

# **Castle Point Association of Voluntary Services Ltd**

**Registered Charity No: 1103968  
Company Registration No: 4856677**

## **Annual Report & Accounts 2008/9**



**1994-2009  
15 years of  
Supporting the  
Voluntary Sector  
and Community  
of Castle Point.**





# **Annual Report 2008/9**

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# Who's Who at CAVS

<b>Chairman</b>	Barry McCarthy
<b>Vice Chairman</b>	Paul Norton-Ashley
<b>Treasurer</b>	Ian Dudley
<b>Trustees</b>	Daisy Humphreys Diane Welsh John Downer Ken Payne (from November 08) Ciaran Egan
<b>Chief Executive Officer</b>	Helen Robinson
<b>Head of Development</b>	Michaela White
<b>Head of Volunteering</b>	Robert Gray
<b>Head of Children's Services</b>	Paula Burns
<b>Office Administrator/Book-keeper</b>	Marie Turner
<b>Office Administrator</b>	Collette Johnson (from October 08)
<b>Training Co-ordinator</b>	Tessa Wales (from January 08-July 08)
<b>Training Co-ordinator</b>	Collette Johnson (from November 08)
<b>Events Organiser</b>	Karen Lawrie (from October 08)
<b>Children's Services Funding Officer</b>	Lynn Gunter
<b>Children's Services Administrator</b>	Lin Gray
<b>Children's Centre Outreach Workers</b>	Sandra Hyams (Senior Outreach Worker) Sarah Watmough (from August 08-May 09) Sue Thompson (from September 08-October 08)
<b>Children's Services Teacher</b>	Collette Newcombe
<b>Advisors to the Trustees</b>	Cllr Pam Challis Cllr Beverley Egan Cllr Tony Belford

## Volunteers

<b><u>Reception</u></b>	<b><u>IT</u></b>	<b><u>Children's Centres</u></b>	<b><u>Office</u></b>	<b><u>Uniting the Ages</u></b>
Biddy Hide	Brenda Shipman	Barbara Davis	Bill Humphreys	Bob Gabe
Doreen Barlow	Carol Smith	Emma Nicholson	Colin Andrews	Margaret Gabe
Fiona Parker	Garry Smith	Jennifer Green	Sarah Dalton	Geoff Howlett
Jo Edgell	John New	Joanne Eggleston	Liz Coleman	Margaret Brix
Judy Harris	Kenneth Turbutt	Vivien Hayes		
June Newberry	Kevin Hallewell			
Margaret O'Regan	Peter Johnson			
Norma Mizon	Tony Mallen			
Pauline Grove	Valerie Lee			
Rita Strand				
Sheila Horrocks				
Vera Metcalf				

**Accounts Examiner**  
Maynard Heady Chartered Accountants

## **Chair's Report**

2008-9 has been a successful year for CAVS which has allowed the organisation to fully support its community, working with its members and partners to bring benefit to Castle Point. We continue to enjoy support from our statutory partners, and our work with them at the LSP executive level allows CAVS to represent the third sector in a forum that brings influence to decisions made.

Work with the LSP, via the Stronger Communities Group, was successful in obtaining a government grant for providing a funding service that should bring much needed funding for Castle Point and a Healthy Living Co-ordinator to work with the NHS to improve the health of our residents.

As indicated in last year's report, we were successful in our bid to become lead body of three further Children's Centres, in Benfleet, Hadleigh and Thundersley and we are currently working with partners to integrate the service into our community.

As always, the successes described above are only achieved with the hard work and dedication of the trustees, staff and volunteers and, with their continued support, I look forward to further success next year.

*Barry McCarthy*

# **Achievements in 2008/9**

## **1. Improved the quality of services provided by CAVS**

- Implemented Health Checks for local community organisations
- CYPSP Partnership Support Officer supported more organisations working with Children and Young People to become involved at a strategic level
- Strengthened partnership with Voluntary Sector Training to ensure relevant training available to local organisations
- Increased participation target for Neighbourhood Learning courses enabling more people to access training
- Leased colour photocopier which is available for use by the public and local organisations at low cost
- Started the Community IT Project to deliver basic computer training to local people of all ages

## **2. Promoted volunteering**

- Increased volunteering opportunities by 6%
- Worked in partnership with VInvolved youth volunteering
- Made a presentation to local business on employee volunteering
- Arranged outreach information sessions at local libraries and local churches
- Attended Castle Point Show, LSP Event, Community Breakfasts
- Supported CAVS member training sessions for new volunteers
- Held Volunteer Awards, Christmas Celebration and 'Go Sports Volunteer' Event

