



**VOLUNTARY ACTION
SWINDON ANNUAL REVIEW
2013/14**

**Charity No: 287732. Company No: 1604168.
A charitable company limited by guarantee**

Voluntary Action Board of Trustees

Mansoor Khan - Chair (Elected November 2010)

Nazma Ramruttun - Vice Chair (Elected December 2011)

Heather Hunter - (Elected March 2012)

Dorothy Brown - (Elected November 2010)

Brian Gibbs - (Elected March 2012)

Daniel Rose - (Elected March 2012)

John Wood - (Elected December 2011)

Ram Thiagarajah - (Elected March 2012)

Voluntary Action Swindon was formed in 1932 as the Swindon Council of Social Service, administering help to the unemployed and disadvantaged. Voluntary Action Swindon has a unique role serving as a mediator between the public sector and the third sector. Voluntary Action Swindon contributes significantly in bringing the diverse sections of our community together, promoting the wider engagement and participation of the third sector in the Swindon Strategic Partnership and Local Area Agreement.

Our Strategic aims are:

- To improve the capacity and quality of voluntary and community organisations.
- To facilitate liaison and collaboration within the voluntary and community sector and between the voluntary, public and private sectors.
- To enable voluntary and community organisations to gain greater access to information, public support services and facilities.
- To identify and prioritise the needs of local communities and develop appropriate responses.

We're up to date and on the web



To go to the VAS website www.vas-swindon.org



The Voluntary Action Swindon online Directory is a comprehensive source of contact information for Voluntary and Community Sector groups in Swindon. Just go to www.vas-swindon.org.uk



Browse our pictures, info and news www.facebook.com/vas-swindon



Get short, timely messages from VAS www.twitter.com/vaswindon



navca



SWINDON
BOROUGH COUNCIL



The National Federation of Community Organisations

From the Chair - Mansoor A Khan



Voluntary Action Swindon's main purpose is to serve the Voluntary and Community Sector of the Borough of Swindon. The Staff and Volunteers with the leadership of David Wray our Chief Executive Officer have worked hard over the year to provide a professional service.

This was the first year of our Infrastructure Grant and Time Bank which was worked on collaboratively with the Volunteer Centre Swindon. We have had a positive year with staff and volunteers contributing to the successful completion of first year. VAS continues support for the

Swindon Equality Coalition and Sports Forum by providing administration support and arranging the bi-monthly meetings for both groups.

A number of projects continued from the previous year adding to the impact VAS has been able to contribute to the sector. The ILM (Intermediate Labour Market) project has had a successful year by matching jobseekers to suitable voluntary placements and providing support for the jobseeker. The ILM project was jointly worked on with the Volunteer Centre Swindon. The Heritage (charting the history of Voluntary and Community Action in Swindon) and the Ovarian Cancer promotion also occurred during the year. A few new projects were undertaken in the year: Building Health Partnership, funded by NAVCA, Digital Outreach and E-Directory (My Care My Support).

The CEO Network, Funding Advice Network and Accounting Network continue to be run for charities. We continue to promote our services: printing, booklet making, and leaflet production, DBS and conference facilities for the Voluntary and Community Sector.

Sanford House – Swindon Advice and Support Centre, VAS has been playing a key role in developing Sanford House as Swindon's Advice and Support centre and this opened in June 2014. Working jointly with SBC, VAS will manage the building which includes tenants such as the Citizen's Advice Bureau, Swindon Advocacy Movement, MIND and DHI. Effectively this will offer a much more joined up service provision to the Swindon community with many organisations working together in this one building.

We need to continue in an affirmative manner, and positive attitude for the voluntary and community sector. I would like to extend my warmest thanks to our volunteers, Trustees and staff for the fantastic work they carry out on behalf of the organisation.

From the Chief Executive Officer - David Wray



This year was a very busy one starting as it did with the new infrastructure contract with Swindon Borough Council and including our Timebank and Volunteering Into Work project (ALIVE), all delivered jointly with the volunteer centre.

