soft seating area for comfort or informal meetings.

Hot Desk

Hot desk facilities are available with a powerful laptop computer, which has a full range of office and creative software. Integral to the provision of hot desk facilities is assistance on the day, by arrangement.

Facilities Available

High speed colour printer/copier (up to A3 banner) with booklet production management software, booklet binder, paper trimmer, up to A3 laminator, resource library.

Refreshments, as required, can be made available and supplied by Age Concern.

Equipment available for loan includes:

- ◆ screen with digital and/or overhead projector
- ◆ laptop computers with wi-fi connection
- ◆ white boards and flip charts
- ◆ display boards

These facilities are available Monday to Friday 9.30 to 4.30 at a subsidised cost to the voluntary and community sector. Details of availability and prices are available from 01403 751300 or bookings@horshamvcs.com

HORSHAM AREA COUNCIL FOR VOLUNTARY SERVICE IS A REGISTERED CHARITY that derives almost all of its funding from the local authorities. However, we are also dependent upon gifts of money and benefits in kind, which enable us to improve and extend our services.

We do not, unlike most other CsVS, have an annual subscription, neither do we have any immediate plans to introduce one.

However, it must be recognised that postage alone to just one member organisation for a full year is in the region of £5.00 and this figure can be more than doubled when you take into account the cost of stationery used in each mailing.

For those who feel able to assist in extending the service we provide, you could make a donation whether it be large or small by cheque now by completing the slip below. Further forms are available on request.

✂—————

DONATION FORM

HORSHAM AREA
COUNCIL FOR VOLUNTARY SERVICE
(Registered Charity No. 1061548)

To: The Manager
Horsham Area Council for Voluntary Service
Lavinia House, Dukes Square, Denne Road, Horsham RH12 1GZ

I wish to make a donation to the HACVS and have pleasure in enclosing my cheque for £.....

NAME

ADDRESS
.....
.....

SIGNEDDate.....

Cheques payable to: Horsham Area Council for Voluntary Service.