## **3. Increased community participation in local activities**

- Held 4 community events covering issues such as Recycling, Youth Projects, Learning Disabilities and Children's Centres with an increase in attendance of 63% from last year
- 5 voluntary organisations spoke about their services at the quarterly community events

#### **4. Increased capacity of the VCS in Castle Point**

- Funding secured to deliver Neighbourhood Learning training courses
- Improved partnership with Voluntary Sector Training
- Secured funding for the Activity Showcase giving the opportunity to highlight physical activities delivered by local groups
- Continue to provide networking forums allowing informal networking, increased knowledge of services and information sharing between voluntary organisations
- Distributed quarterly newsletter, Community in Action, featuring articles on local organisations

#### **5. Increased communication between community and statutory agencies**

- Promoted and encouraged participation at the LSP Community Information Days
- Held 10 forums to provide networking opportunities for organisations working with Older People and Children, Young People & Families
- Chaired the Stronger Communities block of the LSP and seen membership increase
- 4 statutory partners spoke about their services at the quarterly community events

#### **6. Diversified funding streams**

- Increased turnover from 2007/8
- Increased our range of project work

#### **7. Employed and retained suitable staff and volunteers**

- Increased number of volunteers from 20 to 34
- Recruited to 5 new salaried positions
- Trustee board members increased to 8
- Retained 31 individuals as trustees, staff or volunteers

## **Report from Chief Executive Officer**

During the year, CAVS continued to deliver its core services whilst expanding into wider areas of service delivery. We further developed our infrastructure to ensure we remain robust and to reflect the current needs of the organisation. We have introduced new services, working with parents and families with children aged 0-5 through Children's Centres, providing training to the unemployed and those involved in voluntary organisations, hosting community events to enable local people to hear about and influence local services, and a volunteer led IT course for older people. Additionally, we continue to support the local Children's Strategic Partnership. Our focus is on delivering a professional, appropriate service to local people reflecting local needs.

Working with the trustees, all of whom are either local residents or involved in member organisations, ensures that our focus is on local services that are responsive and appropriate. CAVS continues to challenge itself to develop. I am proud to be the Chief Executive of CAVS. The tireless work of the volunteers, trustees and staff enables the organisation to have an impact on the community through the enriching experience which volunteering gives both the service recipient and the volunteer. My thanks and appreciation go to them.

*Helen A. Robinson*

## **Report from Head of Development**

What a year!!! I can't believe the speed at which CAVS has grown throughout 2008/9.

Throughout the year we strived to increase the development assistance provided to member organisations and my thanks go to those who undertook an Organisational Health Check which highlighted the areas of support required. It was found to be most useful when an organisation required a particular area of support (e.g. funding advice) and we continue to use the Organisational Health Check as a tool for providing relevant assistance to individual organisations.

In order to provide networking opportunities we have continued to operate Future Needs Forums targeted at Older People and Children, Young People & Families. The forums also provide the ideal setting for discussing relevant topics of interest to these sectors. In November the CYPSP Partnership Support Officer joined our staff team and although primarily concentrating on the strategic partnership work it has added to the support available to our Children, Young People and Families Forum.

The Community Breakfasts remain popular and June saw our largest audience to date with over 70 people attending to hear about the work of local organisations. In order for CAVS to continue arranging these and other events we were able to identify some money in our budget to recruit an Events Organiser for a 6 month period. This post proved extremely worthwhile and through a successful PRG Grant we were able to obtain a small amount of funding to contribute to this post enabling us to extend it beyond the initial 6 month period.

Applications for PRG grants were also successful for a Funding Service and Community Activity Project which will both run between April 2009 and March 2011. It is hoped that with support from a dedicated Funding Service more applications to funding bodies will be successful which will lead sustainability and growth of local groups. The Community Activity Project was created in response to a request from the Community Sports Network for more co-ordination of physical activity services and feedback from the Active People's Survey. The service will be dedicated to developing physical activities in non-sporting organisations and assisting to increase the current capacity of existing sports clubs.

As ever, I feel I must mention our volunteers, without whom CAVS would not be able to function. Our team of receptionists are there to welcome visitors and staff at The Tyrells Centre, the IT Tutors provide support to individuals wishing to learn the basics of using a computer, Uniting the Ages volunteers are passing on skills to others from a different generation and Office volunteers are providing support to the CAVS staff. It is a privilege to work alongside these dedicated teams of volunteers.

*Michaela White*

## Report from Head of Volunteering

It has been a busy and exciting year at the Volunteer Centre. We have had an increased number of enquiries, seen more people for interviews and increased the number of placements of volunteers.