Another key project was Building Health Partnerships where we have worked closely with the Council, the Clinical Commissioning Group and our

Sector.

In the later part of the year work started to convert Sanford House (see cover) into the new Swindon Advice and Support Centre with VAS playing a key role as the Head Tenant.

Overall it has been a good year of progress and I would personally like to thank all the staff and volunteers who have contributed to this success.

Some of last year's achievements:

- *Over 150 individuals attended training sessions, which included Trustee training, Personal Safety, Fire Safety, Health & Safety, First Aid and Social Investment*
- *Over 400 news items communicated via our weekly e-bulletin (VAS id) promoting voluntary and community events and activities*
- *Over 85 voluntary and community groups used VAS's printing facilities*
- *Over 105 groups received funding advice*
- *Over 75 groups received governance advice*
- *Over 50 voluntary groups/organisations received copies of the 4 quarterly newsletters*
- *Over 1500 voluntary and community groups hosted on the VAS online Directory.*
- *Over 120 people received computer training.*
- *Over 570 third sector meetings/events were held at VAS.*
- *7 new groups signed up to VAS as an umbrella organisation to undertake DBS checks. 255 disclosures were actioned.*
- *2 Equality Coalition Events were held with over 80 people attending.*
- *2 Swindon Sports Forum events were held with over 130 people attending*
- *1 Community Fayre was held with 15 stallholders*
- *22 organisations were helped through the Swindon Support Budget*

What our customers say about us

Harbour Project - Training Course

"Thank you for organising. It was really useful. The talk was illuminating. The networking element was invaluable as well... I have come away feeling reinvigorated and inspired – and I suspect I'm not alone in thinking that. From a practical point of view, it was good to make connections with other organisations as I'm sure there are many more ways in which we could be working together."

Room Hire Customers

"All was fine, friendly, accommodating and efficient."

Eastcott Community Organisation

"When we started to consider forming as a group with a constitution and a management committee, Voluntary Action Swindon was one of the first organisations we contacted. Over the year, we've benefitted hugely by the range of help that VAS offers, from advice on funding, attending workshops and courses, to finding us professionals to help us through Involve...to getting printing done."

Diabetes UK - Room Hire Customers

"We were very pleased with the venue and the room was excellent for our requirements."

First Aid Training Attendee

"Thank you for making the course fun, relaxed and interesting. All areas covered were useful and informative."

Room Hire Customers

"Everyone at VAS was incredibly helpful and friendly throughout - I am happy to recommend the service to all."

Voluntary Action Swindon welcomes all feedback received from our customers and partners, we strive to ensure that all of our customers leave happy. If you are unhappy with the service you receive then please do get in touch so we can improve this service we provide. Alternatively if you have positive feedback or suggestions of where improvements can be made we welcome these too.

Please send any feedback please to info@vas-swindon.org

Services We Provide

Room Hire: A 50 person Conference Room located right in the centre of Swindon, very flexible room layouts, equipment hire also available. The room allows for small groups and large events. Other rooms are also available.

Printing Services: Printing services at competitive prices. We can do both small and large print jobs.

DBS service: We are a registered DBS Umbrella Body so we are able to check and send off any DBS you require.

Funding Advice: Access to **FREE** Funding Advice Surgeries.

Networks/Forums: Access to a wide range of forums and networks supported by VAS which include the CEO Network, Trustee Network, Community Buildings Network, Sports Forum, Voluntary & Community Forum and the BME Forum. All providing opportunities to network, share ideas and best practice.

Communications: VAS id, the VAS weekly e-bulletin. Promote your group and the services you provide within this weekly e-bulletin that has a readership of 800+. Also a quarterly newsletter and also a Facebook and Twitter account.

Access To Networks: Access to the Trustee Network, Community Buildings Network, the Voluntary and Community Forum, the BME Forum, the CEO Breakfast Meeting and the Swindon Fundraisers Group. All providing opportunities to network, share ideas and best practice.