	Year To 31/3/2009	Year to 31/3/2008	Year to 31/03/2007
Enquiries <sup>1</sup>	461	282	243
Interviews	102	80	70
Placed <sup>2</sup>	119	72	60
VInvolved Placed <sup>3</sup>	77	-	-

<sup>1</sup>Enquiries - Individuals often enquire about more than one opportunity. This figure also includes the number of enquiries made online via the Do-It website.

<sup>2</sup>Some volunteers are placed without an interview when they respond to a specific opportunity or already know who they would like to volunteer with.

<sup>3</sup>Volunteers between 16 and 25 years of age

As well as the usual enquiries through the Do-it website, press releases and contacts at events such as Community Breakfasts and Castle Point show, we arranged a 'New Year New Opportunity' drop-in session at Great Tarpots Library, gave presentations at training sessions for community groups, a lunch event for a local employer and have started using Church Newsletters.

With the Olympics in mind we participated in the Activity Showcase which was a 'GO Sports Volunteer' event at Waterside Farm Leisure Centre to assist groups and clubs find new volunteers.

This year we have forged a partnership with VInvolved who work with young people in Castle Point to find suitable volunteering placements.

We have worked closely with Volunteer Centres across Essex to develop a strategic plan for volunteering and to link into regional and national working groups with a view to securing funding to support volunteering in Castle Point.

I have enjoyed working with organisations and volunteers this past year and was delighted to meet so many of you at our special Christmas Celebration thank you. Our volunteers provide a vital service to the community here in Castle Point

*Robert Gray*

## 2008 Castle Point Volunteer Awards

Over 120 people attended the Volunteers' Week Celebrations held in Runnymede Hall on 4<sup>th</sup> June. The 'Celebration of Volunteering' was a great success thanks to support and enthusiasm from volunteers and staff and trustees. The Mayor presented the Mayor's Award and the Ann Joad Award. The event included a marketplace to raise the profile of volunteering, helped recruit volunteers for charities and community groups and provided opportunities to network, exchange ideas and discuss current issues.



A large number of nominations were received for the awards and the judging panel had a difficult task choosing two awards from the many stories of hard work and dedication.

**Eddie Stacey** received the **Mayors Award** for his work with the Phoenix club  
**Michelle Buckley** received **The Ann Joad Award** for a volunteer under the age of 25

Presenting the awards the Mayor, Councillor Norman Ladzrie, said "All the volunteers do a wonderful job and are the unsung heroes of our community. The time that volunteers give willingly and freely makes a huge difference to the local community."

## **Affiliated Members**

4<sup>th</sup> Canvey Island Sea Scout Group  
5<sup>th</sup> Canvey Air Scout Group  
Abbeyfield Canvey Island Society Ltd  
Abbeyfield UK Hadleigh Benfleet  
Age Concern Canvey  
Age Concern Essex  
Alzheimers Society (Southend & District)  
Appleton School  
Bar-n-Bus Trust  
Basildon Women's Aid  
BATIAS Independent Advocacy Service  
Benfleet Camera Club  
Benfleet Hard of Hearing Club  
Benfleet Historical Society  
Benfleet Open Door Service  
Benfleet Operatic Society  
Benfleet Running Club  
British Red Cross Medical Loan  
Business Opportunities for the Physically Handicapped  
Canvey Animal Rescue  
Canvey Island Horticultural Society  
Canvey Island Senior Citizens Association  
Canvey Island Short Mat Bowls Club  
Canvey Island War Memorial Hall  
Canvey Island Youth Project  
Castle Point Access Group  
Castle Point and District Phoenix Club  
Castle Point Bowling Club  
Castle Point Citizens' Advice Bureau  
Castle Point Crossroads  
Castle Point Cultural Centre  
Castle Point Social Car Scheme  
Castle Point Stroke Club  
Castle Point Talking News for the Blind  
Castle Point Transport Museum Society  
Castle Point Wildlife Group  
Cruse Bereavement Care  
DIAL Basildon & South Essex  
Dr Kamdar & Ptnrs  
Families in Focus  
Families Relate  
Freespirits of Canvey 2000 Sports Club for the Disabled  
Friends of Hadleigh Castle Country Park  
Friends of Woodside Cemetery  
Gazelle Ltd  
Grandparents' Association  
Hadleigh & Thundersley Cricket Club  
Hamelin Trust  
Havens Christian Hospices  
Headway Essex  
Home-start South East Essex  
Independent Visitors Scheme  
InterAct South Essex Circles of Support  
Jubilee Graining and Welfare Centre Trust  
Legacy XS Ltd  
Link Radio  
Lions Club of Canvey Island  
Look Essex  
Methodist Wives Club  
Motor Neurone Disease Assoc. (S.E. Branch)  
Multiple Sclerosis Society (S.E.E.Branch)  
National Coastwatch  
Oasis Christian Fellowship  
Our Lady of Canvey Social Committee  
Parentline Plus  
Parents Aid (Southern)  
Relate South Essex  
Rethink  
Rethink Employment & Training  
Rethink Good Companions  
rise @ rethink  
Royal British Legion (Hadleigh & Thundersley)  
Runnymede Ladies Guild  
SE Essex ME/CFS Group  
Shelter Essex & Suffolk  
South Benfleet Bowls Club  
South Benfleet Methodist Church  
South Essex Gymnastics Club  
South Essex Mental Health Information Line  
Southend Area Bus User Group  
Southend Hospital NHS Trust  
Southend Mencap  
Southend Mind  
SPDNS Nurse Care  
Sunday Lunch Club  
Take Heart Cardiac Support Group  
The Art Ministry  
The Dream Team  
The PACT Network  
The Peaceful Place  
The Salvation Army Hadleigh Training Centre  
The Salvation Army Silver Service Club  
The Tudors (Essex County Council)  
Thundersley Congregational Church  
Voluntary Sector Training  
Walk Tall Canvey Island Group  
Writing Circle  
WRVS Castle Point Office  
WRVS Hadleigh Over 60's Club

## **Report from Head of Children's Services**

2008-2009 has been CAVS Children's Centres first full year of delivering services to families with children under five years old in our local community. The objective of SureStart Children's Centres is to deliver the best start in life for every child by providing holistic integrated services and information. Both *Little Tewkes* and *Little Lions* are vibrant, welcoming Children's Centres offering a range of services and sessions at the centres and within the broader community.

This year our centres have provided a range of inclusive educational and fun sessions for children and their parents/carers. Families have accessed support and outreach either through our centres or in their own homes. We have been accessible for families who want to just 'drop-in' and spend some time playing or for families who need to access a range of services provided by other agencies which include health, employment and training, childcare and family social and emotional well-being.

Thank you to the team of staff and volunteers in CAVS Children's Centres for your hard work in making this year a success, the agencies who have worked in partnership with us to provide quality services, the trustees of CAVS for your governance and support and the families and children that allow us to work with you.

Staff and volunteers within CAVS Children's Centres are looking forward to building on the success of our first year, and our first two centres, as we move towards the development of three additional centres in 2009-2010. In addition to the services we are already providing, we now look forward to working with children and families in Benfleet, Hadleigh and Thundersley.

*Natalie Walker*

# CAVS Diary

## April

- Uniting the Ages Ballroom Dancing starts at Cornelius Vermuyden School



## October

- CAVS representative attends Launch of Youth Council
- Successfully applied to run Neighbourhood Learning Project in 2009
- Uniting the Ages Computer Training at Cornelius Vermuyden School



## May

- Community IT Project launched
- Uniting the Ages Computer Training at Cornelius Vermuyden School



## November

- 2008 AGM took place in Compact Week
- Katharine Washbrook starts as CYPSP Partnership Support Officer
- Castle Point Calendar produced to celebrate 15 year of CAVS



## June

- Castle Point Show
- Uniting the Ages Ballroom Dancing finishes at Castle View and Cornelius Vermuyden Schools
- Community Breakfast at The Paddocks, Canvey Island with speakers from Breakthru and Community Wheels



- Activity Showcase at Waterside to encourage volunteers in sport

## July

- LSP Community Information Event at Runnymede Hall, Thundersley
- Art Ministry Fabric Group visited Tyrells to give update on the Fabric Collage for Tyrells Centre

## August

- Neighbourhood Learning 2008 project finishes

## September

- Community Breakfast at Thundersley Methodist Church covering the topics Recycling and Youth Volunteering

## December

- Community Breakfast at Richmond Hall, Benfleet with speakers from the Local Action Group and Citizen's Advice Bureau



- Christmas Volunteers Celebrations
- CAVS Christmas Party
- Training Co-ordinator recruited to organise Neighbourhood Learning course

## January

- LSP Community Information Event at The Paddocks, Canvey Island
- 2009 Neighbourhood Learning training courses commence

## February

- Confirmation received of funding from PRG Grants for Funding Service, Events Organiser and Community Activity Project
- Children's Centres Away Day

## March

- Community Breakfast at Hadleigh Methodist Church with speakers from NHS South East Essex and Castle Point Children's Centres