VAS Directory: an online directory listing over 1500 groups and organisations that provide services to the voluntary and community sector. **FREE** to register your group.

Information And Advice: **FREE** information and advice available and access to a wider regional or national network through VAS.

Governance Advice: Advice to groups when they need it.

Training Program: VAS has a brand new training program in place which will bring more training opportunities to the Voluntary sector in Swindon. For more information on the courses visit www.vas-swindon.org/training.html

Swindon Equality Coalition: We support the running of the Swindon Equality Coalition, hosting multiple events throughout the year as well as a number of Equality Coalition Working Group meetings throughout the year.

Swindon Advice & Support Centre: a central hub where the people of

Financial Report April 2013 — March 2014

This draft summary financial information is taken from the Trustees' annual report and statutory financial statements, which will be approved by the Trustees before the AGM. The statutory financial statements, on which the auditor, Chris Vaughan Reeves & Co will give an unqualified audit report, will be submitted to the Registrar of Companies and the Charity Commission.

This summary information may not contain sufficient information to gain a complete understanding of the financial affairs of the charity. The full Trustees' report, statutory financial statements and auditors' report may be obtained from the Company Secretary or in time downloaded from the charity commission website - www.charity-commission.gov.uk or on the VAS website on the 'About Us' page.

| DRAFT VAS ACCOUNTS SUMMARY: YEAR TO 31 MARCH 2014 | | |
|--|------------------|------------------|
| | 2013-2014 | 2012-2013 |
| | £'000 | £'000 |
| Income | | |
| Rent | 33 | 17 |
| Printing | 6 | 6 |
| Training | 4 | 1 |
| Interest | 2 | 3 |
| Other | 4 | 13 |
| Projects | | |
| Voice | - | 59 |
| Basis | - | 27 |
| SBC – Community Sector Support | 125 | - |
| UK Online | 6 | 8 |
| Building Health Partnerships | 18 | - |
| SBC/Job Centre (ILM) | 26 | 24 |
| SBC – Time Bank | 21 | - |
| SBC – Sanford House | 2 | - |
| VCS – Involve | 9 | - |
| Other Income | 13 | 19 |
| Total Income | 269 | 177 |

Auditor: Chris Vaughan - Reeves & Co, Argyle Street, Swindon, SN2 8AR

Financial Report April 2013 — March 2014

VAS ACCOUNTS SUMMARY: YEAR TO 31 MARCH 2013

| | 2013-2014 | 2012-2013 |
|--------------------------|-------------|-------------|
| | £,000 | £,000 |
| Expenditure | | |
| Staff Costs | -153 | -107 |
| Other Costs | -113 | -58 |
| Depreciation | -11 | -12 |
| Audit fees | -2 | -2 |
| Total Expenditure | -279 | -180 |
| | | |
| Net Deficit | -10 | -2 |

| Balance Sheet | 2013-2014 | 2013-2013 |
|----------------------|------------|------------|
| Fixed Assets | 96 | 107 |
| Bank Accounts | 262 | 216 |
| Other Assets | 16 | 8 |
| TOTAL | 374 | 331 |
| Liabilities | -76 | -23 |
| | | |
| Net Funds | 298 | 308 |

Reserves Policy

The Trustees have examined the reserves policy in the light of the predominant risks to the charity. The reserves are required to cover late payment, loss of grant aid funding and other shortfalls of income so as to ensure full and timely delivery of, or appropriate exit from, planned programmes and ongoing provision of services. A policy has been established whereby unrestricted funds, not committed or invested in tangible fixed assets held by the charity, should be four months of running costs. A designated sum of £70,000 has been set aside for the property maintenance fund and a further £55,000 for the operational reserve fund. A designated sum of £10,000 has been set aside for the property fund, which will allow Voluntary Action Swindon to identify new premises and pay for surveyors and architects, when appropriate. Voluntary Action Swindon will continue to build reserves through operating surpluses if available.