- Children's Centre Open Week

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## Thank you

CAVS Volunteers  
Castle Point Borough Council  
Essex County Council  
South East Essex Primary Care Trust  
Learning & Skills Council – NLDC  
Adult Community Learning  
The Mayor of Castle Point  
Essex Assoc. of Councils for Voluntary Service  
Little Tewkes Day Nursery  
Essex Assoc. of Volunteer Centres  
Castle View School  
Cornelius Vermuyden School  
National Association for Voluntary & Community Action

Volunteering England  
Canvey Community Children's Centre  
Northwick Park School  
Job Centre Plus  
Essex Libraries  
Benfleet Camera Club  
Basildon Printing Company  
Customs Network Ltd  
Voluntary Sector Training  
SportEssex  
Rochford Golf Club  
Maynard Heady  
Rev. Dr Martine Stemerick  
Vinvolved



## **Training Report**

During the period covered by this annual report we saw our 2007/8 Neighbourhood Learning come to a successful conclusion and the beginning of our 2008/9 Neighbourhood Learning Project. The funding enabled CAVS to organise short training courses for local people aged 19+ which would help them return to work or encourage them into further education. Through our contacts within voluntary organisations, children's centres, libraries, job centre, local media and statutory partners the courses were promoted across Castle Point. Volunteers were also able to benefit from the training which included accredited courses such as First Aid, Food Hygiene and Manual Handling plus a variety of taster or confidence building courses such as Creative Writing and Deaf Awareness. This was a new target audience for us so we set ourselves a deliberately low target for 2007/8 with 29 learners meeting the Learning and Skills Council's requirements. For 2008/9 we increased our target to 80 learners and by the end of March we were well on our way to this so we negotiated a higher target of 100. With sufficient learners meeting the qualifying criteria we were able to open up courses to other participants ensuring courses were well attended.

A stronger partnership was formed with Voluntary Sector Training during 2008. Development Worker meetings now take place regularly enabling us to influence the courses which are held locally to meet the need of groups in Castle Point. They are able to offer courses specifically for the voluntary sector at heavily subsidised rates plus small organisations are able to access their bursary scheme which entitles them to free places. By making use of space available at The Tyrells Centre and Little Lions Children's Centre we have ensured courses are operated across the borough. Voluntary organisations can also access the training taking place in other parts of Essex.

*Collette Johnson*

## **Treasurer's Report**

The income and expenditure for the year 2008/09 has again increased significantly, as expected, due to the success of a number of grant applications: notably the continued growth of the Children's Centres. Additionally we have also been successful in acquiring funding for hosting CYPSP Partnership Support Officer, delivering Neighbourhood Learning training courses and our involvement in physical activity projects. Importantly the success of the CAVS organisation on a financial, as well as practical, level has now resulted in a turnover in excess of £500,000 with the result that we are now liable to the Charity Commission audit regulations. Accordingly, our accountants have additionally carried out a regulatory audit this year.

We are pleased to report that the implementation of our financial accounting package has now allowed us to carry out appropriate controls and monitoring of the many projects we are now running. We are also pleased to report that we have already secured ongoing funding commitments for the continuing growth of the Children's Centres, in addition to other projects, so the financial sustainability of our organisation is not at risk.

Details of the components of the income and expenditure for the last financial year have been prepared by our accountants, Maynard Heady, and are contained in the Statutory Accounts including the notes to the accounts. Copies of these are available as required. Should you wish to receive a copy please contact the CAVS office.

The trustees will continue to monitor the reserves and the Reserves Policy as part of the continuing risk assessment process and in the context of the recommendations of the Charity Commission.

*Ian Dudley*

## **CAVS Mission Statement**

CAVS is a local voluntary representatives' organisation, formed to promote and develop the effectiveness of voluntary groups in the area of Castle Point.

CAVS promotes:

- effectiveness of local groups by providing information, advice and training
- partnerships between statutory and voluntary sectors in the delivery of welfare and other services
- different sections of the community working together
- the raising of funds for charitable purposes
- the identification of new needs and assistance with development of initiatives for meeting these needs
- innovation, accountability and good practice in local voluntary services

CAVS provides a forum for local groups and organisations to put forward their views on local and national policies and decisions that affect them to appropriate bodies.

## **STATEMENT OF VALUES**

CAVS recognises that the UK is a society diverse in race, culture, beliefs and operates an equal opportunities policy.

CAVS believes:

- no person should suffer oppression or lack of opportunity based on race, gender, belief, employment status, unrelated criminal conviction, sexuality, disability, age class or geographical location
- priority should be given to working with people whose full participation in society is limited by economic, political and social disadvantages
- oppression and inequality must be challenged

CAVS will positively promote its core values in all areas of its work and structure.



# Castle Point Association of Voluntary Services Ltd

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